



# **Parent Handbook 2020-2021**

*Augustus Tolton Catholic Academy*

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## **WELCOME**

Dear Families,

We welcome you to Augustus Tolton Catholic Academy.

Our spirit has been a force of stability in this community for decades past and for decades to come. We are pleased to have you join our dynamic family. We look forward to our partnership, as we work together to provide a rich educational experience for your child.

We created this handbook to help you and your child become familiar with our customs, procedures, and policies. It is our hope that you will read it carefully and share it with your child. Please let us know if you have questions; we are here to help you in any way we can.

We will attempt to keep the school families informed of all changes as soon as possible. It is important you know the statements in this handbook are subject to amendment with or without notice. Some changes may have to be made immediately due to unforeseen circumstances. All decisions are at the discretion of the principal.

We have an exciting school year ahead of us all!

Sincerely,  
Andrew Jahnke, Principal

# Augustus Tolton Catholic Academy Handbook

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Augustus Tolton Catholic Academy believes that childhood is the most critical period for the development of attitudes, habits, capabilities, and skills, and that the curriculum encompasses all that a child experiences in his life at school.

The purpose of the school is to create a faith-filled learning environment. The pastor, principal, staff, teachers, parents, and other community members lay the foundation for a love of learning, instill a sense of personal worth and respect for others, and develop critical thinking skills so that the children can grow to be responsible and practicing citizens. We endeavor to develop a community of learners where respect, collaboration and excitement for learning prevail. Quality Catholic education is provided for students in preschool through eighth grade in a caring and family atmosphere.

The main components of the school's educational program are:

- Embracing a faith to be lived within a believing community.
- Developing Christian attitudes and habits as a contributing and supporting member of a diverse community.
- Acquiring essential knowledge, skills and techniques with the stimulus of practical application.
- Integrating technology skills and applications.
- Encouraging creativity and self-expression.
- Promoting each student's personal academic, artistic, and athletic gifts and talents.
- Nurturing each child to help balance the physical, intellectual, social, emotional and ethical development as a whole person.
- Promoting leadership as a service to others.

### ***OUR VALUES***

The entire staff and faculty of Augustus Tolton Catholic Academy, in their efforts to achieve these objectives, hold certain convictions that underlie the learning process.

***We believe in:***

#### **Faith Community**

- The recognition of Jesus Christ as the meaning and purpose of our school
- The importance of modeling what we teach about Christian values and ethics

#### **Respect**

- Recognition of the dignity and worth of each person
- The importance of individual differences and potential

#### **Academic Excellence**

- The importance of responsiveness by the faculty to the interests, needs, and learning styles of individual children.
- Providing the academic rigor and challenge to meet each child's potential

**Responsibility**

- The shared responsibility of school, home and community for children's growth and development
- Fostering students' personal responsibility and accountability

**Safe and Nurturing Environment**

- The need for a warm, supportive school environment in which all children feel welcome, accepted, and safe.
- The importance of open and continuing communication between school and home.

**Leadership**

- The importance of teaching children ways to transfer learned skills to real world applications.
- The importance of teaching and demonstrating Catholic social teaching in daily life

## ***ADMINISTRATION***

### **PASTOR**

The pastor is the primary spiritual leader of Augustus Tolton Catholic Academy Parish and the parish ministry of the Catholic School. He is responsible for the overall administration and direction of the school together with the school principal. The pastor appoints the principal.

### **EXECUTIVE DIRECTOR**

The executive director is responsible for the effective management and operation of the school as an educational institution. The executive director supervises and supports the principal and director of operation in the management of the school building. The executive director reports to the pastor, the Archdiocese of Chicago, and the Big Shoulders Fund.

### **PRINCIPAL**

The principal is the day-to-day leader of the school and is chiefly responsible for the effective operation of the school as an educational institution. The principal is responsible to the pastor for the school and cooperates with the Catholic School Superintendent and state school officials for all matters pertaining to the school. The principal administers the educational program, hires and supervises faculty and staff, and coordinates all educational activities within the school. The principal represents the school to the community at large. The principal reports to the executive director and pastor.

### **CHICAGO ARCHDIOCESE CATHOLIC SCHOOLS OFFICE**

The Office of Catholic Schools for the Archdiocese of Chicago provides leadership and guidance for all the Catholic Schools. The Office provides direction on policies and curriculum. Augustus Tolton Catholic Academy is located geographically in Vicariate 6 with a regional director as liaison to the Superintendent and the Catholic Schools Office.

### **TEACHERS**

The teachers are responsible for effective academic excellence in the school. They strive to fulfill the philosophy, objectives, and functions of a Catholic school by motivating students to academic, moral, and spiritual achievement. The teachers dedicate themselves to the *ministry of education* within the Catholic School. All educators at Tolton Academy are professionally prepared, highly qualified, fully accredited by the state, and approved through the Archdiocese. Teachers are selected who possess Illinois state certification in their appropriate areas of teaching. The number of faculty is determined by school enrollment.

### ***HANDBOOK AGREEMENT SIGNED BY PARENTS***

The Handbook describes the policies and guidelines for most aspects of school life at Augustus Tolton Catholic Academy. All parents receive a copy of the Handbook at the start of the year. Parents sign a statement indicating that they have read and agree to abide by the policies and guidelines within this handbook. The contents of this book are explained to the students.

### **AMENDMENTS TO THE HANDBOOK**

The pastor and/or principal retain the right to amend the handbook at any time and parents will be given notification in a reasonable time when changes are made. The school administration annually reviews the handbook for updating.

### **HANDBOOK INTERPRETATIONS**

Interpretation of the provisions made in the Augustus Tolton Catholic Academy Handbook is made according to the discretion of the pastor and the principal. The pastor and the principal reserve the right to make any and all decisions on the application of the policies outlined in the handbook to concrete situations as they occur.

### **PARENT-SCHOOL AGREEMENT**

As a condition of enrollment, a student's parents or guardians are required to sign an agreement with the school. This agreement is signed by the parents when they register for the upcoming school year. This agreement articulates the expectation of parents to be partners with the school in order to provide a quality education for their children.

Since Tolton Academy recognizes parents as the primary educators of their children, the policy of Augustus Tolton Catholic Academy elementary school requires active parental support and participation in the life of the school as a condition of enrollment. Such support is a necessary prerequisite for the school in order to be able to offer a quality educational program. Active involvement includes providing service at the school for various events and activities.

The school and the parents are partners in the education of children at Augustus Tolton Catholic Academy. That partnership includes the religious education of the students enrolled. Accordingly, all parents are required to sign an agreement with the school, committing themselves to active support of the school. If the parent repeatedly or seriously violates the contract or if, in the opinion of the administration (pastor and principal) that partnership is no longer viable, the family will be invited to leave Augustus Tolton Catholic Academy. Additionally, if their children repeatedly or seriously violate school rules, the school reserves the right to require the parent to withdraw the student from the school. (See **Appendix A** for a copy of the Parent-School Agreement).

## *ENROLLMENT*

### **ADMISSION POLICY**

Augustus Tolton Catholic Academy has been established to meet the spiritual, educational, and social needs of our students. The school is open to all students regardless of race, color, sex, ethnic and national origin, or religious affiliation.

Tolton Academy admits students of any race, color, sex, or national and ethnic origin in administering the education policies, athletic or other school-administered programs.

All who attend Augustus Tolton Catholic Academy understands that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

Questions and/or concerns regarding discrimination in admissions should be directed to the principal (if appropriate), the pastor, and the regional director of the Office of Catholic Schools. Concerns regarding discrimination in hiring should be directed to the Human Resources Department of the Archdiocese of Chicago.

### **ENROLLMENT REQUIREMENTS**

When a child enters the school, the following records are required: **birth certificate, baptismal certificate for Catholics, and health records.** Students must meet state requirements regarding immunization policies before and during their time of attendance. *Until the new student's immunizations and health records are submitted, the student may not attend school.*

New parents may be required to complete a parent tour and have their child complete a shadow day/time before they may apply for the upcoming school year.

For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon a written request from Augustus Tolton Catholic Academy, all records from the previous school, including health records, shall be transferred within ten days provided financial obligations to the school have been met.

Students entering Kindergarten through grade 8 must have their academic records and recommendations reviewed by the principal. Students may be asked to be interviewed by the principal prior to acceptance.

**Pre-Kindergarten students must be able to dress and feed themselves, be fully toilet-trained, able to care for their own toileting needs, and be able to follow simple directions.**

A child must be in compliance with the age requirements of the State of Illinois regarding age of admission. Students must meet the age requirement for Pre-K, Kindergarten, and first grade:

- 3 year old program: the child must be 3 years old by SEPTEMBER 1<sup>st</sup> of the current year.
- 4 year old program: the child must be 4 years old by SEPTEMBER 1<sup>st</sup> of the current year.
- Kindergarten: the child must be 5 years old by SEPTEMBER 1<sup>st</sup> of the current year.

- First Grade: the child must be 6 years old by SEPTEMBER 1<sup>st</sup> of the current year

Augustus Tolton Catholic Academy does not advance students to grades beyond the one their age requirement indicates. On occasion and when necessary, Augustus Tolton Catholic Academy may recommend that a student be retained if the school believes this will best benefit the physical, academic, and social-emotional development of the child. The principal makes the final decision for grade placement.

## **ADMISSIONS PROCESS**

The admissions process consists of three steps: **Application, Acceptance, and Admission.**

### **APPLICATION**

Applicants must:

1. Fill out *the entire* application form.
2. Provide the original or certified copy of the birth certificate. It will be copied and returned.
3. Provide the Baptismal certificate if the child is Catholic.
4. Submit the latest report card.
5. Submit the latest standardized test scores (for example, PARCC or ASPIRE).

Our school will reach out to the student's former school (if applicable) for a recommendation letter from a current teacher or principal. All required documents must be submitted before a decision on acceptance can be made.

### **ACCEPTANCE**

Acceptance is based upon academic records, standardized test scores, and school recommendation. In some instances, a student interview with the principal and/or teacher will help decide whether the student is accepted to the school. The principal and assistant principal are solely responsible for the student's acceptance to the school. All students must be emotionally and intellectually capable of meeting Augustus Tolton Catholic Academy standards. All required documents must be in hand before acceptance. Families will be notified of acceptance via email.

### **ADMISSION**

Admission of new and transferring students is on a probationary basis for academics and all new and transfer students are welcome and will be accepted on a probationary period of 90 school days. During this probationary period students are expected to maintain passing grades, have no major disciplinary issues, or require accommodations that the school physically or financially is incapable of supporting. Children in the pre-kindergarten or Kindergarten also must demonstrate behavioral and developmental readiness for school. Students with special learning needs may be accepted if the school has the staff and ability to make the necessary accommodations for the child's academic growth and success. During the 90 day probationary period if the school determines the student is unable to perform with adequate growth in this environment, any prepaid tuition will be prorated and refunded.

## **ADMITTANCE ASSESSMENT**

Prior to the admittance of a child to any grade at Augustus Tolton Catholic Academy, a child may be required to be assessed for grade placement. The administration shall have the right to test the student in any subject and/or to require a written recommendation from the teacher at the prior school. Test results will be used to place a child in a proper grade level and will determine acceptance or non-acceptance into the established curriculum. If a student's grade report indicates success at the prior grade level, then testing may be omitted.

## **BIRTH CERTIFICATE**

Augustus Tolton Catholic Academy has a moral and legal obligation to protect children enrolling at our school. The school must ensure that every student enrolling at Augustus Tolton Catholic Academy is under the care of the proper legal guardian. State law requires that every student registering at Augustus Tolton Catholic Academy for the first time must provide a government-issued copy of the child's birth certificate within 30 calendar days. Local law enforcement will be notified about any person enrolling a child who fails to provide a birth certificate.

If a child from Augustus Tolton Catholic Academy has gone missing, the school will flag the birth certificate. This will notify the school secretary when any information is requested about the student. The school secretary will immediately report this request to the local authorities. Augustus Tolton Catholic Academy will not forward the records of any student transferring out of the school whose records have been flagged. The requested school will notify authorities of this request.

## **REGISTRATION PROCESS**

Current families must complete the re-registration process to guarantee a spot for their child(ren) for the upcoming school year. The administration will provide the link to the online registration form during Catholic Schools Week. Current families must:

1. Complete the online registration forms for their child(ren)
2. Pay the registration fee and materials fee
3. Submit all medical documents
4. Set up the Tuition/Extended Day program payment plan for the next school year on

FACTS

Upon acceptance, new families must complete the registration process to guarantee a spot for their child(ren). In the acceptance email, the link to the online registration form will be provided.

New families must:

1. Complete the online registration forms for their child(ren)
2. Pay the registration fee and materials fee
3. Submit all medical documents
4. Set up the Tuition/Extended Day program payment plan on FACTS



## **TRANSFER IN POLICY**

Transfer students are admitted when space is available and there is a good fit between student and the class. Once the school year begins, we only take transfer students through the second day in December. After that, we do not accept any more transfer students for that school year unless the child's current school has closed mid-year. New students will be notified of admittance after all records have been properly transferred and evaluated by officials at Augustus Tolton Catholic Academy and all forms and fees have been submitted. New students are admitted on 90 days probation. Students must have successfully passed to the grade the student seeks to enter.

Students who transfer from an elementary school must meet all their outstanding financial obligations before an official transfer or final report card is accepted. Augustus Tolton Catholic Academy does not accept transfer students after the second Friday of December.

## **TRANSFER OUT POLICY**

Parents are advised to inform the School Office Staff of a transfer and the name and address of the new school. This information is essential in expediting the transfer of school records. A transfer will be provided to the parent or guardian following the child's last day of classes at Augustus Tolton Catholic Academy. All financial obligations must be met before an official transfer or final report card is issued. Checks will require two weeks in which to clear before the transfer is provided.

## **STUDENT GRADE LEVEL AND HOMEROOM PLACEMENT POLICY**

It is the responsibility of the school administration, in conjunction with the faculty, to place students in the proper grade level and to assign them to their respective homerooms in the best interest of all concerned.

The main criteria for determining a child's placement is the child's age. The previous academic record of the student at Tolton Academy or any other school (school records from previous school) and standardized test results are used as criteria in exceptional circumstances. Transfer students may be required to be tested if there are no standardized test results. Additional consideration is given to the balance of boys and girls in the classroom, blend of personalities, and previous teacher recommendations. *A parental request for a specific teacher is not one of the criteria to be used in any placement.* The principal and assistant principal make the final decision on class placement.

New students are admitted on **90 days probation**. During that time, the student must demonstrate adequate progress and the skills to succeed in the current grade. At the end of the probationary period, if there is a concern, the parents and the teacher will meet to discuss the student's progress and any prescriptions for further success and determine whether a return to the previous grade is more appropriate. A statement of the school recommendation will be kept in the student's file. If there is not a good fit with the school, the student will no longer continue at Tolton Academy.

If the school determines that the student's needs are behavioral rather than academic, a plan of action will be made for the student's success. Tolton Academy retains the right to not continue the student in the grade or school.

### **SCHOOL SUPPORT AND FEES**

#### **REGISTRATION FEE**

\$200 for Pre-kindergarten and grades K to 8 at the time of registration.

**The registration fee is non-refundable and non-transferable.**

#### **PAYMENTS FOR REGISTRATION AND SCHOOL MATERIALS**

Payments to the School Office during school hours can be made by check, credit card, money order, debit card, or cash.

The Registration and Materials fees are not prorated for students who register after the start of the school year.

#### **GRADUATION FEE**

The graduation fee for eighth-grade students is \$250. An adjustment to that amount may be determined by January once all graduation activities are finalized. The fee is *due in full* no later than April 1<sup>st</sup>. Payment is made in the school office or on FACTS.

The graduation fee for kindergarten students is \$50. An adjustment to that amount may be determined by January once all graduation activities are finalized. The fee is *due in full* no later than April 1<sup>st</sup>. Payment is made in the school office or on FACTS.

#### **SCHOOL TUITION SUPPORT**

School tuition represents *only a portion* of the *actual cost* of educating a child at Augustus Tolton Catholic Academy for the year. Tuition is paid on a 10-month plan or paid in full. Requests for a 9-month plan may be accepted. Tuition is pro-rated for those who register after September 30th.

| <b>TUTION K to 8</b> | <b>Tuition</b> | <b>Monthly-10 months<br/>July-April<br/>PREFERRED PLAN</b> | <b>Monthly - 9 months<br/>August-April</b> |
|----------------------|----------------|--|--|
| One child in K to 8  | \$5,250        | \$525  | \$584                                      |
| Two children, K-8    | \$8,450        | \$845  | \$939                                      |
| Three+ children, K-8 | \$10,750       | \$1,075  | \$1,195                                    |

| <b>TUTION<br/>Pre- Kindergarten</b> | <b>Tuition</b> | <b>Monthly for 10<br/>months July-April</b> | <b>Monthly - 9 months<br/>August-April</b> |
|-------------------------------------|----------------|---|--|
| One child in Pre-K                  | \$5,650        | \$565                                       | \$628                                      |

## **LATE TUITION**

All tuition payments are due either on the 5<sup>th</sup> or the 20<sup>th</sup> day of each month, depending upon the online tuition account plan chosen. If a family misses two or more consecutive school tuition payments, they will be asked to meet with the finance officer who will establish a payment plan with the family to resolve the delinquent tuition. In the event of extraordinary circumstances, parents should contact the principal.

Exclusion from school is the Archdiocesan policy for delinquent tuition. Because we cannot take back the education we have provided up to the date of exclusion, we then stop providing the service for which payment has not yet been received.

All tuition must be paid by the end of each school year. If tuition is not paid, report cards, transcripts, etc. will not be issued to you or to a new school. Additionally, the family's registration for the next school term will not be accepted until all outstanding bills are paid in full.

## **Tuition Payment Policy**

AutoPay tuition payments are due on the date specified the FACTS Payment Schedule. Payments received after the due date has passed may assess a \$30 FACTS Late Fee. Returned payments will assess a \$30 FACTS Returned Payment Fee. Any assessed \$30 FACTS Returned Payment Fees and/or \$30 FACTS Late Fees will be due on a date specified by FACTS and will debit the financial account on file. It is the responsibility of the FACTS account owner to ensure that payment information is updated as necessary in FACTS. It's mandatory that a valid financial account is "Active" in FACTS at all times in order to process all upcoming payments and avoid your scholar from exclusion. Please note, we do not accept cash or personal checks for tuition payments.

