



**2019-2020  
Parent & Student Handbook**

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## *Welcome!*

We at Carroll Catholic School welcome you and your children to our school family and faith community. This school year presents us all with many opportunities to succeed and excel. As teachers and staff members, we share a responsibility with you as parents in educating your children. We strive to provide an environment that is safe, open, and encourages a love for learning and the Gospel.

Carroll Catholic School is committed to assisting students to reach their full potential—spiritually, intellectually, and physically. Our greatest endeavor is to provide the quality of education your child needs and deserves in order to help him or her meet the expectations that lay ahead, both in school and in life.

It takes all of us working together to succeed in educating our children and creating life-long learners. It is my sincere desire that Carroll Catholic School be an excellent educational and spiritual experience for your children.

If you have any questions or concerns, please do not hesitate to contact me or any of the school staff. We are eager to assist you in any way possible.

Sincerely,

David Welch  
Principal

## Parish & School Leadership

Father Jeffrey Laible, Pastor  
Mr. David Welch, Principal  
Mrs. Michelle Fuiten, Athletic Director

## School Faculty and Staff

Ms. Jennifer Martin	Pre-School
Mrs. Linda Lord	Pre-Kindergarten
Ms. Emily Lund	Kindergarten
Mrs. Renee Newton	1 <sup>st</sup> Grade
Mrs. Sheila Davison	2 <sup>nd</sup> Grade
Mrs. Emily Kohl	3 <sup>rd</sup> Grade
Mrs. Betsy Lewis	4 <sup>th</sup> Grade
Mrs. Michelle Fuiten	Middle School ELA, Religion
Mrs. Kiara Coyle	Middle School Math, Science
Mr. David Welch	Middle School Social Studies
Mrs. Amy Janssen	Classroom Aide
Mrs. Katie Hanger	Classroom Aide
Mrs. Rosemary Erickson	Classroom Aide
Mrs. Jennifer Craig	Secretary
Mrs. Lillian Twiss	Before-Care Supervisor
Mrs. Kaysha Simpson	After-Care Supervisor
Mr. Howie Fuiten	Janitor
Mrs. Kathy Buse	Cook

## E-Mail Contacts

Faculty and staff may be contacted via email by using their first name initial and last name @carrollcatholicschool.com. For example: dwelch@carrollcatholicschool.com.

Mrs. Buse may be contacted at kbuse@logancountycatholic.org.

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**Circumstances may arise in which Carroll Catholic School determines that changes are required in these guidelines and procedures. For this reason, Carroll Catholic School reserves 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.**

## **Catholic School Statement of Purpose**

*“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom....”*

The Religious Dimension of Education  
in a Catholic School, #25

Catholic schools in the diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is “the Way, the Truth, and the Life: (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school’s curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

### **Our Mission Statement**

Carroll Catholic School is a faith-based preschool through eighth grade parochial school. Our purpose is to prepare students to live and learn in an ever-changing and diverse world. As the primary educators of children, parents and the family are integrally involved in the operation of our school. We exist...

- To promote a faith life which encourages compassion, morality and Christian values.
- To promote stringent academic standards.
- To promote civic responsibility based on core values of service, teamwork and innovation.

### **Recognition**

Carroll Catholic School is fully recognized by the Illinois State Board of Education under the guidelines for Recognition of Non-Public Elementary Schools, as well as by the National Catholic Education Association.

### **Delineation of Authority**

The Pastor is the spiritual leader of the faith community. He gives direction to the work of the Carroll Catholic School Education Commission and the principal of the school.

The Education Commission is the advisory board of the school. It derives its authority from the Commission Constitution which was developed in conjunction with the Pastor and diocesan guidelines.

The principal is the educational leader who, together with the faculty, is responsible for seeing that appropriate regulations are made to implement Education Commission policies.

The teacher plans, directs, and evaluates learning activities that enable the students to develop the understanding, attitudes, and skills included in the curriculum of the school.

The School Club exists in order that parents may work together in the development and implementation of school activities and services that affect the physical, mental, moral, and spiritual growth of all students enrolled in Carroll Catholic School. The School Club also assists the school financially in the purchase of needed equipment and instructional materials.

### **Parent Participation**

Parents and families are an integral part of Carroll Catholic School, and a cooperative relationship between school and home is essential. Additionally, parents are expected to be involved in at least one major activity each year, such as the Education Commission, School Club, SCRIP program, Christmas Bazaar, or a major fundraiser. A number of volunteer opportunities exist to assist the school, as well.

### **Admission and Registration**

#### **Non-discrimination in Admission**

No student will be denied admission to our school on the basis of race, national or ethnic origin, gender, or disability (with reasonable accommodation).

#### **Admission Priority**

For early childhood admissions, notice of preschool and prekindergarten registration will be provided to current CCS families and will be placed also in the Holy Family Parish Sunday bulletin during the month of February. This advance notice of registration for Logan County Catholic families will conclude when K-8 registration begins in March-April.

Carroll Catholic School may admit kindergarten to eighth grade students on a priority basis. First priority will be given to Catholic students. In the event there is waiting list for admission to Carroll Catholic School, students will be enrolled in the following priority order: students currently enrolled; siblings of currently enrolled students; parishioners of Holy Family Parish with no children currently attending Carroll Catholic School; parishioners of Catholic Churches outside of Lincoln; children and siblings of alumni; non-parish affiliated Catholics; all other students.

As part of the admission procedure students agree to maintain a commitment to the mission, goals, and religious values of Carroll Catholic School through support of the policies outlined in the student handbook and appropriate academic achievement.

#### **Early Childhood Admission**

Carroll School offers a 3-year-old Preschool program and a 4-year-old Prekindergarten program. Both programs meet Monday through Friday from 8:10 a.m. – 3:00 p.m.

Requirements for enrollment include:

- 1) By September 1, a PS student must be 3 years old and a PK student must be 4 years old.
- 2) The student must have a physical examination by October 15 of that school year.
- 3) Students must be toilet trained.

#### **Entrance Requirements Grades K - 8**

Students admitted to kindergarten should be 5 years of age by September 1 of that school year.

State law requires every student entering an Illinois school for the first time to have a physical exam as well as various immunizations. The complete immunization record must be on file for each student in school. Students must have a completed physical on file in the school office by October 15. All

kindergartners or students enrolling for the first time will be required to present a certified copy of their birth certificate.

## **Registration Information**

### **Inclusion of Students with Special Needs**

All elementary and secondary schools of the Catholic Diocese of Peoria shall admit students with special needs whenever possible (Diocesan Policy D-105). When a family of a child with special needs applies for enrollment, the parents and school administration will meet to define the student's needs and to determine the school's ability to meet those needs. If accepted for enrollment, families of children with special needs may be required to pay for extra services provided by the school.

