



## **COSTA CATHOLIC ACADEMY**

2726 Costa Drive  
Galesburg , IL  
309-344-3151

[www.costacatholicacademy.org](http://www.costacatholicacademy.org)

## **Parent-Student Handbook**

2022-2023

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Promulgation of Parent-Student Handbook of Policies and Regulations for Costa Catholic Academy

After consultation with the Principal and Education Commission  
We hereby decree that the Parent-Student Handbook of Policies and Regulations for Costa Catholic Academy of Galesburg, Illinois in the Diocese of Peoria, is effective for the 2022-2023 school year.

Circumstances may arise in which Costa Catholic Academy determines that changes are required in these guidelines and procedures. For this reason, Costa Catholic Academy School reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

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Father Lee Brokaw  
Galesburg Catholic Parishes

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## Costa Catholic Academy

### HANDBOOK ACKNOWLEDGMENT/AGREEMENT FORM

The purpose of this handbook is to present the policies and activities of Costa Catholic Academy. The policy statements are necessarily general, and the administration reserves the right to make specific applications as circumstances arise. Parents are asked to review this handbook with their child/ren and keep it for referential use during the school year.

At least one parent will be required to agree to the following commitment at the time of registration of each school year: "I (We) have read and agree to be governed by the school policies as stated in the Costa Catholic Academy Student Handbook and to see that my (our) child(ren) follow these policies." This commitment will be found in the on-line registration and must be agreed to before registration is accepted.

Amendments to the Handbook

*The administration reserves the right to amend this Parent/Student Handbook. The Pastor of Costa Catholic Academy has the final word in all disciplinary situations and, after consultation with the Principal, may waive any or all regulations for just cause at his discretion. Parents will be promptly notified if changes are made.*

#### APPEAL AND REVIEW POLICY –

##### Costa Catholic Academy Statement of Policy

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 the following conditions only:

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

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

Statement of Process

The individual or group desiring the appeal or review must make the request known to the governing Pastor or Board of Pastors responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local Vicar.

This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it
2. The grounds for the appeal or the review with specific reference to one or more of the four conditions listed above
3. The proposed resolution

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese, and the local Vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local Vicar who has the authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria.

## **Vision Statement**

**Costa Catholic Academy's vision is to teach our students to know, love and serve God who is the center of all we do. Within a nurturing and safe environment, our staff members will:**

- Develop students who are spiritual, God centered and faithful to our Christian values, and who have respect for life through a well-rounded Catholic based education.
- Engage students to become critical thinkers, problem solvers and life-long learners through a well-balanced curriculum of the arts, grammar, history, mathematics, science, and technology designed to meet their intellectual, emotional and social needs now and into the future.
- Nurture students through programs of physical, social, and health education along with athletic and character development to become caring, responsible, and respectful citizens of their community.
- Prepare students to become leaders who serve God, Church, family and community through the teachings of God's love of one another and service to others.

## **Mission Statement**

Costa Catholic Academy offers a preschool through eighth-grade curriculum. We believe that our foremost mission is to bring the living God into the hearts and minds of our students. We seek to accomplish this goal through instruction and, more importantly, by the way we, the faculty and staff, conduct ourselves in our daily lives. We further seek to foster cooperation and a sense of community among the parishes and families of Costa Catholic Academy. Though dedicated primarily to the spiritual development of each child, we recognize that a healthy spirit is related to one's intellectual and physical development. Thus, we believe it is our mission to provide a well-rounded Catholic education based on excellence in academics and dedicated to development of the whole child spiritually, intellectually, and physically.

1. We believe it is the highest possible destiny of a Costa graduate to live a life that glorifies God and exemplifies the teaching of Sacred Scripture, Tradition, and the Magisterium of the Roman Catholic Church.
2. We believe it is among the highest possible destinies of a Costa graduate to contribute to the creation of a better society, by means of the application of Catholic religious values and academic talents developed as a Catholic school student.
3. We believe, as a faculty and staff, in developing a religious, academic, and social school climate that nurtures the souls and minds of today's young people.
4. We believe that the highest possible ethical and academic standards should be the basis of a Catholic school's curricular and extracurricular activities.

## 2021-2022 Teachers and Staff

<b>Teacher</b>	<b><u>Class/Subject</u></b>
Mrs. Lindsey Corbin	Pre-School (3-4 yr. old ½ day)
Mrs. Tracy Owen	Pre-School (3yr. old)
Mrs. Holly Allison	Pre-K (4yr. old)
Mrs. Angela Zellmann	Kindergarten
Mrs. Hayley Knuth	First
Ms. Stefanie Cross	Second
Mrs. Kay Tracy	Third
Mrs. Julie Purl	Fourth/6th Language Arts
Angie McCarthy	JH Language Arts
Mrs. Christine Hill	JH Science
Ms. Mary Norton	Religion Gr 6-8
Mrs. Laura Endthoff	JH Math
Miss Sara Baker	Physical Education
Mr. Dave Cratty	JH SS/Intermediate Religion
Mrs. Jill Marasa	Music /Band /Chorus K – 8 / Gr 1 Religion

### Staff

Mrs. Taylor Cratty	Business Operations
Mr. Stan Mason	Maintenance
Theresa Kennedy	Food Service Manager
Mrs. Jardlyn Hansen	Pre-K Aide
Mrs. Melissa Pettit	Preschool Aide
Ms. Sarah Palmgren	Kindergarten Aide
Mrs. Jamie Dunker	Development Director
Mrs. Gina Lucerno	Administrative Secretary
Mrs. Kathryn Frakes	Principal / Administrator

## Admissions

### ***Non-Discrimination in Admission Policies***

Costa Catholic Academy is in compliance with all federal and state non-discrimination and equal opportunity laws and regulations regarding admission as stated in the Commission on Education policies of the Diocese of Peoria. No student shall be refused admission to Costa Catholic Academy on the basis of race, color, sex, ethnic origin, or disability (when with minor adjustments on the part of the school, the disabled person could be accommodated).

Decisions on student enrollment are based on the school's mission statement. Final decisions on enrollment are made by the pastor, with input from the school principal.

### ***Criteria for Admission and Continued Enrollment***

- Catholic schools are established primarily to help mold students in preparation for their lives as Catholic adults within a community inspired by faith; they are not havens for those who wish to escape problems relating to the achievement of social justice in the public sector.
  
- Age requirements for admission follow the guidelines of the Illinois School Code: Preschool - 3 years of age on or before September 1. Pre-Kindergarten - 4 years of age on or before September 1. Kindergarten - 5 years of age on or before September 1; Grade One - 6 years of age on or before September 1. The administrator will determine the academic and social requirements for admission as well as the appropriate class placement. Additionally, the administrator may deny a student admission if the student's academic, physical, or social needs cannot be met adequately at Costa Catholic Academy.

- Illinois law requires that all students entering kindergarten and sixth grade must have a physical examination (See “Health Examinations and Immunizations”). This examination must be completed within one year prior to entry. Those students entering at **any grade level** from any other school district must also have a current health record on file. Physical forms from other schools in Illinois are usually acceptable. Physical forms from out of state must be reviewed by the school nurse. Only physicians licensed to practice medicine in all of its branches shall be responsible for the performance of the health (physical) examination and sign all report forms. A dental exam is required for all children in kindergarten, second, and sixth grades. The exam must be performed and signed by a licensed dentist, and proof of the exam must be presented to the school by May 15<sup>th</sup> of the school year. Waivers for the dental exam are available under certain circumstances. Consult the principal for further information. A vision exam performed by an optometrist or a physician who provides complete eye examinations will also be required for kindergarteners and must be completed by **October 15**. Failure to do so will result in a withholding of the child’s report until it has been completed.
- Students entering an Illinois school for the first time must have a physical exam with up to date immunization records, and a vision exam done by an eye doctor **and reported Illinois forms**. Transfer students have 30 days to transfer their records from the previous School.
- Prior to entering Costa Catholic Academy, every child shall present proof of immunity against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, mumps, Hepatitis B, and chickenpox. A screening for lead must also be presented.
- All school families are expected to pay fees and tuition. Those families needing financial assistance with tuition may complete an online FACTS application for tuition scholarships.
- To ensure continued enrollment at Costa Catholic Academy, weekly attendance at Mass and regular reception of sacraments is expected for all Catholic students.
- Non-Catholic and Catholic students are expected to participate in the religious curriculum since religion is a major subject at Costa Catholic Academy. The participation in certain religious activities is part of our program. All students are expected to participate.

- As a condition of continued enrollment, parents are expected to actively support the educational and extracurricular activities of their children, participate in the volunteer projects of the Costa Catholic Academy and Service Hour agreement and to promote the mission and philosophy of Costa Catholic Academy.

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P-CDOP

***Admission Age Requirement***

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 admitted to kindergarten shall be five

years of age on or before September 1. Students entering first grade shall be six years of age on

or before September 1 of the given school year.

When the school's early childhood program combines preschool with extended child care, children

may be admitted throughout the academic year on or after the date of their third birthday. In such

cases, parents must acknowledge in writing that their child will remain in the early childhood

program and will not be admitted to kindergarten until the child has attained the age of five years

on or before September 1 of the given academic year.

Exceptions to age requirements may be made only at the recommendation of the principal with the

approval of the Superintendent of Schools.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

Reviewed 7/2018, 6/2020

D-112

AR-OCS

### ***Enrollment Procedure***

#### **Annual Enrollment**

1. Pre-registration for Pre-School and Pre – Kindergarten will be held in the spring of each school year. Enrollment will be based on the priorities listed in the eligibility section of this Admission Policy. Within each category, priority will be based on the date when a completed registration form and fee were received.
2. Those parish and school families not registering by the May deadline or before the class is closed will lose their right to the priority list in the Eligibility section.
3. Students in Grades K through Grade 8 may be accepted for enrollment as openings occur.
4. Registration Day will be set in the spring to formalize registration for students who have been accepted for enrollment.
5. Those on a waiting list will be prioritized according to the Eligibility section of the policy.

#### ***Registration***

Online registration will be held during the beginning of March. Any family that still owes tuition from the previous school year ***will not be allowed to carry those balances forward.*** They will not be allowed to complete registration until that balance is paid in full. Also, their student(s) will not be allowed to start the new school year until all of their outstanding balance is paid off. Any family wanting to qualify for the Catholic tuition rate must complete a Catholic tuition letter agreement (parish affiliation letter). Determination of the Catholic rate status is made by the parish priests and is subject to change based on fulfillment of the terms of the agreement.

### ***Transfers***

Students transferring to Costa Catholic Academy will be required to provide evidence of previous school experience. Costa Catholic Academy reserves the right to accept the student, refuse admission, or allow admission on a probationary status whose length and terms will be determined by the administrator. A transfer student may be interviewed by the principal before a decision for entry is made. The student's cumulative records are requested from the school last attended.

#### **Transfer of Student Records**

Costa Catholic Academy expediently provides the transfer of student records to a new school as soon as the records are requested by that school. ***One exception to this rule is when the transferring parents have outstanding tuition, book, or other fees.*** In such a case, only the current physical, as mandated by state law, will be sent to the new school until all fees have been satisfied.

### ***Withdrawals***

Parents/guardians must complete a withdrawal form. All accounts must be paid in full, i.e. tuition/academic fees, cafeteria program, etc. All textbooks and school property must be returned. Once all of these conditions are satisfied, official transcripts and student medical records can be released to other schools.