## **Incidental Expenses**

Incidental Expenses are the cost of fees and services non-related to school tuition. These charges include but are not limited to the following:

- Before Care
- After Care
- Late Pickup Fees
- Fundraisers
- Athletic Fees

- Graduation Fees

- Field Trips

- FACTS Fees

### **Incidental Expense Payment Policy**

Incidental Expenses are billed monthly in FACTS except for fees that have predetermined due dates such as fundraising, graduation fees, athletic fees, field trips etc. AutoPay Incidental Expense fees are due on the due date specified when billed and will be communicated via the correspondence method you choose in FACTS (email, text message, or postal mail). Payments received after the due date has passed may assess a \$30 FACTS Late Fee. Returned payments will assess a \$30 FACTS Returned Payment Fee. Any assessed \$30 FACTS Returned Payment Fees and/or \$30 FACTS Late Fees will be due on a date specified by FACTS and will debit the financial account on file. It is the responsibility of the FACTS account owner to ensure that the financial account is updated as necessary in FACTS to process payments successfully. It's mandatory that a valid financial account is "*Active*" in FACTS at all times in order to process all upcoming payments and avoid your scholar from exclusion. Please note, we do not accept cash or personal checks for Incidental Expense payments.

### **45 Day Exclusion Policy**

At 45 days past due for tuition and/or incidental expenses, your scholar is eligible for exclusion if a payment agreement has not been made. Additionally, any FACTS Returned Payment Fees on your account will be required along with your past due tuition and/or incidental expense payment. Exclusion dates are: August 19, September 8, October 5, November 9, December 7, January 4, February 8, March 8, April 12 and May 10. Prior to each exclusion day, you will receive communication from the school that your scholar will be excluded and unable to return until your required payment is satisfied. Payments are due no later than 8am on the day of an exclusion day. **Please note, a manual FACTS online payment will not be an acceptable form of payment on the same day of an exclusion day. If a manual online payment is made on the day of an exclusion, your scholar may return to school after two business days when the online payment clears your FACTS account.** If paying with a cashier's check, money order or debit/credit card in the main office on the day of an exclusion day, you scholar may attend school immediately. It is the responsibility of the FACTS account owner to ensure that the financial account in FACTS is updated as necessary to process upcoming payments successfully. If the financial account in FACTS is "*Inactive*" for any specific reason, your scholar will be eligible for exclusion until updated. Please note, we do not accept cash or personal checks.

Participation in activities such as graduation events, any and all athletic activities, extracurricular clubs and organizations, and field trips, will be prohibited if the FACTS account is not current.

Graduating scholars: diplomas, transcripts, and test scores will be withheld until the FACTS account is paid-in-full.

*\*In the event that your family experiences an immediate financial set back (i.e. loss of a job), please contact Mrs. Smith immediately before your account grows in delinquency. The best way to avoid an exclusion is through open and honest communication.*

### **FACTS Service Fee**

A 2.85% FACTS Service Fee will be assessed for every payment made with a credit/debit card. This service fee is non-refundable. The service fee amount will change accordingly with the amount being paid. If you do not wish to pay this fee, please update your payment method in FACTS from a credit/debit card to a checking or savings account.

### **Confidentiality and Behavior Expectations**

ALL terms of your financial agreement, including scholarships if awarded, are confidential. We will not disclose or discuss your financial information with anyone outside our school office. In turn, we ask you not to disclose the terms of your financial agreement with anyone not authorized financially. Publicly discussing or sharing this information could be grounds for loss of a scholarship, if one was awarded.

All scholars receiving scholarships must demonstrate good conduct and follow school and classroom rules and procedures. Failure to do so may result in a scholar's loss of a scholarship award.

Quarterly grades are submitted for merit based scholarships. If you scholar's grade falls below the scholarship grade requirement, this may result in loss of the scholarship award.

Uncooperative conduct and/or disrespectful behavior on the part of the scholar and/or the scholar's family members may result in the forfeiture of a scholarship award or other consequences.

### **FINANCIAL ASSISTANCE**

Prior to the start of school, some need-based scholarships are available; these scholarships cover only partial school tuition. Eligibility for aid is determined through a third party agency. Individuals must apply online at [www.factsmgmt.com/aid](http://www.factsmgmt.com/aid). Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules;
- Copies of your latest W-2 forms for both you and your spouse;
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF. This documentation can be uploaded in PDF format online or faxed to 1-866-315-9264 or mailed to:  
FACTS Grant & Aid Assessment, P.O. Box 82524, Lincoln, Nebraska 68501-2524.  
FACTS Customer Care is available at 1-866-441-4637.

## **SCHOLARSHIPS**

Funding for need-based scholarship assistance is sought out by the school from agencies and organizations, such as Big Shoulders or the Archdiocesan program CARITAS. Augustus Tolton Catholic Academy annually requests support from alumni and friends for a pool of financial aid. There are two alumni scholarship funds that are promoted online through our website. Parents will have additional paperwork and obligations as their part in the scholarship grants.

Parents who need emergency financial assistance during the school year are encouraged to contact the principal. All information is kept confidential. Tuition assistance is based on financial need and the availability of school scholarship funds. The principal and the School Scholarship Committee work together in determining the source and amount of assistance.

### ***SERVICE HOURS (Suspended for 2020-21)***

#### **Service Hours**

Each family is required to **serve a minimum of 20 hours of service** at the school per year. Service hours can be earned in various ways. (Options are listed in the addendum of this handbook). Families must log their completed hours on Track It Forward in order to receive credit for their service. They must do so by the last day of school. A full explanation of service hours is given to all new families at the New Family Orientation.

For those families who choose not to fulfill this requirement, **a fee of \$300** will be added to their finance account. The \$300 fee will be prorated according to hours served. Additional information, including a copy of the Service hours form, can be found in **Appendix B**.

### ***FUNDRAISING POLICY***

Our school is funded through three sources: tuition, donations/grants, and fundraising. Our school administration coordinates the events. Families are encouraged to be involved in helping to raise funds annually through involvement in committees, promotions of events, and volunteering in fundraising programs.

ATCA's Fundraising Policy is outlined in Appendix I

Occasionally there are collections for tragedy relief (e.g. famine or hurricanes), or missions (e.g. the Orphanage in the Dominican Republic), or for the civic community (e.g. the Veteran's Project). You will be notified of such events in the principal's messages and in your child's weekly classroom newsletter.

Augustus Tolton Catholic Academy is a very generous community which teaches its children to reach out to others less fortunate and to share one's own resources in the spirit of Jesus Christ.

## ACADEMICS

### GRADING SCALE

The elementary school grading system is explained on the report cards and is set by the Archdiocese of Chicago. All students at Tolton Academy receive a level of achievement on the Standards based scale. The scale for the letter grades is common to all Archdiocesan schools. All students 1st through 8<sup>th</sup> grade receive a standards based grade for special classes.

#### Standards-Based Scale for Pre-Kindergarten to Kindergarten

**E**= Exceeding. Student achievement reflects in-depth understanding and application that goes beyond the grade-level expectations

**M**= Meeting. Student achievement reflects understanding and application of the grade-level expectations.

**A**= Approaching. Student achievement reflects emerging understanding of grade-level expectations.

**NM**= Not Meeting. Student needs development of foundational skills to achieve grade-level expectations.

**>=** Evaluate later, learning goal was not a focus during this trimester

There is no 0 on this scale and a student cannot be given a grade of 0.

#### Letter Grades Scale for Grades 1-8

|                    |                     |                      |
|--------------------|---------------------|----------------------|
| <b>A+</b> = 99-100 | <b>A</b> = 95-98    | <b>A-</b> = 93-94    |
| <b>B+</b> = 91-92  | <b>B</b> = 87-90    | <b>B-</b> = 85-86    |
| <b>C+</b> = 83-84  | <b>C</b> = 79-82    | <b>C-</b> = 77-78    |
| <b>D+</b> = 75-76  | <b>D</b> = 71-74    | <b>D-</b> = 69-70    |
| <b>F</b> = 0.5-68  | <b>I</b> Incomplete | <b>NG</b> Not Graded |

### HONOR ROLL

Students in grades 1-8 are eligible to be placed on the school honor roll at the end of each trimester. Awardees are determined by point average (averages are not rounded up), and the following scale indicates the point value of each grade.

|                       |                      |                      |                     |
|-----------------------|----------------------|----------------------|---------------------|
| <b>A+</b> = <b>11</b> | <b>A</b> = <b>10</b> | <b>A-</b> = <b>9</b> |                     |
| <b>B+</b> = <b>8</b>  | <b>B</b> = <b>7</b>  | <b>B-</b> = <b>6</b> |                     |
| <b>C+</b> = <b>5</b>  | <b>C</b> = <b>4</b>  | <b>C-</b> = <b>3</b> |                     |
| <b>D+</b> = <b>2</b>  | <b>D</b> = <b>1</b>  | <b>D-</b> = <b>0</b> | <b>F</b> = <b>0</b> |

#### Highest Honors for the the Trimester

Student earns a 10-11 point average for core subjects (religion, reading, English, math, science, social studies)

Student earns all 3s or 4s in special classes (music, PE, Technology, art,)

None of the *Successful Learner Traits* are marked (1) “Below Expectations”

## Highest Honors for the School Year

Earned Highest Honors in all three trimesters in the academic year

### Honors for the Trimester

Student earns a 7-9 point average for core subjects (religion, reading, English, math, science social studies)

Student earns all 3s or 4s in special classes (music, PE, Spanish, art, resource)

None of the *Successful Learner Traits* are marked (1) “Below Expectations”

### Honors for the School Year

Earned either Highest Honors or Honors in all three trimesters in the academic year

## **HOMEWORK**

Homework is regularly assigned to students at Tolton Academy. Homework is an important supplement to the work students do in class each day. Homework serves the following purposes: reinforce and practice skills and concepts taught in class, help prepare for future lessons, and/or further develop core reading and math skills.

At the start of each school year, teachers communicate with parents how frequently homework will be assigned, how they communicate assignments, how it will be assessed, and their expectations of the students. Parents will get information on what is expected for their child’s classroom at the Classroom Open House. Some teachers choose to include homework information in their weekly newsletter or to email homework information. Parents should help their children learn the value of an assignment planner as a good study skill.

### Parent Involvement

Parents are an integral part of making homework a positive experience for their child. Please make homework a top priority in your household and show your child that you value its worth by offering the following kinds of support:

- Sit down with your child and together schedule a time for completing homework assignments. Homework habits are more easily formed if children work at the same time each day.
- Help your child choose an appropriate study location. Provide your child with good lighting and necessary supplies
- Ask your child to describe the assignment before beginning, and later show you the completed work or summarize what he or she learned.
- Encourage your child to work on his/her own, but say that you are available for help.
- Be a resource and consultant for your child, but do not hover over him/her with constant advice. Remember that sometimes the best help is a hug, a smile or a word of approval.
- If your child becomes frustrated, put away the assignment for a while.
- Please be available to check work and check whether the assignment is complete.
- In general, be encouraging and supportive. Your attitude is contagious.



For homework, the student is responsible for:

- Knowing what assignments are assigned and their due dates.
- Completing them in an appropriate manner and on time.
- Letting the teacher know if they do not understand an assignment.

*Note that the student is responsible for knowing the assignment and completing the assignment. Parents who consistently “rescue” the child by finding the assignment and completing the work for the child are teaching the child to be irresponsible.* Teachers use email, newsletters, and assignment notebooks to communicate homework with students and families. Together the teachers and the parents help children to learn responsibility for their own work and behavior.

Homework for an absent child

Please request homework for an absent child by an email to the teacher or by a phone call to the school office before 9 AM. This early request allows the teacher sufficient time to prepare the assignments to be picked up or sent home *in the afternoon*. Homework and textbooks may be picked up from the school office from 2:30-3:30 PM and after school until 5:30 PM.

**ASSESSMENT PROGRAM**

The classroom teacher administers the standardized testing program according to policies determined by the Archdiocese of Chicago. Students in grades 3-8 participate in ASPIRE testing in the spring. Three times during the school year, students in grades 3-8 also participate in an ASPIRE interim assessment to measure their readiness for the spring assessment. Other formative assessments may be administered during the year as a means of assessing and directing student growth. The iReady testing program is used as a formative assessment for grades K-8. They are administered three times a year and measure reading and math readiness.

The eighth grade students also take a high school preparation test in early December. No student shall graduate from the eighth grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject. No student shall graduate from the eighth grade unless he or she has passed an examination on the principles of representative government, on the Declaration of Independence, the Constitution of the United States and the Constitution of the State of Illinois. The student must show an understanding of the proper use and display of the American flag. Students in grades seven and eight participate in social studies classes at least three hours per week. The test is first given in the seventh grade.

**CURRICULUM**

The curriculum of Augustus Tolton Catholic Academy is built around the Archdiocesan Benchmarks, which are aligned to the Common Core State Standards. Textbooks and our resources are chosen in order to support the acquisition of the skills outlined in the Archdiocesan Benchmarks.

Technology, textbooks and other resources are *rented* from the school and the fee is included in the Materials Fee paid at the start of each year. Students are expected to take care of all materials entrusted to them. In the event a book or device is damaged, lost or defaced, the student will be

assessed a fee. That fee will be based on the cost to replace or to repair the material. If the supply is lost or damaged beyond repair, the family is expected to pay the entire cost of replacement.

## **LOCKERS/DESKS**

School desks will be assigned to students at the beginning of the year and remain the property of the school. School authorities have a right and a responsibility to examine the contents of desks, lockers, and book bags for reasons of health, safety and security. Students are not to change desks without permission from the teacher. Students show respect for school property and keep the desks good repair. Damages to desks will be assessed to the family of the student who abused the property.

## **COMPUTERS AND INTERNET USAGE**

Access to the school devices and the school network is given to students who attend our school, for their responsible use. Often the teachers will guide and direct students to retrieve information from the internet for research. At school, students are only allowed to access sites in order to complete an assignment.

Students will have access to desktop computers, Chromebooks, laptops, and tablets. This property must be used appropriately and safely. Damages that arise from careless use will be paid for by the student (or paid for by the student's parents) who abused the property.

First through eighth grade students will receive a school email account that will enable them to use Google Apps. This account should only be used for academic purposes. Students should do this only to interact with ATCA teachers and other middle school students. Any inappropriate use of this account could result in loss of their account or additional disciplinary measures. Students should never use their personal email accounts on school devices.

All students, teachers, and staff are required to comply with the policies outlined by the school for the use of computers and tablets within the school and use of the internet in school and in school-related activities. The computer network and internet use policies are outlined in an Acceptable Use Agreement. A copy of this policy and the student-parent agreements are found in the annual registration packet. All students and their parents are required to sign the agreement and a copy of the agreement is kept on file for the calendar year. Another copy of these guidelines can be found in **Appendix C**.

Student websites referencing the name *Augustus Tolton Catholic Academy* or any member of the ATCA community should reflect Christian values. Any derogatory comments or pictures, personal attacks, rude or inflammatory language or postings on the internet (including, but not limited to Facebook, Instagram, Twitter, etc.) will result in disciplinary consequences. Conduct, whether inside or outside the school, which is detrimental to the reputation of the school, can result in discipline. (See section in this Handbook on Discipline for further explanation)

Parents/guardians are primarily responsible for the student's appropriate and ethical use of technology *outside of* school. Some inappropriate use of technology outside of school, however, may subject the student to disciplinary action. Action-worthy inappropriate use of technology

may include but is not limited to: harassment of others, derogatory use of the school name, remarks directed to or about teachers, staff, and students. It also includes offensive communications including videos/photographs and threats. Students who appear in photos or send messages conducting themselves in rude, vulgar, or inappropriate manner or gestures and are wearing identifiable school uniforms are depicting Tolton Academy in a negative light will be subject to serious discipline.

Unauthorized costs incurred for online purchases charged to the school by a student are the responsibility of the student and her/his family.

Per Illinois law, the school may not request or require the student to share content in the course of an investigation. The school may not require a student to provide a password or other account information, but may require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy.

### **1-to-1 TECHNOLOGY USAGE**

Every first through eighth grade student will be provided with a Google Chromebook to use during instructional time. The Chromebook will remain at school at all times. Students are NOT allowed to bring a personal device. Please see **Appendix C** for the complete policy for Chromebooks and Personal Devices.

### **USE OF SCHOOL NAME, LOGOS, AND MOTTOS**

No one may use the school name, logo or motto on any type of social media or in any other way, for example, printing the name or logo on t-shirts or within publications, without the expressed written permission of the Director of Advancement or their designee. **The school logo is school property.** If you want or need permission to use the school name, logo, or motto, then you must email the Principal of the school, Andrew Jahnke, [ajahnke@toltonacademy.org](mailto:ajahnke@toltonacademy.org).

### **REPORT CARDS AND ONLINE GRADES**

Through *FACTS SIS and Parent Portal*, parents will have access to the grade book for their own children. Students receive a quarterly grade report derived from the grades online. Parents may view their student's grades on *FACTS SIS and Parent Portal*. Teachers will post grades regularly. A hard copy of the report card will be provided at the time of Parent Teacher Conferences. The end of year report card will be distributed to students whose accounts are fully paid.

### **PROGRESS REPORTS**

Individual pupil progress can be monitored *every day* throughout the year through FACTS SIS and the Parent Portal. Parents are urged to monitor grades online. This electronic grade book provides immediate communication between parents and teachers throughout the year and thus each time the parent views the grades online, constitutes a progress report. Teachers will regularly update grades on FACTS SIS. In this way, *every day a progress report is available.*

## **PROMOTION**

Children who have completed the basic requirements of their grade level, according to their ability, will be promoted to the next grade. Students must have mastered the majority of their grade level standards in order to be promoted to the next grade.

## **RETENTION**

Sometimes it is advisable for a student to be retained at the present grade level for another year. This should not be considered a punitive action, but rather a way to ensure that a student is sufficiently prepared for further academic progress.

The decision to retain a student shall be made only if there is adequate evaluation and documentation that indicate that the student would most likely benefit from another year in the same grade to achieve the standards of that grade level.

Ordinarily parents are notified of the possibility that the child is making little or no progress in grasping grade level standards at the current grade level, usually no later than the end of the first trimester (November). If a student's lack of improvement continues past the end of the second trimester, the school will advise the parents of the appropriate interventions that are needed to ensure growth and progress. Families of students who face the possibility of retention will be notified of this at their March conference and be given measurable goals for the student to achieve by the end of the school year in order to advance to the next grade.

