



Parent-Student Handbook 2025-26

June 2025

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Academy of St. Carlo Acutis

School Phone: 815-200-1991 (LaSalle)
815-200-1991 (Peru)
815-200-1991 (Oglesby)
School Fax: 815-223-7450 (LaSalle)
School Email: academyofstcarlo.org
Website: www.academyofstcarlo.org

Faculty & Staff

Rev. Paul Carlson: Pastor-Holy Family Oglesby
Rev. Gary Blake: Pastor-Peru Parishes
Rev. Thomas Otto: Pastor-LaSalle Parishes

Mrs. Deb Myers: Principal (Oglesby & LaSalle)
Mr. Nathan Boudreau: Principal (Peru)
Ms. Emily Ramirez: School Secretary (LaSalle)
Mrs. Mimi Borio: Secretary (Oglesby)
Mrs. Michele Curley: Bookkeeper-Secretary (Peru)

Mrs. Glori Sanchez: Preschool (Pre-k 3)
Mrs. Angela Kiesewetter: Preschool (Pre-k 3)
Mrs. Rose Kemmerer: Preschool (Pre-k 4)
Mrs. April Reed: Preschool (Pre-k 4)
Mrs. Stacy Schirz: Preschool Pre-k $\frac{3}{4}$)
Mrs. Lisa Setchell: Kindergarten
Mrs. Amber Maggi: Kindergarten
Mrs. Karla Konieczki: 1st Grade
Mrs. Sally Johl: 1st Grade
Mrs. Kristi Bejster: 1st Grade
Mrs. Kathy Brayton: 2nd Grade
Mrs. Tara Ebner: 2nd Grade
Mrs. Tina Borelli: 3rd Grade
Ms. Lexie Defosse: 3rd Grade
Mrs. Jyllian Ossola: 4th Grade
Ms. Madeline Link: 4th Grade
Mrs. Janel Moreno: Fifth Grade

Mr. Dominic Giacobazzi: Social Studies (6-8)
Ms. Madie Bejster: Math (6-8)
Mrs. Gina Baker: Science (6-8)
Mrs. Melinda Reed: English/Literature (6-8)
Mr. Brian Sherman: Faith Formation (6-8)
Mrs. Ana Alvarado: Spanish (K-4)
Mrs. Anastacia Ross: Spanish (5-8)
Ms. Stacy Konczak: Music
Mrs. Nicole Kasprak: P.E./Athletic Director
Mr. Justin Rubley: P.E.
Mrs. Christine Kasproicz: Art
Mrs. Brenda Hartman: Resource (K-4)
Mrs. Shelly Breidenbach: Resource (5-8)
Mrs. Rachael Sherman: Preschool Aide
Ms. Maria Telez: Preschool Aide
Mrs. Tiffani Duncan: Preschool Aide
Ms. Mercedes Brayton: Preschool Aide
Ms. Kelly Considine: Preschool Aide
Mrs. Stacy Savitch: Cafeteria Director
Mrs. Maria Soto: Cafeteria Asst.
Mrs. Karen Coss: Cafeteria Asst.
Mr. John Crew: Maintenance
Mr. Joel Vazquez: Maintenance/Janitor
Mr. Mike Reed: Maintenance/Janitor

RESERVE THE RIGHT CLAUSE

Circumstances may arise in which the Academy of St. Carlo Acutis (ASCA) determines that changes are required in these guidelines and procedures. For this reason, ASCA 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.

NON-DISCRIMINATION ADMISSION POLICY

No student shall be refused admission to Academy of St. Carlo Acutis on the basis of race, color, sex, national or ethnic origin.

PROLOGUE

Catholic schools are the most effective means available to the Church for the education of children and young people. Its nature as a Christian educational community, the scope of its teaching and the effort to integrate all learning with faith distinguish the Catholic School from other forms of the Church's educational ministry.

Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. The primary purpose of the Catholic school is fourfold: to proclaim Christ's message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate them to serve others. The Catholic school prepares its pupils to contribute effectively to the welfare of the world of people and to work for the extension of the Kingdom of God, so that by living an exemplary and apostolic life, they may be, as it were, a saving haven in the community.

As stated in the National Catholic Directory, *Sharing the Light of Faith*:

Parents are the first and foremost catechists of their children. They catechize informally, but powerfully, by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish and their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayers, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith . . . Teachers have the responsibility to work in close cooperation with the parents.

It is expedient, therefore, that the Church, the school, parents and the administration, the school commission, faculty and students work together to build and live this Christian Community.

MISSION STATEMENT

Inspired by the life and faith of St. Carlo Acutis, our school challenges students daily to grow in holiness, excel academically, and live the gospel virtues in a Christ-centered community.

VISION STATEMENT

This school will shape new generations of leaders, who, like St. Carlo Acutis, seek truth, serve others and use their talents to bring Christ to the world.

STATEMENT OF PHILOSOPHY

Academy of St. Carlo Acutis is an expression of the faith community of LaSalle, Peru, and Oglesby Parishes. It is rooted in Christian principles with the members of the community being Christ for one another while striving to live the Word of God each day.

We believe that the education of the child is fundamentally the responsibility of the home, and that the school complements, reinforces and extends into the academic area the Christian development began there. There is a cooperative commitment based on frequent student, parent, faculty, and staff communication.

As an educational community, we strive to provide for the uniqueness of each child in a family atmosphere of loving, caring, and sharing. We endeavor to challenge each other to grow in all areas of human and Christian development.

Since the values we hold determine the choices we make, our learning program encourages conscious, reflective choices, and promotes graceful acceptance of the consequences of these choices.

As Christians, we affirm the intrinsic goodness and dignity of the individual. We seek to promote awareness of each person's responsibility for self and for the global society as together we build the *Kingdom of God*.

RIGHT TO LIFE STATEMENT

The Academy of St. Carlo Acutis shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

RECOGNITION

The Academy St. Carlo Acutis continues to receive recognition from ISBE. ASCA will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by a district external peer review team as scheduled.

The Academy of St. Carlo Acutis is officially recognized according to *Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools*. This recognition is issued to schools that maintain the criteria adopted by the Illinois State Board of Education for recognized nonpublic elementary and secondary schools.

GOALS AND OBJECTIVES

To strive to live the Word of God in this Faith community, students, parents and faculty work together to:

- Participate in a weekly liturgy
- Pray daily/prayer partners
- Plan liturgies and minister as lectors, Eucharistic ministers, musicians, etc.
- Celebrate Marian feasts
- Study Church doctrine, sacraments and scripture
- Daily Prayer Circle

To communicate and cooperate effectively we make use of:

- School Website
- PTO Meetings
- School Calendar
- Student-Parent Handbook
- FACTS Management
- Report cards
- Faculty Meetings (weekly)

To challenge each one to the unique potential given by God in an atmosphere of loving, sharing and caring, we offer:

- Fine Arts Program
- Student Government
- Teacher In-service and Evaluation
- Standardized Achievement and Ability Testing (MAPS)
- Opportunities to minister at liturgies: Altar Servers/Lectors/Song Leaders
- Extra-Curricular Activities: IESA
- Choir

ADMINISTRATION

Pastor: By direction of the Bishop and canon law, the Pastor is directly responsible for all parish ministries. One such ministry is the parish school. The Pastor provides service and leadership to the parish and school as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners to advance the Catholic formation of the parish's children. He is responsible for the renewal or nonrenewal of the

employment agreements for the Principal, faculty, and other staff members. The Pastor is the final recourse in disciplinary matters.

Principal: The Principal has the primary responsibility for shaping within the school a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. The Principal collaborates with the Pastor and diocesan personnel in planning the policies and programs of the school. The Principal is responsible for implementing school and diocesan policies, supervising faculty and students, and ensuring compliance with state and federal regulations. The Principal is the main arbiter in disciplinary matters.

ADMISSION POLICY – PARENT AS PARTNERS

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Pre-Registration will take place each spring. Priority of acceptance into the school will be determined by the following criteria:

- The family has one or more children presently attending the school.
- The family is a registered and active member of one of the Illinois Valley Catholic Parishes.
- Other families.

Class Size: The number of pupils assigned to any class shall be determined in accordance with the nature of the class material itself, the need for individual attention, and the amount of work to be required (Diocesan Policy E-151). Factors to be considered in developing local norms include but are not necessarily limited to those mentioned above. The school's mission to provide a Catholic school education for those parish members who desire it is a fundamental consideration in setting class size. Only as a last resort, or a temporary measure, shall children of the parish be denied a Catholic school education.

If the optimal enrollment is attained (20 students for grades K-3, 25 students for grades 4-8), a formal waiting list will be established at the school's office. Those on the waiting list will be accommodated if possible. The use of a classroom aide, split-level classes or other creative scheduling employment will be considered. Classroom vacancies will be filled according to the criteria stated above depending upon the date the family's name was placed on the waiting list.

New families moving into the L-P-O area are generally accepted at the time they apply if space is available.

Students from other parishes and students of other religious denominations who are admitted are to attend religion classes and fulfill assignments in these classes.

Student/family requests for admission, as a new or transfer student, who requires minor adjustments in academic programs, will be considered on an individual basis. Determinations will take into account the needs of the students and the resources of Academy of St. Carlo Acutis [Appendix A, Diocesan Policy D-105). Any such admission shall include a trial period with timely review of progress during the first semester of attendance. In all matters regarding policy or procedure, the decision of the Pastor is final.