### ***Record Access***

“Education record” means records, files, documents, and other materials which contain information directly related to a student and which are maintained by the school or by a person acting on behalf of the school. It does not include the records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute.

Parents or legal guardians of the Costa Catholic Academy student may request access to the education records of their children within a reasonable period of time not to exceed 45 days after the request has been made. Parents have the right to a hearing by the school to challenge the content of their child’s education records. This may be done in order to ensure that the records are not inaccurate, misleading, or in violation of the rights of the child, and to provide an opportunity for the correction or deletion of such records.

Costa Catholic Academy will maintain a record in each student’s file of all individuals, agencies, or organizations which have requested or obtained access to the student’s

education records. The record will also specifically indicate the legitimate interest that each person, agency, or organization has in obtaining this information. This record of access will only be available to parents, the principal, the staff assigned to prepare and maintain the records, and the educational or governmental agencies authorized to audit the record-keeping system.

### ***Student Pictures***

At the beginning of each school year parents are asked to acknowledge a release allowing the school to publish their child's picture for the purpose of the school facebook site, newspapers, parish newsletter, or other educational presentations done by the school.

## **Fees**

### ***Registration***

A non-refundable deposit of \$200.00 is charged when a student applies for admission to Costa Catholic Academy. This fee is applied toward tuition.

### ***Book and Supply Fee***

Costa asks that every student pay a books and supplies fee of 250 dollars. These funds allow us to ensure that our students have all the tools and supplies they need for a first rate education.

### ***FactsSIS Fee***

This covers the cost of the parent portal that allows families to access online grades, assignments and financial information. It also covers the alert system the school uses for general reminders and emergency notifications.

### ***Financial Assistance***

Families are encouraged to apply for financial assistance from the Diocese of Peoria and Costa Catholic Academy. Both Costa Catholic Academy and the Diocese of Peoria will be using the FACTS Grant & Aid Assessment Services to objectively determine financial need for each new school year. Spalding Scholarships are awarded directly by the Diocese of Peoria. Families that apply for the Spalding Scholarship will also be eligible for consideration for financial assistance from Costa. Any family that receives a scholarship from Costa must have all prior school year bills paid in full by July 31<sup>st</sup> or they will forfeit their Costa scholarship money for the upcoming school year. Scholarship Information may be picked up in either School Office and must be processed directly with FACTS Management for confidentiality. Applications must be processed online. Supporting documentation may either be mailed or submitted online

to FACTS. Scholarship money is limited so parents are **strongly encouraged to submit application materials by the required deadlines**. This may fall early in the calendar year. (*Check the Costa website, church bulletins, Costa Newsletter, and school mailings for current year deadlines*). Scholarships are considered supplemental in nature and will not cover the full cost of attending Costa Catholic Academy.

### ***Tuition Reimbursement***

If a student must leave before the end of the school year, a refund may be made available. If a student is current with tuition and fees, and leaves before the 15<sup>th</sup> of the month, one half of the month's tuition may be refunded. After the 15<sup>th</sup> of the month, no refund is due for that calendar month. If a student has paid in full for the year, a tuition refund may be prorated for the months not in attendance. Any amount due the school for such items as fines, fees, lunch, etc. may be deducted from any refund due. Registration fees, technology fees, and book and supply fees are non-refundable. Students who have been expelled will be handled on a case-by-case basis.

In the event that a child will be withdrawn from school, parents are to notify the principal as soon as possible prior to the date of withdrawal. A "Release of Records" form for transferring both academic and health records is usually signed at the new school and forwarded to Costa Catholic Academy. Copies of records will be sent within ten days of the transfer. All fees are to be paid.

### ***Payments***

Payments may be paid in monthly, semi-annual, and annual payments. Monthly payments may be made on the 5<sup>th</sup> or 20<sup>th</sup> of each month, August through May (10 months). Semi-annual payment is half tuition made in August and in January. Annual payment is due in August. These payments are a direct debit set-up through FACTS Tuition Management. Tuition, book fees, and other incidental fees are to be paid through the FACTS website.

All previous year balances or past due accounts need to be paid on or before August 1 in order to register for the upcoming school year. It is the expectation that families must remain current in order for their student(s) to remain at Costa Catholic Academy. It is the parent's responsibility to contact school administration if extenuating circumstances arise that may affect monthly payments.

### ***Other Fee Policies***

A draft returned by a bank for insufficient funds will incur a \$30 charge. FACTS will automatically attempt to draft a second time later that month. If insufficient funds incur on the second attempt an additional \$30 charge will be applied.

### ***After School Care***

Costa Catholic Academy offers After School care for all students. The program is available when school is in session excluding early dismissal days . Hours of Operation:: 2:25 - 5:30PM

Program schedule: 2:30- 3:30PM Students line up in designated areas, transition to after school room, attendance is taken, and a snack is provided by the school.

3:30 - 4:00 Homework and/or quiet reading, quiet games, activities (can be longer/shorter if necessary).

4:00 - 5:30 Free choice time outside or in the gym whenever possible.

The after school supervisor will release students to any extra-curricular activities they are involved in that are held at the school. If you, the parents, are not going to pick up your child/children after school, and you have not written the person doing so as an authorized individual on your registration form, we need to have a written note telling us who is going to pick them up. All people picking up your child/children must also be prepared to show identification if asked to do so by the aftercare supervisor.

***THE SAME RULES OF CONDUCT THAT APPLY AT SCHOOL APPLY AT AFTERCARE*** Hitting, biting, kicking, hurting others, bad language and failure to comply with the rules of the center will result in TIME OUT, which will be the disciplinary measure used. If TIMEOUT is ineffective, the child will be ***asked to leave the program.***

### ***Daily Charges:***

Weekly Plan – Regular Attendance: 1 student \$55 a week flat rate, 2 students \$65 a week flat rate, 3 students \$75 a week flat rate

Drop- in Plan – As Needed: 1 student \$12 a day flat rate, 2 students \$14 a day flat rate, 3 students \$16 a day flat rate

## Service Hour Requirement

### ***Philosophy***

The mission statement of Costa Catholic Academy is “Costa – Dedicated to the Whole Child – Body, Mind, Spirit and Community; *striving daily to bring the Living God into the hearts and minds of our Students.*” The word “Community” is stressed to our students through service hours in the many varied projects that Costa students are involved in throughout the school year. Service and commitment to the church and local community are highly stressed by our teachers and staff. This mission of service by our own Costa students is the driving force for our Parent Stewardship Program. *Stewardship is the sharing of our time, talents and treasure with others.* As a Catholic faith community, stewardship or service is an important value to pass on to our children. Our children are stewards within their own rights at school. As parents, the example needs to be set to impress upon our students that service is important and that all of us must make that commitment.

Parents can foster their student’s growth by becoming involved with activities and projects that will give them the opportunity to serve our school. With the goal of pulling together as a Costa Catholic Academy Community and giving our children the best experiences and opportunities possible, each family will be required to fulfill a service hour’s agreement. If volunteering is not going to be possible during the school year a “buyout” can be made for \$800 up front.

The cost to educate a student at Costa Catholic Academy is not covered by tuition alone. The best way to close the educational gap is through parental support and service. Service hours improve, enrich and allow Costa to continue to provide your students with the best education in Galesburg and the surrounding areas.

### ***Service Hours Plan requirements:***

Costa is in need of all families with children in grades Kindergarten through 8<sup>th</sup> grade to participate in fundraising events and functions or service duties around the school. We have a real need for parent volunteers and your service helps the school keep costs down and makes us a stronger, better school. All families will be required to do 25 hours of total service for the year in addition to selling one 10 ticket booklet of Car and Cash Raffle tickets.

Service hours beyond your required **25 hours** for the year may not be carried over for the next school year or donated to another family. Service hours for each school year will begin on June 1st and end on May 31st of the following year. Families will be responsible for signing up for their service hours during registration. Parents will be encouraged to sign up for different service hour opportunities at that time. Service hour opportunities and who to contact will also be posted on our website, in the *Weekly Newsletter* and through email notices throughout the school year.

### ***Confidentiality***

In the course of your service hour's work, you may learn confidential information about young people and faculty/staff. You are expected to keep this information confidential in any setting inside or outside the school, just as you would want your own privacy rights respected. However, information about a student who intends to harm self/others or information about physical/sexual abuse must be reported to the Principal and/or Principal's Assistant immediately. This information must be shared and not kept confidential.

***Costa values your time and talents***, please be aware when volunteering for events you should always:

1. arrive on time and staying for the agreed-upon time;
2. notify the appropriate persons if you are going to be absent or tardy;
3. find someone to take your place for an activity you signed up for if you cannot be present for your volunteer activity.
4. perform your tasks to the best of your ability;
5. understand that the Administration values your service, but may not always be able to honor your preferences for days, times and places of service;
6. keep young people under your supervision safe and appropriately occupied;
7. notify your supervising committee head or staff member or the Administration about unsafe conditions or issues causing you concern;
8. support the teachings of the Catholic Church and living in accordance with those teachings;
9. support the authority of teachers, staff, and the Administration at any service activity you are working at;
10. uphold school rules;
11. keep confidential information that you have garnered during your service that is private to students and/or their families;
12. promptly make known the confidences of young persons that involve issues of health, life, and/or safety.

## Communication of Service Hour Opportunities

All families will have the opportunity to sign up for various service hour opportunities at the time of registration. You may sign-up during the year as well.

**Failure to complete 25 hours and sell the booklet will be billed at \$20 per hour not volunteered or 30 dollars per ticket not sold.**

## Diocesan Requirements

### ***Parents/Volunteers***

All volunteers who engage in activities with Costa Catholic Academy students are required to comply with the philosophy and policies of Costa Catholic Academy as well as Diocesan requirements. These include CANTS, background checks through fingerprinting, attendance at Safe Environment training sessions, and the Catholic Mutual's "Be Smart – Drive Safe" online training and the Volunteer Driver's form. Information regarding this process and forms for the same may be obtained from the school office.

### ***Background Checks***

Diocesan Policy All schools located and operating within the Catholic Diocese of Peoria must have a completed criminal background check for each full-time or part-time employee or volunteer work in the school. This background check must be completed for all personnel working in the schools and is a condition for employment.

The background check consists of two separate procedures which includes a S2 Verify, as well as a background check done through the Illinois Department of Children and Family Services, known as the Child Abuse and Neglect Tracking System (CANTS). If, at the time of hiring, an individual is coming from another state, the school is responsible for a similar background check from that state if such is available. The following adults need to complete the S2 Verify, CANTS, and the Safe Environment training session in order to work with children:

- All faculty and staff (full and part-time).
- Substitute teachers.
- All coaches (head coach and assistants).

- All vendors who work consistently inside the school and/or for an extended period must have background checks (Policy C403). Vendors who just deliver milk, food, mail, etc. do not have to go through a background check.

As long as the criminal background check through the S2 Verify and CANTS check through DCFS are in process, an adult can begin working/volunteering in the school.