If no significant progress is achieved by the end of May, it is likely that the student will likely be either (1) placed in the next grade on probation for six weeks after having successfully completed summer school or a comparable program of tutoring; (2) will be required to attend summer school; or (3) will be required to repeat the grade level for another year.

A statement of the school recommendation will be kept in the students' file. New students who have been retained at their previous school will be placed in the grade level indicated on their report card.

## **PROBATIONARY PLACEMENT**

Students who have not mastered the majority of the material in their current grade level at the completion of the school year are required to attend summer school or a comparable program of tutoring during the summer in order to be placed in the next year *on probation*. Upon the start of the next school year, we may require receipt of a letter from the summer school program or from the tutor outlining the work and progress made over the summer. *Without that receipt, the student will be retained in the grade level from the previous year.*

The probationary period is four to six weeks. During that time, the student must demonstrate adequate progress and the skills to succeed in the current grade. At the end of six weeks, the parents and the teacher will meet to discuss the student's progress and any prescriptions for further success and determine whether a return to the previous grade is more appropriate. A statement of the school recommendation will be kept in the student's file.

## **STUDENT SUPPORTS**

Augustus Tolton Catholic Academy endeavors to educate all students within the limits of the school educational program. The school does not employ a special education teacher nor have a special education program. Augustus Tolton Catholic Academy will cooperate with the local educational agency of the Chicago Public School System to assist parents who seek comprehensive testing for children's learning problems.

The school will comply to the extent possible within the regular school program with all recommendations and/or Individual Service Plans developed by the local educational agency. Tolton Academy will determine if they cannot implement a student's IEP. We can fulfill it according to our available resources within the school. This school can, with the help of the Archdiocese, in some cases develop Catholic Individual Education Service Plans (CIEP) for students with special needs that can be managed in a regular classroom. A special education teacher may be available through the Archdiocese for a limited percentage of time to help implement the CIEP.

## **TITLE ONE SERVICES**

Tolton Academy is a recipient of Title One funding to assist qualified students whose standardized test scores on standardized testing were below the 50<sup>th</sup> percentile. The Title One teacher has a classroom for small groups of students who rotate into the Title One classroom for 30 minute periods once or twice a week for remediation. The teacher is highly qualified and is employed through the Chicago Public Schools.

Regardless of standardized test results, a qualified student for Title One must reside in a zip code served by Title One. Parents of students in the Title One program are provided with learning materials and input to work with their child. Parents are offered background support by the Title One teacher for working with their children.

Additionally, Academic Counseling is available for students who are in the Title One program. The program focuses on social and emotional skills for school success: setting student expectations, examining classroom behaviors, improving listening and study skills, practicing conflict resolution, encouraging self esteem, learning about bullying, reacting to peers, developing organizational skills, and more. A highly credentialed Academic Counselor is provided for eligible Title One students through Cornerstone Counseling Center of Chicago ([www.chicagocounseling.org](http://www.chicagocounseling.org)).

## **STUDENT RECORDS**

Permanent Educational Record: The student's permanent record of education, often called the cumulative folder, consists of basic identifying information including the birth certificate and custody documents. It also contains a copy of the following documents for each year the student is in attendance: the attendance records, report cards, standardized test results, health and dental forms (except any psychological reports), accident reports, transfer records or graduate summary. The permanent record remains in the school permanently.

Temporary Educational Records: Includes all other family background information, information from school sponsored activities including honor and awards achieved, psychological and academic testing reports, and any serious disciplinary reports. This file is NOT kept permanently; it is destroyed a year after high school graduation.

## **RECORDS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Parents and students age 18 or older have the right of access to their permanent educational records in the presence of the principal. The school presumes that both parents have access to the student's records unless one parent can provide evidence that he/she has the sole right. A 24-hour notice is required in writing and should identify the precise record wanted to inspect. The principal must respond within 45 days. The school may refuse to change or delete any records. Statements made by parents about the records will be included in the record. The school may charge for any copies of the permanent record and for postage if that is indicated.

## ***RELIGIOUS EDUCATION CURRICULUM***

### **RELIGION CLASS**

Religion class is conducted daily and considered a core subject in the curriculum at this Catholic School. Augustus Tolton Catholic Academy implements the goals of the religious education curriculum developed by the Archdiocese of Chicago. All students are expected to participate in religion class. Academic standards of achievement are delineated for this subject.

### **FAMILY MASS**

The families of the school are invited to form a community and celebrate Sunday worship together throughout the year. At this Family Mass, children attend and their relatives are invited to join them at the service. Augustus Tolton Catholic Academy families are encouraged to attend at least one Family Mass at St. Columbanus. These 8:30 AM Masses are posted on the school calendar.

The students in the school will actively participate in the service. ATCA students are engaged through altar serving, reading the Scriptures, greeting all participants, and serving as ushers. Some parents and guardians will participate in processions. Students from each grade level will have a regular turn to lead. All families are invited to enjoy refreshments and fellowship in the parish hall after the Mass. Families can earn service hours for helping with hospitality after Family Mass. Regardless of your religious affiliation; all families are welcome to worship together.

### **LITURGY**

Students attend Mass once each week during the academic year. They also participate in other traditional prayers and devotions according to the seasons of the church year. Attendance at the Mass and occasionally at devotions during the week is a *requirement* for all students. Parents/guardians and relatives are encouraged and invited to join us in these prayer opportunities. Students in Kindergarten may begin attending later in the year than the students in other grades.

### **PRAYER**

Students are guided to memorize specific prayers according to their grade level. Spontaneous prayer and meditative prayer are also encouraged. Students participate in daily prayer at school—in the classroom and in prayers led for the entire student body at the beginning and close of each day. Students are expected to act respectfully during prayer and to actively participate in prayer at this Catholic School.

### **PREPARATION FOR THE SACRAMENTS**

“Parents, above others, are obliged to form their children in the faith and practice of the Christian life by word and example.” (Canon 774 #2) Catholic students are prepared for reception of the sacraments on a continuing basis during daily religion classes. All second grade students will be prepared to receive their first Holy Communion as a part of the religion curriculum. There are religious education classes held outside of school through St. Columbanus Parish to prepare students for Reconciliation and Confirmation.

### **MINISTRY AT MASS—ALTAR SERVING AND OTHER OPPORTUNITIES**

All fifth through eighth grade students are invited to be trained in the ministry of altar serving at Mass. All students in the school will have an opportunity to be trained to serve as a lector at Mass—reading the Scripture or leading prayers of the assembly—or to participate in processions or to join the choir as their interests lead them.

### **STUDENT SERVICE HOURS (Suspended for 2020-21)**

All students at Augustus Tolton Catholic Academy—no matter what grade level—are nurtured to recognize **service** as a way of life for followers of Christ. In the spirit of the Gospel, students learn to choose to reach out to others in need. Many opportunities for service are available at school, in the parish, and in the community.

By the time a student reaches middle school, he/she should be well-versed in recognizing opportunities for service. Service is a value held by all in the school community from the youngest student to the parent body. The underpinnings of the value of service are explicitly taught: a good citizen performs good deeds for others and our faith in Jesus Christ calls us to practice His teaching of service as a disciple. Students recite a school pledge in which they promise to give service.

Eighth grade students are required to complete a minimum number of 12 hours of service annually. There are many opportunities for service projects organized by the faculty throughout the year. Eighth grade students may receive recognition in the form of an award for accumulation of 50, 100, or more service hours. Middle school students will be informed by their teachers about the methodology of recording their hours.

## **SCHOOL SERVICES**

### **LOST AND FOUND**

Parents should mark the child's name on all articles of clothing and property. Parents should check the Lost & Found box periodically. Lost articles may be claimed from the container provided in the school office. The school is not responsible for lost or misplaced items. Clothing and other articles turned into the school office are kept for one month. After that time they will be given away. Money, glasses, jewelry and other valuables should be turned in to the office staff for safe keeping.

### **SCHOOL HEALTH & WELLNESS POLICY**

Parents want the best education and health care for their children and a healthy diet plays an important role in both. Augustus Tolton Catholic Academy has embraced guidelines to limit the consumption of food and drink with high fat, sodium, and sugar content while the students are in school.

### **LUNCH**

Augustus Tolton Catholic Academy offers a breakfast and a lunch program, in which all students are expected to participate. Exceptions are made only for documented medical reasons, as written and signed by a doctor. This program is governed by federal guidelines and overseen



by the administrator. Each month a menu is published by the FSP Food Services and it is posted online.

## **GUIDELINES FOR STUDENT LUNCHES**

Food or drink with high fat, salt, and sugar content should not be brought to school in lunches.

**We do not allow families to bring treats to school for children's birthdays.** Any treats sent to school for any reason without permission from the principal and/or assistant principal will stay in the office and be sent home with that child at the end of the day. Great care should be taken about NOT bringing any item that contains peanuts, any type of tree nuts, or items made in a factory which also processes food with nuts, to school as treats. We urge parents to not send carbonated sweetened drinks with their daily lunches.

## **SPECIAL FUNDRAISER SNACKS AND HEALTHY SNACKS ON SPIRIT DAY**

At certain times in the year, healthy snacks are available for sale on Spirit Day. The snacks and the fun lunches also follow the Nutrition Standards for all. Food and beverages will be caffeine free and feature healthier foods with more whole grains, low-fat dairy, fruits, vegetables, and leaner protein. **Carbonated soda will not be sold at school for lunches or snacks.**

## **ALLERGIES AND SAFETY**

**WE ARE A NUT FREE SCHOOL!** Some of the students have extreme reactions to contact with nuts. Some students can go into anaphylactic shock from this exposure. We do not want to compromise our children's safety at school. When students bring treats to school, please check that manufactured items have not been produced in factories where nuts have been processed e.g., granola bars.

## **NUTRITION EDUCATION**

At school, students learn about good nutrition. It is important for them to *practice what they have learned about healthy eating and drinking in the classroom, especially while they are present in school.* Students are educated on healthy eating during the course of the school year. It is our greatest hope that through our combined home and school efforts, good habits will be learned and practiced for a lifetime.

## **PHYSICAL EDUCATION**

Exercise is a critical part of healthy living and a partner to good nutrition. We believe that students should learn to pair healthy eating with daily exercise. Exercise is a daily part of every student's elementary school program. All students have weekly Physical Education (*P.E*) classes and daily outdoor recess, weather permitting.

## **SCHOOL PICTURES**

In the fall of each year, school pictures are taken of all students. Purchase of these pictures is *optional*. Parents will receive the pictures and choose whether they want to keep them, have retakes, or to simply return them. The deadline for deciding purchase, retake, or return will be reminded to the parents. Any pictures that are kept for two months will be *considered to be bought* and the cost will be added to the family's finance account.

## ***ATTENDANCE***

### **CALENDAR**

The school calendar is formulated with attention to state and Archdiocesan requirements. A copy of the calendar for the following school year is provided to parents in April. A more detailed calendar is posted on the school website, sent by hard copy to all families, and also emailed in regular parent messages. Families are responsible for reading the information sent. They should make sure they can receive communication from the school by signing up for the school mailing list. They can do so by assuring the front office has the most current email address.

### **EMERGENCY DAYS**

Our school is required to schedule five emergency days over the course of the year. These days can be used when weather or outside events make it unsafe for students to come to school. If an emergency day is used, the last day of school will be pushed back.

### **ATTENDANCE**

The school calendar for the year consists of a minimum of 180 attendance days for students. More days are scheduled on the calendar in order to allow for possible weather-related closures. Students must attend school daily and avoid unnecessary absences. Student attendance is taken daily.

### **ATTENDANCE REQUIREMENTS**

Daily attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at Augustus Tolton Catholic Academy are required to attend school daily. The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

### **DAILY SCHEDULE**

|                |                                       |                |                   |
|----------------|---------------------------------------|----------------|-------------------|
| 6:30 AM        | Extended Day Morning Program begins   |                |                   |
| 7:45 AM        | Students may enter the classrooms     |                |                   |
| 8:00 AM        | School begins with prayer             |                |                   |
| 11:20-11:40 AM | Pre-K Lunch                           |                |                   |
| 11:00-11:20 AM | Kinder Lunch                          | 11:20-11:40 AM | Kinder Recess     |
| 11:40-12:00 PM | Grades 1-2 Lunch                      | 12:00-12:20 PM | Grades 1-2 Recess |
| 12:00-12:20 PM | Grades 3-4 Lunch                      | 11:40-12:00 PM | Grades 3-4 Recess |
| 12:40- 1:00 PM | Grades 5-6 Lunch                      | 12:20-12:40 PM | Grades 5-6 Recess |
| 12:20-12:40 PM | Grades 7-8 Lunch                      | 12:40-1:00 PM  | Grades 7-8 Recess |
| 2:30 - 2:45 PM | Pre-K-K Dismissal                     |                |                   |
| 3:00 PM        | Grades 1-8 Dismissal                  |                |                   |
| 3:30 PM        | Extended Day Afternoon Program begins |                |                   |
| 6:00 PM        | Extended Day is closed for the day    |                |                   |

## **ARRIVAL**

Students may arrive at school anytime *after* 6:30 a.m. They come in the front door of the school building and wait quietly in the AM Care locations (Library and Teachers Conference Room) until they are allowed to go to Wilson Hall at 7:20 a.m. Homeroom teachers, school staff, and parent volunteers will meet students in Wilson Hall at 7:45. Students may never be unsupervised and for this reason, they may not wait anywhere else in the building or go to their classrooms.

Students should not be dropped off at Augustus Tolton Catholic Academy before 6:30AM. The Extended Day Morning Program begins at 6:30 AM and is supervised by faculty members. The charge is \$5 for care. Students may never be unsupervised once they enter the campus. Families will be charged \$2.00 per minute for every minute their child is in extended day after 6:00 PM.

## **DISMISSAL**

Dismissal takes place at 3:00 PM for students in grades 1-8. Pre-kindergarten-Kindergarten children leave the building at 2:30-2:45. Teachers will take students outdoors to the reserved area in front of the school. Parents do not come into the building to retrieve the children except in inclement weather.

Parents/guardians must exit their cars, notify the teachers that they are taking their child/ren, and lead the child/ren back to their vehicles. For safety sake, students may not walk unaccompanied among the cars and back to the reserved area. Parents may not offer a ride to another student without the expressed permission of the parent of that child who communicates that permission to the teacher.

Students do NOT return to the school building during dismissal at (2:30-2:45) (3:00-3:15) PM. Any child who wants to re-enter the building after dismissal must get authorization from their teacher. Children must be released directly to a parent and are under staff supervision until the exchange takes place.

At 3:15 PM, ALL the students who have not been taken home must go directly to the Extended Day Program. For safety sake, no child is left unattended, especially outdoors. That is our firm policy. The Extended Day Afternoon Program begins at 3:30 PM and is supervised by a staff member. The charge is \$12 for care, per student.

Augustus Tolton Catholic Academy will not release children to be picked up by taxi or any ride sharing service. We will only release the child to approved adults from the list provided by the child's parent/guardian.

## **STUDENT DEPARTURE**

When a child utilizes a different way to get home from their normal mode of transportation, the teacher and office must be notified in writing every time by the parent.

When there is extreme cold, heavy snow, or falling rain, the students will be dismissed from inside of the front entrance or Wilson Hall. Families must pick up their children from either location. They should not request that their children stand at the doors or run to the parked cars to find a parent.

### **SUPERVISION AFTER SCHOOL DISMISSES**

Students must leave the school grounds by 3:15 p.m. If no ride has been provided by 3:15 PM, the child goes directly to the After School Care Program for supervision. The child may NOT wait in the school office for a ride since there is no supervision during that time. Office personnel have other duties and child supervision is not their purview. No one is permitted back into the classroom after dismissal unless they have been given permission by school personnel. Students in the building after dismissal may not move unsupervised through the building. They must be supervised by an adult at all times.

### **EXTENDED DAY**

Extended Day charges for students in Kindergarten/Early Childhood 5 through Eighth Grade are based upon student attendance and are billed separately from tuition. Morning care is available from 6:30am to 7:30am and is billed at a rate of \$5/student/day. Afternoon care is available from 3:30pm to 6:00pm and is billed at a rate of \$12/student/day.

Please refer to the Extended Day Handbook, your Parent/Guardian Contract, and your signed Financial Agreement for details. Late fees will be applied to all accounts with outstanding balances, including balances resulting from unpaid Extended Day charges.

NOTE: Questions you may have regarding your bill, must be brought to the Business Office within 30 days of receiving the bill. There will be a fee charged for any inquiries after 30 days.

### **ABSENCE**

A student who is not present in the classroom at 8:00 a.m. is marked absent. This designation may be changed to tardy if the student arrives within two hours. A student who arrives later than 10 AM will be marked absent for a half day.

We encourage parents to notify their child's teacher and/or the school office in the event of an absence. If a child is absent from school for the day, he/she may not participate in extracurricular activities that day or evening.

Parents are notified by a phone call when their student is too sick to attend class. If the child becomes sick during the school day and *remains in school in the school office for two hours or more*, the child will be counted "absent from class." The child is not attending school and thus is "not present." ATCA cannot provide healthcare in the school building for a sick child other than emergency care.

If the student has been chronically absent due to health complaints (5 days in succession or a total of 10 days due to health) the parent will bring in an excuse *completed by a physician*. Excessive absence could lead to summer school. This will be determined by the school administration. This is a ATCA policy; not an Archdiocesan policy.

Excused absences are only given for middle school students on high school shadow visits, deaths in the family, extreme health issues, and other potential reasons as determined by the school administration. All decisions on excused absences are made at the discretion of the principal and/or assistant principal.

### **ABSENCE FOR ATTENDANCE AT SHADOW DAYS**

Parents of Middle School students, who want them to attend Shadow Days at high schools, must abide by the following protocol:

1. Permission for absence at a Shadow Day will be granted based on the student's record of current completed assignments. Permission will not be granted for absence on days on which tests are given unless special arrangements have been made with the teachers. Teacher approval of absence for a Shadow Day is required. Students who are absent *without* notification and permission for a Shadow Day will have an unexcused absence.
2. Absence for a Shadow Day will be marked as an *excused absence* for the attendance record, and because the student is in attendance at the high school for the entire day, the excused absence will not be held against a student's perfect attendance record.
3. The high school must give acknowledgment of the student's attendance that day.
4. All class work and homework missed due to attendance at a Shadow Day must be completed within TWO school days.