### **Health Requirements**

#### **Preschool & Prekindergarten**

- ✓ Complete physical exam including immunizations (including hepatitis B), diabetes screening, and lead risk assessment

#### **Kindergarten**

- ✓ Complete physical exam including immunizations, diabetes screening, and lead risk assessment
- ✓ Complete vision exam before October 15 of the current school year
- ✓ Dental exam completed within 18 months prior to May 15 of the current school year

#### **2nd Grade**

- ✓ Dental exam completed within 18 months prior to May 15 of the current school year

#### **5th Grade**

- ✓ Documented evidence of completed hepatitis B vaccination series

#### **6th Grade**

- ✓ Complete physical exam including immunizations and diabetes screening
  - Students entering 6<sup>th</sup> grade show proof of receiving one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT, or Td dose. In addition, sixth grade students shall show proof of having received one dose of MCV4 (meningococcal conjugate vaccine).
- ✓ Dental exam completed within 18 months prior to May 15 of the current school year

#### **Students new to Illinois schools**

- ✓ Complete physical exam including immunizations, diabetes, and lead screening
- ✓ Complete vision exam within 30 days of enrollment

### **Health Examination and Immunizations Policy**

If a student does not submit proof of having had either the health examination or the immunization as required, then the student shall be examined or receive the immunization, as the case may be, and present proof by October 15 of the current school year.

If for medical reasons one or more of the required immunizations must be given after October 15, a schedule of the administration of the immunizations and a statement of the medical reason causing the delay must be provided.

If a student does not comply by October 15 of the current school year with the above requirements, then the local school authority shall exclude that student from school until such time as the student presents proof of having had the health examination or immunization that is required. During a student's

exclusion from school for noncompliance, this student’s parents or legal guardian shall be considered in violation of state law.

Parents or guardians who object to health examinations or immunizations on religious grounds must submit a signed statement of objections, detailing the grounds for such objection, to be reviewed by the Diocese of Peoria and the Illinois State Board of Education. If the physical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examination shall endorse such fact upon the health examination form.

In the case of an outbreak of a disease, any student who has waived the right for immunizations shall not be able to attend school until the safety of the un-immunized students can be assured.

## **Tuition Policy**

In order to finance partly the operation of Carroll Catholic School, the Education Commission employs a tuition system.

### **Financial Assistance**

**No student will be denied an education at Carroll Catholic School because of a family’s financial situation.**

Applications for financial assistance may be made by contacting the school office. Should a change in income occur during a school year, a family is strongly encouraged to contact the principal or pastor to discuss possible financial assistance. It is the school’s general policy to limit tuition assistance to no greater than 50% of a family’s respective tuition rate.

### **Tuition & Registration Fees**

<b>Kindergarten – Eighth Grade</b>	
<b>1 Student</b>	\$3,600 annually
<b>2 Students</b>	\$5,250 annually
<b>3+ Students</b>	\$6,425 annually
<b>Pre-Kindergarten (4-year-old) – Monday-Friday (8:00-3:00)</b>	
<b>Per Student</b>	\$4,100 annually
<b>Pre-School (3-year-old) – Monday-Friday</b>	
<b>Per Student (8:00-3:00)</b>	\$4,100 annually
<b>Registration Fees</b>	
<b>Pre-School</b>	\$100 per student
<b>Pre-Kindergarten/Preschool (8:00-3:00)</b>	\$100 per student
<b>Kindergarten – Eighth</b>	\$150 per student
<b>Registration fees cover items such as textbook usage, consumable workbooks, classroom supplies, student planner, roller skating fee, accident insurance</b>	

### **Ordinary Rule of Tuition Rates Increases**

Ordinarily, tuition at Carroll Catholic School increases each year. The percentage of the increase will be based on the Midwest Region rate of the Consumer Price Index (CPI), published in January of each

year and rounded to the next whole number. Every effort will be made to never raise tuition more than the published CPI plus five percentage points in one calendar year.

### **Care of Books and Supplies**

It is important that students care for school property. Families will be charged for damage done to textbooks beyond normal usage or for lost textbooks or library books.

### **Graduation Fee**

Families of eighth grade students will be charged a graduation fee that includes the cost of cap, gown rental, and diploma. Optional class pictures are also available.

### **Delinquent Tuition and Fees**

- 1) Families will be assessed a bank fee for tuition electronic funds transfers that are rejected for insufficient funds.
- 2) It is the responsibility of the enrolling custodial parent to ensure that tuition payments are received each month
- 3) If delinquent tuition payments and related fees are not paid in full within 45 calendar days, students may lose all classroom privileges (including attending school and all extra-curricular activities). A meeting with the school's principal and the student's parents will take place prior to the student being excluded from school.
- 4) Families with delinquent tuition and fees may not be permitted to register their children for the following school year.
- 5) Families who leave CCS, either through graduation or school transfer, with an outstanding tuition/fee balance due shall make arrangements to pay off the balance. Unpaid balances are subject to collection activity.

### **Tuition Reimbursement Policy**

Carroll Catholic School will reimburse tuition for a family leaving Carroll Catholic School, but reimbursement will only be made for those months that students will not be in attendance and prepayment was made. The student registration fee is reimbursable only if a student is withdrawn prior to June 30. The entire book fee is expected even in the case of a family starting Carroll Catholic School after the school year has begun; however, this amount may be prorated at the discretion of the principal depending on the date of enrollment.

## **Withdrawal and Transfer**

Records of students transferring to another school are sent to the new school upon receipt of a written request from that school.

### **Readmission of Students**

Students who withdraw in good standing from Carroll Catholic School may apply for readmission to the school in accordance with the following guidelines. In the readmission decision, the principal will be guided by the same factors that determine original admission decisions:

- 1) Availability of space; priority is given to Catholic families who are registers members of the parish.
- 2) Evidence of academic, social and emotional readiness to experience success in the school.
- 3) Willingness of the parents and student to cooperate fully with the mission, philosophy and regulation of the school.

When a student applies for readmission, the principal will interview the student and his/her parents to determine why they desire to re-enroll in the school. If the decision of the principal is to readmit the student, stipulations may be placed upon his or her readmission.

The stipulations may include:

- 1) A requirement that the student repeat a grade level that he/she had already been enrolled in previously when he/she withdrew from school.
- 2) Probationary enrollment status for the first nine weeks of readmission.
- 3) Behavioral contracts.
- 4) Prepayment of school tuition for the remainder of the school term.

Carroll Catholic School reserves the right to deny readmission to students who withdrew. The principal's decision on readmission shall be final.

## **Daily Schedule and Attendance**

### **School Hours**

\*Before-Care Program: 7:00 a.m. to 7:55 a.m.

\*Preschool; Prekindergarten to 8<sup>th</sup> Grade: 8:10 a.m. to 3:00 p.m.

\*After-Care Program: 3:00 p.m. to 5:30 p.m.

### **Before-Care and After-Care Programs**

Carroll Catholic School Before-Care and After-Care programs are designed to assure the safety of our students and provide supervised care for students whose parents must drop them off before 7:40 am or cannot pick up their child at the regular school dismissal time.

Before-care is available from 7:00 am to 7:55 am. After-care is available from dismissal until 5:30 pm.

If students are dropped off prior to 7:55 a.m., they will be required to report directly to the Before-Care program. Students should not go to their classroom without prior approval from their teacher. If students are not under the direct supervision of a teacher or coach and not picked up by 3:15 pm, they will be required to report to the After-Care program. Families will be charged the prevailing rate for After-Care services.

### **Electronic Devices in Before-Care & After-Care**

Electronic devices are discouraged in school and are the sole responsibility of the student.