Eligibility requirements for Admission:

1. Age requirements are fulfilled:
 - Children admitted to a three-year-old preschool program shall be three years of age on or before **September 1** of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before **September 1**.
 - Students entering kindergarten must be five years of age by **September 1** of the school year.
 - Students entering at first grade level must be six years of age by **September 1** of the school year.
2. Verification of age is provided by means of the certified birth certificates for children entering school for the first time.
3. Physical exams are necessary for all students entering preschool, kindergarten, sixth grade, and for students new to the State of Illinois.
4. All children in kindergarten, second and sixth grades shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (a) the child presents proof of a completed dental examination or (b) the child presents proof that a dental examination will take place within 60 days after May 15th.
5. Students entering kindergarten must be given the chickenpox vaccine (Varicella) at the time of their physical. If the child has had chickenpox, the doctor must write a signed note on the physical report verifying this fact.
6. Students entering kindergarten or enrolling for the first time in an Illinois school are required to have a comprehensive eye exam performed only by a qualified eye doctor. Proof of the eye exam must be submitted by October 15.

Exceptions to age requirements may be made only at the discretion of the Principal in consultation with the Superintendent of Schools.

Transfer students are interviewed on an individual basis before a decision for entry is made. The student's cumulative records are requested from the school last attended.

Parent cooperation will be considered as a condition for admission and continued enrollment.

AFTER SCHOOL CARE

All children attending ASCA Preschool through Eighth grade are eligible to participate in this daily program offered on full days. Care is provided from 3:00-3:15 p.m. until 5:00 p.m. After care includes quiet study time, free-play, and creative activities pertaining to the children's interest, as well as time to simply relax. All children must be registered in the After Care program before attending any after care.

The following guidelines are required for admission:

- Completed application concerning family information, emergency contacts and employment schedule
- Completion of all consent forms – medical emergency care, etc.

After Care Schedule: Each full day students are in attendance from **3:00/3:15 PM-5:00 PM.**

After Care Fees:

[After Care](#)

Time	1 child fee	2 child fee	3 or more children fee
First ½ hour	\$ 5.00	\$9	\$11.00
More than ½ hour	\$ 11.00	\$15.00	\$17.00

Late pick-up fee – after 5:00 p.m. a fee of \$5.00 for each additional 15 minutes of care will be charged. NONPAYMENT OF FEES IS CAUSE FOR TERMINATION FROM THE PROGRAM.

After Care Payment Process: When picking up your child/children, you will sign them out. This form will, in turn, become your bill. The office will total the days used and send notification thru FACTS for payment. After Care payments are meant to be received on a weekly basis.

After Care Discipline: All rules of behavior as part of the school policy are also the policy of the After Care Program. Children are expected to be responsible for their behavior and develop self-control as befitting their development level. Time Out will be used as the disciplinary measure. No child will be subjected to verbal or physical abuse. Firm, positive statements with guidance to help solve one's own problems will be employed.

AfterCare Dismissal/Pick up: Children will be released only to the persons whose names appear on the parent application list. In an emergency, the parent is to call the School Office and explain the circumstances and who will pick up the child. That person, if not named on the form previously, must have a written note from the parent. Designated pick up is posted on the buildings' entrance doors. A sign will be posted on the door should the children be somewhere else. If you have any questions, please feel free to contact the office at 815-200-1991.

NOTIFICATION-PARENTS/GUARDIANS: Please be advised. The Aftercare Program is not licensed or regulated by the Department of Children and Family Services (DCFS).

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 certain conditions found in APPENDIX B of this handbook.

ASBESTOS MANAGEMENT PLAN

The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The inspection/management plan is available for public review in the principal's office.

ATHLETIC AND CO/EXTRA CURRICULAR PROGRAMS

ASCA has outstanding athletic and co/extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Participation in athletic and co/extra-curricular programs is a privilege, not a right. Therefore, students forfeit this privilege if behavior, academic standards and financial obligations are not met. Co/extra-curricular and athletic activities do not take precedence over academics; they work in cooperation with academics.

Please refer to the *Diocesan Athletic Handbook* for Elementary Schools, the Illinois Elementary School Association (IESA) rules and regulations, as stated on their website for further information.

Athletic Spectator Code of Conduct

Each year ASCA schedules an active and highly competitive sports program for both boys and girls. We encourage your attendance at our athletic events. However, we do expect certain standards of conduct at all contests and we will endeavor to maintain proper sportsmanship by all that attend. Listed below are some of the rules and regulations that must be followed by all students and fans attending Academy of St. Carlo Acutis athletic contests:

- Spectators attending games are to be seated while play is in session.
- Water and Gatorade are only allowed in the gym.
- No objects are to be thrown.
- Spectators are to remain off the gym floor at all times
- Spectators are expected to show proper respect for school property and for the authority of school officials and coaches.
- Fans should not heckle, jeer, or distract members of the opposing team (i.e., should not whistle or yell while opposing players are shooting free throws).
- Proper respect should be shown toward officials who are in charge of the athletic contests.
- Profane language and obnoxious behavior will not be tolerated. (i.e., all cheering must be in good taste. Questionable group cheers will not be permitted).

ATTENDANCE

It is the legal responsibility of the parent/guardian to make reasonable efforts to ensure regular attendance of their children, consistent with Section 26-1 of the Illinois School Code and to inform the school of any absence/tardiness and their causes. Any absence or tardiness must be explained in a written note signed by the parent or guardian.

In keeping with Section 26-2a of the Illinois School Code, the following circumstances are considered to be valid causes for a student's absence:

- A. Illness
- B. Death in the Immediate Family
- C. Family Emergencies
- D. Other situations approved by the school Principal

If possible, appointments should be made outside of school hours. If an appointment must be made during school hours, a written request or email must be sent to the office no later than the morning of the appointment. Whenever a child must leave the school premises before the regular dismissal (due to illness, injury, an appointment, etc.), he/she must be met by the parent

or guardian and be signed out and back in if returning later in the day. Under no circumstances are children to be taken from the classroom or playground.

Guidelines to be followed when an absence occurs:

- A phone call or email from a parent/guardian is required for all absences. The parent/guardian should notify the school office before 9:00 AM. Leaving a message on the school's "REPORT AN ABSENCE" extension the night before an absence will be accepted. Documentation of valid/invalid absences is very important and accurate records will be kept.
- **PHONE IN ABSENCE: 815-200-1991 ABSENCE EXTENSION**

General Guidelines for the recording of Attendance.

- Grades Kindergarten – 1st: A full day of instruction is considered to be over 240 minutes. A student who is present 120 – 239 minutes will be recorded as a half-day. A student who is present zero to 119 minutes for instruction will be marked as absent. Lunch period is not considered instructional and does not count in calculating attendance.
- Grades 2nd – 8th: A full day of instruction is considered to be over 300 minutes. A student who is present 150 – 299 minutes for instruction will be recorded as a half-day. A student who is present zero to 149 minutes will be marked as absent. Lunch period is not considered instructional, and does not count in calculating.

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant (a child subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 176 regular attendance days) for his or her truancy unless available supportive services and other school resources have been provided to the student.

The following resources and supportive services are available to students, parents, and/or guardians with attendance problems:

- Parent/Teacher Conferences
- Counseling services by counselor/social worker
- Alternative Education Program/School Placement
- Community Agency services (as available)
- Psychological testing

Tardiness: A student is tardy if he/she arrives later than the time designated for the beginning of the morning session (8:00 a.m.-Peru; 8:15 LaSalle-Oglesby.). If a student is tardy, the parent should sign the student in at the office upon arrival. The office will determine when a student is excessively tardy. The Principal will be notified in case of excessive tardiness.

Absence: Upon returning to school a student is to bring a written excuse from his/her parent or guardian to the office. A written excuse is also required whenever a student is late for school or must be dismissed early for an appointment. If the excuse is not brought in the following day, the student will be given one more day to bring in the excuse. The note is necessary to determine if the absence is excused or unexcused.

Under the guidelines of the *Truancy Intervention/Prevention Program* of LaSalle County Educational Service, a letter will be sent home when a student has missed 10 days of school, which is considered to be the maximum amount to miss during any school year. ANY STUDENT WHO IS ABSENT THIRTY (30) DAYS WILL BE PASSED ON CONDITION TO THE NEXT GRADE DUE TO EXCESSIVE ABSENCE. (see ASCA Truancy Policy located in school policy book)

BACKGROUND CHECKS/SEXUAL ABUSE ALLEGATIONS

ASCA requires Criminal Background Checks for full and part-time employees as well as regular school volunteers who work in/with the school. This background check must be completed as a condition for employment (CDOP Policy C-400). Academy of St. Carlo Acutis follows the Diocesan Policies for Sexual Abuse Allegations involving laity, religious, and diocesan and non-diocesan clergy. See Sexual Abuse Allegations Policies C-402 Appendix C (CDOP.ORG).

BAND

Not available at this time.

BEFORE CARE

Students have the option to attend before care services. Drop-off at all 3 campuses is **7:15 am-7:40 am** at the main entrance. Parents MUST enter the building and sign in the student.

Before Care

1 child fee	2 children fee	3 or more children fee
\$5.00	\$7.00	\$9.00

CAFETERIA PROCEDURES

ASCA participates in the government lunch program and children are encouraged to eat a hot, nutritious lunch.

Menus can be found on the school website: www.academyofstcarlo.org. Parents view their children’s account balance in the family portal. Parents will add funds to the student lunch account through FACTS Management Family Portal (Incidental Billing). FACTS Management will notify the account owner of low or insufficient funds in the lunch account. When a child’s

account has a negative balance a notification is sent from FACTS Management to the parent advising them of the balance. All students will receive a hot lunch regardless of lunch account status according to ISBE-SNP guidelines.

Children may bring a cold lunch from home. **No soda, candy or fast food.** Students should bring their cold lunches with them when they arrive at school. In the event a cold lunch is brought to the school by a parent, it needs to arrive before 10:00 a.m. We ask that the lunch be clearly marked with the student's name and left in the school office. Fast food is prohibited.

Free or reduced meals are available to children if the family income qualifies under government guidelines. Information and forms for applying for free and reduced meal status are sent home at the beginning of the school year and are available in the school office. All applications for free and reduced lunches are kept confidential.

