

# **BRIDGEPORT CATHOLIC ACADEMY HANDBOOK**

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## **OVERVIEW**

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## **AMENDMENT TO THE HANDBOOK**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

### **Parish Mission Statement**

We, at All Saints/Saint Anthony and Nativity of Our Lord, are Gospel-based Catholic communities that truly strive through worship, ministry and service to live, grow and be challenged by the message of Jesus Christ.

### **School Mission Statement**

The mission statement of Bridgeport Catholic Academy is to help students understand and affirm that the Gospel is the heart of teaching, to personalize education and to celebrate diversity. We do this in conjunction with the parent the primary educator, who we feel is the most significant partner in Catholic education. Our mission calls us to provide the groundwork in developing competent, productive, lifelong learners and responsible citizens for the 21<sup>st</sup> century.

### **Philosophy**

We, at Bridgeport Catholic Academy, believe that the purpose of education is to create a Christian community where students and teachers are stimulated to learn, think, share, and develop individual skills. Our goal is to become useful productive, and active members of an ever-changing society

## **BRIDGEPORT CATHOLIC ACADEMY** **MUTUAL AGREEMENT CONTRACT**

We, as parents and staff:

- Acknowledge the importance and value of Catholic education and spiritual formation through prayer and Christian example.
- Agree to weekly attendance at the celebration of the Mass
- Give active witness to our Catholic faith by our daily teaching and living.

### **SCHOOL COMMITMENT**

We, as staff understand that parents are the primary educators of a child and should be given respect for their commitment to a child's growth and development. In the spirit of that belief, we will:

- Use appropriate language in all parent and student interactions; understand that verbal abuse of another person is not Christian and never acceptable: agree to disagree respectfully.
- Respond to parent letters and phone calls in a timely manner- invite parental participation and maintain open communication
- Prepare classes in order to attain curriculum objectives and help each child to be successful.
- Provide a safe and caring environment.
- Carry out disciplinary measures within the guidelines and mission of our Catholic faith.

### **PARENT COMMITMENT**

We, as parents, understand that teachers are professionals and should be given respect for their training, experience, and commitment to the education of our children. In the spirit of that belief, we will:

- Use appropriate language in all parent, teacher and staff interactions; understand that verbal abuse of another person is not Christian and never acceptable: agree to disagree respectfully.
- Communicate directly with the teacher to resolve conflicts or concerns
- Understand that an unscheduled visit to a teacher will not be accommodated: an appointment must be made in advance to enable a teacher to spend quality time with a parent to resolve any concerns
- Support academic and disciplinary policies as stated in the handbook and by the individual teacher.

## **STATEMENT OF EXPECTATIONS**

Bridgeport Catholic Academy seeks to provide a Christian environment in which all students can develop spiritually, academically, and socially. It is important to realize that our school is an integral part of our parish's faith community. As such, certain responsibilities are expected of families who enroll their children in Bridgeport Catholic Academy. The following Statement of Expectations has been developed:

All Catholic families with children in Bridgeport Catholic Academy are expected to be active and participating members of their parishes and school community.

Each family will:

- Maintain Christian values in the home.
- Participate at Mass, in the sacramental life of their parish, and support their parish with consistent use of Sunday envelopes. This practice will be evaluated periodically by sponsoring parish.
- Participate in school activities, attend all parent conferences and abide by the rules set forth in the handbook.
- Pay tuition and fees on time.

## **SCHOOL SUPPORT AGREEMENT**

### **GENERAL CONDITIONS**

In accordance with the Archdiocese of Chicago the following conditions pertain to the financing of the current school year:

Financial obligations to school must be current before a child can begin the school year. If tuition payment or other financial obligations are not current, registration will not take place. Registration fees and all other fees are non-refundable. Tuition refunds for a student leaving before the end of the month will be made on a pro-rated basis.

Fundraising is a necessary component of the school budget. Each family has a minimum fundraising obligation listed as part of the agreement signed in August. There are fundraising events throughout the year available to help you meet this obligation.

Bill Payment Day fees must be paid and the school contract signed before the school year begins. Tuition payments are due on the 18th of each month, September through April. Tuition payments made after the 18th of the month are subject to a late penalty charge as stated on the schedule unless arrangements have been made with the office. The first tuition payment must be paid on or before Bill Payment Day. Final tuition payment is due May 1st. Official school records will not be transferred to any school until financial obligations are met or arrangements are made with the office.