### **After-Care Procedures and Fees**

Students are to report directly to the cafeteria immediately after school for a snack. From there, students will be escorted to the After-Care room. Students needing to return to their classroom for additional tutoring are asked to check in at After-Care first. Games and other supplies will be provided. A written note must accompany the student if someone other than the parent is authorized to pick up the student. When school is dismissed early, after-care will begin at dismissal time.

On early dismissal days (11:30 or later), After-Care may be provided (parents will be notified of such days). Students will need to bring their own lunch on these days. No After-Care will be provided on days when school is not in session or students are not present. After-Care fees are billed every two weeks.

3:40 pm to pickup	Each Child	\$7.00 per day
Additional fees may be incurred for late pick-up (after 5:30 pm)		

### **Daily Attendance**

Illinois School Code considers a full day of student attendance to be a minimum of 300 minutes of direct instruction for students in grades 2-8 and a minimum of 240 minutes for students in grades K-1.

Students who are in attendance for less than 300/240 minutes but for at least 150/120 minutes will be considered absent ½ day. Students in attendance for less than 150/120 minutes will be considered absent for one full day.

Regular attendance at school is a must for a student to benefit fully from his or her education. Attendance will be checked at the beginning of each school day. When a student is absent from school, the parent/guardian should notify the school office by 9:00 a.m.

A student that is absent without acceptable excuse for a total of 9 days or more may be considered truant and may not be promoted to the next grade level.

### **Tardiness**

Tardiness is occasionally unavoidable, but habitual lateness may result in a conference with parents or further action. A student arriving 60 minutes after the start of school will be considered ½ day absent.

### **Excused Absences**

Excused absences will be granted for the following reasons:

- Illness of the student. Note: illnesses requiring the student to be absent from school for more than three consecutive days will require a written medical excuse from a physician as requested by the principal.
- Serious illness or death in the immediate family.
- Medical appointments—every effort should be made to schedule these appointments outside of school hours.
- Other reasons may be accepted at the discretion of the principal.

If a student's absence is excused, the student will be allowed to make-up all work and receive full credit.

### **Early Dismissal**

Parents should make every effort to schedule medical or dental appointments outside of school hours. No student will be permitted to leave the school premises before the scheduled dismissal without a request from the parent/guardian and permission from the principal. Students are to be met in the school office by the parent/guardian when leaving early.

### **Unexcused Absences**

If a student's absence is unexcused, he/she must make up all work in order to keep up with the class, but will receive no credit for the work. Unexcused absences will be given to those students whose reasons fall into any of the following categories:

- Shopping trip
- Hair appointment
- Oversleeping
- Skipping class
- Hunting season
- Other reasons at the discretion on the principal

### **Written Excuses**

Parents are required to send a written excuse for early dismissal, tardiness, or leaving grounds during the school hours. Parents are required to call the school if their child is absent.

### **Make-up Work**

Students will be given two days for each day missed while ill. Students missing school due to family vacation shall be given one day to make up work for every day missed.

### **Family Vacations**

Vacations during the school year are not recommended. Parents must notify the school principal in writing one week in advance of a leave from school. Failure to do so may result in the student not being allowed to make up missed work.

Work missed while absent is difficult to make up upon return to school. Parents are responsible for seeing that their child makes up all work.

### **Bring Your Child to Work Day**

Carroll Catholic School supports those parents and students who wish to participate in “Bring Your Child to Work Day” programs. Students who attend “Bring Your Child to Work Day” shall not be counted absent from school. They will, nonetheless, be responsible for any assignments missed. The student record shall be marked in a manner that indicates the student was not in class that day, but also not marked absent.

### **Funeral Attendance Policy**

It shall be the policy of Carroll Catholic School that the community supports its members and families in the following way when a death occurs.

1. In the event of a death of a faculty member or staff member (or their spouse or child) or a student, individual classes, up to the entire faculty, staff and student body shall be dismissed from school at a time that is convenient for attendance at the funeral, as determined by the principal.
2. In the event of a death of others not listed in paragraph one, students shall be allowed to attend funerals as an excused absence.

### **Excellent Attendance Award**

While attending a funeral or visiting an ill relative will result in an excused absence for the student, a student with only such absences may still receive an Excellent Attendance award at the end of the school year.

## **Communicating with the School**

### **How to Contact the School**

The principal and members of the faculty and staff can be reached by calling the school at 217-732-7518. In case of an emergency and the school is closed, you may reach the principal at 217-871-8303.

### **Addressing Concerns**

Our school strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty, or problem. To address these in the most efficient manner, families are expected to adhere to the following procedures:

1. Parents contact the teacher either in writing or by phone stating the concern. Unscheduled visits are permitted before or after school as long as they are very brief and limited to checking student status or providing information.

2. The teacher addresses the concern, replying either in writing, by phone, or through a face-to-face conference.
3. Most concerns can be resolved in the preceding manner. If a concern has not been resolved, parents may contact the principal, either in writing or by phone.
4. Once the principal has decided an issue, dissatisfied parties may address their grievance with the parish pastor. The Education Commission may also be addressed in as far as the grievance relates to school policy.

The Diocese of Peoria has established a process for the review of decisions made by the competent authority of any school or parish for which a conflict or disagreement may arise. The diocesan process, outlined in Policy G-111, will be utilized if the procedures described above have not produced a resolution, and provided the particular concern or difficulty qualifies for administrative review under the conditions defined in the policy.

## **Emergency Situations**

### **Emergency Closing of School**

Carroll Catholic School generally follows Lincoln Community High School regarding winter weather emergency closings. Notification of school cancellation will be issued to parents and guardians through the school's parent alert system. *Please do not call the school or the parish.*

If an emergency arises during the day, we will notify media outlets and issue a notice via the parent alert system. No student will be released without permission of his or her parent and the principal.

### **Fire and Disaster Drills**

In compliance with civil defense regulations, there will be fire and disaster drills held periodically throughout the school year.

### **Emergency Preparedness Plan**

An emergency preparedness plan addressing a host of emergency and disaster scenarios has been developed by the school. The plan is reviewed by local emergency personnel. Parents are welcome to view the plan.

## **Education Policy**

### **Student Christian Service Requirement**

One of the chief goals of Carroll Catholic School is to foster a spirit of service to the Parish Community. Assisting at liturgical service, especially at the celebration of the Mass, is one of the highest forms of service to the Parish community.

All Catholic students in fifth through eighth grades who attend Carroll Catholic School are required to serve at the altar or sing in the choir. Students may elect to do both.

Non-Catholic students in fifth through eighth are expected to perform a minimum of twenty hours of service to their congregations or the community per year.

Students who do not elect to serve at the altar or sing in the choir or who do not fulfill the service requirement may not be allowed to represent Carroll Catholic School in any extracurricular activities or attend any class field trips.

Specific guidelines for successful completion of the Christian Service requirement are part of the annual parent/student Christian service agreement form presented at registration.

### **Attendance at Religious Programs**

All CCS students are expected to be in attendance at the school's Christmas Program and May Crowning ceremony (if held during the week). Many hours of preparation by students and staff are invested in these programs, which necessitate that students be present at these events.