C-411 P-CDOP School Employee Code of Professional Conduct

Pursuant to Illinois's **Faith's Law** requirements, the Diocese of Peoria adopts this Code of Professional Conduct for School Employees. Each of the provisions below is contained in existing policies and rules of the Diocese of Peoria, but are restated as a Code of Conduct for School Employees to comply with the law. Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's parent/family/student handbook, if the school has one. I. Educator Code of Conduct Pursuant to recent Illinois law, the Diocese adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certification has been waived: Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society. Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgment. Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school and Diocesan colleagues and other professionals in the interest of student learning and to meet state educational standards;

working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparation, induction, mentoring and professional development of educators. Principle 4: Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families striving to develop and maintain professional relationships with school parents and families; and promoting collaboration and supporting student learning through communication with parents and families. Principle 5: Responsibility to the ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to Catholic schools, state and federal laws and regulations as applicable to Catholic schools, and the Illinois State Board of Education's standards for highly qualified educators, as applicable to Catholic schools. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations that apply to Catholic schools. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employeestudent conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. The Catholic Diocese of Peoria and its associated schools have no tolerance for any unprofessional conduct. II. Sexual misconduct The Diocese's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults: Education, Prevention, Assistance to Persons making a Report, Investigation, and Procedures for Determination of Fitness for Ministry/Employment, prohibits sexual abuse of minors by its employees, clergy members, and volunteers. Pursuant to Faith's Law, the Diocese has amended its Norms to add additional description of acts constituting sexual abuse of a minor: I. Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102- 0676, (105 ILCS 5/22-85.5). II. Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any

unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. Expectations of School Employees School employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

1. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and/or inappropriate between an employee and student.
2. Employees are not permitted to transport students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Principal to do so.
3. Employees are not permitted to take or possess a photo or video of a student on their private devices that would be construed as inappropriate.
4. Employees are expected to maintain a professional relationship in all interactions, both in and out of school.

IV. School employees are mandated reporters The Diocese restates here the Diocese's requirement that its employees, including employees who work at diocesan elementary schools and high schools, shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services. Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800- 25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

V. Employee training related to child abuse and educator ethics The Diocese requires its employees be trained annually in their obligations as mandated reporters and every three years to be trained in preventing, detecting and responding properly to sexual harassment. The trainings are entitled DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training. Those requirements are set forth in the Diocese's Employee Handbook and in the Diocese's Safe Environment Requirements for Clergy, Adult/Teen Employees and Volunteers whose role involves direct contact with minors. The Diocese will require its school employee educators to receive training in educator ethics. When those resources are completed, they will be shared with educators. Effective 7/1/2023

CONFIDENTIALITY AND PROFESSIONAL CONDUCT

All Academy of St. Carlo Acutis administration, faculty, and staff members are expected to maintain the highest standards of professional conduct when interacting with students, parents, and colleagues, in confidentiality. Any concerns in this area should be directed to the administration.

Generally, schools must have written permission from the parent or legal guardian before releasing any information from the student's record. However, the law allows schools to disclose records, without consent, to the following parties.

- School employees who have a legitimate educational interest
- Other school to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Organizations conducting certain studies for the school where the student's identity is not disclosed
- Accrediting organizations (i.e. colleges, universities)
- Individuals who have obtained court orders with notice
- Persons who need to know in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific law

A school may also disclose, without consent, "directory" type of information such as a student's name, parents' names, address, telephone number, date and place of birth, awards, and dates of attendance. Parents have the opportunity to request that the school not release this information. Contact the school's office if you prefer the "directory" type information not be released for newspaper articles, parents' club directory, etc.

CONFLICT RESOLUTION / GRIEVANCE POLICY

If a student, parent, or guardian has a grievance, they are to follow this procedure:

1. Speak to the teacher as soon as possible.
2. If that is not sufficient, speak to the Principal as soon as possible after speaking to the teacher. Contact may be made through the school office.
3. If still not satisfied, see copy of the formal grievance procedures (Appeal and Review) listed as Appendix B (CDOP.ORG). Academy of St. Carlo Acutis follows the conflict resolution policy of the Diocese of Peoria (G 111).

CONDUCT

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion. Students are expected to act in an orderly and Christian manner at all times, treating staff and other students and school property with respect. The idea of discipline is to enable the student to move from externally imposed discipline to self-discipline. When it becomes necessary to impose punishment for misbehavior, efforts are made to accomplish a positive effect. The school may make use of written contracts or recommend counseling. The Diocesan Policy Book (D-114;P-DBE) states: "The permanent dismissal of a pupil from a Catholic School is a measure which should be taken only when it is seen that the program of the school is not appropriate for the particular individual."

Discipline will be administered, when necessary, to protect students, school employees, or property, and to maintain good order which is essential in a positive learning environment. Students will be treated in a fair and equitable manner and discipline will be based upon a careful assessment of circumstances of each case (e.g. seriousness of the offense, the

student's age, and frequency of misconduct, the student's attitude and the potential effect of the misconduct on the school environment.)

When all measures fail, the Principal may expel a student after consulting with the pastor and Office of Catholic Schools.

Conduct/Classroom Policies

As professionally qualified persons, the teachers and staff use their own methods of disciplining students who act in an inappropriate manner. Classroom policies and procedures are stated during the annual "Meet the Teachers" evening. Every effort is made to have students take responsibility for their behavior and learn from their mistakes. An appropriate consequence, which relates to the misbehavior, will be given by the teacher in an effort to assist the student in the learning process. An appropriate consequence may be an after-school detention.

Boisterous conduct in school corridors and classrooms is disruptive to the learning process and, for the good of all, will not be tolerated.

Students will respect the property rights of the school including the playground and P.E. equipment. Restitution is required for any property damage.

The teacher's desk is for the teacher. Students are not to touch anything on or in it without the express permission of the teacher.

Each student's property is to be respected. Students are not allowed to go into another student's desk or locker.

All students are expected to help maintain the order and cleanliness of corridors and classrooms of the school. Each student is responsible for the desk and locker assigned to him/her. Students should come prepared with needed materials for class. Continuous lack of preparation for class will affect one's grade.

COURTESY

Students should greet all people whenever they meet them and should offer to open classroom doors, carry books, etc. Some guidelines to common courtesy are:

1. Are courteous and kind toward classmates by treating each person with respect.
2. Show respect and consideration for all school personnel.
3. Knock on doors and do not enter until asked to do so and then present the message to the teacher.

4. Treat speakers with respect at assemblies. Students are expected to applaud, where proper, in a manner befitting young Catholic students. Loud laughter, noises, whistling, stamping of feet is out of order at ANY assembly, i.e., speaker, movies, plays, etc.

CRISIS PLANS

ASCA aims to provide a safe school environment. A *Crisis or Emergency Preparedness Plan* has been designed to provide a framework for protecting students, staff, and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It is kept in compliance with cooperation with the local police departments American Red Cross, and the Peoria Office of Catholic Education. A copy is available in the school's office.

CURRICULUM

The Academy of St. Carlo Acutis is recognized by the State of Illinois Board of Education and will foster a reputation for excellence in education. Our teachers participate regularly in Diocesan Curriculum studies. Textbooks used in various courses are selected from among those approved by the Catholic Schools Office. In addition to the core academic subjects, there are programs in Art, Foreign Language, Music, and Physical Education. Ordinarily, religion classes are held daily. Students attend Mass or participate in liturgical celebrations on a weekly basis. They take an active part in preparing for religious celebrations. Students are encouraged to work, pray and sacrifice for the needy, especially during Advent and Lent.

CUSTODY OF STUDENT

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

DISASTER DRILLS

The safety of students is insured by drills and precautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, threats, or civil defense alerts. ASCA follows a written Crisis Plan that is updated regularly. Directional signs are in every room by the doorways for quick reference.

Fire:

- Fire alarm will ring.
- Windows and doors should be closed.
- Walk briskly through the exits and remain orderly and quiet in ranks. Teachers will take attendance.
- Keep hands off others.
- Return orderly and quietly to school after the drill.
- Silence is necessary coming and going in a fire drill.

When all students are accounted for and reported, wait for the indication of "ALL CLEAR". Do not presume to go inside unless notification is given by the administrator or designated official.

No students are to enter the building during the fire drill. They must never re-enter once they have left the building.

If students are out of the classroom at the time of an alarm, they are not to return to their classroom but go out the nearest exit. Students are **NEVER** to go against the flow of traffic to get to their classroom.

IF SMOKE IS PRESENT--CRAWL ON THE FLOOR TO SAFETY!

Tornado: During certain months of the year, there is an outside warning every first Tuesday of the month for local municipalities.

- Windows should be left open.
- Doors should be left open. If a door is less than ½ glass--then it should be closed.
- Lights should be turned off. Bring a book if possible.
- Remain orderly and quiet in line.
- All students proceed to the interior hallway in assigned areas as directed by the teacher. The teacher will take roll calls.
- Assume correct body position for safety; face wall and cover head with a book or hands.
- If outside and there is no time to escape, lie flat in the nearest depression such as a ditch or ravine.
- Return orderly and quietly to classroom when the all clear signal is given or directed by your teacher

DISCIPLINE

Our students, through their personal conduct, should reflect Jesus and his teachings. On those occasions when this attitude is not evident, the following steps will be taken to guide the students in Christian behavior.

As professionally prepared persons, the teachers, staff and volunteers will be expected to use their own methods of disciplining students who behave inappropriately. This approach should

always be of a consistent positive nature. An appropriate consequence, which relates to the misbehavior will be given by the teacher and seen to completion by the student.

Teachers will explain their classroom rules and expectations of students at the annual “Meet the Teachers” evening held at the start of the school year.

Discipline – Jurisdiction: Academy of St. Carlo Acutis has jurisdiction over its students during the regular school day. The school’s jurisdiction includes any school related activity, regardless of time and location.