### ***Volunteer Drivers***

Catholic Diocese of Peoria, IL (CDOP) belongs to the self-insured fund referred to as the Catholic Umbrella Pool (CUP). The administration of CUP is under the direction of the member dioceses of which CDOP is a participant. Catholic Mutual Group (CMG) operates under the established CUP policies and protocols. The Peoria Service Office operates under the established policies and protocols and is responsible for the implementation of new or amended CUP policies. The CUP Fleet Safety Policy was amended 7/20/14. According to the Fleet Safety Policy, it is mandatory for all volunteers who VOLUNTEER to drive on behalf of their parish, school, or Newman Center are required to take the defensive driving course.

All Volunteers must complete the “Be Smart – Drive Safe” online training and the Volunteer Driver’s form. The “Be Smart – Drive Safe” defensive driving course is made up of 3 computer modules: Be Smart Drive Safe (available in English and Spanish), Church Transportation and Passenger Van Policy. The computer modules are available on the main webpage of <https://Peoria.cmgconnect.org> and include user instructions.

### ***Catholic Mutual***

<https://Peoria.cmgconnect.org>

The Diocese of Peoria has a new training site (<https://Peoria.cmgconnect.org>) dedicated to the continued training for all religious, employees, and volunteers throughout the Diocese of Peoria. The site allows each user to create a unique login and password for their individual account and allows access to all currently available training modules.

**There are currently two (2) MANDATORY training curricula required for all new employees and school volunteers.**

### ***Safe Environment***

Is required for ALL new employees and any volunteers who will be working directly with children. The Safe Environment training is available in English, Spanish and French. There are 3 short videos with a few questions following each video. There are also documents that each new employee and volunteer must read and acknowledge. This database will also contain the results of the digital fingerprint background check and DCFS CANTS response.

Once all parts of the training are completed, an employee or volunteer will be certified per the USCCB Charter and audit. New training will be added periodically (annually at present) so users are encouraged to check back and take any new training modules.

### ***Defensive Driving***

Is required for ALL volunteers who may drive on behalf of the member location for any reason. There are 3 modules to the Defensive Driving training. All sections of the curriculum must be completed before any volunteer will be allowed to drive on behalf of the school or parish. As principal, you can always contact the CMG Peoria Service Office to see if your employees and/or volunteers have completed the required training.

As part of the volunteer requirements, a volunteer must complete a Volunteer Driver form to remain on file in the school office.

### ***Student Wellness Plan (Local Policy D-151)***

Costa Catholic Academy will be committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life. It is the policy of the Costa Catholic Academy that:

1. We will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and reduce childhood obesity.
2. All students in grades Pre-K-12 will have opportunities, support, and encouragement to participate in physical activities on a regular basis.
3. Qualified food service providers will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students; will accommodate the religious requirements of the students; and will provide clean, safe, and pleasant settings and adequate time for the students to eat.
4. To the extent practical, Costa Catholic Academy will participate in available federal school meal programs.
5. Foods and beverages sold and/or served as part of the school meal programs will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

6. Costa Catholic Academy will engage students, parents, teachers, food service providers, health professionals, and interested community members in monitoring and reviewing the implementation of the Costa Catholic Academy Student Wellness Plan.

Catholic Diocese of Peoria Policy Adopted: 5/06 Costa Catholic Academy Policy  
Adopted: 8/22/06

## **Academics**

### ***Homework/Study***

Homework is a crucial aspect of the learning process for Costa Catholic Academy students. Since it is an important component to help young people become responsible persons, homework is used to teach appropriate responsibility and to assist parents in becoming aware of what the child is learning at school. The faculty perceives homework, including studying concepts, reading time, etc. as an extension of daily studies and strives to give some type of home responsibility consistently at all grade levels. Homework is given to:

- reinforce and evaluate skills taught in class
- complete unfinished class assignments
- study for tests
- prepare special reports or long range projects
- Ordinarily, the following time allotment is acceptable:  
PRIMARY (Grades K – 2) 20 / 30 minutes  
INTERMEDIATE (Grades 3 – 4) 30 / 45 minutes  
JUNIOR HIGH (Grades 5– 8) 60 / 120 minutes

***Parents are encouraged to discuss homework difficulties/strategies with the teacher if a problem develops.***

### ***Academic Testing***

The Diocese approves the school administration of the Measurement of Academic Progress (MAP) test, which is a standards aligned computerized adaptive test that accurately reflects the instructional level of each student and measures ***growth over time***. The MAP is administered three times a year - in the fall, winter, and spring to measure growth for students in Grades Kindergarten - 8th. Teacher-made tests or curriculum tests will also be given periodically to assess the mastery of individual skills.

### ***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 (E-151). Kindergarten through 8th grade will be capped at 20.

***Grades and Grading***

In grades Kindergarten and First, the general evaluation in each subject, Christian conduct/social growth and work habits shall be reported in terms of the following scales:

O Outstanding Achievement	NI Needs Improving
S+ Exceeds Basic Requirements	U Unsatisfactory
S Satisfactory Progress; Consistent with ability	P Makes Sufficient Progress for Aptitude
S- Having difficulty meeting basic requirements	but below grade level

In grades 2nd through 8th, the general evaluation in each subject shall be reported in terms of the following scale:

A+ 99 – 100	B+ 91 – 93	C+ 84 – 85	D+ 74 – 75	F 67 and below
A 97 – 98	B 88 – 90	C 79 – 83	D 70 – 73	
A- 94 – 96	B- 86 – 87	C- 76 – 78	D - 68 – 69	

***Progress Reports***

Teachers use the FactsSIS grading program to help keep track of each student’s academic progress. Each student’s grade report is submitted to FactsSIS as teachers input them. Parents receive a log-on and access code to view their student(s) electronic grade report. Teachers are required to update grades on FactsSIS weekly.

### ***Honor Roll***

Honor Roll is published quarterly regarding students in grades 4th through 8th. The requirements are:

High Honors:	3.5 average or higher - No D's or F's
Honors:	3.0 to 3.4 average - No D's or F's

### ***Report Cards***

Report cards are distributed every nine weeks, and grades can be accessed by parents online through the FactsSIS system. All parents need to sign the report card envelope and return it to the homeroom teacher within five school days, verifying that they have reviewed the report card.

### ***Conferences***

Conferences may be initiated by either the parent or the teacher at any time. Appointments should be scheduled for the convenience of both parties. Parents and teachers are encouraged to use this form of communication. Parent(s) are asked to make requests for conferences by email, note or telephone.

### ***Religion Program***

Religion is the prime subject taught at Costa Catholic Academy and is incorporated in the curriculum of every subject area. Moreover, it is practiced in many activities both within and beyond the classroom. Parents are expected to maintain strong Catholic values within their homes in order to reinforce the practice of the Catholic faith. As practicing Catholics, parents should see that their families, children included, attend Mass on Saturday evening or Sunday. Additionally, they should attend Mass on all holy days of obligation and see to it that the family actively supports and participates in the parish community. Students have the opportunity of attending confession on Wednesdays on a rotating class schedule. Additionally, student retreats are provided for the Confirmation class.

### ***Liturgy***

Students in grades K through 8 participate in all-school celebrations of the Eucharistic liturgies on Tuesdays and Holy Days. Students in grades 1st-8th plan and participate in the liturgy under the direction of the homeroom and religion teachers. **Parents are welcome to join the students in these liturgies.**

### ***Sacrament of Penance***

The sacrament of Penance is celebrated once a month during the school year for faculty and students. This is scheduled so that a good "habit" will be formed in the students to continue throughout their lives.

### ***Sacramental Preparation Programs***

Parents are expected to participate with their children in preparing for the sacraments of Penance and Eucharist (2<sup>nd</sup> grade) and the sacrament of Confirmation.

### ***Rosary and Stations***

Teachers prepare students to pray the Rosary and the Stations of the Cross. Stations are prayed weekly during Lent under the direction of a priest, deacon, or homeroom teacher.

### ***Christian Service Program***

Costa Catholic Academy Faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects are to be determined by the student's homeroom teachers.

### ***Chastity Education***

We believe that parents are the primary educators of their child(ren). This school collaborates and assists the parents in this process. Chastity education, as defined by our Bishop, is not synonymous with "sex education." Chastity education is an overall education in virtuous behavior, which the Catholic school has traditionally integrated into its total curriculum.

### ***Academic Integrity***

Costa Catholic Academy takes academic honesty very seriously. Students who are suspected of academic dishonesty may be contacted first by the teacher as a warning depending on the severity of the offense.

Plagiarism is the use of another's words, ideas, and/or research without proper attribution to the source of that information. Plagiarism can be the deliberate representation of another's work as one's own or the unintentional failure to give credit to the proper source for borrowed information.

Cheating is an unwarranted use of materials in one's academic work. As a general rule, a student's work should not contain more borrowed information than the student's own original research, reason, and thought. Please make sure that you know how to avoid plagiarism, and are aware that plagiarism and cheating are serious offenses that can follow them in their academic records.

*Examples of Academic Dishonesty in a Costa Catholic Academy include:*

- Treating exams as open book unless specifically granted by the instructor
- Using Google translate or other web translators for language courses

- Copying Wikipedia or other internet sources to answer homework or test questions
- Collaborating with other students, tutors, or parents to answer exam questions (unless specifically allowed by the teacher)
- Copying another student's work or importing another author's work from any website and presenting it as one's own
- Generally speaking, any student work that contains more borrowed information than the student's own original research, reason, and thought, can be considered academic dishonesty

If you're not sure if something is considered plagiarism or academic dishonesty, ask yourself the following questions:

1. Does my work reflect my own knowledge, thoughts, or research? If it doesn't, have I properly cited the knowledge, thoughts or research of the source?
2. Does participating in this action put me at an unfair advantage over other students in my course?

### ***Academic Dishonesty Consequences***

All offenses will be documented in the student's disciplinary file, parents will be notified and the student will receive a zero for the assignment.

### ***Authority***

The immediate direction of the school and its instructional program is delegated to the principal. Whenever a problem arises concerning a child, ***the FIRST person to be contacted is the classroom teacher.*** If the issue persists or cannot be handled at this level then it should be presented to the principal. Costa follows the conflict resolution policies of the Diocese of Peoria. In the event that a problem cannot be solved through the principal, please contact the Diocese for the conflict resolution policy.

## **Student Drop Off/Pick-up**

### ***General***

- Loading/unloading zones should be observed.
- ***Students are not to be dropped off /picked up on the east side of Costa Drive, requiring students to cross the street.***
- U-turns are not allowed on Costa Drive.
- Parents of children needing extra assistance/time should park in the parking lot and students/parents should enter through the main door. Please do not park on the west side of Costa Drive during pick-up/drop-off. This area is for students to be picked up and dropped off. If you need to come into the building or need to park for a lengthy time use the parking lot.

### ***Morning Drop-off***

- Preschool-Kindergarten - Students are dropped off at the circle drive /doorway of the new addition. A teacher/aide will be waiting to make sure each student exits the car and will then direct them to walk inside and down the hallway to the east hallway. The classroom teacher will be waiting to greet them.
- 1st 4th grade- Enter through the south doors using the south sidewalk that leads to the south doors.
- 5th – 8th grade- If you have younger siblings use the sidewalk that leads to the south doors and enter through the door leading to the 5th – 8th hallway.
- 5th -8th with no younger siblings- Drop off at the IHM Activity center and use the sidewalk that leads to the door for the 5th – 8th hallway. This will help eliminate congestion on Costa Drive.