### **TARDY**

Students need to be on time everyday. Students are marked **tardy if they are not present and prepared to learn in their classrooms by 8:00 AM**. Students who arrive after 8:00 a.m. must report to the school office for a tardy slip before going to the classroom. Students *who walk into the building* at 8 AM will be marked tardy. Students, in the school office, or in the hallways at 8 AM will be marked tardy because they are not in the classroom ready to learn.

**It is the parent's responsibility to get their child here on time.** The school administration will address chronic tardiness with the family. Traffic jams and personal emergencies can happen to every family and are totally understandable, but ongoing issues of late arrival are a matter of concern.

Students have the number of tardies they received each trimester noted on their report card.

#### Medical Tardy

Students experiencing health problems or attending doctor/dentist appointments, which result in lateness to school, will be given a tardy slip marked "medical" when they arrive in the building. Parents are required to phone the school office by 8:00 AM. to report that their child will be tardy for medical reasons and to explain the complete circumstances. Granting of a medical tardy will be left to the discretion of the school principal and, if used repeatedly, may need to be verified with a doctor's note. Children receiving medical tardy slips will still have the tardy recorded on the child's report card.

#### Tardy After 8:30 AM.

Parents of students, who are more than 30 minutes tardy to school, for whatever reason, are asked to *come into the office* to sign the child into the building. Students will receive a tardy

form in order to be admitted into the classroom. Parents will come to the school office to explain the half hour or more tardy. They may not simply drop the child at school and leave.

## **EARLY DISMISSAL**

All requests for early dismissal must be made by 10:00 AM on the morning of the day on which the child will be leaving school early. Requests should be made with a note sent with the child in the morning when they arrive at school. Without prior notification, school personnel are not authorized to release students from school prior to the 3:00 PM dismissal time. If there is a compelling emergency, please see the principal. The principal will release students only to the immediate care of a parent, guardian, or authorized person. Always the adult must sign the student out in the Office "Sign-Out" book.

Medical and dental appointments should be made after school hours whenever possible. Early dismissal requests for medical appointments, which have been rescheduled that day, will be permitted with notification after 10:00 AM, but the student must produce a doctor's slip upon return to school.

## **APPOINTMENTS**

Students, who have a doctor, dentist, orthodontist, etc., appointments and need to leave early or in the course of the day, must bring a note regarding the reason and time for the appointment to the teacher. The teacher will forward the note to the office. Parents who pick up a child for an appointment must come into the office to sign the child out. Children are then called out of class and meet their parents in the office. Parents who bring a child back to school after an appointment are required to come into the office and sign the child into the building.

## **VACATION / ABSENCE**

Requests for absence from school for vacations other than those scheduled for the school, are strongly discouraged. A child must be in attendance at school while school is in session, except for emergencies, health issues, and compassionate leave for funerals. Parents who take a child out of school for non-emergency reasons are responsible for the impact that this absence may have on the child's academic grades.

Parents must notify both the school office and the teachers about a vacation, athletic competition, or trip that is not an emergency *at least one week* in advance of the extended leave. ***Students whose parents do not notify the office and their teacher prior to leaving will be given an unexcused absence and will not be permitted to make up work.***

### **It is the policy of the school that**

1. No assignments will be given *in advance* for students leaving for ***non-emergency reasons.***
2. Tests/quizzes, depending on the timing of the requested vacation, *may* be given prior to a student's leaving if that chapter or unit is nearly complete and the teacher agrees.
3. Teachers will notify parents whether tests or quizzes will be administered prior to the vacation or if a test/quiz must be taken immediately upon a student's return

4. Upon returning from a vacation which is not at the end of an academic grading period, students will be given three school days to complete and submit all missed assignments and to take all tests/quizzes.
5. Teachers can require tests/quizzes to be taken *earlier than three school days* provided that parents were *notified of the requirement prior to leaving*.
6. No extra credit activities will be given or accepted in place of missed assignments that are not completed within 3 days of return.
7. If a vacation falls at the end of an academic grading period, the student will **not be able to** make up any missed homework, tests, or quizzes for a grade.
8. It is the parents', rather than the school's responsibility, to initiate and receive all non-emergency vacation communication.

## **COMMUNICATIONS**

### **EMERGENCY CARD**

Each year a new Emergency Card must be completed for each student. The card is electronically signed by the parent/guardian and submitted to the school office staff. This card is extremely important. It is critically important that all phone numbers and emails are accurate and current.

In the event of a medical emergency, the parent is always called first to make a determination whether the parent or paramedic should take the child to the hospital. If there is grave danger for a child taken to the hospital, the signature gives permission to begin treatment before the parent/guardian arrives at the hospital.

### **CHANGE OF ADDRESS/PHONE NUMBER/EMAIL ADDRESS**

Parents should notify the school as soon as possible **when a change of custody, address, email address, or phone number takes place.**

### **PARENT NEWSLETTER**

Every Friday the principal will send an electronic newsletter (Mailchimp) to all families. This newsletter will be sent to all given email addresses and also published on the school website. This newsletter is the primary way the school will communicate with families. It includes important information, news, and upcoming events in the school. All parents are expected to read this weekly message. If families do not receive the message in their email or need to receive it in an alternative form, they should notify the school office.

Parents and guardians must read and inform themselves of all school messages sent from school. It is the parent's responsibility to be current on all school messages sent to the homes.

## WEBSITE

School events and information, including the school calendar can be found on the school website, [www.toltonacademy.org](http://www.toltonacademy.org). Families can find information on academics, extracurricular activities, tuition, ways to support ATCA, school news, and more on the website.

## PARENT-TEACHER CONFERENCES — FORMAL

Parent-Teacher Conferences are formally held at the end of the first and second trimester of school when the report cards are issued for Pre-K-8 students. It is a requirement to attend the conference twice a year. This matter is indicated in the Parent Agreement with the school. **See Appendix A.** Parent Conferences for the 2020-2021 school year are October 22 and March 18. There will be no school for students the day after Parent Teacher Conference days. Parents are urged to sign up for the conferences ONLINE and in a timely manner. Students are welcome to attend the report card conference *with* the parents.

## PARENT-TEACHER CONFERENCES — INFORMAL

Parents and teachers are encouraged to contact each other whenever a concern arises. Please make an appointment in advance either by phone, through email, or in a note. In order to ensure privacy and adequate time, the teacher may schedule a conference only at a time when she is not supervising students. Do not expect to speak with a teacher when he/she is supervising students. If parents “drop by” the classroom before or after school, this does *not constitute an appointment* unless the teacher has the time available and students are *not* present. **Parents cannot visit in the classroom after 7:45 AM when the teachers are supervising students.** Parents must have an appointment in advance in order to meet with a teacher.

The best way for parents to contact teachers is via email. Parents may also call the school office and leave a voicemail message for the teacher to arrange a return call. Teachers inform families of their *school email* addresses at the start of the year. Teachers always can be reached through a message sent on FACTS SIS.

## EMAIL

The primary way to reach teachers is through their school email address. Each teacher’s school email consists of the first initial of the first name followed by their last name and this is followed with @toltonacademy.org. All school staff are expected to check their email regularly. Parents can also contact teachers through FACTS SIS.

## VISITORS’ IDENTIFICATION

Parents and anyone else who wants to visit a classroom, must sign in at the school security desk and obtain a Visitor’s Badge on a lanyard to wear before they move freely in the building. School staff and faculty have been instructed to ask all adults—including parents—and non Tolton Academy students to display their Visitor’s Badge on a lanyard, and if they do not have one, to return to the school office to get one. The purpose of these requirements is to insure that all who are present in our building provide no threat to our students and, in case of a school



evacuation, to have an accurate understanding of all who are not remaining in the building. This is a school policy designed to ensure the safety of all.

## **CHILD CUSTODY**

If parents are separated or divorced, the school presumes that both parents have access to the child unless one parent can provide legal documentation that he/she has the sole right to the child and may indicate whether contact is allowed or not. Legal documentation is required and should be provided at the time of registration or whenever circumstances change. Court Orders designating custody arrangements must be filed in the student's permanent/cumulative file. The Archdiocesan attorney may be consulted in situations that are unclear to school personnel.

## **NON-CUSTODIAL PARENT / JOINT CUSTODY PARENTS**

Unless the school is provided with a court order prohibiting the parent from inspecting or obtaining records, the school will provide the non-custodial parent access to the school records for their child. Academic records as well as other related information regarding the child may be inspected—including medical, dental, child care. The non-custodial parent will receive information/communications from the school.

The non-custodial parent will also have access through *FACTS SIS*. The non-custodial parent who desires a copy of all report cards, messages, newsletters, and wants to participate in parent-teacher conferences may receive information and participate according to the plan the Court has allowed. If there is no prohibition, then we provide full participation.

## **PARENT-PRINCIPAL CONFERENCES**

Please make an appointment in advance either by phone or email to meet with the principal and/or assistant principal. To contact the principal by email use: [ajahnke@toltonacademy.org](mailto:ajahnke@toltonacademy.org).

If the topic involves a *child's academic progress, classroom behavior, or a concern with a teacher*, **parents must first have had a personal or phone conference with the teacher to resolve the concern before asking to see the school administration**. Parents may request to have school administration at a parent-teacher conference. It is important to address concerns at the most immediate levels of involvement.

## **PARENT VISITS TO CLASSROOMS**

With the exception of Pre-K parents, after the first week of school, parents do not walk their children directly to the classroom in the morning. We encourage the children to become independent and responsible and we support them in their growth. Visitors may not eat with or visit with students during lunch.

Parents are welcome to observe their child's classroom. These visits are at the discretion of the principal. If a visit is allowed all parent observations must be scheduled at least one day in advance. Parents visits to classrooms should be rare and purposeful, as frequent parent visits disrupt the learning environment.

## **TELEPHONE**

The telephone in the school office is for school business use only.

### Student Use of the School Phone

Students must have office staff's permission to use any school phone. With a teacher's permission, students may be permitted to phone home if they forgot their lunch, have violated the uniform dress code, or have a cancelled after school activity. The student must be in the presence of a school office staff member when making this phone call.

### Student Cell Phones

ALL students must park their cell phone in the school office when they arrive for the day and retrieve it when they leave directly for home. Students never carry their cell phones, keep them in their desks or lockers or anywhere except in the school office during the day where they are locked for safe-keeping. The cell phones may not be turned on in the school building or at dismissal. Students may only turn on their phone when picked up by their parent or guardian. Cell phones may not be used for picture taking, texting, game playing, and Internet or email access during After Care. Parents should not try to contact their child via their cell phone while the student is at school. See complete cell phone policy under "Electronic Equipment."

**For the 2020-21 school year, we will not require students to check-in their phones due to COVID precautions. Students who bring their phone to school must keep it in their backpack. Students who have their out of their backpack will have it confiscated by the school and returned to the child's parent.**

### Phone Calls to Teachers

Parents may leave a message for a teacher at school. Teachers will return the call as soon as they are able. Teachers are not obligated to share their personal cell phone number with school families.

### Phone Messages for Students

Only in a true emergency should one leave messages for return calls from students. Office staff is not always available to deliver phone messages at the moment nor will classes be interrupted by PA announcements. That being said, the student will be informed of important messages left for them by the school secretary at the end of the day.

### Faxes

The school cannot accept faxed signatures for any school *document*. Homework may not be sent by fax.

## **ITEMS DELIVERED TO SCHOOL**

On occasions, students may forget to bring items to school. Parents are discouraged from bringing those forgotten items to school. Items delivered before 8 AM will be delivered to the students, but classes begin at 8:10 AM after morning announcements and prayer, and we will not interrupt them in order to pass on any items. Items will be available for pick up during recess. Families should only order lunches to be delivered to the school or deliver a lunch for their child during the day in rare and exceptional situations, and they should not be doing this regularly.

## **TELEPHONE BROADCAST SYSTEM – *FACTS SIS***

Augustus Tolton Catholic Academy uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start times. The service will also be used to communicate school news, general announcements or reminders. This service is provided by *FACTS SIS*. Parents are asked to ensure that correct phone numbers and emails are on file.

Augustus Tolton Catholic Academy will continue to report school closings due to snow or weather on local radio and television stations, and will use this system as an overlay to the public announcements. Morning announcements *for school closures or delays* will be made early in the morning with no exception for individuals.

## ***DISCIPLINE***

### ***SAFE SCHOOL POLICY***

Our school mission requires us to implement a faith-filled educational community, promote respect for self, others, and others' property at all times. We therefore expect that our students' conduct will be formed by and demonstrate Christian values.

### **POSITIVE BEHAVIOR**

Students will be recognized individually, as a class, and as a school throughout the school year for staying safe, taking responsibility, and acting Christ-like. Teachers and administrators will explain and model the guidelines throughout the year as needed so that students know what is expected at our school.

### **MONITORING STUDENT BEHAVIOR**

ATCA believes it is important to collect data on student behavior to better understand when and where particular behaviors are occurring. ClassDojo is one way our school will record the positive choices that students make. Students will be recognized for their positive choices both on an individual and group basis. Use of ClassDojo will allow for teachers to recognize students over periods of time. ClassDojo is secure and any student information will be protected. No student last names will be used. ClassDojo's privacy policy can be found at <https://www.classdojo.com/privacycenter/>

In the event that a student does not meet the expectations of staying safe, taking responsibility, and acting Christ-like, the teacher or staff member will remind the student of the expectations.

### **VERY SERIOUS OFFENSES**

Very serious offenses can lead to detention, suspension, or possible expulsion from Augustus Tolton Catholic Academy.

Harassment or Intimidation of Others: excessive teasing, racial remarks, making threats (verbal or written or sent online), abusive, sexual, or vulgar language and name-calling, or physically touching/pushing someone around to frighten another

Intentionally Causing or Attempting to Cause Physical Injury or intentionally behaving in such a way as could reasonably cause physical injury to a student or school personnel

Defacing or Vandalizing school or parish property

Leaving School Grounds without permission and without adult supervision—and especially when students leave the grounds to spend time in local shops or at restaurants or fast food locations

Blatant Disrespect of an Adult or Peer: Students are expected to treat everyone with respect and kindness at all times. Blatant disrespect or defiance is not tolerated.

Possession of Illegal Substances such as alcohol, tobacco, or drugs

Weapons such as knives of any kind: plastic, rubber, Swiss Army, traditional; handguns of any kind, including: plastic, “toy,” paintball, BB, or water – as well as those not specifically mentioned; and any other item *used as a weapon* in a threatening manner or in “play-fighting”. This also includes sharing pictures of weapons or discussing the use of any weapon to intimidate or threaten someone else.

Sexual Harassment is unwelcome attention of a lewd or sexual nature. It includes a range of behavior from mild transgressions and annoyances to serious abuses. Sexual harassment is considered a form of illegal discrimination, and is a form of abuse (sexual and psychological). Examples of harassment include but are not limited to the following:

- Sexually suggestive remarks, gestures, and jokes
- The display of offensive sexual drawings, pictures or photos
- Offensive or negative comments about a person’s gender and/or physical appearance
- Inappropriate touching or advances
- Standing too close to or cornering a person
- Unwelcome pressure for dates or sex
- Discussing and/or spreading rumors about a person’s sexual activity or orientation.

Engaging in Illegal Activity including calling in false alarms of any nature or actions punishable by law

Fighting including “play fighting” is not allowed. A student is never to put his/her hand(s) on another student.

Gang Behavior is not tolerated in any form at Augustus Tolton Catholic Academy. Gang affiliation or the appearance of gang affiliation which includes, but is not limited to: expression in costume, caps, hair styles, signs, signals, insignias, and posters (whether in lockers, books or notebooks), graffiti, and intimidation of others – has no place at Augustus Tolton Catholic Academy.

Possession of Pornographic or Malicious Material or exploring Internet sites with such material, “sexting” others, or entering false information into a website or online about another student or member of the staff of Augustus Tolton Catholic Academy.

### **Bullying**

All Tolton Academy students are important to our school community. We believe that it is the responsibility of students, faculty and parents to work toward the eradication of any type of bullying. Parents are urged to work in partnership with the school to encourage positive behavior, valuing differences in gifts, talents, and abilities, and promoting sensitivity toward others.

Bullying acts involve repeated harassment of another student. Harassment may be:

**Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property

**Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication

**Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure

**Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

Teasing *may lead to* bullying, but on its own is not necessarily bullying. Teasing behaviors include hurtful name-calling, ridiculing, exclusion, pressure to engage in undesirable behavior, threatening, gossip, and fighting. Teasing behaviors include repeated harassment that may turn playground squabbles into bully behavior of intentional malicious harassment and physical abuse. Situations can take place at home or at school. Students who are teased themselves may tease others.

Students who are witnesses of bullying or victims of bullying are expected to report the bullying to the teacher. Parents of children who are witnesses of bullying or who feel their child is a victim of bullying should report this to their child's teacher, as well. Parents need evidence and specific information to support their claim. The teacher will determine the validity of this report and bring it to school administration, if valid. The school administration will then investigate the claim and determine the appropriate response depending on whether the allegation is substantiated or unsubstantiated. Augustus Tolton Catholic Academy follows the policy of the Archdiocese of Chicago in addressing and responding to bullying.

The school's goal is to create a positive school climate, to educate students about the harm that results from teasing/bullying behaviors and the significant participative role of by-standers when it takes place. We also teach students the strategies for dealing with such behaviors, engage parents as partners in teaching and modeling respectful behaviors at home, and to promptly punish bullying behavior when it is reported. Our goal is to teach skills for prevention of teasing and bullying as well as to promote self-resilience and coping skills among all students so they know how to deflect harmful teasing.

Bullying is considered to be a major behavior. Any incidents of bullying should result in an office referral form and the student being sent to meet with school administration. Parents of both the bully and the student being bullied must be informed.

All students are taught to report bullying behaviors to a teacher, playground supervisor, principal, or other delegated authority as soon as the incident occurs. All reports of such behaviors, even minor incidents, will be logged and tracked through office referrals. In addition to the bully, the by-standers are *also held responsible*. As a school community, we all are involved. Bystanders may also be held responsible for teasing and bullying behaviors.

Parents are also expected to follow the school guidelines for positive behavior and avoid any behavior that could be defined as bullying or harassment. Any parent who displays bullying behavior towards a child, parent, or staff member either directly or indirectly can face consequences, up to and including expulsion from Augustus Tolton Catholic Academy.