*Christmas Program:* All CCS students, Catholic and non-Catholic alike, are required to attend the Christmas Program. Non-Catholic students who are absent due to their own religious service attendance may be excused with a written note from a parent. Students who are absent from this event without permission of the principal may be subject to a lunch detention.

*May Crowning (if held during the week):* All Catholic students are required to attend May Crowning, and those who are absent from this event without permission from the principal may be subject to a lunch detention.

Since May Crowning is a uniquely Catholic ceremony, non-Catholic students are not required to attend; however, as their voice and presence add much to the ceremony, and being it is a school function, their attendance is greatly encouraged.

### **Special Learning Needs or Health Problems**

Parents and guardians of students are required to inform the school of any diagnosed health problems or learning needs for which special accommodations are needed. Special needs may include but are not limited to learning disabilities, attention deficit disorder, food allergies, asthma, and diabetes.

Speech therapy and special learning services may be available through Lincoln Elementary School District #27. Students experiencing significant learning problems are eligible to participate in special services if eligibility criteria are met. Either parents or teachers may request that a child be referred for diagnostic testing. Parental permission is required. If diagnostic testing is warranted, an evaluation will be completed by personnel of District #27 and/or Tri-County Special Education Association.

Eligibility for participating in Title I reading and literacy services is determined by the criteria established by the federal government and District #27.

### **Homework on Weekends**

In order to keep Sunday open for family church attendance and time together, no homework will be issued on Fridays. In addition, no tests will be given on Mondays, and no projects will be due on Mondays. However, in-class assignments may be done on Fridays, and students not completing in-class work will need to complete it by the following Monday. In addition, students with missing or incomplete work or with assignments needing to be re-done may be required to complete such work for a Monday.

### **Show & Share**

Items brought in for Show & Share should be safe and non-threatening for all students. Therefore, live animals are not permitted for this classroom activity without principal approval. The presentation of other questionable items should first be addressed with the classroom teacher and principal.

### **School Religion Program**

Carroll Catholic School is to be a community of faith in which the Christian message, the experience of community, worship, and social concerns are integrated in the total experience of the students.

Instructions in Catholic religious teaching and values are an integral, daily part of Carroll Catholic School. The religion curriculum also includes daily prayer; weekly celebration of the Eucharist; opportunities to receive the Sacrament of Reconciliation; special occasion all-school prayer services; and various practices and activities for celebrating the liturgical year.

### **Sacramental Program**

Roman Catholic students in the second grade receive their First Reconciliation in February or March and First Eucharistic in May of each year. To assist the parents in preparation for the students First Reconciliation and First Eucharist, parent sessions are held. Preparation includes some form of a retreat before the reception of the Eucharist.

Roman Catholic students in 7<sup>th</sup>/8<sup>th</sup> grade receive the Sacrament of Confirmation every other year. Preparation for this sacrament is a two-year program and includes a student day of recollection and joint parent/student session.

For reception of all the sacraments, there are requirements to be met according to Canon Law.

## **Evaluations and Records**

### **Grading and Report Cards**

In Grades K - 2, the general evaluation in each subject shall be:

- S+ = exceeds basic requirements (94-100)
- S = satisfactory progress (80-93)
- S- = having difficulty meeting basic requirements (70-79)
- U = unsatisfactory (69 or lower)

In Grades 3 - 8, the general evaluation in each subject shall be:

- |                |             |              |              |                |
|----------------|-------------|--------------|--------------|----------------|
| A + = 99 - 100 | B+ = 92     | C+ = 84      | D+ = 73      | F = Below 65   |
| A = 95 - 98    | B = 86 - 91 | C = 76 - 83  | D = 68 - 72  | I = Incomplete |
| A- = 93 - 94   | B- = 85     | C- = 74 - 75 | D- = 65 - 67 |                |

Personal Development and Work/Study Skills will be measured in grades K - 8 using the following scale:

- + = Very Good
- [ ] = Satisfactory
- NI = Needs Improvement

### **Incomplete/Inadequate Student Work**

Homework may be assigned nightly for students. Students are expected to be accountable for their work. All homework (daily written and unwritten assignments, projects, research, etc.) is required to be turned in at the beginning of each class period. Late work is any assignment that is not turned in on time. Teachers may assign lunch detentions as necessary for incomplete or inadequate assignments.

### **Parent-Teacher Conferences**

Parent-teacher conferences give the parents and teacher an opportunity to discuss the individual student and to gain a better understanding of the student and of the school program. Please do not wait until the end of the quarter if you have any questions regarding your child's progress. Conferences can be arranged at any time during the school year, whenever the parent or teacher feels it is necessary. All parents are requested to attend both fall and spring parent-teacher conference of the year.

### **Non-Promotion Grades K-1-2-3**

If the quality of a student's educational achievement is not maintained, the student will be considered for non-promotion.

The quality of the student's work will be according to the teacher's evaluation of the student's performance, level of social maturity, attendance, and ability to maintain his/her individual level of achievement.

The teachers will have documented:

- a. Progress reports sent to parents.
- b. Parent conferences.

- c. Conference held with teacher/teachers, principal, and parents before the end of the first semester. If the quality of a student's work becomes a concern during the second semester additional progress reports and parent conferences will be expected.
- d. Other conferences held as deemed necessary, called by any party, and coordinated with the principal.

Final decision on non-promotion lies with the principal.

### **Non-Promotion Grades 4-5-6-7-8**

When the quality of a student's work is failing (based upon cumulative GPA at year's end) in two or more core subjects the student will be considered for non-promotion.

The quality of the student's work will be according to the teacher/teachers' evaluation of the student's performance, attendance, and ability to maintain his/her individual level of achievement.

The teacher will have documented:

- a. Progress report sent to parents.
- b. Parent conferences.
- c. Conferences held, with teacher/teachers, principal, and parents before the close of the first semester. If the quality of a student's work becomes a concern during the second semester steps a. and b. (above) will be followed.
- d. Other conferences held as deemed necessary, called by any party, and coordinated with the principal.

Final decision on non-promotion lies with the principal.

### **Honor Roll**

Honor Roll is calculated each quarter using the following point system, based on report card grades:

A+ = 5.1	B+ = 4.3	C+ = 3.3	D+ = 2.3	F = 1.0
A = 5.0	B = 4.0	C = 3.0	D = 2.0	
A- = 4.7	B- = 3.7	C- = 2.7	D- = 1.7	

High Honors: 4.75 to 5.10

Honors: 4.50 to 4.74

Honorable Mention: 4.00 to 4.49

A failing grade in *any subject* will exclude a student from Honor Roll for the particular quarter.

Subjects are weighted according to the number of times per week that students meet. For example, students in 8<sup>th</sup> grade meet five days per week on average for math, and it is weighted at 1.0; while 8<sup>th</sup> grade students only meet two days per week on average for P.E., and so it is weighted at 0.4.

A student's cumulative GPA for the school year shall determine honor roll recognition at Academic Awards.

## **General Information**

### **Asbestos**

On August 29, 1988, Carroll Catholic School was inspected for asbestos containing materials as mandated by the USEPA, 40 CFR Part 763, Asbestos-Containing Materials in Schools.