### ***Afternoon Pick-up***

- Pre-school – Kindergarten – Students will follow a teacher in line through the parked cars in the parking lot. Students will fall out of line as they pass their parent’s car. All cars should remain in the lot until all children have been dropped at a parent’s car or are safely back on the sidewalk. If the parent is not present the child will stay with the teacher and return to the building where an attempt will be made to contact the parent or the child will be taken to Bridges. No child will be left in the parking lot unattended. (Note- Older siblings of pre-school – kindergarten students may also exit using this procedure.)
- 1st – 4th grade – Students will exit through the south doors using the south sidewalk that leads to Costa Drive. (Bus students will exit first.)
- 5th -8th with younger siblings- Exit the building and use the south sidewalk that leads to Costa Drive.
- 5th – 8th with no younger siblings- Use the sidewalk that leads to the IHM Activity Center parking area. This will help eliminate congestion on Costa Drive.

***A map detailing these procedures is available in the Costa office.***

## **Attendance**

### ***Arrival Time***

Students are not to be on Costa Catholic Academy property until **7:30a.m.** Doors will be unlocked at that time. At 7:50 a.m. students and staff will begin the prayer circle for the opening of the school day.

### ***Dismissal Time***

School will dismiss promptly at 2:25 p.m. Any student not picked up by **2:45 will be brought to the after school program and billed for the day.**

### ***Tardiness***

School officially begins at 7:50 a.m. Students arriving after the 7:50 bell must report to the office for an admit slip. Tardy students must have an excuse for their tardiness or it will be considered unexcused. If tardy, they will be issued an admit slip to go to the homeroom teacher.

### **Absence**

When a child is absent, two things are required.

1. **Absence must be called or e-mailed into the office before 9:00 a.m.**  
If a student is absent and no one has called or e-mailed in the absence accordingly, the Parent/guardian shall be called (even at work) to discover the reason for the student's absence.
2. **If a student is absent for more than 3 days in a row for an extended illness, a doctor's excuse will be required.**
3. **Once a student reaches 10 days of absence, not due to the COVID-19 protocols\*, a meeting will be held with the parent, student and administrator to develop an action plan to identify reasons for absence and specific interventions to resolve issues.**

### ***Attendance Eligibility***

**Students must be in attendance by 8:00 AM to be eligible to participate in extracurricular or co-curricular activities (such as athletic contests or other school events like socials or clubs). Students are required to attend all classes and any scheduled assemblies, religious services and programs.** If a student is excused from school due to illness, the student is ineligible to participate in practices or contests for that particular day. If the student is absent on Friday, they may be given permission to participate in weekend extracurricular activities at the discretion of the principal. Extracurricular activities are considered to include all athletic activities and co-curricular activities events that are not part of the graded school curriculum. Upon receiving permission from the Principal, a student may be excused for a portion of a school day (less than one-half) and remain eligible for extracurricular activities under circumstances such as pre-arranged doctor/dentist appointments or family funerals.

### ***Excused Absences***

Excused absences are those that include a doctor or dental appointment, illness, death of family member (relative / friend), or other unavoidable accidents and/or

emergencies. All work missed due to excused absenteeism must be made up. The date of its completion will be arranged with the teachers. Mitigating circumstances will be considered and the principal will make a determination as to whether or not they are excused. Students must bring a note from the doctor's office to verify the appointment.

### ***Unexcused Absence***

Students will be marked for "unexcused" absences for reasons that are not included in the "excused" absences section. Examples of unexcused absences are: missed bus, hair appointments, oversleeping, missed ride, etc. Absences due to disciplinary suspensions are being considered "unexcused". No notification of a student being absent by a parent is considered an unexcused absence. When a student has an "unexcused" absence, he or she will be responsible for the concepts and skills taught on those days (for future tests), but will receive grades of zero for any homework, daily work, and daily quizzes completed that day. Excessive absences or tardiness affects the learning environment and student achievement. Students who are abusing this policy may be referred to the Principal. **Habitual violation of this policy will require a meeting between the parents, principal and pastor.**

### ***Leaving School***

If a child must be removed from school for doctor's appointments or other specified reasons, the parent should report to the office to sign out the student before the student will be allowed to leave. Upon returning to school from an appointment, the student must check in at the office before returning to his/her classroom and a "return to class" slip will be issued in order for them to reenter the classroom. Teachers will be notified by the secretary that the student has left. If students are missing school for a doctor's appointment, they must bring a note from the doctor's office to verify the appointment.

### ***Make-up Work***

For each day a student is sick, they will get two days to make up missed work. Extensions may be given by teachers if circumstances prevent a student from completing the homework in the time given for make-up work. Make-up work can be picked up by parents at the end of the school day if they call by no later than 9:00 a.m. on the school day of pick-up. Students may not make-up tests, quizzes or exams at home.

### ***Make-up Work for Prearranged Vacations***

Vacations during the school year do take the children away from their lessons. Parents should seriously consider whether the child can afford the time away from class. Under no circumstance is the teacher expected to prepare lessons for the child(ren) ahead of time. Work will have to be made up according to the individual teacher's preference and classroom policy. It is the student's responsibility to hand in all work to the satisfaction of the teacher.

### ***Temporary Disability***

If a child has a temporary disability, such as an arm in a cast, etc., he/she should bring a note explaining any restrictions (such as need to keep the limb elevated, restriction from participation in gym, etc.) to the office or directly to the teacher. Those cases of illness which require special supervision should be considered serious enough to keep the child home. A child should never be sent to school when there is a risk of infecting others.

## **Health Policies**

### ***Health Examinations and Immunizations***

- **Health Exam Required.** Each student in a Catholic school in the Diocese of Peoria shall have a health examination within one year prior to entering preschool; prior to entering kindergarten or the first grade; and upon entering the sixth and ninth grades; and upon entering a school pursuant to a transfer, regardless of the child's grade level.

- **Immunizations Required** - Each Catholic school student shall receive such immunization against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

- **Proof of Health Exam and Immunizations Required** - A child's parent/legal guardian

must supply proof of both the health exam and the required immunizations no later than the beginning of the school year. Where proof is not submitted, the school will notify the parent/legal guardian that he or she has until October 15th of the current school year in which to have the child examined and receive the immunizations, and present proof of the same.

- **Noncompliance with this Policy** - Failure to provide proof of required health exams and immunizations shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and immunizations, and the parent/legal guardian is deemed in violation of the Illinois School Code during the period of noncompliance.

- **Objections to Examinations and/or Immunizations** - A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

**Medical Objection** - Any medical objection to an immunization must be presented by a physician licensed to practice medicine in all its branches indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.

**NOTE:** In the event an objection to a vaccine is based on the vaccine containing aborted fetal cell lines, the school should inform the parent/guardian that the objection must be able to state that an alternative vaccine is not readily available to the parent/guardian's child.

The school shall inform the objecting parent/legal guardian of measles outbreak control exclusion procedures in accordance with the Department's rules, Control of Communicable Diseases Code (77 III. Adm. Code 690) at the time the parent/legal guardian presents the objection. 665.510

- **Determination of Objection to Examination and/or Immunization** - The school is to forward all objections to the Diocese, attention Superintendent of Catholic Schools, for determination of whether the written statement constitutes a valid religious objection.
- **List of Non-Immunized Students** - An accurate list shall be maintained at every school of those who have not presented proof of immunity against diphtheria,

pertussis (to age 6), tetanus, poliomyelitis, measles, rubella, mumps, Haemophilus influenzae type b, hepatitis B, or Varicella.

CDOP Policy Adopted: 3/2011

### **DISEASES/CONDITIONS REQUIRING EXCLUSION FROM SCHOOL**

*(From the Centers for Disease Control, 2005)*

- \*Chickenpox – Until 6 days after the start of the rash or when sores have dried/crusted.
- \*Shingles – Only if sores cannot be covered by clothing or a dressing. If not, exclude until sores have crusted and are dry.
- \*Rash with Fever Or Joint Pain – Until diagnosed not to be measles or rubella.
- \*Measles – Until 5 days after the rash starts.
- \*Rubella – Until 6 days after the rash starts.
- \*Mumps – Until 9 days after glands begin to swell.
- \*Diarrhea – If 3 or more episodes of loose stools in the previous 24 hours, or if accompanied by fever, until diarrhea resolves.
- \*Vomiting – If 2 or more (verified) episodes of vomiting during the previous 24 hours, or if a fever is present; until vomiting is resolved or is determined to be due to noninfectious conditions.
- \*Hepatitis A – For 1 week after jaundice appears or as directed by the health department, especially when no symptoms are present.
- \*Pertussis (Whooping Cough) – Until 5 days of antibiotic therapy.
- \*Impetigo (A skin infection, usually on the face, with crusty golden oozing crusts) – Until 24 hours of antibiotic therapy and no draining lesions present.
- \*Active Tuberculosis (TB) – Until the local health department approves return to school.
- \*Strep Throat (Or other streptococcal infection) – Until 24 hours of initial antibiotic completed AND no fever present.
- \*Scabies/Head Lice/Body Lice – Until 24 hours after treatment has begun. Bring proof of treatment and have your head rechecked before entering the classroom; recheck head in 7 to 10 days.
- \*Pinkeye (Purulent Conjunctivitis) – Until 24 hours after treatment has begun.

### ***Lice, Conjunctivitis, or other Communicable disease***

It is normal during the course of the school year for outbreaks of head lice, conjunctivitis (“pink eye”), or other communicable problems to occur. In the event that these problems occur, parents are urged to contact the school immediately so that precautions may be taken. Anyone can contract these pests or diseases, and they are not a reflection on the cleanliness of the child or the home. The most important factor

about these communicable problems is how they are treated once their presence is known.

In the case of head lice, parents must immediately use one of the over-the-counter shampoos or rinses to kill the lice and then remove any nits found. They must also disinfect all bedding, stuffed animals, coats, hats, etc. that were used by the child. The child should be kept at home until all nits have been removed. When the child returns to school, he/she should report to the principal for examination. The box from the shampoo or rinse that was used should also be brought to the principal. When a report of head lice is received, other children in the class are usually checked and a warning is sent home to the parents of that class so that further checks can be made over the next few days.

In the case of conjunctivitis (“pink eye”), or other communicable rashes or infections, parents must obtain a prescription from their physician, and the child must be on medication for 24 hours before returning to school. Frequent hand washing and avoidance of the infected area are advised.

***It is of absolute importance that an emergency contact be named in FACTS, and that the information on the form be updated immediately if there is a change in information.***

***If a child becomes ill or is the victim of an accident during the school day, the office will contact the parent or person indicated on the student's emergency card. No child will ever be sent home or to an empty house without the parent's knowledge and permission.***

### ***Medication Policy***

According to Diocesan policy the Authorization for Emergency Medical Treatment and Medical Information Form must be notarized. Families may bring the completed forms to school where we have a notary public on staff to notarize the forms.

Costa Catholic Academy follows the guidelines outlined by the Illinois State Board of Education for the dispensing of medication at school. ***A Medical Authorization Form must be completed and signed by parents of children requiring medication (prescription or non-prescription) during the school day.***

All medications, prescription and non-prescription (over-the-counter analgesics-Tylenol, Aspirin, cough medicines, etc.) are to be sent to the office and will be given only with written parental permission. Exception - students with asthma may have immediate access to life-saving asthma medications. With parent and physician approval, children with asthma are allowed to carry their inhalers to facilitate self-administration of medication.