### Cyberbullying

Acts of cyber bullying by students are strictly prohibited. All personal electronic devices brought onto school grounds including cell phones can be searched by administrators if they have reasonable suspicion that a student has been involved in cyberbullying. The school also has the right to search any school-provided technology of the students. Parents and students should be aware that students can be disciplined for cyberbullying even when the events do not occur on school grounds or at a school sponsored event if: the conduct is viewed to be detrimental to the reputation of the school or the Roman Catholic Church; if the conduct could reasonably cause a substantial disruption at school; or if the conduct reasonably interferes with the rights of the students to feel safe and secure while at school.

Cyberbullying encompasses all acts currently prohibited as bullying that are accomplished through electronic means including, but not limited to, direct harassment and indirect activities that are intended to damage the reputation or interfere with the relationships of the student(s) targeted. Examples include posting harmful material, impersonating the person, disseminating personal information or images (pictures), or activities that result in exclusion. Cyberbullying encompasses all forms of electronic harassment including social media, text messaging, instant messaging and email. It is important to understand that even if the harmful online interactions occur off-campus, the subsequent personal interactions often occur at school. The combination of online and in-school interactions can present significant concerns and risks for the safety of students.

**This list of *Serious Offenses* is not intended to be all-inclusive.** Our policies take the necessary consideration of the age or mental capacity of the student involved or the particular circumstances involved. The disciplinary consequences of the serious behavior *will match the situation as deemed appropriate by the principal*.

### **LOGICAL CONSEQUENCES**

In guiding the student's growth in Christian attitudes, Augustus Tolton Catholic Academy strives to emphasize *positive interventions* that build a child's ability to choose appropriate over inappropriate behaviors. Self-discipline, responsibility, and accepting the consequences of behavior are emphasized. The students are expected to respect self, others, and all property. Teachers have been trained on providing logical consequences for misbehavior.

## **LEVELED CONSEQUENCE SYSTEM FOR GRADES 4-8**

### Minor Behaviors

Minor Behaviors will be noted using the teacher's classroom management system. Teachers may implement leveled consequences within their classrooms for times when students display multiple minor behaviors.

### Major Behaviors or Repeated Minor Behaviors

Major behaviors will result in an office referral. An administrator will meet with the student who received the office referral. The administrator will decide if any of the following consequences are needed:

Demerits – Demerits will be given by administrators to students when they engage in one of the following major behaviors: blatant disrespect, stealing, cheating, violence, extreme uncooperativeness, forging parent or guardian signatures, disruptive classroom behavior, vulgarity in any form (including online pictures and expressions), abusive language, profanity, bullying, or cyberbullying. This list does not include all behaviors for which a student can receive a demerit. Demerits can be given for unlisted behaviors by the principal or assistant principal. Families will be notified of the demerit either via email or a phone call. Families are encouraged to contact the teacher with questions about the incident and to contact the administrator with questions about the consequence.

Detention – Administrators can give a detention to students who engage in any of the very serious offenses listed above. Families will be notified of the date and the time of the detention via email at least one day in advance. Detentions will be served after school and will last an hour long.

In middle school, a student earns a detention if they have earned 5 silent lunches. Detention date/time will be determined as close to the incident as possible and at the discretion of the middle school team and middle school director. Families will be notified at least a day in advance of the detention via phone call, email or Class Dojo, as well as the weekly behavior report emailed home to families. Students can not miss detention to attend any after-school programs or clubs.

Suspension – A suspension can be given in one of two ways. Administrators can give a suspension to students who engage in any of the very serious offenses listed above. Students who receive three demerits in one academic year will have an in-school suspension. The administrator will notify families of the date(s) of the suspension via a phone call. The administrator will determine whether or not the suspension is noted in the student's records.

In-school suspension requires that a student remain in school, but be out of the classroom completing the assigned schoolwork. On days of in-school suspension, students may take any scheduled quiz or test or submit any project that significantly impacts the student's grade. Students will receive and complete the regular classroom work throughout the day and must submit that completed work to the teacher immediately upon returning to class. The teacher will



check all assignments to ensure that students have kept up with the skills taught during the day and will assign what was not completed during in-school suspension.

Out-of-school suspension means that a student is removed from the school environment for a period of 1-5 days and placed in the custody of parents. The school will issue assignments to students placed on out-of-school suspension and all tests, quizzes, and class work missed will receive 0's unless the student completes them within two days of returning to school. (a student may have to stay after school to take the exams if they cannot be completed during the school day). A child's academic work and progress during out-of-school suspension is the sole responsibility of the parent.

Expulsion - Expulsion means not allowing a child to remain in the school building. Under rare circumstances, after repeated interventions, attempts to help one child must be weighed against what is good for the school as a whole. Serious disciplinary infractions may subject a child to immediate expulsion. Expulsion may follow a lengthy out-of-school suspension.

The pastor and the principal make the final decision as to whether or not a serious disciplinary infraction warrants expulsion. Depending on circumstances, parents may be given the opportunity to voluntarily withdraw their child rather than face involuntary expulsion. If expelled, record of that expulsion remains on the child's permanent record and will follow the child to any subsequent school to which the parent makes application.

Administrators can give an expulsion to students who engage in any of the very serious offenses listed above. The administration will contact the family to arrange a meeting to discuss the possibility of expulsion.

## **SERIOUS DISCIPLINARY PROCEDURES**

When there is a problem in the classroom, inside or outside the building, or elsewhere, it is important that everyone understands the concerns. The incident will often be recorded in writing. The teacher or administration will determine the seriousness of the issues at hand.

In the process of investigating disciplinary incidents at all grade levels, students will be given the opportunity to explain the incident before any action is taken by the teacher or principal. Parents will be notified of any disciplinary consequences.

According to the Catechism of the Catholic Church (no.2223) "Parents have the first responsibility for the education of their children." Our role at STA is to assist parents in this vocation, not to replace them. We strive for a partnership based on good communication and mutual support. Therefore, when a student's behavior is out of line or misguided, we expect parents to support us in our attempt at correcting the behavior as the student progresses.

Following the determination of consequences, if a parent thinks that the student has been *dealt with unfairly*, they are asked to observe the following order of contact for resolution of the concern:

1. Conference with the teacher.
2. Talk with the principal.
3. Contact the pastor to request a meeting *with teacher, principal, and pastor*.

Behavior that is deemed very serious is reported to the parents by the Principal or Assistant Principal. Consequences are determined on a case-by-case basis. The principal may impose disciplinary measures, such as detention, probation or suspension, expulsion, and/or parental withdrawal. These disciplinary measures may be imposed progressively or separately as the situation warrants.

In incidents of serious or chronic misbehavior, suspension or expulsion may be employed. Suspension is a limited exclusion from the classroom. It is used to correct a student who does not respond to regular corrections or has been part of a serious incident or infraction of school rules. Expulsion means excluding a student from school over a longer period of time or permanently for the good of all involved. Some serious incidents require the involvement of and/or report to the police department and may or may not include pressing charges against the student.

Each case will be handled individually according to the nature and seriousness of the violation. If a disagreement between the parent and the school results in the parent seeking civil litigation, the student will be asked to withdraw from school until the civil decision has been made.

### **SEARCH AND SEIZURE**

The teacher and/or principal have the authority to search students and their property and seize student's property if reasonable cause exists. School personnel may conduct inspections of desks, lockers, backpacks, personal belongings, etc, at any time with or without the student present, and without notice. This search will generally be done with another school administrator or teacher present.

### **GUM AND CANDY**

Gum chewing is NEVER permitted anywhere on the school premises. Ordinarily, eating candy treats is limited. Teachers may arrange for class treats occasionally in the classroom or in the lunchroom. Students are never permitted to eat in the school hallways.

### **ELECTRONIC/OTHER EQUIPMENT**

Students may not bring electronic equipment to school. Students with unauthorized equipment will have those things removed and kept in the office until the end of the school day or longer. The equipment will be returned *directly to the parents—not to the student*. If a phone or other electronic equipment is found in the student's possession during defined school hours after the first incident and reminder, a consequence will be assessed.

The following policy applies to all cell phones:

- Students must turn them off when they are on school grounds between the time they arrive in the morning and 3:00 p.m. *when they leave the grounds with their rides*. If a student stays for Extended Day, the phone is retrieved *when they leave Extended Day*.
- Students check the phones in at the school office when they arrive and never keep them on their person, in their locker, backpack, or desk. Students who fail to turn in their cell phone in the morning may receive a demerit.

- Phones may not be used for taking pictures, text messaging, or game playing after school as the student waits for a ride. They may not be used at Extended Day since phones are not permitted to be retrieved from the office until students leave.
- Phones may be turned on only after school is dismissed and students have left the school property in the company of an adult; or if they have received permission from the school personnel.
- Students may not carry them along on school trips. If there is a need to use a phone, the student will contact his/her teacher who will carry a phone.
- For emergency messages to parents during the school day, students will consult with school personnel first and use the school office phone.

## ***DRESS CODE***

### **PURPOSE**

The school dress code is important to our parochial school. We have developed a standard of proper dress and general appearance for our students that will demonstrate the Christian values of our school program. We believe that the dress code will enhance the educational purpose of our entire student body. Families must cooperate with it and to set aside individual desires for the good of the overall school community. The clothing and appearance of all students should be appropriate, modest, and neat.

School uniforms are designed to remove the pressure of competition and economic status for students. Uniforms permit a neat, consistent appearance and allow students to concentrate on their studies. The uniform code is strictly enforced by the school faculty and administration. All uniforms should be clean and free of holes. Shoes and socks must be worn at all times. Grooming and hairstyles meet a given standard.

### **UNIFORMS**

Students in grades pre-kindergarten through eight wear the uniform as described in **Appendix E** of this handbook. The school uniform features the stylized STA initials on the outerwear. All students wear the uniform for Physical Education class described in the Appendix. Please note the uniform requirements for shoes as well.

Along with the uniform clothing are guidelines for student appearance. Parents are urged to carefully read the rules for uniform wear at each grade level. The Dress Code and rules for the uniforms at each grade level are also posted on the school website. See **Appendix E** of this handbook for a complete listing of requirements.

Parents should ensure that all students wear the complete uniform to and from school. On gym class days, students are to wear their gym uniform to and from school. Students who come out of uniform will receive a uniform violation notice. Students will receive a warning for their first notice, and the student's family will be fined \$10 for each subsequent violation.

The school has the right to hold students out of class if they are not following the dress code. Parents are responsible for making sure that their child comes to school in uniform, and parents are expected to support and enforce the school's dress code.

### **PURCHASE OF SCHOOL UNIFORMS**

There are three resources for ordering school uniforms. They include *Schoolbelles* 79<sup>th</sup> & Harlem at the Bridgeview Court Plaza, Bridgeview, IL 60455; 708-598-8008. Gently-used school uniforms are available for sale throughout the year and can be arranged through the school secretary.

The gym uniform may be purchased through the companies listed above.

Orders for School Spirit clothing and items are made periodically through special orders throughout the year.

### **O.O.U. DAYS (Out Of Uniform)**

Occasionally, students are allowed to dress out of uniform for special days or as a special reward. O.O.U. cards are earned throughout the school year as stated in school newsletters. O.O.U. days are not permitted on school gym days, when students attend our School Mass, or when they participate in a field trip. Students are not to ever dress in clothing that is unbecoming to a Christian student. Clothing worn for O.O.U. Days are to be neat and modest and a student's appearance must conform to the Appearance section of the Dress Code Policy in **Appendix E** of this handbook.

The principal will make the final decision as to whether a particular article of clothing is appropriate for a O.O.U. Day. See N.U.T. days in **Appendix E** for details.

If an article of clothing is deemed inappropriate by the principal, the student will be asked to call home for a change in clothing or for their school uniform and will receive a uniform violation. Students unable to reach a parent may be asked to put on a school uniform from the extra uniform closet instead of continuing to wear the article of clothing that was deemed inappropriate. Repeated noncompliance will be noted on the student's report card. Administrators can suspend O.O.U. card use for a period of time.

### **SCHOOL SPIRIT WEAR DAYS**

On School Spirit Days, students may wear clothing that is the official Tolton Academy Spirit Wear. Spirit wear orders can be made online. Check both the School Spirit Day and the O.O.U. sections of **Appendix E** for guidance about appropriate attire for these events.

### **HEALTH**

The following information outlines important information regarding health requirements and health records at school. There are absolutely no exceptions to the stated requirements for health

records, and they all must be satisfied by any student who wants to continue to attend this school or any other state-accredited school in Illinois.

## HEALTH EXAMS

**BEFORE SCHOOL BEGINS, all health records must be up-to-date. Students may not attend school until health records are submitted.**

- **Dental Exam**— all new students and all students entering kindergarten, second, and sixth grade must have a dental exam. This is recorded on a **Dental Form** which is signed and dated by the dentist.
- **Eye Exam**— all new students and all children entering kindergarten must have a vision screening. Results are documented for the school.
- **Hearing Test**— all new students must have a hearing test. Results are documented for the school.
- **Physical Exam**—all new students and all sixth grade students must have a physical and this is documented on a form signed and dated by the doctor. Illinois state law requires that all students have a physical exam on file at school. Parents complete the health history on the form; sign and date it.

## HEALTH RECORDS ON THE EMERGENCY MEDICAL CARD

Each student is required to have Emergency Medical Information on file in the school office. The Health Record Form is given to families at the time of registration. It also includes contact information for parents and other individuals who are back-up contacts. On the card, indicate any chronic illnesses and/or allergies.

## IMMUNIZATIONS

Illinois State Law requires that parents provide a written updated statement of a child's required immunizations. **No child shall be permitted to attend beyond the date of enrollment without the written statement.** Forms to be completed and signed by your doctor are provided at the time of registration. Augustus Tolton Catholic Academy can exclude your child from school if your medical forms are not submitted. NOTE: If a student has *not* been vaccinated and there is an outbreak of measles, mumps, or chicken pox, that student may not return to school until the health department agrees that the contagion is over.

All pre-kindergarten through grade 8 students must have all immunization records up to date.

**Registration at Tolton Academy is not complete without submission of these records.**

The minimum immunization requirements for all children include the following:

- 5 DPT's (DtaP's, DT's) (diphtheria-tetanus-acellular pertussis)
- 4 OPV's (Oral Polio)
- 2 doses of measles (rubella) vaccine
- 2 doses of rubella (German measles) vaccine
- 2 dose of mumps vaccine
- 3 doses of hepatitis B vaccine
- 2 doses of varicella (chickenpox)

The requirement for sickle cell anemia, TB, diabetes, and lead poisoning screening tests is determined by your doctor who indicates this decision on the health history section of the Physical Form.

### **ADDITIONAL MIDDLE SCHOOL IMMUNIZATIONS**

Additional immunizations are required of students in grades six through eight. All sixth grade students must have had a DTAP vaccine *prior to entering the grade*. The DTAP refers to a vaccine to prevent whooping cough, diphtheria, and tetanus. Students who are not in compliance will stay out of school until the requirement is met. See the listing of required immunizations for sixth grade students that is provided with the registration materials.

### **ALLERGIES**

Parents inform the school of any and all allergies the student has. This information is recorded on the School Health Record. Teachers will be informed of students who have allergies that require immediate response. Some of the students have extreme reactions to contact with or even the smell or presence of nuts. Because we do not want to compromise any child's safety at our school, we have put precautions in place.

In instances where students do have an allergic reaction to nuts or any other allergen, parents can be reassured that teachers have been trained in first aid, CPR, and use of the epi-pen. Students may carry their own epi-pen if the parents request it. A Food Allergy Action Plan must be completed and submitted *on the first day of school* for those children with food allergies.

**Augustus Tolton Catholic Academy is a PEANUT / NUT FREE School.**

### **COMMUNICABLE DISEASE**

Students with pink eye (conjunctivitis), flu, or other communicable diseases must be excluded from school until symptoms are no longer apparent. Should you think that your child has contracted a contagious disease (pink eye, measles, chickenpox, etc.) please advise the school office immediately. Do NOT send your child to school if you have suspicions that the child has a contagious disease. Contact the doctor and if the suspicion has been confirmed, please relay that information to the school office as well.

After a diagnosis of head lice is confirmed, the student must immediately be treated with an anti-lice shampoo until nits are no longer evident. Treatment takes place at home and directions for home treatment will be made available. Families in the school will be notified by a letter to take precautions. The student will not be permitted to return to class until the school receives a note from a physician stating that they no longer have lice

A student who has other communicable diseases (for example, ringworm or strep throat) cannot be readmitted to school without a physician's certificate which states that he/she is able to return to school and is no longer contagious. An email is sent to the families of that student's classroom indicating that someone in the class contracted the communicable disease and warns parents of symptoms for which to watch.

If a student contracts measles, no textbooks or papers may be sent home until after the child returns to school. At that time, all assignments will be given and sufficient time will be arranged for the make-up of work.

## ILLNESS

If your child is sick or has an elevated temperature *before leaving for school*, keep your child at home. Students must be fever free before returning to school. Sending children who do not feel well to school does not help the student, the parents, or the other students at the school.

In the event of illness of a student while at school, the parent or other designated person indicated on the Emergency Medical Form will be telephoned. Parents should make arrangements to pick up their child who is sick *in a timely manner*.

## FEVERS

If a student is sent home with an elevated temperature, he/she should remain at home until his/her temperature has been NORMAL for 24 hours from the time of dismissal. Students who have left school with a temperature may not return to school to participate in any after-school sports activities.

## MEDICATION

Generally, school personnel will not maintain or supervise students' taking medications or administer medications. Only in extraordinary circumstances may medication be supervised by the staff—asthma inhalers, epi-pen, or medication for ADHD such as Ritalin™

Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered. Students with asthma, epipen, or diabetes medication may self-carry and/or self-administer upon receipt of necessary documents.

1. No medication will be given to any student *without the written consent of the physician and parent*. The physician and parent will complete and sign a **medication form** that is available in the school office. No exceptions to this rule are permitted.
2. For those who have a medication form, the following applies. Medications prescribed for a student must come in the original container/package with the pharmacy label and student's name affixed. The medication must be accompanied by a signed note and must include:
  - Name of medication
  - Dosage
  - Time
  - Complete instructions for administration of the medication.
- Indicated health condition
3. All medications are kept locked in the school office. No student is to have any medication in his/her possession.
4. With written permission from a physician, a student with asthma *may* keep an inhaler in their possession. The student will self-medicate as needed, and may keep the inhaler with

him/her and away from other children. Students will be responsible for cleaning and maintaining their inhaler.