Corporal Punishment: CDOP.ORG Policy D-146

Acts of Disobedience - Any acts of disobedience or misconduct may be disciplined by withholding privileges, sitting out at recess, issuing detention, suspensions, or expulsions depending on the age of the student, and the circumstances, frequency, and severity of the offense.

The following are considered serious misbehavior and will usually result in the student being given detentions or being sent to the Principal for more serious punishment.

- Disruptive behavior in the classroom, on or near school property, or at school related functions.
- Impersonating a teacher or staff member (ex. social media accounts)
- Cheating on any academic work.
- Possession of, use of, or distribution of alcohol, cigarettes, e-cigarettes, drugs, or any other substance or weapon which is otherwise unlawful for a student to possess, use, or distribute. (See Diocesan Weapons Policy D150 Appendix D of this handbook.)
- Fighting or assaulting any person.
- Theft or intentional damage to or destruction of school property, or personal property of others.
- Other acts which directly or indirectly jeopardize the physical or psychological health, safety, and welfare of self and others at school.
- Insubordination to school personnel.
- Verbal abuse or use of profanity, obscenity, or obscene gestures.
- Intimidating or attempting to intimidate school personnel, staff or students. (See Diocesan Harassment Policy C 401 Appendix E of this handbook.)
- Use of school computers to obtain, copy and/or disseminate inappropriate materials, including, but not limited to pornographic, violent or hate-inspiring topics.
- Any activity that is considered by the administration to interfere with the best interests of the school, its mission, and/or its students, faculty and staff.
- Gang related activities: display or possession of gang related paraphernalia, drawing gang graffiti, and using signs and signals in furtherance of gang activity.

- Bullying (See Diocesan Bullying Policy D 147 Appendix F of this handbook.)

Search and Seizure Searches of students will be conducted according to the *reasonable person* doctrine of tort law. Reasonable cause will be held to exist when an administrator has reliable knowledge about the whereabouts of illegal or dangerous material on campus. Reasonable causes might include anonymous phone calls or rumors.

Harassment In the caring and supportive atmosphere of ASCA, we strive to honor the dignity of one another with respect and courtesy.

All faculty, staff and students of ASCA should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type – verbal, physical, visual, sexual is opposed and will not be tolerated. The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual’s race, color, sex, religion, national origin, citizenship, age marital status, veteran status, or mental, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function or by any employee while acting as a representative of this institution is not acceptable. Any individual judged harassing another will be subject to appropriate disciplinary action.

See Appendix B (CDOP.ORG).

Engagement in online blogs such as, but not limited to: Tik Tok, Facebook, Snapchat, “X”, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

What to Do If You Are Harassed

- Students should tell the person harassing them what their feelings are and ask him or her to stop.
- If this is too difficult to do alone, the student should seek help from a teacher, parent, friend or the Principal of the school
- If the behavior is repeated or is a major offense, report it to a teacher or the Principal.
- After an investigation that proves the report to be true, the harasser will be subject to suspension or expulsion
- A written record of the harassment will be recorded and put into the student’s file.
- See Diocesan Harassment Policy C-401 Appendix E at CDOP.ORG.

Bullying - All elementary and secondary schools of the Diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. 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, put downs or

name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. *See Diocesan Bullying Policy D-147 as Appendix F at CDOP.ORG

General Guidelines for Assessing Discipline Penalties

When imposing discipline, school personnel will adhere to the following guidelines:

- Discipline will be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students will be treated in a fair and equitable manner. Discipline will be based upon a careful assessment of the circumstances of each case. Factors for consideration will include:
 - seriousness of the offense
 - student's age
 - frequency of misconduct
 - student's attitude
 - potential effect of the misconduct on the school environment

Professional Consultation - Certain misbehavior will occur which the teachers and Principal are not qualified to handle. Social service agencies and professional consultation may be recommended to the parents. The school can only encourage professional help. However, if the recommendation is not followed, the school's ability to meet the student's needs may be restricted.

Suspension - Suspension is defined as removal from all or part of the school activities for a definite period of time. It may be "in-school" or "out-of-school" as determined by the number of previous offenses and is under the discretion of the principal and pastor. Out-of-School Suspension and Expulsion Pupils guilty of gross disobedience or misconduct may be suspended from school by the Principal/Pastor or a staff member acting on their behalf. Suspension and expulsion as defined herein means the removal of a pupil from the regular school program and all school activities and a prohibition from being present on/off school grounds. When behavior change has not been affected by other discipline procedures, expulsion may result. Any suspension or dismissal is viewed as an extreme measure, and in every instance, the principal/pastor should use every resource reasonably at their disposal in an effort to affect another solution. Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy or teaching of the Catholic Church may be subject to disciplinary action including, suspension or expulsion.

Daily work will be assigned and expected to be completed during the suspension. All work done during the time of suspension will be given a grade of zero. Grades given for major tests and projects will be at the teacher's discretion. Remote learning will not be provided.

Permanent Dismissal As soon as it becomes evident that expulsion of a particular student is necessary, the Principal will consult with the Pastor and advise the parents or guardians of the child and the child's teacher(s). When a child has been expelled, the Office of the Superintendent of Schools will be notified in writing.

DRESS CODE

Please read this section carefully. The administration interprets the dress code and determines the appropriateness of attire in its style and neatness.

The dress code is worn at all times at school during school hours with the exception of non-uniform days. Students should come to school wearing their uniform and ordinarily will leave also in uniform. Violations to the dress code will first be addressed with a written or verbal warning. Subsequent violations will require a parent to bring appropriate clothing to the school and/or a conference with parents and principal.

Student Dress Code

We believe that a simple and neat appearance helps our students focus and succeed. Uniforms promote unity, reduce distractions, and reflect the dignity of our learning environment. All clothing must be clean, in good repair, properly sized, and free of fading or discoloration. The administration reserves the right to interpret and adapt the dress code as needed during the school year.

Vendors

- The *Locker Room* in Spring Valley is our local vendor for Academy polo shirts, pullovers and fleeces, P.E. uniforms, and plaid jumpers, skirts, and skorts. For these items, please visit the Locker Room in person or use the link when available.
- All other clothing may be purchased at your preferred retailer.

Shirts

- Polo shirts (short or long sleeve) are supplied by the Locker Room and feature the embroidered Academy logo. Available colors: red, white, or navy.
- Girls may wear a white blouse with a rounded "Peter Pan" collar.
- Boys may wear a white button-down Oxford shirt.
- For the 2025–2026 school year, previously purchased polos in plain red, navy, gray, or white without any previous logos may continue to be worn as part of the school uniform.

- Undershirts must be plain white.

Shorts and Pants

- Khaki or navy shorts/pants in standard uniform style and fabric (no cargo, low-rise, form fitting cuts, patch pockets, or rivets).
- Shorts must fall within three inches of the knee.
- **Belts** (black, brown, or navy) are required if belt loops are present.

Skirts, Skorts, and Jumpers

- Girls in grades K through 4 may wear jumpers supplied by the Locker Room.
- Skirts and skorts (khaki, navy, or school plaid) may be worn by all girls. Plaid options must be purchased from the Locker Room.

Purchases made from other vendors must be in the traditional uniform style.

Skirts not in uniform style such as: *LuluLemon* or *Abercrombie & Finch*

- **Hemlines must be within three inches of the knee.**

Outerwear

- Academy quarter-zip pullovers, as well as full and quarter-zip fleece jackets in navy, are available for purchase from the Locker Room.
- Girls may also wear navy cardigan sweaters.
- Non-uniform coats, jackets, and hoodies can be worn to and from school and at recess, but will not be allowed in the classroom.

Shoes, Socks, and Tights

- Shoes should be simple, supportive, and in black, navy, brown, grey, or white, or a combination of those colors. No other colors, accents, lights, loud patterns, or open-back shoes. Laces must be one of the above colors and be tied.
- Snow boots may be worn to school, but must be swapped out for class shoes upon arrival.
- Socks are required, must be matching and visible, and in black, navy, brown, grey, or white with no patterns.
- Girls may wear plain tights or leggings in black or navy under skirts or jumpers.

Hair, Makeup, and Jewelry

- Hair must be neat, clean, and out of the eyes. Boys' hair should not extend below the collar, ears, or eyebrows.
- Simple watches may be worn, but smartwatches and other electronics are not to be worn in the classroom.
- Hairstyles should not be extreme or distracting; natural colors only. Protected hairstyles are honored per Illinois law.

- Makeup is not permitted, though subtle lip gloss and clear or light pink nail polish are allowed for girls.

- Girls may wear small post-style earrings. Jewelry should be minimal. Christian symbols may be worn visibly, other chains and necklaces are worn under the uniform shirt. Silicone or rubber cause bracelets must be in keeping with our mission and Catholic values

- Girls may wear subtle bows, headbands, and other hair accessories in school colors.

P.E. Uniform:

- Students in grades 5-8 will wear the Academy's P.E. shirt and shorts available from the Locker Room. This uniform should be washed regularly.

- All students must wear athletic, non-marking shoes for P.E.

School Spirit and Mission-Themed Dress Days

- On designated non-uniform days, students must follow specific instructions for that day's dress.

- Clothing must remain modest, covering shoulders, midribs, and upper arms, with the same appropriate length and fit as the normal uniform

- Leggings may only be worn under a skirt or dress.

- Sandals, Uggs, Crocs, flip-flops, or similar shoes are not permitted for safety reasons.

- All clothing must be appropriate in message and style, free of offensive or suggestive text

Non-Uniform Days: For a special reason, the Principal may announce a non-uniform day. On such a day, students will still dress modestly and in good taste. Attire will be neat, clean, opaque, and will cover the individual at least from shoulder to knee. Torn, faded or cut-off pants are not to be worn. Bare midribs, **mini** skirts/shorts, tank tops, t-shirts with inappropriate sayings, spaghetti straps, yoga pants, or strapless shirts are not permitted.