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medications would jeopardize the student's health and/or education will medications be administered at school. Only authorized school officials shall administer medication. At Costa Catholic Academy the building secretaries administer and record the dispensing of medication. The school will provide safe storage for prescribed and over-the-counter medicines and will keep a basic record of any drug administration.

If a child is on medication and the parent wishes to come to school to administer the medication, they may do so. If, however, they wish school personnel to administer medication to their child, all of the following rules must be followed:

- Medication shall be delivered to school in a container appropriately labeled by the pharmacist or physician.

- Written orders shall be received from the physician.
- Written permission must be received from the parent or guardian.
- Notification must be received when the drug is discontinued.
- Medication orders shall be renewed annually.

### ***School Illness***

If a child should become ill at school, the school will phone the parent/guardian to arrange for a ride home.

### ***Vision and Hearing Screening***

Vision and hearing screening is the responsibility of the parent. . Vision screening is required for Kindergarten students and is recommended for kindergarten, second, and fifth grades. Notice is given to parents in case of suspected problems.

### ***Insurance***

Student accident insurance is covered by a blanket policy through the Peoria Diocese. The plan of coverage is Accident coverage for all participants in a school sponsored and supervised activities, including interscholastic athletics. Benefits are payable on secondary or excess basis, and coverage would be for those ***medical/dental expenses incurred within 52 weeks from the date of the original accident.***

## **School Day Policies**

### ***Birthday Treats***

All brought in treats or snacks should be “store prepared” (due to COVID-19) and in accord with any dietary restrictions of the class that are communicated by the teacher or administration of Costa Catholic Academy.

### ***Cell Phones***

Cell phones are to be turned off and in their locker or book bag during school hours. They may only be used outside of the building before and/or after school hours. If they are used during the day they will be confiscated and returned to the student after school hours. If the phone is taken away again a parent will have to come in to retrieve it.

### ***Classroom Procedures***

The Costa student is expected to give full respect and attention to the direction of the teacher. Individual teachers may set specific requirements for their classes. In order to participate fully, students should come to class with the necessary materials; pens, pencils, paper, etc.

### ***Emergency Closing***

When an emergency situation arises, such as a sudden snowstorm notification will be sent out via FactsSIS Students and parents should also listen to local Galesburg radio stations for announcements (WGIL 1400, WALK 1590, WLSR 92.7, WAAG 95). Parents are asked not to call the school for confirmation of the school's closing.

### ***Field Trips***

The teachers of each grade decide on a site which will expand basic ideas of the curriculum, then make arrangements for the site and bus transportation through the primary hall secretary or Costa building secretary. Bus fees and entrance fees are paid by the students. Uniforms are worn unless special permission is given by the principal.

***Field trips and enrichment classes are a privilege, not a right.*** No child will be allowed to participate unless he/she has a written permission slip from parents or guardians. If, for any reason, a teacher feels that a student may endanger the safety of anyone or cause a behavioral disruption, the teacher has the right and responsibility to leave that student in the care of the Principal.

### ***Field Trip Guidelines – Parents Driving***

All field trips shall have the previous approval of the Principal. ***All drivers of cars must complete a form requiring a copy of Driver's License and a proof of insurance on the day of the trip and have completed the Diocesan Safe Driver Training.*** The form and required attachments are to be submitted to the homeroom teacher who will forward them to the office. Any parent supervising or driving for a field trip must have completed the Safe School Environment Program and had a background check.

### **This process is required for each driving event:**

1. All field trips will be adequately supervised by faculty members and other approved adults.
2. Parents will be notified of the date, time and details of the trip.
3. 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.
4. If a student fails to return a written permission slip, that student will not be permitted to  
attend the field trip and will remain at the school.

### ***Gum/Candy/Soda Pop***

The student is prohibited from chewing gum on school property. Eating candy or other snacks is restricted to the lunchroom, unless otherwise directed by the teacher. Soda pop is permitted only when sold by Friars in a designated area after school hours. Soda pop and any other carbonated beverages are not permitted in lunches brought from home. Repeated offenses are considered willful disobedience and will result in disciplinary action.

### ***Invitations***

It is important to limit the passing out of invitations at school, and is discouraged. However, if all the children in a classroom are invited, or all children of the same gender in a classroom are invited, the invitations may be distributed with permission of the teacher and at a time specified by the teacher. If only some of the students are being invited, mail the invitations to the home.

### ***Library***

The Costa student is expected to honor the observance of the quiet atmosphere of a library. Books and other circulating materials are checked out at the librarian's desk. Any lost or damaged book will be paid for by the student. The cost is to be at the discretion of the librarian based on initial cost, shipping and processing fees. If a lost book is paid for and then found, it can be returned and all money will be refunded except for \$2.00. Notices of fines will be E-mailed home to parents. Fines are to be paid as soon as possible or the student will lose library privileges. All fines or book fees must be paid in full each quarter or the student will lose all library privileges until fines are paid in full.

The library will be governed by COVID-19 protocols.

### ***Personal Articles***

Personal articles which are a distraction from the academic atmosphere (such as toys, radios, trading cards, electronic games, laser pointers, I-pods, etc.) may NOT be brought to school unless directed by the teacher. Articles which are hazardous (such as pocket knives, etc.) are never allowed in school and will be confiscated by the principal. E-readers in the classroom are at the teacher's discretion.

### ***Physical Education***

Students in grades 5<sup>th</sup> through 8<sup>th</sup> are expected to wear the required physical education uniform. Students are not excused from gym class because they do not have their P. E. clothes at school. Students are responsible for the condition of the locker room. In order to be excused from gym class, the student must have a note from his/her parent explaining the reason. The note should be given to the P. E. teacher or brought to the office to be placed in the P.E. teacher's mailbox.

### ***Playground***

The playground is available during recess for the enjoyment of Pre-K through 4<sup>th</sup> grade students. Playing by the rules and respecting the rights of others will help guarantee this. To allow enough space for everyone, areas are assigned to junior high, middle grades and the primary grades. Once students leave the building, they are expected to go to the assigned areas and are not allowed to re-enter the building until the bell rings. If a student is assigned to stay inside, the teacher must give him/her permission. Playing is to be safe and fair; this eliminates taking balls from other classes, tackle football, gymnastics and acrobatics, chicken fights, as well as any other potentially dangerous activity. Disagreements should be settled by reasonable discussion or appeal to the teacher on duty. Fighting, bullying or threatening others will be dealt with severely. All bike rack areas are off limits during recess time and physical education class.

The playground will be governed by COVID-19 protocols.

### **Restrooms**

The Costa student is expected to understand the proper use of restroom facilities and to act accordingly. All are responsible for its condition. Vandalism shall be treated with very serious consequences. Food is prohibited in the restrooms. Loitering is not allowed. Students are expected to be on their best behavior and treat all students with respect while using the restroom.

### ***School Events***

The Costa student is expected to be a worthy representative of his/her school at all events (sports, socials), whether at Costa or at other schools. Students must remain on the school premises and in areas designated for an event at all times during an event. Attendance at an event requires attention and participation, not sideline activities. ***Booing and jeering of referees and opposing teams are inappropriate. Public displays of affection are inappropriate. Athletic code regulations are to be followed at all times. Rules and regulations of the student handbook are in effect at all extracurricular activities, whether it takes place at Costa or at other locations.***

### ***Student Classroom Supplies***

Students are expected to provide their own personal school supplies: pencils, pens, paper, assignment paper, crayons, markers, glue, scissors, and folders, etc. Elementary and junior high classroom teacher will send home a supply list for the new school year

### ***Substance Abuse Prevention Education***

Costa Catholic Academy incorporates into its curriculum program guidelines and experiences that inform and encourage moral choice and positive self-development. The faculty, using both internal and external resources, strives to achieve growth in self-awareness, self-esteem, and decision-making.

### ***Tobacco Use on School Property***

The Costa Catholic Academy Education Commission prohibits the use of tobacco on school property. Tobacco shall mean cigarette, cigar, pipe and tobacco in any other form, including smokeless tobacco or leaf tobacco that is intended to be placed in the mouth without being smoked. Organizations and groups requesting the use of any Costa facilities shall be advised of this policy and shall be required to adhere to it.

### ***Lost and Found***

Parents are encouraged to mark student apparel and belongings. If a student finds something during the day, he/she should bring it to the secretary's office. Lost and found articles may be retrieved in the office.

### ***Newsletter and Weekly Envelope***

To keep parents in touch with what's happening at Costa, a weekly newsletter is published via e-mail. All teachers will send electronic Friday folder information home on Friday via Email. Teachers may still use Friday folders to send home any information that cannot be E-mailed.

### ***Parents, Guests and Visitors***

Costa Catholic Academy has a closed corridor policy. Parents and visitors are required to sign in at the front office and obtain a "Visitor's Pass". No parent is allowed to enter the building and go right to the classroom. A pass must be obtained if you are going to see the teacher. If you are there to pick up your child(ren), an office staff member will bring your student to you. If you come to school to drop something off for your student, the office staff will make sure it is delivered.

### ***Tobacco Use on School Property***

The Costa Catholic Academy Education Commission prohibits the use of tobacco on school property. Tobacco shall mean cigarette, cigar, pipe and tobacco in any other form, including smokeless tobacco or leaf tobacco that is intended to be placed in the mouth without being smoked. Organizations and groups requesting the use of any Costa facilities shall be advised of this policy and shall be required to adhere to it.

### ***Parent-Teacher Conferences***

Individual parent-teacher conferences will be scheduled at the end of the first and third grading periods. Anyone wishing to talk to a child's teacher at any other time should email or call the office to make an appointment or you can contact your child's teacher through their email to make an appointment.

### ***Parties***

Costa considers the social development of students to be an important aspect of growth and there are many opportunities for socialization at school. Parents may be called upon to assist with these special activities occurring either during school hours or after school hours. Teachers need 24 hours advance notice of any refreshments to be delivered. Grades 6-8 do not celebrate Halloween with costumes, face paints, hair coloring, jewelry or any other special effects, but rather have a different type of celebration in the classrooms.

School party policy is subject to change to keep the best interest of the student and teachers in mind in accordance with the protocols of COVID-19

### ***Herbicide/Pesticide Registry***

Parents may choose to place their names on a registry for notification of pesticide application in or on school grounds. Placement on this registry will provide 48-hour prior notification of the application unless it was an emergency application. Parents may contact the school office for placement on this registry.

### ***Student Records - Confidentiality***

The school office is an environment where confidential and often delicate situations are discussed and handled; therefore, in the spirit of diminishing gossip and protecting the rights of all children, only the Pastor, Principal and Office Personnel will have regular access. Access will be limited for students, parents, teachers, coaches and other non-administrative individuals.

### ***Student Records - Examination of Student Records by Parents***

Parents who request to examine records of their child(ren) may do so by contacting the Principal at least 24 hours in advance. The Principal or Principal's Assistant will be present during the examination of records by the parent. Upon completion of the examination, the parent and Principal sign a form indicating that such a review has taken place. This form will be kept on file. The Pastor and/or Principal are willing to discuss issues important to both parents and students at almost any time; we ask only that you please try to make an appointment.

### ***Student Records - Transfer of Student Records***

School records are transferred between schools. Once notification from the student's new school is received, the records will be mailed to the new school immediately. Records may be retained until outstanding fees have been paid to the school. Transfers cannot be completed if the previous school is withholding records.