5. With written permission of the parents, the student may carry his/her own epi-pen.
6. If non-prescription medication is necessary during school time, the parent/guardian must come to school to administer it to the child.
7. If non-prescription medication is necessary during school time, the parent/guardian must complete the necessary **medication form** with the doctor so the student can self-medicate.
8. It is the parent/guardian's responsibility to notify the school if medication orders change.
9. Under no circumstances may the *school personnel* administer pain relievers (Tylenol™ or aspirin) to students.
10. Parents should never put medication in the child's lunch box or book bag.
11. Cough drops, throat lozenges, aspirin, etc., constitute medication at school. If the doctor requires such medication during the day, a **medication form** is required. The medication is stored in the school office for the student to self-medicate. Alternatively, the student would stay at home until this condition is alleviated.

## **ACCIDENTS**

All accidents during the school day or at a co-curricular activity should be reported to the school office staff. Parents will be notified in case of a serious injury. The supervising teacher or staff member who witnessed the accident will complete an accident report.

State law regulates that minor injuries be treated by school staff with only soap and water and a bandage. If there is any serious injury, the parents are notified immediately. If the parent cannot be located, and if immediately necessary, paramedics will be called and the child will be taken to Children's Hospital accompanied by the principal.

## **CONCUSSIONS**

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from class and their parent will be notified. Students who have had a concussion must have written permission from a doctor in order to return for after school athletics.

## **HOSPITALIZATION**

Notify the principal if a student is hospitalized. A physician's certificate stating that the student is now able to return to school is required when the child returns.

## ***SAFETY***



## **ASBESTOS**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials throughout the country because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. Parish buildings contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Our school has been inspected and some asbestos containing materials were identified in our building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students. These areas have been contained for safety. The school has been inspected and has passed inspection for safety.

Our school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program. A copy of the inspection report and the management plan is on file at our school office for review if you so desire. In addition, a letter sent to all families regarding this matter is in **Appendix F**.

## **PROCEDURES FOR MORNING DROP OFF AND AFTERNOON PICK UP**

Volunteer Parent Safety Patrols direct traffic in the morning and afternoon. You must obey their directions. Please demonstrate cooperation and respect toward the patrols. Your behavior is a model to your children. Repeated instances of misbehavior in the parking lot can result in additional service hours being charged to your family.

### **PROCEDURES FOR MORNING DROP OFF**

1. All vehicles must use the "Morning Drop Off Lane" directly in front of the school. Cars will pull to the end of the lane and then allow their student to exit the vehicle. Drivers must pull up!
2. Your child **MUST** be ready to exit the vehicle when you make a complete stop. Adults are asked **NOT** to exit their vehicles at any time while in the drop-off lane. If you need to exit in order to assist your child out of the car, then choose to park and do not pull up in the drop off lane.
3. Drivers must drive very slowly as they exit.

### **PROCEDURES FOR AFTERNOON PICK UP**

1. All vehicles must enter the "Afternoon Pick Up Lane" on Calumet Avenue.
2. Cars proceed in a single file order toward the school sidewalk on the east entrance to school.

3. Parents park and exit their cars and proceed to the cones which will be in place each afternoon during the drop-off time. These cones will be located parallel with the school on the east side of the building
4. Retrieve your child from the gathering of students and walk them directly to the car. Do not stand at the door, in the walkway, or in the area in which the children gather. Please stand on the outside of the cones to allow the staff to properly dismiss and release students.
5. Parents are asked not to use dismissal time to have a conference with the teachers.
6. When exiting the parking lot you must make a right turn only.

### **TRAFFIC SUPERVISION**

Traffic Monitors are parent volunteers. Follow the directions of these individuals. Every parent has the opportunity to volunteer. Please do not socialize with traffic monitors while they are volunteering.

### **BUS SAFETY**

When students ride the bus for school field trips or for daily transportation services, they should observe the proper rules of safety and courtesy. Students who are regular bus/van rides to and/or from school must bring a note to school if they will not be using that service on a particular day.

### **SECURITY**

All school entrances are locked when classes are in session for the safety and protection of students and staff. After 8:15am and after dismissal, all parents and students are required to enter by the FRONT DOOR of the school building. Parents and visitors during the school day may enter through the main doors and are required to check in at the main office before going anywhere else in the building. Visitors must pick up a Visitor Badge from the main office before entering classroom areas. Parents or other visitors found in the building without a badge will be asked to return to the school office to obtain one.

### **CHILD ABUSE/NEGLECT: ALLEGATIONS/SUSPICIONS**

All teachers and staff members are **mandated reporters** of allegations and suspicions of child abuse and neglect and are required by law to make reports to the Department of Children and Family Services whenever such circumstances should become apparent.

### ***EMERGENCIES***

**All adults and students in the building are required to observe these procedures during an actual disaster and/or practice drills.**

## **FIRE**

Signal: Ring the fire alarm bell.

Procedure:

Exit the room single file to assigned area.

Close the classroom door.

Teacher takes roll book to check attendance.

Remain outside in silence until further directions are given.

## **TORNADO**

Signal: Announcement over the PA system

Procedure:

Exit the room single file to assigned area.

Close classroom door.

Teacher takes roll book to check attendance.

Kneel facing the wall and shield head and face

Remain quiet until further directions are given.

## **EARTHQUAKE**

Signal: Announcement over PA system

Procedure:

Students take cover under a sturdy desk, table or other furniture or against an interior wall.

They get down on knees and face away from the windows.

They use a book should to shield the head from glass.

They hold onto the furniture.

## **SCHOOL EVACUATION**

Signal: Announcement over PA system

Procedure:

Exit the room single file to area announced over PA system (e.g. off-site location, church, gym, and cafeteria). In cases of broad evacuation, students will gather at Phillip Murray School, 5335 S. Kenwood Avenue. They will stay there and parents will be notified through *School Messenger* for pick up from that location.

Close classroom door.

Teacher takes roll book and checks attendance.

## **SHELTER IN PLACE**

Signal: Announcement over PA system

Procedure:

Close and lock the classroom door.

Students gather in designated location in the classroom along the wall away from the windows and out of sight.

Students remain silent.

Stay in place until the room is unlocked by the proper authority.

## **SNOWSTORM**

School closings or school delays may be necessary in case of severe weather. ATCA School parents will be notified through our School Messenger automated phone system. The information will also be posted on the school website and broadcast on radio stations WGN, WJPC, WCFL, WIND, WBBM, OR WMAQ. View local TV news broadcasts and listen for our full name: **Augustus Tolton Catholic Academy** *so as to distinguish us from other schools* or check [www.emergencyclosings.com](http://www.emergencyclosings.com)

During a school closure, the Extended Day Program will NOT be available. School will not be open for instruction and students are not to report to school when school has been announced as closed for a snowstorm.

## **SCHOOL DELAY**

If school will be open with a delayed start, the delay will be announced through the automated phone system, School Messenger, over local radio, and on the school website. School dismissal, on delayed start days, will be at the regular time. School lunches will be served. The Before-School Extended Day Program will begin at the regular time, 6:30 a.m. and regular rates will apply. For a one-hour delay, the school day starts at 9:00 a.m. For a two-hour delay, the school day will start at 10:00.

## **EMERGENCY SCHOOL DISMISSAL FOR WEATHER**

In case of severe weather during school time, the school administration will determine whether Augustus Tolton Catholic Academy would close. The following procedure is used:

1. Notify all parents through the automated phone system, School Messenger. Parents will be notified at all phone numbers, home, work and cell. Text messages will be broadcasted.
2. Send students to Extended Day if parents are unable to pick up the student or if the parents could not be reached within an hour of the emergency dismissal.

Parents may decide to take their children from school as a precaution in bad weather regardless of whether an early dismissal is announced. That is a parental choice. Students will be responsible for all school assignments missed during their early departure.

## ***EXTRACURRICULAR ACTIVITIES***

### **EXTENDED DAY PROGRAM**

Before Care is open every school day from 6:30a.m. to 7:30 a.m. Before Care is not open before 6:30 am. There will be no adult supervision for any child dropped off before 6:30 am. It takes place in the library and/or Wilson Hall. Afternoon Care is open at 3:30 p.m., which is 30 minutes after school dismissal at 3:00 p.m. The program is available until 6:00 p.m. It takes place in Wilson Hall (the school cafeteria) and other designated classrooms in the school building.

All students who are not picked up by 3:15 p.m. will go directly to After Care so that supervision continues until the family arrives. The program is also open when there are delays due to

weather and on early dismissal days. The program is not available on school holidays. Additions and exceptions to the schedule are communicated in advance through the school calendar and the parent newsletter. **It is the family's responsibility to read all messages communicated from the school regarding schedules.**

The cost for supervision of children in After School Care is \$12. Call the school office (773-667-1142) to report if you will be late. Avoid circumstances that will result in late pick up at the end of the day. On the last day before Christmas break and the last day of school there is no after care. Families who have a child here after the end of pick up on these days will be charged \$2.00 per minute.

Payment:

Failure to make payment will result in the child being excluded from the program. Conversations about delinquent accounts are addressed with the Accounts Manager and/or with the principal and assistant principal. Extended Day supervisors do not resolve financial concerns.

Students are expected to follow the school's behavior policy when in attendance of Extended Day. If any of the guidelines are violated, the staff will issue a warning which is documented with the date and signatures of both the parent and staff member. Students who do not follow the expectations may be sent to the school office. The school administration may decide that a child cannot attend Extended Day if major or repeated offenses occur.

Extended Day supervisors are trained in first aid. If your child needs medical assistance, the same procedures apply as during the regular school day.

All questions and concerns about the program should be directed to the Head Supervisor. Any issues that cannot be resolved should be brought to the attention of the principal.

### **AFTERNOON EXTRACURRICULAR ACTIVITIES (Suspended this year)**

**After School Enrichment Programs** are provided in addition to the school sponsored Extended Day Program. Tolton Academy sponsors many extracurricular activities for the enjoyment and enrichment of the students and the development of abilities not covered in the formal classroom setting. Some activities are free and some are fee-based. Participation in these extracurricular activities is a privilege. Students must be cooperative, courteous, and behave in a Christian manner to be eligible to participate in these activities.

### **ATHLETICS**

An **Athletic Director**, appointed by the principal, directs the athletic program at Augustus Tolton Catholic Academy. The Athletic Director works with the guidance of the principal to establish the program and address all aspects of the athletics program. Parents are welcome to volunteer to assist with the athletics program. **All coaches must have a background check and be Virtus trained for work with the team.**

League sports will be held based on the following criteria in place before the program begins:

a minimum number of students have registered for the sport, there is a league or venue in which to compete, and a coach and assistant are available. Without these criteria, the sport will organize as a club activity and not as a school sport. The athletic program adheres to Archdiocesan CYO rules. Practice for league sports takes place after school in our school gym.

**The league sports for 2020-21 consist of the following (POSTPONED THIS YEAR)**

|                    |       |            |
|--------------------|-------|------------|
| <u>grades K-2:</u> | co-ed | Basketball |
| <u>grades 3-4:</u> | co-ed | Basketball |
| <u>grades 5-6:</u> | boys  | Basketball |
| <u>grades 7-8:</u> | boys  | Basketball |
| <u>grades 5-8:</u> | girls | Volleyball |
| <u>grades 3-8:</u> | co-ed | Track      |

**Club Sports (POSTPONED THIS YEAR)** for 2020-21 includes soccer and baseball depending on the availability of a sponsoring vendor and coaches.

Administration reserves the right to limit CYO Sports and all school-related extracurricular activity participation for student athletes based on a student's academic and conduct grades. Athletes must follow the established academic policy and the school behavior code in order to participate in sports. Students who have been suspended from school may not participate in practices or games for a minimum of one week. Students who are expelled are no longer on the team. When a student transfers to a public school, the student is no longer eligible to practice with our students or play games.

Students must register for participation in sports according to the established guidelines. No exceptions are granted for those who have not followed them.

**SPORTS PHYSICALS**

Sports physicals are required before a child participates in sports. All forms documenting the student's physical must be submitted to the child's coach before the first practice. No exceptions to this rule are granted. The safety of the children who participate in sports is paramount.

**FEES FOR PARTICIPATION IN SPORTS (Suspended this year)**

There is a per-child and per-sport fee **for league sports.**

**\$ per sport per child**

**\$ for two sports if paid by 10/01/20**

**\$ for three sports if paid by 10/01/20**

**If the student is participating in football/volleyball, the fee must be paid prior to the season.**

If payment is made after 10/01/20, then the cost is \$80 *per sport per child* with no discount. Fees are non-refundable after the second game. A child will not be allowed to practice or participate in sports if both fees are not paid within the week of the beginning to practice for the sport. Parents must sign a permission form before students participate in athletics.

## **SPORT UNIFORMS**

The day after the team sports picture has been taken, **the uniforms must be taken home and returned washed, repaired, and labeled with the student's name.** They will be given to the coach. A **charge of \$75** will be levied for missing and/or damaged uniforms. Report cards will be withheld until the sport uniform is returned or paid for. Students will not receive a trophy at the banquet unless and until the uniform(s) are returned or paid.

## **ACADEMICS AND CONDUCT IMPACTING PARTICIPATION IN SPORTS**

All students have a responsibility to represent Augustus Tolton Catholic Academy in a Christian manner. Students who do not live up to their responsibilities in academics, conduct, and/or effort will not be permitted to represent the school in athletic events.

Students in grades four through eight, must maintain a C average in all core academic subjects (Religion, Math, English, Reading, Spelling, Social Studies, Science) in order to participate in athletics. A failing grade of "F" in a core subject will cause the student a 3 week suspension from sports games in order to improve the score. Parents are reminded to follow student academic progress by using *FACTS SIS*. In this way, parents have immediate access to student grades and eligibility.

Academic evaluation for athletes will take place approximately every 3 weeks. If a student is not passing all of their classes, athletic ineligibility notices will be sent home to parents from the principal, who in turn notifies the Athletics Director and he contacts the coaches involved. If a student has received a major consequence for behavior, a notice will be sent home to parents and the Athletics Director and he contacts the coaches involved.

The student will then be placed on **probation** for two weeks. Probation is a *warning period* during which the student *may still participate* in sports. The student must be passing within the next two weeks. If no improvement is reported, the student will be placed on **suspension**. Suspension means that the student *may not participate* in practices, practice games or league games for three weeks. The student on probation or suspension will be reevaluated at the end of every three week period.

Students and parents must present themselves at all sporting events as the Christians we profess to be. Supporting our teams is laudable, but no abusive or improper language and gestures by spectators or students will be tolerated.

## **BIRTHDAY PARTIES (POSTPONED FOR THIS YEAR)**

If parents are planning a birthday party outside of school and intend to invite students from school, invitations must be passed out in the classroom to the entire class or to all girls or all boys, rather than just inviting a select few. The child should give the invitations to the teacher to distribute to the entire class. There is no such thing as a "secret party." Children should not be disrespected or excluded as this is very hurtful and disruptive to a classroom community. **The school does not permit families to bring or serve birthday treats to school, and does not host birthday parties at school.**

## **FIELD TRIP POLICIES (POSTPONED FOR THIS YEAR)**

Field trips are integral to the curriculum because they provide authentic learning experiences; they are not optional events. Teachers are encouraged to regularly plan field trips that support academic growth and connections to the academic curriculum. Students represent Augustus Tolton Catholic Academy on these trips and are accountable for their behavior. Students can be denied participation if they fail to meet academic or behavioral requirements. Parents may incur additional fees for field trips in order to cover admissions and other expenses. **Generally, students wear their school uniforms on a field trip.** Students do not take field trips to amusement parks.

### Permission Form

Parents are notified of the field trip by letter at least two weeks prior to the planned trip. Written permission using the proper form is required; otherwise, the student will not be allowed to participate in the field trip. The student will bring home the form for a signature. A copy of the form is available in **Appendix G** of this handbook.

### Chaperones

For kindergarten, the ratio of adult chaperones is one (1) adult per five (5) students. For grades one through five, the ratio is one (1) adult per seven (7) students. For grades six through eight, the ratio is one (1) adult per ten (10) students. Because this is a school activity, all chaperones and students are under the leadership of the classroom teacher. **The teacher will choose the chaperones.**

All chaperones must meet the Archdiocesan requirements for student supervision that includes:

1. Pass a criminal background check.
2. Be *Virtus* trained.
3. Complete the Child Abuse and Neglect Tracking System form. (CANTS).
4. Sign the Code of Conduct.

Rules for Chaperones include:

- Verification of completion of all four requirements listed above must be submitted prior to the field trip.
- The time spent while chaperoning field trips may be applied toward service hours.
- Chaperones may not deviate from any guidelines for the trip that have been established by the teacher.
- Chaperones stay in contact with the teacher who is the supervisor and do not leave the group they have been assigned.

### **Participation in Field Trips**

If the parent chooses not to send a child on a field trip, school work will be assigned for the student and counted as a class assignment grade. The student may complete this work at school or at home on the day that the trip is planned. If the child's non-attendance on a field trip is brought about by a school decision, the school will provide the assignment and supervision in another teacher's classroom. If a student misses school on the date of the field trip, the child is counted absent and work will be made up according to the class requirements.

### Field Trip Transportation



Whenever possible, bus transportation will be utilized. **When students ride on a bus for a field trip, they follow the rules outlined under the section on school safety.** The use of private vehicles for a field trip is rarely used except for prekindergarten students who ride *with their own parents* in a booster seat. Private passenger vehicles will not be used for field trips.

Classes may walk or take public transportation to cultural and educational venues on occasion. The mode of transportation will be indicated on the permission form.