General notes for all students: Any labels appearing on the outside of pants or shirts are strongly discouraged. Clothing should be size appropriate: no oversized, baggy pants, sweaters, shirts. Any garment worn under the school uniform must not show with the exception of the collar of a white t-shirt.

ELIGIBILITY

The Academy of St. Carlo Acutis strives to provide opportunities for students to develop talents and interests. Some of these activities include: academic groups (speech & scholastic bowl), interscholastic sports (golf, basketball, track, volleyball, softball, bowling, and baseball), cheerleading, plays and musical programs, service projects, and other school activities.

ASCA will follow the IESA eligibility guidelines, which state:

- Students' academic and conduct grades will be checked on a weekly basis. GRADES WILL BE SUBMITTED VIA RENWEB AT THE END OF THE DAY ON FRIDAY.
- Students **receiving 2 D's or 1 F** will be deemed ineligible for extra curricular activities.
- The week of eligibility is from **Sunday through Saturday**.
- Eligibility check begins the week prior to the first game.
- Any student who is ineligible **three times** during a season **will be dismissed from the team**.

The administration and staff will make every effort to attempt to make sure all students are eligible and are able to participate in the many activities that are available and valuable to the students. Further information on athletics is included in the Athletic Handbook.

EMERGENCY CLOSING OF SCHOOL

If school is called off or early dismissal is necessary for any reason, parents/guardians will be alerted by 1) A text message to all phone numbers provided by parents through *school* messaging system; or 2) listening to the following local radio stations listed here:

FACTS Parent Alert – Messaging system sent directly to parent's phone(s)

WLPO	815-223-3100	www.wlpo.com
WAJK	815-223-3100	www.wajk.com

We ask that parents **do not** call the school unless you have weather information we may not be aware of.

FACULTY AREAS ONLY

Students are not allowed in the faculty lounge, supply room, or janitor's room unless given permission by faculty or the Principal.

FIELD TRIPS

Educational field trips are taken during the year. All school trips shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the schools office (CDOP Policy D-131). Field trips are privileges afforded to the students; therefore, students can be denied participation if they fail to meet academic or behavioral requirements through the school year. Students currently earning an Unsatisfactory in their conduct grade will not be allowed to attend field trips. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Field Trip Guidelines

- All field trips shall have the approval of the Principal.
- An educational purpose shall be stated in writing and kept on file in the school office. Transportation shall be provided by a bus company unless the principal authorizes private transportation. If private transportation is required, all drivers of cars must complete a form: Driver Proof of Insurance/Licenses and Liability. This form requires a copy of Driver's License and a proof of liability insurance. The form and required attachments are to be submitted to the homeroom teacher, who will forward them to the office. This process is required for each driving event.
- On bus trips, a fee may be set to defray the cost of transportation. This fee will be based on a quote from the bus company.
- All field trips will be adequately supervised by faculty members and other approved adults. Only those persons who have completed the Safe Environment Program and have had their background checks will be allowed to chaperone school-sponsored field trips.
- Parents will be notified of the date, time and details of the trip.
- Parental permission, in writing, must be obtained before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will be sent home.
- The parent or guardian will be required to sign a release and agreement to indemnify and hold harmless the Parish, the School, the School's employees and agents, the Diocese of Peoria, and the volunteers assisting the School, from any and all liability for injuries, medical expenses or any other loss suffered to your child or your family due to the child's participation in this activity.
- A permission form shall include the following components:
 - A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return.
 - The educational purpose including objectives. Example: observe natural setting along the river
 - Specific materials to be brought including lunch, clothing, money, etc.
 - Authorization for medical treatment.
 - The waiver of liability.
 - Parent/guardian signatures and date (both parents should sign).
 - A medical information sheet shall be obtained and on file for each child participating in the trip.
- After each trip, a written report shall be submitted by the designated trip supervisor and kept with a description of whatever injuries or damages occurred or where reported. These reports are to be kept with the permission slips for that trip, if an incident occurs, the report shall be immediately forwarded to the Office of Catholic Education and the Diocesan insurance carrier shall be contacted by the OCE.
- Clothing, Refreshments, Equipment: will be at the faculty's discretion. All clothing must

be appropriate.

Responsibilities of Chaperones

- One chaperone for every 5 students. These higher chaperone/student ratios are encouraged to reduce the risk of student injury incidents.
- The teacher will assign each chaperone a group of students. The chaperones are required to be physically and mentally present to their assigned group.
- Non-school aged children will NOT be allowed since chaperones will need to provide full attention to their assigned students on the trip.
- Remind students if they become separated from the group to seek help from a Guide, Police Officer, or employee of the facility.
- Children will be allowed to go to the restroom only when accompanied by an adult.
- As a representative of Trinity Catholic Academy please assist the teacher in any way needed or requested by that supervising teacher.
- Siblings are not allowed to attend field trips by Diocesan Policy.

FINANCIAL SUPPORT

Tuition represents only a small portion of the actual cost of education of our students. It is the parents/guardians' responsibility to make regular weekly (active parishioner) contributions in their parish church's Sunday collection and also to participate in the annual fund raisers to make up the difference between tuition and actual education costs. Families unable to meet their tuition payments must contact the Pastor and then the Principal. New tuition/book fee rates are issued each year during pre-registration. It is the primary parent/guardian's responsibility for payment of tuition and book fees.

John Lancaster Spalding Scholarship Fund Grants: Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for students enrolled in or intending to enroll in grades Kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are members of a Catholic Parish in the Diocese. All grants will be based on financial need objectively assessed. Information about the grants and application materials may be obtained from any Catholic elementary or secondary school in the Diocese of Peoria. The application deadline is in February and notification of grant awards will be made by mid-April. **Applications instructions can be submitted at: CDOP.ORG**

Tuition Assistance: Families can apply for Financial Assistance through FACTS Management. Those families applying for the Spalding Fund will be automatically considered for local assistance. Other families are encouraged to apply. Contact the school's office for the application process. **FAMILIES MUST COMPLETE THE FACTS MANAGEMENT FINANCIAL AID AND GRANT APPLICATION TO BE CONSIDERED FOR ASSISTANCE.**

FUNDRAISING

There will be one **mandatory** fundraiser for the current school year.

Fundraiser: 30 Raffle tickets per family @ \$25 Each

**Preschool Families: see the preschool schedule

Any unsold tickets will be charged to your FACTS service agreement if not sold by the designated deadline.

Eighth grade students will **not** receive diplomas and may **not** participate in graduation activities if unsold tickets remain. Unsold tickets need to be paid 1 week prior to the graduation ceremony.

There will also be other social events such as breakfasts, dinners and trivia night, etc. These are optional events that families are encouraged to support.

Please remember that tuition covers no more than 40% of the school budget. We rely on Church subsidies and fundraising for the remaining 60%.

GRADING SYSTEM

The grading system at Academy of St Carlo Acutis follows the Achievement Code of the Diocese of Peoria.

Kindergarten:

- + Achieving what is expected at this time
- ^ The student is working at the expectation
- NI Student needs increased practice/reinforcement
- Not evaluated this quarter (blank)
- P Progress shown, but is below grade level

Grades 1 and 2: Academic Marking Code

90%	S+	Exceeds basic requirements
76%	S or blank	Satisfactory progress
69%	S-	Having difficulty meeting basic requirements
0%	U	Unsatisfactory
0%	P	Sufficient progress but is below grade level
0%	PS	Pass

Grades 3--8: Academic Marking Code

- A - 100-94
- B - 93 - 86
- C - 85 - 76

D - 75 - 68
F - 67--below
E Effort shown, but below grade level
I Incomplete

Grades 1-2: Personal Growth and Development/Work Study Skills

+	Very Good
S or blank	Satisfactory progress, consistent
S-	Having difficulty meeting basic requirements
^	Showing improvement
NI	Needs Improvement
U	Unsatisfactory
*	Modification

Spanish is considered an enrichment class (K-4).

Art and Physical Education are weighted 50/50 for grades 5-8 and Spanish is a full credit Grades 5-8.

Each classroom teacher will explain their individual grading procedures including the expectations of when homework, tests, quizzes, and other classroom work will be graded and/OR sent home. Class project grades will be based on the work involved with the project.

Any 8th grade student enrolled in Freshman Algebra I will receive a grade determined by the Algebra teacher. The percentage grade earned as reported to ASCA by the High school will be entered according to the ASCA grading scale. The grade will be considered a weighted grade when calculating the GPA. The letter grade will affect honor roll requirements.

HONOR ROLL: GRADES 6, 7 & 8

After each grading period, students will be listed on the honor roll based on the following criteria:

Honor Roll: 3.0-3.49 GPA
High Honor Roll: 3.50-4.0 GPA

A "D" OR "F" IN ANY **CORE** SUBJECT (INCLUDING ALGEBRA I) OR AN UNSATISFACTORY PERSONAL DEVELOPMENT/WORK STUDY SKILLS GRADE WILL PREVENT THE STUDENT FROM BEING LISTED ON THE HONOR ROLL.

Honor Roll students will be recognized by certificates. Student's GPA and grades will also impact the following:

- Membership in Student Government
- Participation in extracurricular activities: No F's.

- Eighth Grade awards
- Promotion: Students may not have more than one F for a final grade.
- Summer correspondence courses may be available to any student who has received 2 F's.
- Selection of students for specific events.

HONORS RECOGNITION

- Honors recognition is determined by averaging grades for students in grades 6 - 8. No student may receive a C- or an S- in **any** subject at a reporting period nor have the Christian Conduct/Social Growth and Work Habits evaluation be lower than the full satisfactory level to be eligible for the Honor Roll. Grade points are used to determine eligibility. A = 4 pts; B = 3 pts; & C = 2 pts. For Algebra, A = 5 pts; B = 4 pts; & C = 3 pts.
- Honor Roll G.P.A. 3.0 to 3.49. High Honor Roll G.P.A. 3.5 to 4.0.