### ***Travel***

It is preferred that vacations and travel are not scheduled during the academic year. If such trips and vacations are planned, the main office needs to be notified at least one week before departure or asap of plans. Teachers are not required to have classwork available prior to traveling if sufficient time has not been allotted. Classwork can be made up upon the return of the student.

## **Technology Use**

### ***Technology, computer use, and federal copyright law***

Costa Catholic Academy abides by diocesan policy regarding the use of technology, computers, and regarding copyright law. These policies, C-404 PCDDP, can be found on page 48 in this handbook.

### ***Internet Use***

Costa Catholic Academy supports the use of computers and the Internet in its instructional program in order to facilitate access to information, research, collaboration, and interpersonal communications. The use of computer hardware and software shall be consistent with the Catholic identity of our school, reinforce the curriculum, and reflect the varied instructional needs and learning styles of our students. Students use the Internet as an information source, to communicate with other students and to locate material for assignments. In order to protect our students from exposure to information inappropriate for children, it is imperative they use this tool with caution by following the teacher's instructions carefully. Filters are in place, in an attempt to keep all inappropriate sites blocked.

### ***Equipment Use***

Costa Catholic Academy computer equipment is used for educational purposes only. Inappropriate conduct or use of equipment includes: the use of abusive or objectionable language; viewing of pornographic or objectionable sites; creating unchristian-like web pages; sending of viruses or other files that result in the damage of recipient's files or software; altering settings or changing the location of files without permission of the teacher; removing any cords, connections or dismantling the computer in any way; vandalizing equipment, furniture, mouse pads or disks. Students and their parents will be responsible for any damage, replacement of parts or technician time to correct problems.

### ***Authority***

The electronic information available to students and staff does not imply endorsement of the content by Costa Catholic Academy, nor do we guarantee the accuracy of information received on the Internet. Costa Catholic Academy shall not be responsible for any information that may be lost, damaged, or unavailable when using its computers or any information that is retrieved via the Internet.

### ***Student Chromebook Use***

All students kindergarten to 8th grade will be issued a Chromebook and their contents are property of Costa Catholic Academy. There will be a technology fee assessed each year to assist in replacement costs as computers age out and students need an additional Chromebook issued during their tenure at Costa Catholic Academy. General maintenance of software and hardware will be covered by Costa Catholic Academy for the life duration of the Chromebook. Damage caused by student neglect, disrespect to school property, or intentional vandalism to property will be the financial responsibility of the student. If a student chooses to retain their Chromebook upon departure from Costa Catholic Academy at any grade level, the student will be assessed \$500.00 through the Facts Management System.

### **Internet Guidelines:**

1. Always use appropriate language.
2. Do not download copyrighted software or go to unauthorized sites.
3. Never reveal the personal addresses or telephone numbers of yourself or other students.
4. E-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must, by law, be reported to authorities.
5. Students may not seek a site that is inappropriate or pursue one that is chanced upon.

6. Students may not enter chat rooms, newsgroups, or other social network sites (e.g. Facebook, Twitter, MySpace) unless instructed to do so by the teacher.

### ***Consequences for Inappropriate Use***

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges and all costs to replace or fix the vandalized equipment will be at the cost of the student and his/her parents. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

### ***Student Acceptable Use Policy for Computers, Internet and Network***

Costa Catholic Academy's Acceptable Use Policy for Computer, Network and Internet Access is based on the existing computer use policy and its prohibitions.

The goal of using the Internet is to provide support for the education system. The Internet is a world class tool for educators, students, and parents. It can provide many exciting educational resources and learning opportunities. Unfortunately, materials on the Internet that are controversial in nature do nothing to promote the educational process. It is important that all who access the Internet demonstrate judgment on the information they access. In addition to the prohibitions listed on the computer use policy, the following acts are also prohibited:

1. Any use of the Internet for illegal or inappropriate purposes to access materials that are objectionable in a school environment. Inappropriate use is defined as use in violation of the intended use of the Internet, to provide information to support the educational process.
2. Any use of the Internet for commercial purposes, financial gain or political lobbying.
3. Access to the Internet without parental permission.
4. Any unauthorized use of the Costa Catholic Academy network.

Even though a computer filtering system has been installed on our computer server, it is understood that Costa Catholic Academy has limited control of student use of the information on the Internet. Sites on the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the student will receive supervision and guidance, using the Internet is the student's responsibility to choose not to access material that does not fit the goal of Internet use at Costa Catholic Academy.

Students that break this Acceptable Use Policy may face one or all of the following consequences:

1. Loss of computer and network/Internet access.
2. Parent Conference
3. Detention

### **Student Email**

Costa Catholic Academy provides each student with a CCA email address. **CCA students are required to correspond with all Costa Catholic Academy faculty and staff using their @costacatholicacademy.org email address. Parents of K-5 students must email with the teacher; K-5 students are not allowed to correspond via email with their teachers.**

CCA email addresses are to be used for school and educational purposes only. As such, students are only allowed to communicate with the following:

- Parent email address(es) on file
- Primary educator email address on file
- Costa Catholic Academy administrative and support staff
- Teachers regarding schoolwork
- Other students, as approved by parent and for projects assigned by a teacher
- Other educational institutions (.edu email addresses)
- Costa approved domains (i.e. Schoology, Sadlier-Oxford, Vocabulary.com, etc.)

**NOTE:** *We strongly discourage students from using their CCA email address for outside of school matters as students will lose email access after they graduate from Costa.*

Students are not allowed to use their email addresses for the following:

- Personal correspondence with other Costa students *unless* approved by a parent
- Correspondence with external email addresses other than parent email address(es) on file.
- Registration for services or subscriptions for personal use unless school related.

Costa Catholic Academy takes student privacy very seriously. Our email security policy is intended to protect students and defer to parental authority. As such, our rules will block all inbound and outbound email from external domains that are not on a Costa approved list. The Costa approved list includes:

- the parent email address on file
- domains from websites used by a Costa curriculum or online teachers
- domains ending in *.edu*.

Additionally, the following precautions have been taken:

- Email filters that will notify admins of things including profanity, malicious files, or other inappropriate content

***STUDENT PRIVATE SOCIAL NETWORK ACCOUNTS*** - In accordance with state law (105 ILCS 75/15), the school shall not request a student to provide a username, password, or similar information in order to gain access to the student's private account or profile on a social networking site (e.g., Facebook, Twitter, Snapchat). However, the school may require a student to cooperate in an investigation by sharing the content of their private social network account if the principal determines there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy. Nothing in this policy shall prohibit the school from having unrestricted access to school computers, e-mail addresses given by the school, or anything else owned or operated by the school. The school has the right to regulate its own equipment, monitor Internet traffic, block social media sites with a firewall, and the like.

***Consequences for Inappropriate Use*** - The user shall be responsible for damage to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using email or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

## Uniform

The students at Costa Catholic Academy have the honor of wearing a uniform to school. The uniform is a purposeful sign to the Costa community that signifies how highly valued education is to the parents and students of our school. Students should wear the uniform with pride and respect for the long tradition of Catholic education in Galesburg.

### ***General Dress Code Rules for all students***

1. Student dress must be conducive to an environment of intellectual and spiritual formation.
2. Students must dress in a modest manner.
3. The manner in which a student dresses should not be a distraction to the learning environment.
4. Shirts and blouses must be tucked into the pants, shorts, skirts or jumpers.
5. The uniform dress code is in effect each school day, except casual Fridays.
6. At the Principal's discretion, casual dress days may be designated periodically.
7. On casual dress days, modest attire which does not distract from the learning environment and which shows respect for yourself and others is required.
8. "Hoodies" (hooded sweaters and hooded sweatshirts in white, black, navy blue or red with or without Costa Academy related imprints – not sports related activities imprints)
9. Shorts may be worn only when shorts are permitted. *Shorts are only allowed from the beginning of school until Oct. 31<sup>st</sup> and from April 1<sup>st</sup> to the end of school.*
10. All activities associated with Costa Catholic Academy (on or off Costa premises) which do not immediately follow the school day do not require the school uniform; however modest attire (as worn for a casual day) is required.
11. Non-compliant students shall be required to call a parent or guardian at home or work for an appropriate change of clothing. Parents of primary grade students who are not in the required uniform will be notified by their teacher or the building administrator as to what the expectation for dress is.
12. No hats of any kind will be allowed to be worn in the school building.
13. The principal will resolve any questions concerning the dress code with a student and the parent of the student.

### ***Student Uniform***

Pants: Navy/khaki pants/shorts (No cargo pants or low waist pants)

*Shorts are only allowed from the beginning of school until Oct.31<sup>st</sup> and from April 1st to the end of school.*

Skorts: Navy/khaki (no shorter than 1” above the knee). *Shorts are only allowed from the beginning of school until Oct.31<sup>st</sup> and from April 1st to the end of school.*

Shirts: Red, or white, or navy blue long sleeve and short sleeve polo style shirts with or without the Costa logo. White Collared Blouse in long sleeve and short sleeve. Shirts are to be tucked inside all times.

Jumper: Tartan plaid Pre-K to 4<sup>th</sup> grade females (no shorter than 1” above the knee).

Skirts: Tartan plaid Pre-K to 8<sup>th</sup> grade female (no shorter than 1” above the knee). The skirt should not be rolled to shorten the length of the skirt and raise it above the 1” rule. Shorts are highly recommended to be worn under skirts and jumpers for modesty but may not exceed the length of the skirts. Shorts worn under skirts must be white, navy blue, tan or red in color.

Sweater: Crew neck long sleeve cardigan or hooded sweater - navy blue, red, or white in color

Tights/Leggings: Tights or plain full length leggings may be worn only as an underlayer to shorts, skirts, skorts, or pants. Leggings/tights must be navy blue, white, black or red in color.

Foot-wear: Athletic shoes, low cut dress shoes, and sandals with a back strap are permitted. Snow boots/shoes may be worn to school, However they cannot be worn throughout the day at school.

Sweats: Sweatpants may be worn to and from school on cold days. They may not be worn throughout the school day unless it is a scheduled casual day. .

Headwear: Hats may not be worn in the building.

## **Discipline**

### ***Philosophy***

Jesus Christ is a law-giver and law-keeper. He is the Son of God and our Brother. His teachings are the prime values in Costa Catholic Academy. Students, through personal conduct, should reflect this Christ-centeredness. On those occasions when this attitude is not evident, the following discipline code will be used to guide students toward a positive and more Christian behavior (D-145).

## ***Respect***

The Costa Catholic Academy student is expected to be a person who takes seriously the message of Jesus to love our neighbor. This is shown by concerned and courteous behavior to all, whether it be a teacher, fellow student, adult volunteer or visitor. Full cooperation with all school personnel is required, since parents have given them the responsibility to educate their children. For these reasons, respect is the first and most important rule.

## ***Discipline Code***

1. Classroom management is the responsibility of the teacher in that particular classroom and should be consistent with the standards of the school. Each teacher has a written set of classroom rules (approved by the principal), posted in the classroom and consequences for not following those rules.
2. The guidance of children requires cooperative efforts of parents and teachers in helping children to freely select one form of behavior over another and to accept the consequences.
3. Students will be held accountable for their behavior and each student's behavior will be dealt with individually.
4. Faculty, staff, volunteers, and parental constituencies are expected to reflect the same standards of behavior consistent with our Catholic identity and philosophy.