### ***VOLUNTEERING WITH CHILDREN***

#### **PROCESS**

Before volunteering with children at Tolton Academy, all adults must have a criminal background check, sign the Code of Conduct and the completed CANTS form, and either have taken Virtus training or are going to take Virtus training in the immediate future. **A step-by-step guide to this process can be found in [Appendix H](#).**

| <b>PARISH/SCHOOL VOLUNTEERS WHO WORK WITH CHILDREN</b> |   |   |
|--|---|---|
| <b>ONLINE CRIMINAL BACKGROUND CHECK</b>                | Complete an online criminal background check application before being accepted as a volunteer. Applicants cannot begin service until the background check approval has been received. | National background check. Re-checks are conducted automatically.   |
| <b>VIRTUS/PROTECTING GOD's CHILDREN</b>                | Attend within 60 days of beginning service. Certificate of attendance kept on site in personnel file.   | One time three hour training for adults. No one under 18 years of age permitted at training. All participants must pre-register online. |
| <b>CODE OF CONDUCT</b>                                 | Read and sign prior to beginning service. <i>Signed acknowledgement form kept on site in personnel file.</i>  | Complete new form if employee moves to new parish/school.   |
|  |   |   |

|  |   |   |
|--|---|---|
| <p><b>CANTS FORM.DEPARTMENT OF CHILDREN &amp; FAMILY SERVICES' CHILD ABUSE AND NEGLECT TRACKING SYSTEM FORM</b></p> <p><b><u>MUST BE DONE ANNUALLY</u></b></p> | <p>Complete form and submit to site prior to beginning service. <i>Copy of complete form kept on site in personnel file. Original mailed to DCFS by the site.</i></p> | <p>To be done annually. Application reviewed by DCFS for abuse and neglect offenses.</p>  |
| <p><b>MANDATED REPORTER TRAINING</b></p>   | <p>Coaches should complete this requirement prior to beginning volunteer service.</p>   | <p>Copy of certificate kept on-site in personnel file. Online training available in English. Live training available in English, Spanish, and Polish.</p> |

### **SAFE ENVIRONMENT PROGRAM (*VIRTUS*)**

#### What Is Virtus?

The Archdiocese of Chicago and over 50 other dioceses across the United States participate in a program to educate teachers, staff, and volunteers, who work with children at both the school and parish levels about the ways in which we can make and maintain a safe and secure environment for our children.

The training educates participants about child abuse and emphasizes prevention, identification, response, and reporting. The purpose of the training is to ensure that the highest codes of conduct are followed and that children who worship, study, or participate in activities in our parishes and schools are continuously protected.

#### Who must be trained?

All teachers, substitute teachers, teacher aides, catechists, school and parish staff must be trained. Additionally parents who are involved directly with children need Virtus training. This includes, but is not limited to, parents who serve as coaches, room parents, field trip chaperones, and those who work at school events such as school parties and Field Day.

#### What is involved in the training?

1. Training will consist of one three hour group session. This is provided throughout the Archdiocese at various locations in the city during the entire year. The dates are noted on the school website and reminders will be announced in the parish and school bulletins.
2. Following the training session, your name and email address will be given to the archdiocese. You must sign on to the diocesan website to register. Click on VIRTUS and sign in and establish a password.
3. You will then have access to the follow-up training program entitled "Virtus." You must read the printed article and answer the question posed at the end. You will receive online informational bulletins, one per month. You are required to read the bulletins and answer the question at the end of each bulletin.
4. Unless you have completed or are regularly completing the online portion of the training, you will NOT be permitted to work or volunteer at Tolton Academy.

### Why *Virtus* Training?

Nothing is more important than the safety and protection of our children. St. Columbanus Parish and Tolton Academy already provides a safe environment and we wish to do everything possible to ensure that we continue to do so. We expect everyone's cooperation and support in this important work.

### ***PARENT—PARISH COVENANT***

As a member of the Catholic Church, parents are required to support the spiritual growth in their children and witness to faith by praying with their child, teaching them to live a moral life, worshiping with them on the weekend, and participating at other spiritual opportunities throughout the year.

The Catholic Church teaches that parents are the first teachers of their children in the ways of faith. Simply put, children first learn the practice of faith at home by the example of their parents. At the appropriate time the parish church assists the parents by providing a more formal catechetical program that helps to educate and form their children in faith.

In no way does the Church envision that the parish is to take over the role of parents and become the primary teacher of children in the ways of faith. In other words, the parents must continue to practice the faith in word and deed. Minimally, practicing the faith means to faithfully worship each Sunday and to live a life that is in concert with the teachings of the Christ.

A Catholic school exists to support and enhance what the parents do in their role as mentioned above. The parish envisions this spiritual covenant between parents and St. Columbanus Church.

## *APPENDIX*

## **APPENDIX A**

### **PARENT AGREEMENT WITH AUGUSTUS TOLTON CATHOLIC ACADEMY**

We understand that all parents whose children attend Augustus Tolton Catholic Academy must be supportive of the school and actively involved. Our involvement is a condition of our child's/children's admission and continued enrollment.

We agree:

1. To participate actively in our child/ren's education. Tolton Academy's educational program requires the joint efforts of teacher, parent, and child. We will help our child/ren succeed in school by helping him/her set aside time to do homework, by encouraging good study habits, and by reviewing with him/her any homework and tests.
2. To attend the Parent-Teacher-Student Conferences held in Fall and Spring and cooperate with suggestions to help our child's/children's progress in school.
3. To read the regular newsletters sent home by email every Friday by the principal, to carefully read any communication from the school, and to comply with any deadlines announced therein, so that our child/ren can participate fully in school programs and activities.
4. To participate in the life of the school especially through various opportunities provided by Tolton Academy staff and teachers..
5. To faithfully observe the policies, rules and regulations of the school and to inform ourselves by carefully reading the Parent Handbook.
6. To foster in our child/ren the Christian values of nonviolence in speech and action. We agree to discourage behavior and language at home and in all social media that does not align with Christian values, to encourage non-violent conduct in our child/ren, and to support the school's efforts to maintain a safe, happy, and non-violent environment. We also agree to model Christian values in our interactions with adults and other children in and around the school building.

7. To help develop self-discipline and a studious demeanor in our child/ren so that he/she and all the other students in school can learn. Disruptive behavior is not acceptable at Tolton Academy. We agree to discuss these standards with our child/ren and to support the school's efforts to maintain a disciplined learning environment.
  
8. To always cooperate with all school staff and show them respect at all times. We agree to always work with the school and be receptive to any feedback that they may have. We agree to respond to any disciplinary notices or phone calls in a manner that will encourage our child's growth and development, and work with the school to remedy these issues.
  
9. To cooperate and comply with the policies outlined in the School Handbook.
  
10. To make tuition payments in full and on time. If a family is delinquent with tuition and/or with Extended Care fees, the child will be excluded from school on the 16<sup>th</sup> day following the scheduled payment. When an outstanding balance is due from a parent, the school may not allow the child to participate in any extra-curricular activity or sport until it is paid in full if the school so chooses.
  
11. To support the fundraising efforts of the school. Families are not required to make a financial contribution, but they should work with the school to support these efforts for the benefit of our students. The description of these fundraisers and other fundraising opportunities are outlined in the Parent Handbook.
  
12. To complete 20 service hours for the benefit of the school and students – or pay \$300 *in lieu of service*. The \$300 will be added to tuition if service hours are not fulfilled.

We sincerely commit ourselves to support the school as outlined above.

\_\_\_\_\_  
 Parent/Legal Guardian Signature Date

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Student

\_\_\_\_\_

## APPENDIX B

### SERVICE HOURS POLICY (Suspended this year)

*“With the support of parents, parishioners, faculty and staff, Augustus Tolton Catholic Academy provides quality Catholic education to students.”*

This support of the school and parish community of Augustus Tolton Catholic Academy and the St. Columbanus Parish has helped to create a special environment for learning and caring community. The majority of our families give of themselves in so many ways. Their example has been an inspiration to others as well as a powerful example to their children. Many have discovered for themselves that "it is in giving that we receive."

Our school is an extension of the ministry of the church. School parents are asked to be active participants in various outreach activities conducted by the school and the parish. Just as in any family, success comes as a result of every member doing his/her part. Therefore, each school family is required to serve a minimum of \_\_\_\_\_ volunteer hours per year. There are many choices for service. Some activities can be completed from home, but most require presence at the school. All of the activities promote an ownership for the success of the school and benefit the children.

You will be asked to log your service hours on \_\_\_\_\_. The various opportunities for each family to give of their time and their talents in order to fulfill the service hour requirement are provided through the principal newsletter, teacher newsletters, and front office messages throughout the year. These opportunities directly support the operation of the school through financial savings.

Each family is different and there are circumstances that prevent some parents from spending time away from home. There are many opportunities to help at home or at school. If a family has been unable to accumulate service hours, it is *their* responsibility to contact the school office before the fourth quarter begins for information about service opportunities.

## APPENDIX C

### TECHNOLOGY

#### KINDERGARTEN TO GRADE 8th GRADE STUDENTS

Before I can use the internet at my school, there are some promises that I need to make to my teacher, my classmates, my parents, and myself. These promises are made to help keep me safe and to make my time on the internet fun, interesting, and educational.

##### When I use a device:

- I promise to ask for help when I do not know what to do.
- I promise to share the device with my classmates and to be helpful if someone needs my help.
- I promise to follow my teacher's directions about using the device.

##### When I use the Internet:

- I promise to learn something new every time I use the Internet.
- I promise to tell my parents about the wonderful things I do on the Internet.
- I promise to stay on the Web pages my teacher shows me and directs me to locate.
- I promise to tell my teacher if I see something inappropriate on the Internet.
- I promise to give credit to the authors of the information I collect for reports.
- I will not copy and paste information for a report and then claim the words as my own writing. (**I will not plagiarize**).
- I will not send email or instant messages at school.

#### GRADES 1-8

Before I can use the internet at my school, there are some promises that I need to make to my teacher, my classmates, my parents, and myself. These promises are made to help keep me safe and to make my time on the internet fun, interesting, and educational. When I use the internet, I promise to:

- Act as a representative of my school, showing everyone that I can act responsibly.
- Tell my teacher or another adult when I see or my group sees something that is inappropriate or makes me feel uncomfortable.
- Follow all of the instructions my teacher gives and stay only in the areas the teacher advises.
- Actively use the information I find on the internet in my learning (projects, reports, discussions).
- Use the internet as a learning tool to help me discover my world. I should know the reason for using the internet for a certain task.
- Treat the people I meet on the internet with respect and never use inappropriate language, pictures, and gestures in any form on the internet.
- Give credit to the source of information when I copy from the internet. I will not take credit for someone else's words. **I will not plagiarize: copy and paste information and claim it as my own words.**
- Share the activities I do on the internet at home. It is important to let my parents/guardians know what I am doing on the internet and why.



- Be aware that there are consequences for choosing not to follow the internet rules.
- While at school, I also agree to not use Instant Messenger, check messages from my home account, access any other person's account or website, or purchase anything.
- I will use the computer only with the teacher's permission and will not change any settings, change or attempt to change any configuration program or password, or download, install and store software on the school computer without the approval of the teacher.

I understand my teacher knows how to keep me safe on the internet, so it is important for me to follow directions. If I find anything on the internet that makes me feel uncomfortable, I will share that with my teacher right away.

I have had the Acceptable Use Policy for Computers and Telecommunications explained to me. I understand its significance and I voluntarily agree to abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked and disciplinary action, and/or appropriate legal action may be taken.

### **PARENTAL CONSENT FORM**

Augustus Tolton Catholic Academy has chosen to permit students access to devices and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Tolton Academy and the Archdiocese do not have total control of the information on the internet. The school uses a screening device to filter inappropriate material, but this is not perfectly effective.

Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child should follow.

As the parent/guardian of the below named student, I have read the Acceptable Use Policy for Computers and Telecommunications ("The Policy") and I have either explained it to my child ("student") or I have assured myself that my child understands it. I understand my own and the student's responsibilities regarding computer hardware, software, and internet access at Augustus Tolton Catholic Academy.

I hereby indemnify and hold harmless the Archdiocese of Chicago and Augustus Tolton Catholic Academy from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

### **GRADES 1-8 TECHNOLOGY POLICY**

Augustus Tolton Catholic Academy recognizes the role technology can play in the educational growth of students. As part of this goal, Tolton Academy will provide students with Google Chromebooks to use during the school day. The purpose of providing Google Chromebooks in the classroom include but are not limited to classroom activities, homework, independent practice, and any other work designated by the teacher. Students should use their Google Chromebook during the instructional day solely to support their education. Students will maintain academic integrity in all their work at all times. It is up to the student to be responsible and aware of their device's use, care, and location.

### Google Chromebook Procedures:

1. Each 1st-8<sup>th</sup> grade homeroom homeroom will have a cart with the Google Chromebooks for the students in this homeroom. Each Chromebook will have a number and each student will be assigned one Chromebook to use during the year.
2. At the beginning of the year, each student and their parent/guardian will sign an agreement for proper Chromebook use. Students will NOT be allowed to use their Tolton Academy Chromebook until this agreement is signed and returned to the student's homeroom teacher.
3. Students must pass an exam about how to responsibly and correctly use a Google Chromebook before using the technology. Students will NOT be allowed to use their Tolton Academy Chromebook until this test is passed.
4. At the end of the year, students will return their Chromebook to the school. They are responsible for the care of their Chromebook so that it lasts the duration of their time at Tolton Academy.
5. Student's families are responsible for any lost, damaged, or broken Chromebooks assigned to their student. They will be charged \$ \_\_150.00\_\_ for a replacement Chromebook. Any fees for lost/damaged/broken Chromebooks will be assessed on FACTS on June 1st after all Chromebooks are checked in at the end of the year.

### Expectations:

1. Students will use appropriate technology only at teachers' discretion. They will use Chromebooks when directed/permitted.
2. No personal devices are to be brought to the classroom, including Kindles and tablets used for independent reading.
3. Students will only use appropriate applications on their Chromebook. **They do not use them for games and/or non-school related tasks and functions.**
4. Students are not to call, text message, email, use social media, or electronically communicate with others from their device, including contacting other students, parents, guardians, friends, and family while at school.

### Enforcement of Unacceptable Device Use

Inappropriate use of a device can include, but is not limited to not meeting the above-mentioned expectations and the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed or posted
- Information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment
- Personal attacks, including prejudicial and discriminatory attacks
- Harassment
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Communication that promote the destruction of property, including the acquisition or creation of weapons or other destructive devices

Any student who does not follow these expectations when using their Chromebook will receive a consequence from the teacher. This could be loss of Chromebook privileges for the rest of the

period. Repeated misuse of Chromebook can result in loss of Chromebook privileges, detention, suspension, and/or a meeting with school administration.

In line with the Catholic values and mission of the school, all content **accessed** should be appropriate and clean content. The classroom teacher will approve web browsing in advance each time.

Specific Usage Terms

- Students may not use any device to record audio or video media of any student or staff member without their permission.
- Students are permitted to access ONLY the school’s network for accessing the internet.
- The school is not liable for the loss, damage, misuse, or theft of a student’s personal device.
- The school reserves the right to monitor, inspect, copy, and review a student’s Chromebook and/or personal device when administration or teacher has reasonable suspicion that a violation has occurred.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and is not tolerated by Tolton Academy.
- Students must be aware of appropriateness of communications.
- The school expressly prohibits use of any devices in the bathrooms or any other private space.
- They may not use devices without expressed teacher/supervisor permission in the cafeteria, gym, library, or in Extended Day.

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I have read this acceptable use policy for technology use at Augustus Tolton Catholic Academy. I understand and accept my responsibilities. I will follow this policy and the other technology policies outlined in the Tolton Academy Parent and Student Handbook. I understand that my child will not be allowed to use an Augustus Tolton Catholic Academy Chromebook until this form is signed and submitted. I understand that I will be assessed a \$\_\_150.00\_\_ fee if the Chromebook is lost, damaged, or broken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Inappropriate Technology Use Documentation Form

This is notifying that your student was inappropriately using technology in **[classroom and teacher]** on **[date here]**. The student did not meet the expectations established in the Tolton Academy Parent and Student Handbook. The student **[describe technology misuse here]**. The student cannot use their device in class again until this form has been signed and returned. Your student will still be expected to complete all of their classroom assignments and will be provided the materials to do so without technology. Please acknowledge that you've received notification of this incident by discussing this with your child and responding to this message. Please refer to the Parent Handbook to review the policies for Chromebook and personal device usage at Augustus Tolton Catholic Academy.

Sincerely,  
**[Teacher's name here]**

**APPENDIX D**

**UNIFORM DRESS CODE FOR BOYS AND GIRLS**

| <b>DRESS</b>         | <b>CODE</b>  | <b>UNACCEPTABLE</b>   |
|----------------------|--|---|
| <b>SWEATSHIRT</b>    | Tolton Academy sweatshirt with the ATCA logo<br><br>Spirit Wear Fleece   | <ul style="list-style-type: none"> <li>• Anything other than ATCA style</li> <li>• Hooded sweatshirts or zip jackets in any other color or with any other logo than ATCA</li> </ul>                                       |
| <b>SWEATER</b>       | Solid burgundy or black pullover with sleeves, vest, or a cardigan sweater<br><br>School logo is allowable but not necessary.  | <ul style="list-style-type: none"> <li>• Any color or design other than a solid burgundy or black sweater.</li> </ul>   |
| <b>GYM UNIFORM</b>   | Tolton Academy t-shirt or sweatshirt and ATCA gym shorts or sweatpants depending on the weather<br><br>ATCA spirit t-shirts are permitted  | <ul style="list-style-type: none"> <li>• Other pants, shorts, or shirts than indicated</li> <li>• Any non-ATCA athletic wear underneath ATCA gym uniforms</li> </ul>  |
| <b>SHOES FOR GYM</b> | Only athletic shoes worn with socks; laces must be securely tied<br><br>Any color gym shoe may be worn on PE days  | <ul style="list-style-type: none"> <li>• Any shoe that is not an athletic shoe,</li> <li>• Shoe is not securely tied, or worn without socks</li> </ul>  |
| <b>JEWELRY</b>       | Limited to a wristwatch a simple gold or silver chain necklace; chains must not be longer than 18” and crosses must be very small<br><br>One pair of stud earrings are allowed in the ears<br><br>No more than one small ring per hand | <ul style="list-style-type: none"> <li>• Hoop earrings or any face jewelry</li> <li>• Wristbands, chokers, or longer, colorful, or distracting jewelry</li> </ul>   |
| <b>HAIR</b>          | Hair is to be neat, clean, and well-groomed.<br><br>It must be of a natural hue and all dye/highlights removed by the first day of school.   | <ul style="list-style-type: none"> <li>• Extreme or distracting hair styles</li> <li>• Any non-natural coloring (ex: red, blue, purple)</li> <li>• Students should not bring any hair grooming items with them</li> </ul> |

|                            |   |   |
|----------------------------|---|---|
|                            | Hair may not hang in the eyes or obscure eyesight.  | <ul style="list-style-type: none"> <li>• Bandanas or decorative headbands</li> </ul>  |
| <b>MAKE UP</b>             | Not permitted at any time.  | <ul style="list-style-type: none"> <li>• All makeup</li> </ul>  |
| <b>NAILS</b>               | <p>Groomed neatly; only clear nail polish or one solid color is permitted</p> <p>Nails may not be longer than the tip of the finger</p> | <ul style="list-style-type: none"> <li>• Artificial nails, extreme lengths, designs, or glitter <ul style="list-style-type: none"> <li>• Acrylic nails</li> </ul> </li> </ul> |
| <b>HATS, CAPS, SCARVES</b> | Worn at recess only   | <ul style="list-style-type: none"> <li>• Hats worn inside</li> </ul>  |