If a student receives a total of seven (7) F's or U's in core academic areas on his/her report card for the school year, this is an indication that he/she may need to repeat the present grade. Parents will be notified after two (2) F's have accumulated and a conference may be scheduled with the teacher.. Subsequent conferences will be held as

Non-Promotion

Retention will be determined on an individual basis by the Principal, teacher, and parents/guardians. If it is determined that retention (non-promotion) is to be considered as a necessary action for the benefit of the student, the teacher will keep the parent(s) informed of student progress throughout the year. The teacher will offer a variety of remedial work to aid the student and include diagnostic testing. Communication will be maintained between conferences and progress reports.

The teacher informs the Principal of the potential need for retaining a student prior to or by the third quarter and will then communicate with the parent(s) regarding the need/possibility of retention and gives rationale for proposing it. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the principal meets in a joint conference with them. The Pastor(s) is kept fully informed during this process. The Principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher. The Principal may choose to place a note in the student's file describing the circumstances and decision regarding placement. This note is presented to the parents/guardians for signature. The pastor is informed of the outcome.

GRADUATION

A diploma will be awarded to the eighth graders who have completed the required course of studies established by the Peoria Diocese and are in good standing. No student shall receive a certificate of graduation without passing the Illinois and Federal Constitution curriculum and tests.

RETENTION OF FINAL REPORT CARD AND/OR DIPLOMA

A graduating student will not be issued a final report card or diploma until the student's family is in good standing with the school: outstanding tuition, outstanding fees, and/or athletic uniforms returned to the athletic director. Once a family is in good standing the school office will release the report card or diploma.

HEALTH CARE

Since many childhood diseases are communicable, it is necessary for parents to use good judgment in determining whether their child is well enough to attend school. An elevated temperature (99.9 degree F), vomiting, dizziness, diarrhea, and stomach cramps are indications that a child may not feel well enough to complete the school day. It is extremely important that children remain home for 24 hours fever-free and aspirin-free after having a fever. This not only protects your child, but also the children in your child's class. Ordinarily, if children need cold/cough medicine or aspirin during the school day, they should be kept at home. If a child is well enough to attend school, but, for health reasons needs to stay indoors at recess for an extended time period (more than one day), parents must submit a doctor's written request. The request should state the health reason and the length of time the child is being excused. Fresh air and physical exercise are beneficial to all students.

CONTAGIOUS DISEASE

Any child who is diagnosed as having a contagious disease, which presents a health hazard to any other students or staff members, shall be excluded from school. This exclusion will be in effect until such time that it is determined by a physician that the child's condition is no longer a health hazard. Parents should notify the school and teachers if their child has a health condition such as asthma, severe allergies, etc.

HEAD LICE

ASCA follows guidelines set forth by LaSalle County School Health Service. They recommend periodic head checks and procedures when lice have been identified. When a student is found to have lice, the following procedures will be adhered to:

- The parents will be called immediately to pick the child up.
- Information will be provided to the parent regarding head lice along with proper treatment of the student and home environment.

- In order for a student to be readmitted to school the following day, parent(s) must show proof of appropriate treatment (i.e. note from physician, copy of prescription, or proof-of-purchase of an over-the-counter product). The student will be re-examined by school personnel and must be nit free.
- Please notify the school if you find lice in your child's hair.

HEALTH EXAMINATIONS

The Illinois State Code requires health examinations for all students entering school for the first time and in grades kindergarten and sixth. Dental examinations are also required for Kindergarten, second and sixth grade students. Eye examinations are required for Kindergarten students or students enrolling for the first time in Illinois.

FIRST AID

The school is equipped to handle injuries of a minor nature such as bruises, superficial cuts, abrasions, etc. Should a major injury occur, the parent/guardian will immediately be contacted by telephone. If the parent/guardian cannot be reached, the child will be taken to the emergency room of the nearest hospital. It is VERY IMPORTANT that emergency cards be filled out completely by the parent/guardian each year stating where they may be reached if they are at work, a relative or neighbor who can be contacted when we are unable to reach the parents/guardians, and any medical facts of which we should be aware of in case of an emergency (e.g. allergic reactions, history of seizures, etc.). All student medical records must be kept up to date.

IMMUNIZATIONS

A complete immunization record must be on file for each student. For students entering school before October 1 of any given year, proof of immunizations must be up to date or the student will be excluded from school until the requirement is met. THIS IS THE LAW. If for medical reasons one or more required immunizations must be administered after October 1, the student must present to the Principal, by October 1, signed documentation from the doctor of such immunizations and a statement of the medical reason for the delay. Students enrolling after October 1 must present the immunization record and their latest health examination as soon as possible.

VISION AND HEARING SCREENINGS

Vision and Hearing screenings are conducted annually by LaSalle County Health Service Personnel according to state mandates. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

MEDICATION

If it is determined by a doctor that it is necessary for a child to take medication during school hours:

1. Written orders must be provided to the school from the doctor and must include: the child's name; date of birth; licensed person prescribing medication, phone number, and signature; name of the medication, the dosage, and the times it is to be taken; date of prescription.
2. A written request from the parent authorizing the administration of any prescribed medication is also required by the school.
3. Medication shall be brought to school in a container appropriately labeled by the druggist or pharmacy and kept in the office. Appropriate labeling includes: child's name, prescription number, medication name/dosage, administration directions, date and refill, licensed prescriber's name, pharmacy name, address, and phone number, name or initials of pharmacist.
4. Only enough medication shall be sent to school for that week. The container is to be taken home on Friday or the last school day in a given week.
5. Over the counter drugs are not to be administered at school (unless prescribed by a doctor according to the above regulations). This includes cough medicine, aspirin, etc.
6. If a child is on medication and the parent/guardian wishes to come to school and administer that medication, he/she may do so. If, however, he/she wishes the school personnel to supervise the child taking any medication, the above rules must be followed. Students who need to use inhalers for asthma or use an epinephrine auto-injector will be allowed to carry their inhaler or injector with them upon their parent's written and signed request. The school will provide safe storage of the prescribed medicines and will keep a basic record of any drug administration.

Asthma Inhalers – Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

- A written authorization from the parents of the student.
- A dated parent signature agreeing to the statement, contained an ASCA authorization form.
- A written statement from the physician, physician assistant or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by ASCA.

Medical Cannabis: See Diocesan Policy D-154 (www.cdop.org)

HOME-SCHOOL COMMUNICATION

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. Communication and expression of concerns must always be conducted in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to the faculty and staff members on the part of parents or students will not be tolerated.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties.

ASCA uses an envelope system (AT TIMES) to ensure important information reaches home safely.

A parent newsletter from the administrator is sent home as an email attachment.

Teachers and parents can communicate via email.

HOMEWORK

Homework is an extension of classroom work for the purpose of allowing students to work independently. It is a reinforcement of and a time to review and practice concepts and skills presented. The amount of homework will be appropriate to the grade level of the child. Homework is the responsibility of the child. It is important that teachers require punctuality, neatness, and accuracy of homework while keeping in mind the individual differences of students.

Homework Policy:

- If an assignment has been completed, but not turned in during the period it was due, there will be a 10-point reduction in the grade.
- If an assignment has not been completed, but is turned in at the end of the day, there will be a 20-point reduction in the grade.
- An assignment not turned in by the end of the day will result in a 0 for the assignment.

Teachers will inform students and parents of their classroom homework policies during the first week of school and at “Meet the Teacher” night.

VACATION HOMEWORK

Parents should notify teachers. If extended vacations must occur, all assignments will be given **when the student returns**. Students and parents can also go to Google Classroom. After

vacation students have only one week to hand in make-up work for credit. Teachers are willing to work with the students but are not required to assign lessons prior to the student's absence.

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

Academy of St. Carlo Actis shall admit students with special needs whenever possible. The Diocesan policy is D-105 and can be found in Appendix A (CDOP.ORG).

INTERNET-SOCIAL MEDIA

We are pleased to offer students at ASCA access to computers to meet their educational and informational needs.

Access to the Internet will enable the students to utilize the internet for educational purposes. There are some disadvantages to the use of computer technology. We need to be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. The Academy of St. Carlo Acutis believes the benefits you gain from access to the Internet in the form of information resources and opportunities for collaboration outweigh these disadvantages. Ultimately, you as parents are responsible for setting and conveying the standards your child should follow. The school, therefore, respects each family's rights to decide whether to approve student access or not. It is important that parents understand that while the school will make every effort to guide and monitor students' access to the Internet, it does not have control of the information or content.

Students must be responsible for good behavior on school computers just as they are in the classroom. Computers are provided for students to engage in educational experiences and may not be used unless supervised by a teacher. Access is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege - not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action. These consequences can be imposed on the first offense.

ASCA follows the Technology/Internet Policies of the Diocese of Peoria with regard to student/staff use of computers/software, Federal Copyright Law and Internet usage. Students/Staff sign a waiver concerning correct use/copyright laws. See Diocesan Policy C-404 Appendix J of this handbook.

INTERNET-SOCIAL MEDIA

The school recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that parents and students collaborate with the administration to help shape the way the school is perceived in the community via interaction in social media. The following will help everyone make appropriate decisions about utilizing various social media.

- Parents and students are personally responsible for the content that they post, share, and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff, or other parents.
- Never discuss sensitive school matters using social media outlets.
- Under no circumstances should offensive comments be made about students, parents, staff, or the school in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.
- The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary action.

The school reserves the right to require parents and students to remove content or comments posted on social media for any reason, including but not limited to the administration's opinion that the comments violate this policy. The core values of the school apply to behavior both on and off campus including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from the school and/or termination of volunteer activities. The education of a child is a partnership between the parents and the school. If, in the opinion of the administration, that partnership is broken, the school reserves the right to require parents to withdraw their child.