## ***Behavioral Expectations for Students***

Students are expected to show and treat everyone with respect and courtesy. Students are expected to conduct themselves appropriately when in areas and situations as follows:

- A. Walking through the halls.
- B. Entering and leaving the building.
- C. Going to and from church.
- D. Attending school-related and/or school-sponsored activities.
- E. Riding the school bus.
- F. Standing in the lunch line.
- G. At recess.
- H. Using the restrooms.

Students are to cooperate with crossing guards, where applicable

Students are expected to show pride and respect for the school grounds, school property and the property of others.

### ***Bullying, Cyber-bullying and Harassment***

Costa Catholic Academy enforces diocesan policies concerning bullying, harassment, and other behavioral expectations. Bullying is addressed as a Category II Act of Misconduct. These policies can be found in the section labeled Disciplinary Procedures.

Costa Catholic Academy does not intend to police social networking and texting, though policies are in place prohibiting such activity during school hours. However, as part of the Character Counts philosophy, we encourage parents to supervise their children's use of social networks and texting. If the school becomes aware of an issue related to social networking or texting, we will work with parents and students involved on the issue.

### ***Substance Abuse Policy***

Costa Catholic Academy abides by diocesan policy regarding substance abuse. This policy can be found on page 48 of this handbook.

### ***Weapons/Weapons look alike Policy***

Costa Catholic Academy abides by diocesan policy regarding weapons/ weapon look-alikes. This policy can be found on page 48 of this handbook.

### ***Disciplinary Procedures***

Acts not covered by the following procedures will be handled at the discretion and judgment of the principal, who will act for the order and protection of Costa Catholic Academy. While the discipline procedures are listed in order of increasing severity, each case will be handled individually. A particular case could warrant suspension or expulsion without initial punishment being applied.

Category I Acts of Misconduct:

Category I Acts of Misconduct are minor misbehaviors which interrupt the orderly operation of the classroom, school, school grounds, and /or bus. Such misbehaviors should be handled by an individual staff member. Some examples of this type of misconduct could include, but are not limited to:

- a. Poor work habits
- b. Classroom/school disruptions
- c. Throwing object

- d. Use of offensive words habitually
- e. Lack of showing respect, responsibility, or safety for others or aspects which are in violation of the philosophy of Costa Catholic Academy.

Category I Disciplinary Action:

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior. If the violation occurs in the classroom setting, the teacher will be responsible for the discipline. Repeated behavior may require a parent/teacher conference with the administrators. A proper and accurate record of the offense and disciplinary action is maintained by the teacher. Conduct Warnings (Orange cards) could be issued for these misconducts.

Category I Disciplinary Options:

- Conference with the parents(by phone, e-mail or in person)
- Conference with the student
- Conferences as stipulated in the approved classroom management plan
- Verbal reprimand
- Behavior Contract
- Withdrawal of privileges/Detention
- Conduct Warning

Teachers may issue detentions for Category I infractions.

Category II Acts of Misconduct:

Category II Acts of Misconduct involves behaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions which result from the continuation of Category I disciplinary options require the intervention of the principal because the execution of Category I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the principal. Category II misbehaviors include but are not limited to:

- a. Repetition of Category I Acts of Misconduct;
- b. Bus misconduct;
- c. Disruptive/inappropriate behavior;
- d. Forgery or the use of forged notes or excuses;
- e. Horseplay;
- f. Stealing;
- i. Possession/use of tobacco on school property or premises (First offense)
- j. Cheating;

- k. Lying/ dishonesty;
- l. Disrespect towards a teacher/ staff member;
- m. Bullying;
- n. Fighting; (D -147)
- p. Refusal to follow expectations
- q. Any other disciplinary aspects which are in violation of the philosophy of Costa Catholic Academy

**Category II Disciplinary Action:**

The student is referred to the principal for appropriate disciplinary action. The principal meets with the student and/or teacher and affects the most appropriate response. The principal will then contact the parent or guardian. A copy of the Conduct Warning Form which indicates action taken will be given to the student by the principal to be sent home to the parents/guardian. A proper and accurate record of the offense and disciplinary action is maintained by the principal.

**Category II Disciplinary Options:**

- Conference with parents (by phone, e-mail or in person) - Conference with student
- Detention
- In-school Suspension
- Suspension from school and/or extracurricular activities
- Conduct Warning

**Category III Acts of Misconduct:**

Category III Acts of Misconduct involves acts against persons or property and whose consequences may/may not seriously endanger the health and safety of others in the school. Category III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school uses will be determined by the extent of the resources available for re-mediating the situation in the best interest of all students. Category III misbehaviors carry a possibility of immediate suspension or expulsion. Other disciplinary actions may also be incurred Category III misbehaviors include but are not limited to:

- a. Repetition of Category II Acts of Misconduct;
- b. Aggressive/violent behavior toward another student or staff personnel
- c. Extortion;
- d. Theft of high value items;
- e. Possession/use of tobacco (2nd offense);
- f. Possession/use of tobacco (2nd offense);
- g. Vandalism;

- h. Possession of any explosive device (firecrackers, poppers, cap devices, etc.)
- i. Excessive detentions/ suspensions;
- j. Verbal/physical/sexual harassment;
- k. Pornographic or sexually demeaning material;
- l. False fire alarms/bomb threats;
- m. Possession, use, distribution, purchase, sale, or if found to be under the influence of controlled substances and look-alike substances and/or alcoholic beverages;
- n. Possession/use of firearm, ammunition, explosives, knives, or any device specifically designed to inflict bodily harm;
- o. Any other disciplinary aspects which are in violation of the philosophy of Costa Catholic Academy.

#### Category III Disciplinary Action:

The principal initiates disciplinary action by investigating the infraction and conferring with staff, the student and the student's parents about the misconduct and subsequent disciplinary actions to be taken. A Conduct Warning will be issued for all these offenses. A copy of the Conduct Warning, which indicates actions taken, will be filed by the principal and sent home to the parents. A proper and accurate record of the offenses and disciplinary actions is maintained by the principal.

#### Category III Disciplinary Options:

- Temporary removal from the classroom
- Financial Restitution (in cases where damage or loss is incurred)
- In-school suspension
- Out-of-school suspension
- Expulsion

#### ***Detention***

Detention is a form of discipline which is a consequence for unusual, repeated, excessive, or extreme behavior. A student given a detention will be given a detention notice which should fully identify his or her misbehavior. Detentions issued for outside school hours (not a lunch detention) shall allow a minimum of 24 hours for a parent to make arrangements for the detention to be served.

#### ***In-School Suspension***

Occasionally, situations will arise in which a detention may not be effective. In such instances, the student will meet with the teacher, parents, and principal on the day of the infraction, (if possible) for the purpose of discussing the offense. The student will be suspended from school the following day. On the day of suspension, the student will report to the office upon entering school. The suspension will be under the supervision of the principal or administrative assistant. When the student completes work during a period of suspension, it must be turned in the day the student returns to the classroom or as agreed upon by the student and individual teacher and shall be given credit. During the period of suspension, the student may not attend or participate in any school activity.

### ***Out-of-School Suspension***

In some cases, misconduct may warrant an out-of-school suspension. The parent will be in contact with the principal. No credit for classroom work will be given for out-of-school suspensions. During the period of suspension, the student may not attend or participate in any school activity.

### ***Conduct Warning***

With every warning (orange card issued) the student must be advised as to the reason for the warning and the parents must be notified by letter, an e-mail or by phone. A notification of conduct warning must be signed and returned by the parent(s). Students who acquire multiple conduct warnings during the school year may be recommended by the Principal for expulsion or may not be allowed to return to Costa Catholic Academy the following school year. A parent has a right to appeal to a panel consisting of the Executive Committee, the Canonical Pastor and the Principal when the school is considering expulsion or recommending that the student may not return to Costa next school year.

### ***Permanent Dismissal of a Student***

The permanent dismissal of a student from Costa Catholic Academy is a measure that shall be taken only when the school is not appropriate for a particular individual, or when the actions of a particular individual fundamentally undermine the school's values, beliefs, purposes, or philosophy. The canonical pastor is the final arbiter in such matters. The causes and procedures for permanent dismissal or expulsion from Costa are delineated in this handbook as required by D-114 P-CDOP

### ***Expulsion Hearing***

The presiding officer of the Executive Committee of the Education Commission will conduct the expulsion hearing. The procedure for a formal meeting will be as follows:

- a. Before the first speaker is recognized, the presiding officer shall set time limits for speakers.
- b. A written record of the proceeding will be kept.
- c. The principal will make a statement, either orally or in writing, relating to the expulsion. The principal will present all documentation to date to the panel.
- d. The parents of the student being expelled will be offered an opportunity to make a response to the panel.
- e. Members of the Executive Committee and the Canonical Pastor may question the principal and/or the parents.
- f. All statements and questions must relate to the specific expulsion matters.
- g. The presiding officer will rule on objections, after consulting with the other members of the Executive Committee on the grounds of relevance.

After meeting in an executive session, the Principal will recommend to the Canonical Pastor whether or not the expulsion of the student will be confirmed or not confirmed. The Canonical Pastor decides whether or not to implement the Executive Committee's and the Principal's recommendation.

### ***Professional Consultation***

Certain behaviors will occur which the principal and the teachers are not qualified to handle. Social service agencies and professional consultation may be recommended to the parents. Before a decision is made to seek the services of these professionals, a conference will be held with the parents, teacher(s), and principal.

## **Emergencies**

### ***Emergency Preparedness Plan***

The school has an approved Emergency Preparedness Plan, which parents may review upon request. The following basic information is also detailed in the plan. When an emergency situation arises, such as a sudden snowstorm or an electricity outage or a water main break, a notification will be sent out via Facts Management. Students and parents may also listen to local Galesburg radio stations for announcements (WGIL 1400, WAIK 1590, WLSR 92.7, WAAG 95). Parents are asked not to call the school for confirmation of the school's closing. Check the school website for posted emergency information if an emergency happens.

### ***Emergency Dismissals***

In case of emergency dismissal, children must have an alternate place to go should a parent not be at home. Parents are asked to discuss with their child(ren) an alternative plan and make appropriate arrangements for use of the plan.

### ***Weather Dismissals***

In the event that school cannot be held due to snow, ice, extreme cold or heat, an alert will be sent via Facts Management. School closings for weather will also be announced over local radio, and WQAD, KWQC and WHBF TV stations. If a parent needs to take children out of school before an announced time, please communicate first with the office.

### ***Fire Drills***

Fire Drills are conducted periodically during the school year as required by State Code. Teachers instruct students in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill. Students are trained to comply strictly with the rules of quiet and walking at times of emergency drills.

### ***Tornado Warnings***

In the event of a tornado warning, children go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, children will not be dismissed until the "all clear" signal is given. No student will be dismissed except by personal parent request.

### ***Diagrams of Procedures***

Diagrams of procedures for fire and tornado are posted in each room. These reminders are appropriate to all who may be located in the school if an emergency situation occurs.

### ***Intruder Drills***

Intruder drills will be held throughout the year per the requirement of ISBE and the Diocese of Peoria. Intruder drills will be held in conjunction with the Galesburg Police Department and always keep in mind the mental and physical health of students, staff, and teachers.