A Management Plan was prepared by an accredited management planner: Asbestos Consultants of Illinois, Inc. This plan was prepared to offer direction and guidance in the management of asbestos in the building. Three-year re-inspections were conducted as follows: August 1991 (Analytical Design Group); July 1994, June 1997, May 2000, May 2003, May 2006, March 2009, June 2012, June 2015, and June 2018 (Ideal and Associated Environmental Engineering Services, Inc.).

The management plan and three year re-inspection reports are available for inspection at the School office during school hours (8:00 am to 3:00 pm). Copies of these reports can be obtained at a minimal cost.

### **Confidentiality**

In general, staff will not disclose information that a parent or student has shared in confidence. However, although the school respects the right to confidentiality, information shared in confidence will be disclosed if the life, health, and/or safety of a child would be compromised by non-disclosure.

### **Counseling Opportunities**

Referrals for counseling services for students with social or emotional needs can be made available by the school. Please contact the principal for more information.

### **Custody Issues**

Carroll Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a certified copy of the court order.

### **Hot Lunch Program**

Carroll Catholic School provides a hot lunch program for our students, staff, and guests. Current cost for a student lunch is \$3.00. Menus are planned to ensure both nutritional quality and a variety that appeals to our students.

Parents are encouraged to investigate their eligibility to participate in the free or reduced price lunch program. This information is kept confidential with the school secretary and principal.

Regarding outstanding lunch balances, the following policy is in effect:

- For families paying full price: maximum lunch balance is \$50; families paying reduced lunch price: maximum balance is \$10
- When these balances are exceeded:
  - The school will contact the home to request that the balance be paid within 10 days
  - An unpaid balance will result in the student being unable to charge a hot lunch, and a cold lunch shall be provided by the home, until the outstanding balance is satisfied
- An outstanding balance from a previous school year in excess of the above amounts shall be paid by September 15<sup>th</sup> of the new school year or the above policy will be in effect
- Students who receive free lunch shall be allowed a maximum balance of \$5; an unpaid balance above this amount will result in the student being unable to charge extra milk or water at lunch

### **Medication**

No oral medicine (OTC or prescription) should be dispensed by the faculty or staff of Carroll School. The school secretary or principal may dispense medication to students when the school is in possession of a School Medication Permission form completed and signed by the parent/guardian.

Medications that must be taken by students will be supplied by the parent/guardian and kept in the office. Students may carry and use as needed asthma inhalers and epinephrine pens. ALL medication must be in a container that is clearly labeled with student's name and directions for the student to follow.

### **Vision and Hearing Screening**

Vision and hearing screening may be conducted each spring. These are given to students in pre-kindergarten, kindergarten, and grades one, two, three, five, and seven. They are also given to any student in the other grades for whom a teacher might recommend such a test.

### **Student Insurance**

All students are covered by student and athletic accident insurance coverage. The cost of this

mandatory liability insurance is included in the annual registration fee. This insurance will cover all medical and dental expenses within the specified limits of the policy for accidents that occur at school or school-sponsored activities, up to \$25,000. Claim forms are available from the principal.

### **Non-Smoking Policy**

Carroll Catholic School is a non-smoking facility and grounds.

### **Visitors to the School**

All Visitors must first report to the Carroll School Office.

No Parent or other visitor may go to a classroom without permission from the principal or the school secretary.

### **Parties and Treats**

Birthdays - Please contact your student's teacher at least one week prior to the student's birthday to arrange for a celebration and to be advised of special circumstances.

Holidays - Halloween and Valentine's Day parties (if not during Lent) are arranged by room parents. The head room parent should contact the classroom teacher at least two weeks before these parties.

### **Use of the School Telephone**

School phones are for school business only. Student calls are to be kept to a minimum. When necessary, student calls may be made on the school office phone with the permission of the principal or school secretary.

Students and/or teachers will not be called to the phone except in cases of emergency.

### **Use of Cell Phones**

Possession of cell phones is discouraged at school and extra-curricular activities. Use of a cell phone during school hours is prohibited. If a student possesses a cell phone, it must be placed in a specified location in the principal's office each morning when entering the school building and picked-up at the principal's office at the end of the school day. If a student forgets to park his or her phone upon arrival to school but remembers later in the day, they shall immediately bring it to the principal's office. No consequence will be issued to a student for legitimately forgetting to park their phone. If a student has his or her phone out during the school day and is using it, the phone will be confiscated and returned only to the parent or guardian, and disciplinary consequences may be imposed.

### **Communications to Student During the School Day**

Communications will be delivered to the students by the school secretary or other school personnel. In those instances where it is necessary for parents to see their children during the school day, the student will be called to the office.

### **Communications to Teachers During the School Day**

Parents who need to communicate with a teacher should call the school office requesting that call be returned when the teacher becomes available. Respecting the teachers' private lives at the end of the school day, parents are encouraged to call the teacher at home for only crucial, school-related matters.

### **Communications from School to Home**

Important information is sent home each Thursday in a plastic envelope that should be returned on the following school day.

### **Field Trips**

Field trips are privileges. Students who fail to meet academic (failing a core subject (Religion, Science, Math, Social Studies, Language Arts) based upon cumulative GPA at the time of the field trip)

and/or behavioral requirements (incurring two or more days of suspension (internal or external) year to date) may be denied participation.

Students who fail to submit a field trip permission form signed by their parents or guardians will not be allowed to participate in a school trip. Parents always have the option of refusing to allow their child to participate in a particular trip.

Chaperone participation shall be at the discretion of the classroom teacher and will be offered first to Room Parents.

### **Lost and Found**

If a student is missing an article, he or she should check first with the school secretary. Periodically, all of the lost and found articles are placed on tables in the hallway and the students are asked to check for items that they may have lost. Items left at the end of the school year are discarded or given to charity.

### **Bus Transportation**

Parents are asked to discuss the seriousness of being a bus passenger and the need for good behavior while students are in transit. In the event that reports of misbehavior are received, whether at a bus stop or in transit, a conference will be held with the students and principal. Bus drills will be conducted annually. All students are expected to observe bus rules at all times. Violation of these rules can result in suspension of the bus riding privilege.

### **Morning Student Drop-Off**

Students in grades three to eight should be dropped off in the Decatur Street parking lot, by entering off of Decatur Street and exiting onto Third Street. Students in preschool to second grade may be dropped off at the front entrance on 4<sup>th</sup> Street.

### **Safety Patrol**

The safety patrol is made up of boys and girls in fifth and sixth grades. These boys and girls are on duty at the middle of Fourth Street to assist students in crossing. They are on duty in the morning from 7:45 a.m. to 8:05 a.m. and in the afternoon from 2:50 p.m. to 3:10 p.m.

### **Bicycles**

All bicycles must be placed in the rack provided. Bicycles are to be walked across streets and the playground. Locks are mandatory.

### **School Assemblies**

Students are to be quiet going to and from the gymnasium. Teachers should sit with their classes and insist on attention during the program. In addition, teachers should take a few minutes before a program to brief the students as to what is expected of them during the program.

## **Extracurricular Information**

When placed in proper perspective, the extracurricular program contributes toward the development of the whole person. When developing the extracurricular program, the following objectives are considered:

- The activity should be broad and varied enough to meet the needs of all students.
- The activity should direct students to choose worthy leisure time activities.
- The activities should encourage students to be self-sacrificing, socially cooperative, and obedient.
- The activity should help students develop self-control.
- The activity should aid in the development of strength and endurance in the use of motor skills.