## **SCHOOL TUITION POLICY**

Tuition subsidies are granted based on an active supporting parishioner's status.

Rates for **active** supporting parishioners are lower due to the parish's subsidy paid to the school by the sponsoring parish on behalf of the parishioner family.

Active supporting parishioners are expected to follow the Third Commandment by regularly attending Mass on weekends with their families. This is an important way for parents to reinforce on weekends the Christian values instilled in our students during the week.

Ultimately, a family's "Parishioner" status is determined by their pastor. What is important is the family's practice of their faith, not their amount of support to the sponsoring parish. Empty envelopes may be returned by families experiencing financial difficulties.

In grade levels where waiting lists exist, priority will be given to registered/supporting families of All Saints/St. Anthony and Nativity of Our Lord parishes.

If there are any questions regarding this issue the sponsoring pastor should be contacted.

### **Requirements of Registered/Supporting Parish Families**

- Regular and consistent participation at Sunday Mass throughout the year
- Participation in parish life: activities, ministries, organizations.
- Regular and consistent use of church offering envelopes throughout the year.

## **School Organizations**

### **School Board**

The Bridgeport Catholic Academy School Board acts in an advisory role to the pastors and principal. The board develops, proposes and adopts policies that govern the operation of the school. The board collaborates with the pastors in hiring and evaluating the principal, preparation of the budget, determining sources of funds for the school, promotion of the school, and communicating with parishioners and school parents while working closely with the pastors and principal.

### **Home and School Association**

The Home and School Association is an organization board whose purpose is to be an information link between the school and our families. The Home and School Association also provides opportunities for teachers, parents and children to interact through activities designed to have fun together and build school spirit.

### **Sports Committee**

The Sports Committee provides a sports program as an extension of the Bridgeport Catholic Academy academic program. This program is meant to enhance the educational opportunities provided by the school. Students will learn the fundamentals of each sport and be given the opportunity to develop strong healthy minds and bodies. Students will also develop a sense of good sportsmanship, fair play and team spirit.

## ADMISSION, RECORDS, AND POLICIES

Admission

Admission Policy

AIDS

Custody Issues

Directory Information

Electronic Equipment

Equal Employment Opportunities

Parent Access to Records

School Visitation Right Act

Tardiness

Technology Acceptable Use Policy

Transfer Students

Vacation

## **ADMISSION**

Bridgeport Catholic Academy is operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago. Our school admits students of any race, gender, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school.

Bridgeport Catholic Academy has a non-discrimination policy. Our school does not discriminate on the basis of gender, race, nationality, and ethnic origin in the administration of educational policies, admissions policies, and loan programs athletic or other related programs. All students attending Bridgeport Catholic Academy must participate in religion instruction and activities pertaining to the Catholic faith.

## **ADMISSION POLICY**

### **Currently - Enrolled School Families**

Priority will be granted to families with children currently enrolled in Bridgeport Catholic Academy in grades pre-kindergarten through eight.

### **Registered/Supporting Parish Families**

Priority is also granted to Catholic children of registered/supporting members of All Saints/Saint Anthony and Nativity of Our Lord Parish.

### **Non-registered/Non-Supporting Families**

Third priority will be granted to Catholic children belonging to parishes other than All Saints/Saint Anthony and Nativity of Our Lord.

Fourth priority shall be granted to non-Catholic children.

### **Age of Admission**

A child entering Bridgeport Catholic Academy must be in compliance with requirements of the State of Illinois regarding age admission.

**3-Year old Pre-Kindergarten** -Child must be three years old by September 1

**4-Year old Pre-Kindergarten**-Child must be four years old by September 1

**Kindergarten**-Child must be five years old by September 1.

## **AIDS POLICY**

Bridgeport Catholic Academy follows the Archdiocesan policy with regards to AIDS virus students. Any student with AIDS will not be denied entrance into School.

### **CUSTODY ISSUES**

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school will release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody.

The school abides by the provisions of the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT with regard to parents' rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to their children's school records.

Parents who have obtained special court orders in regard to the custody of their children are requested to provide the school with a copy of the custodial court order.