## **Lunch Policies**

### ***Lunch/Milk Program***

Students have the option of purchasing a hot lunch or bringing a cold sack lunch to school. We ask that no lunches from local restaurants be brought to students by parents or other individuals. If a drink is brought from home, students may not bring a carbonated drink – pop (soda). Fruit juices or water are acceptable.

### ***Hot Lunch Program***

Costa participates in the Hot Lunch program sponsored by the federal government through the Department of Agriculture and funded through the State of Illinois. Meals and servings are based on government regulations. The cost of lunches can be obtained from the school office. Milk comes with a meal. Extra entrees, milk, water and/or juice may be purchased at additional cost. Uncrustable peanut butter and jelly sandwiches are available to exchange in place of an entree or purchased additionally or separately.

### ***Free or Reduced Price Lunches***

Price information as well as qualifications for receiving free or reduced price meals will be available at registration in August. Persons who meet the income guidelines are encouraged to apply for the subsidy since this is a benefit to Costa. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin. There is no distinction in the serving line.

### ***Computerized Lunch Program***

Costa uses a computerized hot lunch count program through FACTS Management. A daily list of students requesting hot lunch or a beverage is generated and students are checked off as they come through the serving line.

This system enables parents to pre-pay for as many meals as is convenient. Pre-payment may be done as frequently as parents would like; weekly or more and in any amount. These prepayments must be made through FACTS.

Parents are asked to deposit a minimum of \$10.00 per child into their family account, although larger amounts are recommended. We encourage the prepayment for meals of up to a month or more in length. Families receiving reduced-price meals are asked to deposit a minimum of \$2.00 per child, but encouraged to deposit a minimum of \$8.00 per child

Lunchroom Rules:

1. Talking in the lunchroom should be in conversational tones. Yelling, loud talking, popping bags, or other unnecessary noises shall not be tolerated.
2. The use of a whistle or a raised hand are signals to stop talking and making noises immediately. Talking may resume when permission is given.
3. There shall be no pushing, shoving or other types of horseplay while waiting in line to be served. All students should keep their hands to themselves. No cutting in line is allowed.
4. After being served, the student will take a seat as directed by the supervisors in the lunchroom. Seats are not saved.
5. The student is not allowed to leave the table or to ask for food from other children. Taking food from someone else's tray will not be tolerated. There is no trading of food.
6. "Please" and "Thank you" will be expected whenever appropriate in the lunchroom. Good table manners will be expected.
7. In order to use the restroom, permission from the lunch room supervisor is required.
8. Throwing food, contaminating food on another person's tray, or deliberately making a mess with the food will not be tolerated and will be subject to disciplinary action.
9. Care should be taken not to spill food and to clean up any that is spilled before leaving the table. All trash must be taken and deposited in the trash containers as directed.
10. There is no running or playing games while in the lunchroom.
11. Students are under the direction of the lunchroom supervisor at all times. Students will remain seated until the table is excused by the supervisor.
12. Do not wear caps in the lunchroom.
13. Students are not permitted to leave school for an off-school lunch.
14. Misbehaviors in the lunchroom are subject to the consequences stated in the Disciplinary Procedures section of the handbook under Category I, II, or III Acts of Misconduct.
15. No food items, straws, water, juice, etc. may be taken from the lunch room.

### **Athletics and Extra Curriculars**

All Costa Catholic Academy athletic participation will be governed by the Illinois Elementary Sports Associate and the Illinois Board of Education, particularly for the guidance of COVID-19 Protocols.

Costa Catholic Academy provides a quality athletic program and many co-curricular activities for its students so they will have the opportunity to develop school pride, learn the basic skills of the sport, experience team competition and develop good sportsman-like behavior. Extracurricular and co-curricular activity eligibility will be determined by the attendance and conduct eligibility rules and guidelines provided in this section. All sections pertain to athletic eligibility. The athletic program at Costa Catholic Academy is overseen by the Pastor's Board, the Education Commission, and administered by the Athletic Director. Students are eligible to participate in the following sports:

*Boys: Basketball , Track , Soccer*

*Girls: Basketball , Volleyball , Track , Soccer , Cheerleading/Dance Team*

### ***Attendance Eligibility***

Refer to page 22 of this document. .

### **Extra Curricular Athletic Requirements:**

All participants must:

- a) Verify birth date eligibility;
- b) Have a report of a physical exam on file (verified by the AD);
- c) Sign a Waiver Athletic Code and Insurance Information Form and provide evidence of health insurance coverage;
- d) Sign a document pledging to abide by the standards of the Costa Catholic Academy Athletic Code which will be handed out at the beginning of each season by the Athletic Director
- e) Maintain/adhere to academic and conduct eligibility requirements.

### ***Academic Eligibility: Extra Curricular and Co- curricular***

On a weekly basis during each season, all teachers will notify the Principal or designee if any student has a cumulative average of "D" or an "F" in the course they teach. The Athletic Director or the Principal will inform teachers / coaches who lead extracurricular and co-curricular activities if a student in that activity has been reported. If the student has at two "D's" or one "F", they will receive a warning as follows:

- a) First warning - the parents will be notified by the Principal or Designee. The student will continue to participate in extracurricular athletic contests or participate in co-curricular activities. If a student has received a first warning during the week, and no additional grading is done, the teacher could consider attitude, effort, homework, assignments and conduct in determining eligibility for the next week.

- b) Second warning – the student can practice, but not play in extracurricular athletics. If the student is involved in co-curricular activities, they cannot participate for one week. This ineligibility would begin with Monday through Sunday following the distribution of grades.
- c) Third warning – the student cannot practice and play in athletics or cannot participate in the co-curricular activity until all failing grades or “D” grades are brought up to a passing grade of “C”. The player or participant will be expected to get help from the teacher in the class that they are failing or have a “D” in. When all grades are brought back to a “C” average or better, they will be allowed to be back on the team.

Within each quarter, warnings are accrued sequentially. For example, if a student receives a first warning, and then returns back to good standing the next week, but then falls behind below academic eligibility again later in the term, they will receive a second warning. The start of a new quarter resets their warning process.

### ***Conduct Eligibility***

Any athletic team player or co-curricular participant who is issued an orange card (a card issued by a teacher for misconduct at school) will be referred to the Principal. This administrator will make determination on the severity of the misconduct which may result in a suspension from an athletic game(s) and/or practice(s) or suspension from a co-curricular activity. A parent will be notified by the Principal of the misconduct and the suspension that has been issued. If the misconduct is severe in nature, the athlete may be dismissed from the team or the student may be dismissed from the co-curricular activity.

### ***Exceptions***

Exceptions to these eligibility rules, as well as reinstatements, may be made only by the Principal.

### ***Sunday / Holy Day Athletic Activity for all Sports***

Diocesan policy (E-145) prohibits practices or games on Sundays or Holy Days of Obligation.

### ***Athletic Code***

The Athletic Director, all coaches and all volunteers who work with the athletic program at Costa will abide by the school policies and IESA by-laws. . They will enforce the rules equally for all participants. Ordinarily, the Athletic Director and Principal shall be responsible for interpreting the Athletic Handbook. The Athletic Handbook will be handed out by the Athletic Director at each season's team meeting. During this meeting the code will be explained and discussed by the Athletic Director.

### ***IESA***

All coaches/sponsors and athletes must follow the rules set forth in the IESA Handbook. The Handbook may be found at <http://www.iesa.org/documents/handbook/IESA-Handbook.pdf>

### ***Student Council:***

The Student Council is a student leadership group on campus that organizes special events for the students. In the spring, officers are elected from 6, 7 and 8 grade. Officers of the Student Council provide leadership by their attitude and service. They lead as Jesus did: with humility and a desire to serve. They uphold the following principles of our school: respect, responsibility, reverence and right choices.

### ***National Junior Honor Society:***

The NJHS is a prestigious organization that has established qualifications for membership based on the following criteria: scholarship, service, leadership and character. The purpose of the organization is to create enthusiasm for scholarship, to stimulate a desire for service, to promote leadership, and to develop character. These criteria are the foundation upon which the organization's activities are built. Students in Grades 6, 7, and 8<sup>th</sup> apply for membership in the spring. Students must have: a minimum GPA of 3.0, demonstrated hours of service, demonstrated leadership in and/or out of the classroom and demonstrated a character of integrity. A faculty committee reviews applications and all criteria must be represented to be accepted into the organization. Students are notified of the committee's decision and an induction ceremony is conducted in late spring.

### ***Eligibility***

***All school sponsored extracurricular activities*** are based on the same rules, which apply to grade school sports. The teachers of students involved in school sponsored extracurricular activities will evaluate weekly the performance of each of these students regarding their performance in all academic subjects within a grading quarter according to:

1. Satisfactory academic performance --Cumulative grade averages in each subject are considered for eligibility with the average minimum of no less than C.
2. Conduct -- This will be evaluated weekly according to the Parent Student Handbook Discipline Policy.
3. Effort -- based on ability.

***Players will be members of the team and will get some playing time throughout the year (the exact amount of time to be determined by the coaches).***

## **Appeal and Review**

### ***Statement of Policy***

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 the following conditions only:

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

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

### ***Statement of Process***

The individual or group desiring the appeal or the review must make that request known to the governing Pastor or Board of Pastors responsible for that school in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local vicar. This letter must clearly cover each of the following points:

1. The decision that is being questioned and which competent authority made it.
2. The grounds for the appeal or the review with specific reference to one or more of the four (4) conditions listed above, and
3. The proposed resolution.

The governing Pastor or Board of Pastors, having received the request for appeal or review, is to respond in writing to those making the request within 30 days of receiving the request. A copy of the response letter is to be forwarded to the Office of the Superintendent of Schools of the Catholic Diocese of Peoria and the local vicar.

In most cases, the decision of the governing Pastor or Board of Pastors is final. However, those who have requested the appeal or review may further appeal to the local Vicar who has the authority to summarily dismiss the case or who may forward the appeal for review to the Office of Catholic Schools and the Vicar General of the Diocese of Peoria. (G-111)

### ***Procedure on Student Retention***

The following procedure will be used in considering retention:

1. The teacher shall assist parents in suggesting remediation techniques to aid the student. While collaborating with parents and providing intervention in the area of deficits progress will be ontored toward academic goals.

2. The teacher shall continue communication with parents between conferences and progress reports. By the end of the third quarter, the possibility of retention shall be discussed and stated in writing if the student continues to demonstrate an inability to progress towards their goals.
3. If the parents refuse to accept the school's recommendation concerning retention of their child, the parents will be required to sign an official document indicating they refused to permit their child to be retained.

## Appendix

### *Appendix A*

Bullying

D-147

[https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms\\*School%20Policies\\*D-Students](https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students)

### *Appendix B*

Harassment

C-401

[https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms\\*School%20Policies\\*D-Students](https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students)

### *Appendix C*

Sexual Abuse Allegations Policies and Procedures

C-402

[https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms\\*School%20Policies\\*D-Students](https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students)

### *Appendix D*

Pastoral Code of Conduct

C-407

[https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms\\*School%20Policies\\*D-Students](https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students)

### *Appendix E*

Acceptable Use Policy

[https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms\\*School%20Policies\\*D-Students](https://cdop.org/why-choose-catholic-schools/resources/school-forms/?drawer=school-forms*School%20Policies*D-Students)