LIBRARY

Every student in grades K – 8 will have regular access to the school's library. Fines will be charged for overdue books. Lost books--paperbacks, hard cover and reference books--will cost the replacement amount of a comparable book.

LITURGY AND PARALITURGIES

Liturgical and Para liturgical services play a major role in the life of the ASCA student. Worshiping in Word and song teaches children lifelong respect for the focal point of their religion—the Eucharist. Each class has the privilege of planning liturgies throughout the school year.

LOCKERS-STORAGE AREAS

Each student is assigned a locker or storage area in which to store clothing and textbooks. The school reserves the right to inspect lockers or storage areas at any time. Students are not allowed to put a lock on their lockers.

LOST AND FOUND

Students are responsible for those items which they bring to school. Students should check the Lost and Found if items are missing.

MAKE-UP WORK

Missing assignments and make-up tests after illnesses are the responsibility of the STUDENT. He/she must see each teacher on the first day he/she returns to school and make arrangements to complete the required work. Failure to get this work made up within a week after returning to school means a zero for the grade missed. Parents should make arrangements to pick up homework so that the student does not fall behind. If the student is out of school for an extended illness, special arrangements will be made.

Students who do not complete the work before the end of quarter grading shall receive an "I" (incomplete). The "I" will be changed to a grade when the make-up work is submitted, graded and approved. This special grading applies only to those who have incomplete work due to excused absences.

NARCAN ADMINISTRATION POLICY

Purpose: The purpose of this policy is to establish guidelines for the administration of naloxone (Narcan) by trained personnel to address potential opioid overdoses on school property.

Training: Designated staff members will receive comprehensive training in opioid overdose recognition, administration of naloxone, and emergency procedures. Training will be provided by certified professionals and updated regularly.

Identification of Opioid Overdose: Staff members trained in opioid overdose recognition will be responsible for identifying signs and symptoms consistent with opioid overdose, including but not limited to respiratory depression, unresponsiveness, and pinpoint pupils.

Access to Naloxone: Naloxone kits will be securely stored in designated locations easily accessible to trained personnel. Kits will be maintained, regularly checked for expiration, and replaced as needed.

Administration Protocol: In the event of a suspected opioid overdose, trained staff will immediately:

- Assess the situation for safety.

- Call emergency medical services (EMS).
- Administer naloxone following established dosage guidelines and protocols.
- Provide basic life support measures until EMS arrives.

Post-Administration Procedures:

- Any use of naloxone must be documented promptly, including the time, dosage administered, and any observed effects.
- The individual who receives naloxone will be monitored until EMS arrives and takes over care.
- Follow-up procedures will be implemented in collaboration with healthcare providers and the individual's family as appropriate.

Confidentiality and Liability: All information related to opioid overdose incidents, including administration of naloxone, will be treated with strict confidentiality. Staff members administering naloxone within the scope of their duties will be protected under Good Samaritan laws.

Review and Revision: This policy will be reviewed periodically to ensure compliance with state and local regulations and to incorporate any necessary updates in best practices for opioid overdose response.

This policy serves to prioritize the safety and well-being of students and staff in the event of an opioid overdose emergency on school grounds. All staff members are encouraged to familiarize themselves with this policy and procedures outlined herein.

NON-CUSTODIAL PARENT

ASCA abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held during the year. Following the 1st grading period all parents/guardians must come for a conference and during the rest of the year by parent or teacher request. The length of the conference should not exceed ten minutes. If there is any problem, a parent or teacher may arrange for a special conference at another time. Conferences between the Principal and the parents may also be arranged upon request.

PARTIES/TREATS/OUTSIDE PARTIES

Holidays and holy days are celebrated in the classroom. Parties are planned by the teacher and room parents for special occasions: Halloween, Christmas, and Valentine Day. There are no Easter parties during Lent. Children may bring birthday treats to share with class members if desired. Please check with the classroom teacher regarding any food allergies.

Personal deliveries to students of flowers, balloons, etc. are not allowed.

Note: When parents are planning a party or outing outside of school they are encouraged to check with the school office for a correct class list so that no student will be overlooked. Outside invitations may not be passed out at school unless everyone in the class (entire class or all girls or all boys) is included.

PAYMENTS MADE AT OFFICE

All tuition payments, registration fees, and lunch money are paid through FACTS. If a payment to the school for fundraising or any other event, make all checks payable to Academy of St. Carlo Acutis unless otherwise instructed. Please place all money in an envelope stating the student's name, grade, amount and purpose of the money.

P.E. UNIFORM

- Grades K-8 Athletic shoes must be worn (no slip on shoes).
- Grades K-5 do not change for PE. Girls must wear shorts underneath uniform skirts/jumpers.
- Grades 6-8 wear P.E. uniforms purchased through *The Locker Room* in Spring Valley, IL.

PARENT/TEACHER/ ORGANIZATION-PARENT BOOSTER CLUB

The PTO (Parent Teacher Organization) is a parent organization. The club raises funds to provide additional education materials for the students, sponsor spirit-building and supportive activities for the school, and provide service and assistance for the staff.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Safety during the school day is a major concern to everyone involved with the student's welfare; therefore, the following practices for release of the student during the day will be followed:

- Whenever a child must leave the school premises before the regular dismissal (due to illness, injury, and appointment, etc.), he/she must be met by the parent or guardian and be signed out and back in if returning later in the day.
- Under no circumstances may children be taken from the classroom or playground.

- NO CHILD WILL BE RELEASED TO A PERSON WHO IS NOT KNOWN TO THE PRINCIPAL, TEACHERS, OR SECRETARY. PERSON MUST BE LISTED ON THE EMERGENCY CONTACT LIST IN THE SCHOOL OFFICE.
- Unless parents are notified, no child will be sent home during the school day.

REPORT CARDS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. The first report card is given to parents at Parent/Teacher conferences at the end of the first quarter. Subsequent report cards are distributed to your child to bring home or sent to parents via email. The final report card will be distributed or emailed on the last day of school.

SACRAMENTAL PROGRAM

The sacramental life of children of the Catholic tradition is an important component of the religion program at Academy of St. Carlo Acutis. Preparations for two sacraments, Reconciliation and Communion, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Communion will receive the sacrament of Reconciliation prior to First Communion. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Communion are only conferred to students baptized in the Roman Catholic tradition. The schedule for the Sacrament of Confirmation for junior high students is determined on a yearly basis.

SAFE ENVIRONMENT / HUMAN DIGNITY PROGRAM

ASCA incorporates the principles of the diocesan Safe Environment / Human Dignity Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

SCHOOL CALENDAR

In accordance with the Diocesan policy and State of Illinois, Academy of St. Carlo Acutis provides a minimum term of at least 176 days of 5.5 hours per day or 880 hours of actual instruction.

SCHOOL HOURS

Start of the School Day

Peru Campus: 8:00 AM (Arrival-7:45am)

LaSalle and Oglesby Campuses: 8:15 am (7:40 am-earliest)

Students enter the building at 7:40 or later go directly to the gym. Those students arriving after designated start time are considered tardy and will be marked accordingly.

Dismissal

Peru Campus: 3:00 PM

LaSalle-Oglesby Campuses: (preschool): 11:30 am half day and 3:00 pm full day

LaSalle-Oglesby Campuses: (K-4): 3:15 pm

Students will be walked to the outside of the building at dismissal time at which time they should be promptly picked up or should immediately walk home. If a student is kept after school hours at the request of the teacher, parents will be notified. In the event that parents will be late picking up their children after school is dismissed, it will be necessary for them to phone the school office notifying the secretary. Students not picked up promptly after school will be sent to the After Care program and charged for the service. Due to the above noted procedures, no students may remain outdoors unattended after school hours.

SCHOOL OFFICE HOURS

The school office is open on all *regular* school days from 7:40 a.m. – 3:30 p.m.

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school Principal retains the right to amend the handbook. Parents will be given prompt notification if changes are made.

SCHOOL WEBSITE

Academy of St. Carlo Acutis has an active website that will allow parents to be informed on a weekly basis. The website is: www.academyofstcarlo.org.

SKATEBOARDS, ROLLER BLADES, ROLLER SKATES

Skateboards, rollerblades and roller skates are not allowed on school property. If they are brought to school, they will be confiscated and must be picked up by a parent/guardian.

SOCIAL MEDIA POLICY

Respectful Communication: Students should communicate with others on social media platforms in a respectful and courteous manner, refraining from using offensive language, hate speech, or engaging in online bullying.

Privacy and Confidentiality: Students should not share personal information, such as addresses, phone numbers, or sensitive school-related information, to protect their own and others' privacy.

Cyberbullying and Harassment: Cyberbullying, harassment, or intimidation of fellow students, teachers, or staff through social media platforms is strictly prohibited.

Use of School Name/Image: Students should avoid using the school's name or images in a manner that could damage the school's reputation or violate school policies.

Intellectual Property: Respect copyright laws and intellectual property rights when sharing content on social media. Give credit to original sources when using others' work.

Representing the School: When representing the school on social media, such as through official clubs or organizations, students are expected to uphold the school's values and standards.

Consequences of Misuse: Violation of the social media policy may result in disciplinary actions, such as warnings, loss of social media privileges, or other appropriate consequences.

Reporting Concerns: Students are encouraged to report any instances of cyberbullying, harassment, or inappropriate behavior to school authorities.

Balance with Academic Responsibilities: Using social media during school hours should not interfere with academic responsibilities, and access to social media may be restricted in certain school areas or times.

STUDENT INFORMATION/PUBLICITY FORM

Academy of St. Carlo Acutis asks parents to sign a standard Diocesan Publicity Form that allows students to be photographed, audio or video-taped for purposes of remembering such activities for school/parish publications or advertising materials.

STUDENT/PARENT RESPONSIBILITIES

Students are responsible at all times to the school administration and to their respective teachers. They must comply with school regulations and policies at all times. Parents/Guardians must also show cooperation with school administration as a condition of student enrollment at ASCA.