## UNIFORM DRESS CODE FOR BOYS

| DRESS   | CODE   | UNACCEPTABLE  |
|---|--|---|
| <b>SHIRTS</b>   | <p>Burgundy or black oxford/broadcloth shirt or burgundy or black polo shirt with collar</p> <p>Shirts must be tucked inside the pants for Grades 1-8</p> <p>Undershirts are solid white</p>   | <ul style="list-style-type: none"> <li>• T-shirts worn under the uniform shirt that are not solid white or have a design.</li> <li>• Spirit Wear t-shirts</li> </ul>  |
| <b>SHORTS<br/>(optional for<br/>Aug, Sept, May,<br/>&amp; June)</b> | <p>Khaki walking shorts with or without a cuff and no pockets on pant legs (uniform vendor style)</p>  | <ul style="list-style-type: none"> <li>• Any shorts other than uniform shorts</li> <li>• Spandex-type shorts</li> <li>• Rolled up pant leg</li> </ul>   |
| <b>PANTS/<br/>SLACKS</b>  | <p>Khaki dress pants with optional elastic back; They may be twill zip front or corduroy zip front.</p> <p>Pants must fit to the waist and not hang low.</p> <p>Must be Khaki</p>  | <ul style="list-style-type: none"> <li>• 100% cotton or denim pants</li> <li>• Pants with contrasting, stitching, metal studs, or rivets</li> <li>• Dockers brand or any brand that fades from dark navy</li> </ul>   |
| <b>BELTS</b>  | <p>Solid black, or dark brown with a small buckle must be worn with all pants and shorts in grades 1-8</p>   | <ul style="list-style-type: none"> <li>• Any color other than solid navy, black, or dark brown                             <ul style="list-style-type: none"> <li>• Cinch belts</li> </ul> </li> <li>• Large, decorative buckles</li> </ul>   |
| <b>SHOES</b>  | <p>Preferred is a low top solid black or low top solid white athletic shoe with black or white laces; Black, or dark brown dress shoes are an option</p> <p>Laces must be securely tied.</p> <p>Shoes are always worn with socks</p> <p>Snow boots are only worn outside</p> | <ul style="list-style-type: none"> <li>• Slippers, flip-flops, jellies, croc shoes, sandals, platforms, open-toed, backless shoes</li> <li>• Hiking boots, combat boots, dress boots, cleats, or steel-toed shoes/boots</li> <li>• Athletic shoes with sparkle lights or with colored laces</li> <li>• Snow boots when indoors</li> </ul> |
| <b>SOCKS</b>  | <p>Solid black, or white socks</p> <p>Socks must extend above the shoe.</p>  | <ul style="list-style-type: none"> <li>• “No show” socks – footie socks that slip into the shoe</li> <li>• Other colors or anything not a solid color</li> </ul>  |

## UNIFORM DRESS CODE FOR GIRLS

| DRESS | CODE | UNACCEPTABLE |
|-------|------|--------------|
|-------|------|--------------|

|  |   |   |
|--|---|---|
| <p><b>BLOUSES &amp; SHIRTS</b></p>                                 | <p>White tailored blouse (no frills) with short or long-sleeves and peter pan or open collar or burgundy or black polo shirt</p> <p>Shirts must be tucked in for Grades 1-8</p> <p>Undergarments are solid white</p>  | <ul style="list-style-type: none"> <li>• Lace or scalloped collars</li> <li>• T-shirts and underwear worn under the uniform shirt other than solid white</li> <li>• Spirit Wear t-shirts</li> </ul>   |
| <p><b>SHORTS</b><br/>(optional for Aug, Sept, May, &amp; June)</p> | <p>Solid khaki walking shorts with or without a cuff and no pockets on pant legs (uniform vendor style)</p> <p>The shorts are no shorter than fingertip length.</p>   | <ul style="list-style-type: none"> <li>• Any shorts other than uniform shorts</li> <li>• Spandex-type shorts</li> <li>• Rolled up pant leg</li> <li>• Shorts that are shorter than fingertip length</li> </ul>  |
| <p><b>PANTS/ SLACKS</b></p>  | <p>Khaki dress pants with flat or pleated front; They may be twill zip front, elastic back, or corduroy zip front.</p> <p>Pants must fit to the waist and not hang low.</p> <p>Must be Khaki</p>  | <ul style="list-style-type: none"> <li>• 100% cotton or denim pants</li> <li>• Pants with contrasting, stitching, metal studs, or rivets</li> <li>• Dockers brand or any brand that fades from dark navy</li> </ul>   |
| <p><b>BELTS</b></p>  | <p>Solid black, or dark brown with a small buckle must be worn with all pants and shorts in grades 1-8</p>  | <ul style="list-style-type: none"> <li>• Any color other than solid navy, black, or dark brown <ul style="list-style-type: none"> <li>• Cinch belts</li> </ul> </li> <li>• Large, decorative buckles</li> </ul>   |
| <p><b>JUMPER/ SKIRT</b></p>  | <p>The jumper and skirt are burgundy, black, and white plaid. They may not be shorter than 2 inches above the knee.</p>   | <ul style="list-style-type: none"> <li>• Jumper or skirt not in ATCA uniform plaid design</li> </ul>  |
| <p><b>SHOES</b></p>  | <p>Low top solid black or low top solid white athletic shoe with black or white laces; Black, or dark brown dress shoes are an option</p> <p>Laces must be securely tied.</p> <p>Shoes are always worn with socks</p> <p>Snow boots are only worn outside</p> | <ul style="list-style-type: none"> <li>• Slippers, flip-flops, jellies, croc shoes, sandals, platforms, open-toed, backless shoes</li> <li>• Hiking boots, combat boots, dress boots, cleats, or steel-toed shoes/boots</li> <li>• Athletic shoes sparkle lights, or with colored laces</li> <li>• Snow boots when indoors</li> <li>• Dress shoes with a heel taller than 1.5 inches</li> </ul> |
| <p><b>SOCKS</b></p>  | <p>Solid black, or white tights, leggings, knee socks, or anklet socks that extend above the shoe</p> <p>Tights and anklets worn together must be the same color.</p>   | <ul style="list-style-type: none"> <li>• “No show” socks – footie socks that slip into the shoe</li> <li>• Other colors or anything not a solid color</li> <li>• Anklet frills or other colors on socks</li> </ul>  |



**PURCHASE OF SCHOOL UNIFORMS**

There are three resources for ordering school uniforms or gym uniforms. They include

- **Schoolbelles** 79<sup>th</sup> & Harlem at the Bridgeview Court Plaza, Bridgeview, IL 60455; 708-598-8008.

**SPECIAL NON-UNIFORM DAYS: School Spirit Days, *Out of Uni Day*, Dress Down Days**

**SCHOOL SPIRIT DAYS**

School Spirit Days are held on a designated day. These days are a special privilege for everyone at school. On School Spirit Days, the students may choose to wear either Spirit Wear or the designated school uniform. The following chart outlines the parameters of the non-uniform day.

| <b>SCHOOL SPIRIT DAY</b> | <b>SPIRIT WEAR</b>  | <b>ALTERNATIVES</b>                                | <b>UNACCEPTABLE</b>   |
|--------------------------|---|--|---|
| <b>Shirt</b>             | Official ATCA Spirit Wear T-shirts, gym T-shirts, ATCA sweatshirts.                             | <u>Solid</u> , plain burgundy or black tee shirts. | Sweatshirts or Tee-shirts with a design, sports insignia, or other logos.   |
| <b>Pants/slacks</b>      | Official ATCA gym sweatpants, Spirit Wear sweats, or jeans that are either blue, black, or gray | School pants.                                      | Sweatpants or warm-up pants with sports logos. Torn, oversized or low-cut jeans. School Sports Uniforms. Any other color jeans. |
| <b>Shorts</b>            | Official ATCA gym shorts  | School shorts.                                     | Jeans shorts or any other style. School Sports Uniforms   |

**CONSEQUENCES FOR NONCOMPLIANCE ON SCHOOL SPIRIT DAYS**

Students who do not wear the school uniform or school spirit wear on Spirit Day will call home to get the acceptable clothing. If there is no opportunity for the correct clothes to be brought to school, the student loses the next School Spirit Day privilege. Students may wear school uniforms on School Spirit Days as an option.

**O.O.U. DAYS**

For special occasions or as a reward, the principal may declare a O.O.U. Day or *Dress Down Day*. O.O.U. stands for **Out Of Uniform**. Students may come to school out of uniform on this day. Their clothing must be appropriate for a Catholic School—modest and properly worn.

In order to take advantage of this special permission, the student must submit a school issued O.O.U. Card signed by the principal or assistant principal. O.O.U. cards may not be used on days with Mass. The privilege of using a O.O.U. card can be used on all other days, unless specifically stated otherwise by the principal. Students may use O.O.U. cards on gym days; however they must still participate in all of the gym activities

O.O.U. Day clothing is never permitted on a School Spirit Day or on a field trip day.

**O.O.U. cards received expire at the end of the school year.** O.O.U. Students may return O.O.U. cards that they do not intend to use to the school office. O.O.U. **cards cannot be transferred to another student.**

| <b>Out Of Uniform O.O.U.&gt;</b> | <b>ACCEPTABLE</b>   | <b>ALTERNATIVE S</b>  | <b>UNACCEPTABLE</b>  |
|----------------------------------|---|---|--|
| <b>Shirt</b>                     | Non-uniform shirts/tops or Official ATCA Spirit Wear T-shirts or sweatshirts. Clothing must be neat and modest. | Shirts or sweatshirts with religious symbols, sports names, vacation areas, and clothing brand names. | Sweatshirts or t-shirts with smoking, alcohol or beer ads, derogatory remarks, or gang symbols/names. Shirts that are low-cut, tight, mesh, cut-off. |
| <b>Pants/slacks</b>              | Jeans or slacks, capri pants, official ATCA Spirit Wear sweatpants. Clothing must be neat and modest.           | School pants or dress pants. Girls may wear modest skirts or dresses.                                 | Jeans that are torn, too tight, oversized or low-cut; skirts that are shorter than 2 inches above the knee.  |
| <b>Shorts</b>                    | ATCA school shorts may be worn in August through September and May to June. Clothing must be neat and modest.   |   | Jeans shorts, capris, or any other style shorts than the uniform shorts are unacceptable.  |
| <b>Miscellaneous</b>             | <b>Nail polish</b> is acceptable for girls following the regular guidelines.                                    |   | Makeup is <b>Un</b> acceptable.  |

### **CONSEQUENCES FOR NONCOMPLIANCE ON O.O.U. DAYS**

Students who do not wear the correct clothing for their O.O.U. Day will call home to get the acceptable clothing. If there is no opportunity for the correct clothes to be brought to school, the student loses the next O.O.U. Day privilege. If an alternative school uniform is available in the used Uniform closet, this will be worn as an alternative.

### **DRESS DOWN DAYS**

A Dress Down Day is optional and students may choose to wear a school uniform instead of dress down clothes. On *Dress-Down Days*, no special card is required as it is for O.O.U. cards.

## APPENDIX E

### ASBESTOS INFORMATION LETTER

#### AUGUSTUS TOLTON CATHOLIC ACADEMY

DATE: **Fall 2020**  
TO: Parents, Teachers and all other School Employees  
FROM: Andrew Jahnke, Principal  
RE: Notification Letter Concerning Asbestos Content & Management Plan for our School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act. (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Our school has been regularly inspected and some asbestos containing materials were identified in our building but they are encapsulated and maintained. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Our school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at our school office for review if you so desire.

Sincerely,

Andrew Jahnke  
Principal

APPENDIX F

FIELD TRIP PERMISSION FORM (Suspended this year)

Dear Parent or Legal Guardian,

Your child is eligible to participate in a school-sponsored field trip requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of \_\_\_\_\_ and other chaperones.

- DATE -
- EVENT -
- LEAVING (time)
- RETURNING (time)
- TRANSPORTATION -
- COST -

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

Sincerely yours,

-----  
Please complete and return this form along with any money that is due to school by

\_\_\_\_\_  
(date)

I hereby request that my child, \_\_\_\_\_, participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee (or adult volunteer) on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

**Educational Purpose of this Field Trip**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**\_\_\_\_\_ please consider choosing me to be a chaperon. I have completed all volunteer requirements, including VIRTUS training. If I am chosen to chaperon, I understand that I will park my car ALONG THE FENCE in the parking lot while I am on the trip.**

## APPENDIX G

### PARENT/GUARDIAN VOLUNTEER REQUIREMENTS

Listed below are the specific instructions to fulfill requirements to be a Volunteer at the school and parish, as directed by the Archdiocesan Office of the Protection of Children and Youth. Unless a person has completed the entire application, they cannot volunteer at Tolton Academy, and attendance of Virtus training is necessary within the first two months of volunteering.

- **The Criminal Background check must be done first and does not have to be repeated.**
- **The CANTS Form must be submitted on a yearly basis.**
- **The remaining requirements are done just once.**

Go to [www.archchicago.org](http://www.archchicago.org)

Click on Protecting Children (In the left-hand menu listing)

- Then click on **Background Screening** (in the left-hand menu)-
- Click on **Compliance for Clergy, Employees & Volunteers** (in the left hand menu)
- Find **Criminal Background Screening** paragraph, at the end there is a link that will take you to **Criminal Background Screening Online Application**
- *To complete this form use Access Code “Protection” & Choose Site: “Augustus Tolton Catholic Academy”*
- Follow the instructions and submit your information.
- There is a checklist on your Main Application page and when you have completed an area of the application, a Green check mark will appear next to that item. All items not completed will have a Red X indicating those items must be addressed.
- **The Code of Conduct Form** is on this list and can be printed so that you can complete, sign and submit it to the school office.
- **The CANTS Form** is also on this list and can be printed so that you can complete, sign and submit it to the school office. This form must be re-submitted each year that you volunteer at Tolton Academy. After these forms have been submitted, the application is completed.

#### **VIRTUS training is a requirement that must be fulfilled**

- You must register online to attend a workshop at [www.virtusonline.org](http://www.virtusonline.org). You can read more about this requirement under the Protecting Children link at [www.archchicago.org](http://www.archchicago.org)
- VIRTUS training needs to be completed within 2 months of beginning as a volunteer and Monthly VIRTUS online readings are required and reported to the school.
- VIRTUS Training Workshops are offered at many locations within the Archdiocese as you will see on their website. You can register at any one of them - whichever location, date, and time suits your schedule better.
- **Note:** If you have attended VIRTUS training in another diocese or at a different school, please call 888-847-8870 to ask that your VIRTUS registration be transferred to the Archdiocese of Chicago and mention your current school. Please give a copy of your VIRTUS Certificate to the School Office. *If you have any problems, Please contact the School Office – 773-667-1142*

## APPENDIX I

### AUGUSTUS TOLTON CATHOLIC ACADEMY FUNDRAISING POLICY

Augustus Tolton Catholic Academy is grateful to have the support of current families, alumni, parishioners, and friends who want our students to have the best educational program possible. The Advancement team at Tolton Academy is committed to making sure that our school gets the resources it needs most. In order to run the most efficient Advancement program possible, we ask that you please contact the Principal regarding any efforts connected to fundraising for Augustus Tolton Catholic Academy.

- Augustus Tolton Catholic Academy welcomes expressions of interest and financial support, solicited or unsolicited, regardless of size or form, from any individual, family, business, corporation, foundation or similar source.
- The Executive Director and the Principal are available to meet with any prospective donor(s) and their financial advisors, without obligation, to discuss areas of interest, the plans of Augustus Tolton Catholic Academy, types of gift commitments, options for payment, etc. so as to provide every possible assistance to a prospective donor.
- Although representatives of Augustus Tolton Catholic Academy will provide all appropriate assistance, the ultimate responsibility regarding asset evaluations, tax deductibility, and/or similar federal, state and/or local legal compliance rests with the donor(s).
- No volunteer or member of the faculty and staff acting in the name of Augustus Tolton Catholic Academy will contact a prospective donor or solicit a gift or service without the expressed permission of the Principal.
- The Executive Director and the Principal will meet regularly to discuss solicitation and stewardship plans for major donors.
- Group solicitations require the approval of the Principal.
- Requests for mailing lists to alumni, parents or other donors require the approval of the Principal.
- All special events, outside of the normal schedule of school events, which raise funds for the benefit of Augustus Tolton Catholic Academy require prior approval of the Principal.
- Solicited gifts to Augustus Tolton Catholic Academy may take the form of one, or a combination, of the following:
  - Cash
  - Checks made payable to: “Augustus Tolton Catholic Academy”
  - Matching gifts
  - Monthly and multi-year pledges
  - Marketable securities
  - Closely held stock and non-marketable securities
  - Real Estate and other Tangible Personal Property
  - Paid-in-full insurance policies with cash values
  - Corporate Gifts

- Gifts-in-kind
- Gifts of Services
- Deferred or planned gifts including:
  - Trusts
  - Annuities
  - Insurance policies
  - Gifts of residence, with or without a retained life interest
  - Charitable remainder unitrust
  - Charitable remainder annuity trust
  - Bequests
- Gifts will be accepted by Augustus Tolton Catholic Academy, provided they are considered consistent with Augustus Tolton Catholic Academy's mission, goals, and objectives. All proposed gifts, gifts-in-kind (equipment, art objects, real estate, etc.) and restricted gifts will be reviewed by the Director of Advancement and the Principal.
  - A gift may be deemed unacceptable if it:
    - Is not conducive to the best interest of Augustus Tolton Catholic Academy
    - Is in contravention of applicable Federal or State laws or school policies
    - Is clearly a commercial endeavor for the sole benefit of the donor
    - Presents an unreasonable or unacceptable degree of risk due to environmental or health/safety issues
    - Is hampered by restrictions to the extent that usefulness and desirability are affected
    - Would obligate Augustus Tolton Catholic Academy to undertake responsibilities, financial or otherwise, which it feels are inappropriate or onerous
  - Augustus Tolton Catholic Academy reserves the right to refuse such gifts or to counsel the donor to remove or modify the restrictions or terms and conditions of the gift.
- The Principal or their designees may accept gifts on behalf of Augustus Tolton Catholic Academy. Formal recognition of a received gift is completed with the presentation of a receipt or formal acknowledgement.