- The activity should train students to play games according to the rules.
- The activity should develop self-reliance and leadership
- The activity should motivate students to win and lose with equal grace.
- The activity should promote wholesome attitudes toward competition and school spirit.
- The activity should not be considered as an end in itself, but rather as a means for promoting physical growth and spiritual perfection.

The extracurricular program at Carroll Catholic School is the responsibility of the principal. The principal shall appoint an Athletic Director to assist with the administration of the athletic program. All athletic activities shall be under the supervision and instruction of qualified coaches or sponsors.

The following is a list of Extracurricular Activities at Carroll Catholic School:

Boys: Baseball, Basketball, Track, Wrestling  
 Girls: Volleyball, Basketball, Track, Softball, Cheerleading  
 Coed: Student Council, Scholastic Bowl, Speech, Band, Chess

### **Eligibility**

Carroll Catholic School follows the Illinois Elementary School Association (IESA) guidelines. All participants shall be in grades 5 through 8 and shall not have passed the 8<sup>th</sup> grade of study. If a student is retained in a grade, it is possible that student may not play the following year at the same grade level.

A student shall be doing passing work in **all subjects and conduct** and shall maintain a minimum average of C- for all subjects combined, as determined by Carroll Catholic School. The Athletic Director shall check the grades of all athletes on Friday.

### **Ineligibility**

If a student is failing any subject or a “U” in conduct or lower than a C- average of all subjects combined, the student will be ineligible for one week. Ineligibility begins on Monday and continues through the following Saturday. The Athletic Director shall notify the principal, student, parents, and coach, noting the subject or subjects in which the student is ineligible. Parents are required to acknowledge receipt of the notification by the next school day.

#### **First Week of Ineligibility**

Students may practice with the team. The student may not play in or attend any contests during the week.

#### **Second and Subsequent Weeks of Ineligibility**

The student may not play in or attend any contests as part of the team or participate in practices during the week.

### **Athlete Discipline**

Minor disciplinary infractions occurring at a practice or game shall be addressed by the coach in a proportional manner.

Major disciplinary infractions (gross insubordination or unsportsmanlike conduct, fighting, theft, etc.) occurring at a practice or game shall be referred to the principal of the athlete’s home school for resolution.

The decision as to the suspension or removal of a student from a team shall be made in consultation with the student’s parents, the coach, the principal of Carroll Catholic School, and the principal of the student’s home school.

### **Athlete Absence**

A student who is absent from school as the result of an appointment, funeral, or extenuating circumstance may participate in that day’s practice or game. Parents are requested to notify the school in

advance of known appointments or occasions when a student will be absent.

A student who is absent from school for any portion of time due to illness may not participate in that day's practice or game.

The principal of the student's home school will retain final discretion as to whether or not a student may participate in a practice or game.

### **Physicals for Athletes**

All students in grades five through eight who plan to participate in any formal athletic program must submit a physical signed by a physician stating that they are in proper physical health.

### **Possession of Cell Phones and Audio Electronic Devices**

To facilitate communication with home, athletes may bring cell phones to practices and games. However, cell phones should be used only when communicating with home. Cell phones are prohibited to be used in locker rooms in order to protect the privacy of all participants. At the coach's discretion, audio electronic devices, such as iPods or MP3 players, may be permitted at extra-curricular events.

### **Supervision and Sportsmanship**

Students in extracurricular activities are representatives of Carroll Catholic School and should conduct themselves as such at all times and in all places. Students who fail to conduct themselves as representatives of Carroll Catholic School shall be subject to disciplinary action, including possible suspension from the extracurricular activity.

Conduct of participants and spectators at athletic events (both home and away) shall reflect good sportsmanship and the values that we strive to uphold at Carroll Catholic School. Students and all other spectators will be held accountable for their actions. All parents, coaches, and other adults are to supervise those children whom they bring to the games. They should also feel justified in their supervision of others if the situation calls for such supervision.

### **Complaint Procedure**

Parents who are in disagreement with a coach's actions or policies shall first address the concern with the respective coach. If a parent is not satisfied with the outcome of this meeting, he or she may take the concern to the attention of the Athletic Director and subsequently to the school principal. The principal will make all final decisions regarding complaint resolutions.

### **Extracurricular Activity Cancellation Policy**

In the case of school cancellation due to inclement weather or other unforeseen circumstances, no extracurricular activities, home or away, including practices, will occur that day. Extracurricular activities resume the same day that school resumes. Saturday or holiday activities will occur at the discretion of the principal.

### **Sunday Practices and Open Gym**

5<sup>th</sup> to 8<sup>th</sup> grade teams may not practice on Sundays nor attend any open gym, except the Sunday preceding a state qualifying competition. No such Sunday practice may begin before 1:00 p.m. or end after 5:00 p.m.

### **Non-Practice/Game Days**

There shall be no practices, open gym, or games when the school is closed on the following days: Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Holy Thursday (after 4:00 p.m.), Good Friday, Holy Saturday, and Easter Sunday.

Practice will be allowed on the following days with the stipulation that the opportunity to attend Mass be sufficiently made:

Assumption of Mary (August 15)

All Saints (November 1)  
Immaculate Conception (December 8)  
Ash Wednesday

Furthermore, any student who is asked to participate in the celebration of any liturgically related ministry shall be allowed to attend the service and any practice related to the service without penalty (loss of game playing time, etc.) of any kind.

## **Dress Code**

The way a student dresses influences the way he or she performs in school. Therefore, we ask parents' cooperation and support with regard to the dress regulations. Carroll School faculty will monitor student attire, but the final decision as to whether a student's appearance is deemed proper will be made by the principal. Students are expected to adhere to the following:

### **Skirts and Jumpers for Girls**

Plain cotton or synthetic with no side or front slits  
No shorter than 1" above the knee and may be worn at any time during the school year

### **Pants/shorts**

Plain cotton or synthetic dress pants/shorts  
Shorts and capris must be no shorter than 1" above the knee  
Cargo, carpenter, stretch, knit, or denim pants or shorts will not be allowed  
No contrasting trim or stitching  
Shorts may be worn from the first day of school through October 31 and from April 1 until the end of the school year

### **Shirts**

All shirts must have collars (turtleneck, polo style shirt, or button-down)  
Long or short sleeves, worn tucked in  
Shirts may be knit or cotton and should be ironed  
Any solid color (no denim or chambray) with no contrasting color trim or stitching  
Discrete brand logos on shirts are permissible (i.e., Nike, AE); sports logos (i.e., Illini, Bears) are to be avoided

### **Sweaters/Vests**

Plain V-neck, crew, or cardigan style  
Sweaters and vests may have buttons, a zipper, or a solid front, and be any solid color with no contrasting color trim or stitching  
School-appropriate sweaters may have a hood, but the hood may not be worn in the school building

### **Sweatshirts/Hoodies**

Crew sweatshirts must be plain or have a Carroll logo and worn over an appropriate collared shirt;  
Pull-over hooded sweatshirts with a Carroll logo or that pertain to a particular activity involving CCS, such as participation in an extracurricular activity (i.e. "Carroll Basketball") or as a post-season qualifier (i.e. "IESA State Track") will only be permitted in classrooms on Fridays or casual dress days;  
All other hoodies (zip or pull-over) and lightweight jackets are considered outerwear and must be taken off at the classroom door.