STUDENT RETREATS/SERVICE PROGRAMS

Students at ASCA have the opportunity to participate in school sponsored retreats as well as a variety of service programs. Confirmation students are required to fulfill service hours and participate in a retreat as part of preparations for the Sacrament of Confirmation.

TELEPHONE

Students will not ordinarily use the school phone. It is the student's responsibility to come prepared for classes. If a child is sick, the teacher or secretary will make the call. However, for

special reasons, the office may give a student permission to use the office phone. Parents are encouraged to call only in case of emergency. Neither a student nor a teacher will be called from class to receive phone calls except in an emergency.

Parents are requested not to ask office personnel to transmit telephone or written messages, unless there is an emergency. Lunches may be left in the office, but students should be instructed by parents to retrieve them in the office at lunch time.

Academy of St Carlo Acutis strongly discourages students bringing cell phones to school. If you want your child to have a cell phone, phones must be given to the classroom teacher and powered off. Teachers will store the phones in a secure area in the classroom and return the phone to the student at dismissal time. Please keep in mind lockers are not locked thus ASCA does not assume responsibility for lost or stolen phones. Handheld electronic devices including I-watches or games, etc. are not allowed since they can be disturbing to the class. The teacher has the right to confiscate any article a student uses to disrupt work in a classroom or anywhere in the school.

TESTING AND ASSESSMENTS

Classroom teachers provide homework, quizzes, projects, and tests aligned to the current curriculum.

Per policy E-162, CDOP, The Catholic Diocese of Peoria mandates a standardized testing program for academic achievement which will be administered NCEA-MAPS in Fall, Winter, and Spring for Grades K-8.

TUITION AND FEES

Preschool: 3 or 4 year old options

5 day-all day	Monday-Friday 8:15 am-3:00 pm	Tuition - \$4500.00/year Supply Fee: \$400.00
5 day-½ day	Monday - Friday 8:15 am - 11:30 am	Tuition - \$3500.00/year Supply fee: \$400.00
3 day-all day	Tuesday, Wednesday, and Thursday 8:15 am - 3:00 pm	Tuition - \$3500.00/year Supply fee: \$400.00
3 day- ½ day	Tuesday, Wednesday, and Thursday 8:15 am - 11:30 am	Tuition - \$3000.00/year Supply Fee - \$400.00

NOTIFICATION-PARENTS/GUARDIANS: Please be advised. The Preschool Program is not licensed or regulated by the Department of Children and Family Services (DCFS)

** Registration Fee: \$50 per student. Applied to FACTS Management account.

Preschool Families: Fundraiser-Mandatory

Full Day: 5 Day 30 Tickets @ \$25 Each

Full 3 Day or Half 5 Day 20 Tickets @ \$25 Each

Half Day 3 Day 15 Tickets @ \$25 Each

Grades Kindergarten - 8th

Active Parishioner Tuition	General (non-active) Tuition
1 child \$3750.00	1 child \$4875.00
2 children \$5063.00	2 children \$6581.00
3 or more children \$6188.00	3 or more children \$8044.00
Material Fee	\$350.00/child

After Care

Time	1 child fee	2 child fee	3 or more children fee
First ½ hour	\$ 5.00	\$9	\$11.00
More than ½ hour	\$ 11.00	\$15.00	\$17.00

Payment options for grades preschool – 8 for the school year 2025/26 tuition include:

- Payments due according to FACTS payment schedule
- Payments must be paid through FACTS family portal

Payment options for school year 2025/26 for Preschool tuition include:

- Paying in full prior to the first day of school through FACTS
- Make monthly payments through FACTS
- Preschool payments are paid through FACTS

Active Parishioner Qualification

Catholic families that are actively practicing their faith as registered members of one of the LaSalle, Peru, or Oglesby Catholic Parishes and place an offertory envelope in the collection basket at Sunday Mass *more often than not* are eligible for this reduced tuition rate. Non-qualifying families are charged the general tuition rate. Please note that a family's tuition rate may change throughout the school year based on their qualification for active parishioner status. Catholic families registered at another parish may be eligible for this rate through their parish.

TUITION/FEE REFUND POLICY

In the case of a prepaid withdrawal payment, the tuition will be refunded on a prorated per diem basis. **No book fees or pre-registration fees will be refunded.**

Nonpayment Policy

In the event that bills/fees are not paid according to your tuition agreement:

- Registration for the following year will be rescinded until arrangements for payment are made.
- Academic records will not be forwarded to other schools until arrangements for payment are made.
- Report Cards will not be issued (quarterly).
- Eighth graders will **not** receive diplomas and may **not** participate in graduation activities. All outstanding balances need to be paid 1 week prior to the graduation ceremony.

USE OF SCHOOL GROUNDS

No unauthorized use of weapons at Academy of St. Carlo Acutis grounds are allowed. Permission must be obtained through the Principal and/or Pastor.

FIREARMS PROHIBITED

All firearms are prohibited on the premises. Academy of St Carlo Acutis prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the premise of the school, on the person or in a vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school.

VISITORS

All visitors to the school are to report directly to the office through the main entrance. Parents are not permitted to go to the classroom or lockers unless permission has been obtained in the office. An appointment must be made to see the teachers in the morning or afternoon.

VOLUNTEERS

Any person who volunteers in any capacity for ASCA will need to complete a CANTS background check with a fee. Volunteers will also need to complete the Safe Environment Training through CMGConnect.org for the Diocese of Peoria, and agree to a criminal background check. This includes, but is not limited to: coaches, chaperones, drivers, room parents, etc. No exceptions will be made. See Appendix I for a copy of the Volunteer's Code of Conduct. The school office has the necessary forms.

WITHDRAWAL

A week's notice is required for transfers from Academy of St. Carlo Acutis. Records will be sent to the new school upon the receipt of a written and signed consent form and when all financial obligations have been met. 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.

NON-RELEASE OF STUDENT RECORDS

The school provides for progression of students and their records within and between schools with the aid of duplicated records of achievement in all grades, standardized test results and notification of special education records, if this applies. If a student transfers, the above records as well as health records and work portfolio are sent to the receiving school. A signed parental release is required before records are sent to another school. (see CDOP D-116). Within the school, student permanent files are kept locked in the main office. Parents may, with the permission from the Principal, view these records. The school follows the Illinois Administrative Code on forwarding student records. The school secretary is primarily responsible for transfer of records. (CDOP D-115)

Unlike public schools, private and parochial schools do have the right to withhold credits, transcripts, diplomas, etc., upon the transfer of a student to another school when tuition or other debts have not been paid. A private or parochial school is distinguished from a public school and is governed by contract law principles, rather than by any State regulation or policy.

1. An unofficial record will only be sent until such time as the bills are paid.
2. Records will be sent within 10 days after all bills are paid.

APPENDIX A

SPECIAL SERVICES

Academy of St. Carlo Acutis does not have a special education program. Some services of the public school district are available to eligible students. Any concerns in this area must be forwarded to the L.E.A.S.E. Principal.

CATHOLIC DIOCESE OF PEORIA POLICIES

Please refer to the Catholic Diocese of Peoria website at www.cdop.org for the policies listed below.

APPENDIX LIST FOUND ON DIOCESE OF PEORIA WEBSITE:CDOP.ORG

APPEAL AND REVIEW

APPENDIX B, G-111, P-CDOP
AR-CDOP

POLICIES AND PROCEDURES RELATING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS, OR BY LAY EMPLOYEES OR VOLUNTEERS

APPENDIX C, C-402, P-CDOP
AR-CDOP

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

APPENDIX D, D-150, P-CDOP

DIOCESE OF PEORIA HARASSMENT POLICY

APPENDIX E, C-401

BULLYING

APPENDIX F, D-147, P-CDOP
AR-OCS

GOVERNANCE

APPENDIX G, G 101-210

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

APPENDIX H, C-404, P-CDOP
AR-CDOP

DISCIPLINE CODE

D-145 P-CDOP, A-421

STUDENT WELLNESS PLAN

APPENDIX I, D-151, P-CDOP
AR-CDOP

Healthful Food and Beverage Options for School Functions

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness.

A copy of the *Student Wellness Plan* will be posted on the school website: academyofstcarlo.org

ATTENTION!

**PLEASE READ, SIGN, AND RETURN
THE
REQUEST OF SIGNATURE FORM
ON THE NEXT PAGE
TO THE SCHOOL OFFICE**

**Academy of St. Carlo Acutis
Request of Signature Form**

2025-26 School Year

Student & Parent/Guardian Information (please print)

First Student Name Birth Date Grade

Second Student Name Birth Date Grade

Third Student Name Birth Date Grade

Fourth Student Name Birth Date Grade

Parent/Guardian Name Address City/State Zip

Phone Number Parish

Student Request - Loan of Textbooks

I hereby request the loan of secular textbooks in accordance with Public Act 79-961 of 1975.

Publicity

On occasion, **Academy of St Carlo Acutis or LaSalle-Peru-Oglesby Parishes** takes photographs or makes an audio or video tape recording of children and/or adults involved in school/parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in **Academy of St Carlo Acutis or LaSalle-Peru-Oglesby Parishes** publications or advertising materials to let others know about our school/parish. In addition, local news organizations may hear of our activities or events, and our school/parish may invite or allow them to photograph or record events to be used, distributed, or displayed as agents of the school/parish see fit. This consent includes but is not limited to: photographs, videotape, and audio recordings.

Academy of St. Carlo Acutis Parent-Student Handbook Agreement

I, my child(ren) and family members have read and agree to be governed by the Academy of St. Carlo Acutis Parent-Student Handbook.

X _____

Signature of Parent/Guardian Date

Signature confirms all the above is agreed upon, accurate and truthful.

THIS FORM IS TO BE RETURNED BY SEPTEMBER 8, 2025