### **Socks/Leggings**

Visible socks may be any solid color, should match, and must be worn at all times

Sport socks (i.e., Nike Elite or Under Armour) are permitted  
Leggings should be a solid color; please refrain from patterned leggings

### **Shoes**

No open heel, open toed shoes, sandals, flip-flops, or Crocs are allowed  
Heels may be no higher than 1"

### **Other**

Hairstyles should be in good taste and a natural color  
Boy's hair should be above the collar and the eyebrows  
Girls' accessories and jewelry should not be distracting  
No makeup will be allowed; blemish concealer and nail polish are permissible  
Belts must be worn with all clothing designed with belt loops

### **Consequences**

Violations of the dress code may result in any of the following:  
teacher or staff member will remind the student of the dress code;  
student conference with principal;  
note sent home to parents; or  
in-school disciplinary consequence for recurring violations

### **Gym Clothes**

Each student must have a pair of gym shoes to be used only for P.E. class.

Grades 1-4 - Primary grade students do not change clothes for P.E.

Grades 5-8 – Students shall wear athletic shorts and shirts.

### **Casual Day Dress**

While students may dress casually on specific days, such dress shall remain appropriate for school:  
T-shirt graphics shall be appropriate for Carroll Catholic School;  
All shirt sleeves should extend to at least the shoulders (ex: tank tops are not permissible);  
Non-CCS hoodies are permitted;  
Pants and shorts may not have holes, worn-through areas, or perforations;  
Yoga style pants will be permitted so long as they are worn with a top long enough to provide coverage front and back;  
Shorts are not permitted on casual days from November 1 to March 31;  
The hem of shorts shall extend to the fingertips when a student's arms are extended full length at his or her side;  
No hats or open heel or open toed shoes, sandals, flip-flops, or Crocs are allowed.

## **Student Conduct**

Students have the right to attend school and to study in an atmosphere conducive to learning. Therefore, it is the duty of the teachers, principal, students, and parents to ensure that this atmosphere is present in our school. Students at Carroll Catholic School are expected to conduct themselves as young ladies and gentlemen during school, while traveling to and from school, and at school-sponsored events.

We have "faith in every student." We want to help them gain independence, wisdom, and Catholic Christian values. We strive for socially acceptable behavior essential to the student's wellbeing at home, school, and in the community.

Carroll Catholic School has established a two-level disciplinary procedure to help foster expected

student behavior. One step deals with minor classroom violations. One step deals with major classroom disruptions or major infractions of school rules. These procedures are developed for the particular age of the student.

Teachers shall develop a management plan specific to their own classroom, outlining classroom rules and discipline consequences. These plans will be explained to the students at the start of the school year or as changes are made and will be available to parents/guardians. Classroom management plans should be sufficient to deal effectively with minor classroom or playground disruptions.

For major violations or infractions, students may be referred to the principal. A referral slip detailing the incident will be completed by the referring teacher and will accompany the student. The principal will then determine the discipline consequence for the offending student. Parents/guardians will be notified when a student is referred to the principal. Parents/guardians should be aware that external incidents originating in or involving the school may be subject to discipline by the school.

### **Detention**

All detentions will be 50 minutes and will be served at lunch. The principal or designated teacher will monitor the students.

The following are some examples of actions that may result in a detention:

- Improper conduct in cafeteria
- Classroom disruption
- Throwing things in school
- Disturbing other classrooms
- Removal from the classroom by the teacher
- Cheating (may also result in zero on assignment)
- Defacing school property
- Disrespect for classmates, staff members, etc.
- Insubordination
- Minor sexual inappropriateness
- Profanity

### **Major Disciplinary Action**

The principal has the right to suspend a student for major violations of school rules or gross misconduct. A student may be suspended for up to 10 days. So that students and parents of Carroll Catholic School may know what sort of behavior may be considered for suspension, the following list has been provided. Order of appearance on the list sets no precedence as to importance. This list is not exhaustive. Parents and students should be aware that some of the following behaviors may also result in legal action against the student.

- A. Fighting
- B. Repeated antagonism or harassment (vocal or physical) directed toward a student, teacher, or any school personnel
- C. Use or possession of any object intended to threaten or harm
- D. Assault on a student, teacher, or any school personnel
- E. Oral or written abuse or threats directed toward a student, a teacher, or any school personnel
- F. Arson -- possession and/or use of flammable materials (fireworks, etc.)
- G. Willful destruction of property either at Carroll Catholic School or at any school where Carroll Catholic School is participating in an event or an invited guest
- H. Major sexual misconduct
- I. Significant and/or continued theft
- J. Acts that seriously obstruct the instructional process

- K. Smoking on school property or during any school sponsored activity regardless of time or location
- L. Possession or use of alcohol or any controlled substance on school property or during school sponsored activities regardless of time and location
- M. Gambling on school property or during any school sponsored activity regardless of time or location
- N. Serious dishonesty or cheating
- O. Gross insubordination
- P. Profanity on books, backpacks, school property
- Q. Any other acts that endanger the wellbeing of the individual, other students, teachers, or any school personnel or guest

### **Suspension Pending Expulsion**

A student in Illinois may be expelled from school for a period of 11 days to two years. In the event a student's misconduct results in a determination by the principal that the student should be expelled from school, the student will be suspended pending an expulsion hearing, convened by the principal, with the CCS Education Commission. The Education Commission Chairperson shall determine the time and location of the hearing, and the student's parents/guardians will be requested to attend. The Diocese of Peoria Superintendent of Schools shall be consulted before any student is expelled from school. The final decision of expulsion rests with the Pastor of Holy Family Parish. A student or parent may ask for a review of the principal or pastor's decision according to the Diocesan Policy on Appeal and Review.

### **Corporal Punishment**

Corporal punishment shall not be permitted in any school or school program in the Catholic Diocese of Peoria. Corporal punishment shall include, but is not limited to, slapping, paddling, maintenance of students in physically painful positions, or intentional infliction of bodily harm.

### **Bullying**

In order for the educational process to be effective, all faculty, staff members, and volunteers at Carroll Catholic School shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities.

Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation.

1. All members of the school have a responsibility to recognize bullying and to respond appropriately when they are aware of it happening.
2. All faculty and staff shall treat any report of bullying seriously and take action.
3. Faculty and staff members shall listen carefully to students who report bullying and make sufficient inquiries to clarify exactly what has been happening.
4. Students should be reassured that they have acted correctly in reporting bullying.
5. The faculty or staff member who receives a report of bullying behavior shall make a written summary of the information and pass it on to the principal, who will take appropriate action.

6. The school administration shall thoroughly investigate all reports of bullying. This may include interviews with students, parents, and staff members, as well as a review of school records. Victims, accused students, and any witnesses shall be interviewed separately to establish an accurate account of events. Written records shall be maintained of suspected and/or confirmed incidents of bullying.
7. Emphasis must be placed on changing the behavior of bullying students, while providing care and support for the student who has been bullied.
8. Whenever bullying has been reported, the principal or designee shall give advice to the students who have been bullied on how to deal with any repeat incidents of bullying that may happen.
9. The principal or designee shall arrange follow-up discussion with the students at periodic intervals to find out if the bullying has stopped.
10. Whenever incidents of bullying are reported, the school shall contact the parents of all the students who are involved.
11. Any student who retaliates against another student for reporting bullying behavior shall be reprimanded, including possible suspension or expulsion.

### **Substance Abuse**

Carroll Catholic School considers substance abuse to be a serious issue.

The response to such behavior is determined by the age of the student and the circumstances involved. These circumstances will include the time and place of the abuse (e.g., on or off school grounds, at a school sponsored event or not), the quantity of substance involved, and the nature of the violation (possession, use, sale, transfer). The degree of scandal and/or notoriety may also be considered.

The school principal, in consultation with the Pastor, has the right to judge in matters of student substance abuse. A student or parent may ask for a review of the principal's decision according to the Diocesan Policy on Appeal and Review.

Actions that may be taken, include, but are not limited to, expulsion, suspension (internal or external), mandatory counseling through an appropriate and approved agency, suspension of extra-curricular privileges, and report to law enforcement personnel.

### **Possession or Use of Weapons or Look A like Weapons in School**

A safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students. Therefore, diocesan schools have a great intolerance towards weapons.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell, or seek the sale or trade of any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions. Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling, or seeking the sale or trade of weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate suspension pending expulsion.

Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury. Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials may be contacted. The student's parents will be notified, and there will be

an administrative review. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3).

In the event that a student finds a weapon at school or a school-related function, the student shall *immediately* notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at any time whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

In the event that a student is in possession of and/or uses a weapon or look-alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police may be contacted and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.
6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.
7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.
8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:
  - Is the violation merely technical in nature (e.g. squirt guns)?
  - Was the weapon displayed or used in a threatening manner?
  - Has the weapon caused any harm, injury, destruction, or damage?
  - Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
  - Did verbal threats precede the possession of the weapon?
  - Does the student have a prior disciplinary record or physical violence, aggression, causing injury or damage, and/or making threats to others?

9. The decision of the pastor shall be final. Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.
10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:
  - Possession and/or use is required as part of an authorized class
  - Possession is part of an authorized school and/or class display or presentation
  - Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
  - Possession is authorized as a stage prop
  - Possession and/or use is part of an authorized interscholastic sports activity

Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

13. The school administrator shall also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

## **Technology**

### **Computer and E-Mail Usage**

This policy provides directions for parents and students regarding access and disclosure of information when using communications systems. All parents, students, and others outside the organization who may use the systems are expected to be aware of and support this policy. These systems include computers, software, electronic mail, copiers, fax machines, telephones, voice mail, surface messengers, and various on-line services.

The parish and school purchase and license the use of various computer software programs for business purposes and do not own the copyright to this software or its related documentation. Unless authorized by the software developer, the parish does not have the right to reproduce such software for use on more than the designated amount of computers.

The use of these systems is not private or confidential. The parish or school, as permitted by law, reserve and will exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the parish.

Parents and students must not permit any proprietary or confidential information of the parish or school to enter the public domain through electronic transmissions.

Also, these systems shall not be used to receive copyrighted materials, trade secret or proprietary

information, or similar materials from outside the parish without prior authorization. Any messages or communications used through this system are subject to the parish's anti-harassment, anti-discrimination and non-solicitation policies.

It is important that our computers and e-mail system not be used in ways that are disruptive, offensive to others, harmful to morale, or otherwise improper. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

### **Internet Access Policy**

Carroll Catholic School offers filtered and monitored access to the internet. Access to the internet is a privilege and is not to be abused. Due to the nature of the internet, some items available are not appropriate for viewing. With the use of software and hardware, every effort has been made to ensure that these items are not available to our students and staff.

Therefore, all students are encouraged to use the internet for educational purposes. Passing through any screen warning of adult or other objectionable behavior or searching for objectionable material will be cause for loss of all internet privileges and possible disciplinary action. All persons using internet email are reminded that material sent to another person on the internet can be monitored and that all messages shall respect the Christian integrity of both the person sending and the person receiving email.

Students shall not download movie clips, sound clips, or other graphics that are not absolutely necessary for educational purpose. Delivery of files attached to an email cannot be guaranteed.

### **Public Wireless Internet Access**

The school provides wi-fi access for users with portable devices capable of receiving wireless signals. School staff will provide general information on the settings necessary to access the internet via these connections, but are not responsible for any changes you make to your device's settings and cannot guarantee your hardware will work with our wireless connection.

If a user has problems accessing the internet over these connections, staff will verify the school's connections are up and running, but they cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own device.

The school will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to a user's device.

Public guest access to the internet through Carroll Catholic School's wireless network is filtered and monitored.

### **Computer Access Policy**

Carroll Catholic School provides students with access to a school computer network. The following guidelines have been established to provide network security and consistency. By following these guidelines, we can reasonably assure security for every individual's personal files and ensure that the programs remain operational. These guidelines may be revised as necessary.

1. At the beginning of the school year, all students in grades three through eight receive user name and password. All users are restricted to the user name and password that have been assigned to them. These can and will be revoked if used improperly.
2. All user names require a password that is at least five alpha / numeric characters long. These passwords must not be shared with anyone. Passwords should contain a combination of letters and numbers. Never use your name or an obvious word for your password.
3. Any student using a user name not assigned to him or her may lose all computer privileges for the balance of the school year. This will apply also to the student to whom the user name and password belongs (if freely shared).

4. The use of any program that has not been purchased and installed by Carroll Catholic School is strictly forbidden. This policy is set to respect the integrity of the network and to insure that the equipment is used for what it is intended. No student shall install or copy programs from either a storage device or another computer connected to the network into his or her personal directory or that of another user.

### **Prohibition of Discrimination**

Carroll Catholic School complies with applicable federal and State laws prohibiting discrimination, including but not limited to Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Improvement Act, the Age Discrimination in Employment Act of 1967, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Illinois School Code, and relevant case law including Plyler v. Doe (1982). All Catholic schools in the Diocese of Peoria are subject to the policies of the Diocese of Peoria, including Policy A-105 (Non-Discrimination in Employment) and Policy D-111 (Non-Discrimination in Admissions). The Diocesan Policy Manual can be found on the Diocesan website at [www.cdop.org](http://www.cdop.org).

### **Diocese of Peoria: Appeal and Review Policy (G-111)**

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under one or more of the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church
- The decision violates or is in conflict with an applicable diocesan policy
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question
- The decision violates or is in conflict with an applicable federal, state or local civil law

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

The individual or group desiring the appeal or the review of a decision must make that request known to the governing pastor or pastors' board responsible for the school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the local vicar and to the Superintendent of Schools.

This letter must clearly cover each of the following points:

The decision that is being questioned and which competent authority made it.

The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed in the policy statement above, and the proposed resolution.

The governing pastor, having received the request for appeal or review, is to respond to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the governing pastor is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor to the local vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar

General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time, and to modify, reverse, or rescind any action taken by the above-referenced officials.