### **DIRECTORY INFORMATION**

The following information of Bridgeport Catholic Academy is considered Directory Information: legal name, address, telephone number, birthday, and place of birth participation in school activities, dates of attendance, awards received and student's photograph. This type of information may be used in yearbooks honor rolls, school directories, school website, and other publications. If a parent does not wish this information to be released, notification must be filed at the office at the beginning of the school year.

### **ELECTRONIC EQUIPMENT**

In order to maintain a quiet and orderly environment, a student is **NOT** allowed to use any type of electronic device while in school. This includes after school activities. These devices are to be off and in the student's school bag. Any student violating this policy will have his/her electronic device confiscated. A parent will be required to pick up the device at the school office.

### **EQUAL EMPLOYMENT OPPORTUNITIES**

It is the policy of Bridgeport Catholic Academy to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of such individual's race color, sex, national origin, age, military discharge, marital status mental or physical handicap unrelated to ability to perform the duties of the position. This policy shall be interpreted consistently with the religious mission and teaching of the Catholic Church.

## **PARENT ACCESS TO RECORDS**

The Archdiocese of Chicago has adopted the Guidelines for School Records. These guidelines describe your rights to your child's records maintained by the Archdiocese of Chicago Catholic Schools.

These rights include:

- Right to inspect: Following local school procedures, you have the right to look at all of your child's permanent record.
- Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure, the information is Directory Information which you have not requested to keep confidential, or the request of the information meets one of the limited circumstances described in the guidelines.
- Right to request correction: You have the right to present evidence to the school to amend any part of your child's record, which you believe to be inaccurate, misleading, or otherwise in violation of the student's rights. If the school decides not to change the record, you may insert an explanation into the record.

A parent or an eligible student who wishes to inspect Education Records shall submit a written request to the principal. This request shall identify as precisely as possible the Education Record or Records he/she wishes to inspect.

The principal will respond to a request within a reasonable amount of time not to exceed forty-five (45) days after it is received.

## **SCHOOL VISITATION RIGHTS ACT**

The School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

## **TARDINESS**

A student is considered tardy when morning announcements begin. This time is stated at the beginning of the school year. A student receives a tardy slip at the office before proceeding to class. A lower grade student will be required to make up the time at recess after three tardies. An upper grade student will receive a detention after three tardies.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians and each student will sign an agreement ensuring proper use of the computers.

## **TRANSFER STUDENTS**

A student who transfers into Bridgeport Catholic Academy from another school will be on probation for the first quarter. It will be determined after that time if the student will be given full student status. If the student fails to receive full student status he/she will be asked to leave.

## **VACATION**

Family vacations are **STRONGLY DISCOURAGED** during the school year. A parent planning a vacation should discuss the matter with the teacher. A student is responsible for making up all class work upon returning to school.

## **SCHOOL SAFETY**

Arrival and Dismissal Procedures

Asbestos Plan

Classroom Treats

Criminal Background Check

Emergency Drills

Field Trips

Personal Safety and Drug Programs

Student Safety Patrol

Student Supervision

Visitors' Sign-In

### **ARRIVAL AND DISMISSAL PROCEDURES**

Arrival and Dismissal procedures are posted on the website. The safety of our students is always our greatest concern. **NO DOUBLE PARKING OR JAY WALKING IS EVER ALLOWED.**

### **ASBESTOS PLAN**

A copy of the three-year inspection report and the management plan is on file at the Administration Office, 155 East Superior Street, Chicago, Illinois, and at the school office for review.

### **CLASSROOM TREATS**

A teacher should be notified when a special lunch or treat is coming to school. Any item should be left at the office.

### **CRIMINAL BACKGROUND CHECK**

The State of Illinois and the Archdiocese of Chicago require that all volunteers fill out a form giving their consent for a background check before any volunteer assistance can begin. The form can be obtained from the school office and must be completed by the first week of October. In addition, all volunteers are requested to meet the requirements for Protecting God's Children. These sessions are offered throughout the year by the Archdiocese of Chicago.

### **EMERGENCY DRILLS**

Fire and tornado drills are held regularly in conjunction with local agencies. A Crisis Management Plan insures that in special cases of emergency proper procedures will be followed.

### **FIELD TRIPS**

Field trips are encouraged at all grade levels throughout the school year. A parent signs a permission slip at the beginning of the school which allows a student to attend a field trip or walk to off-school sites. A student may be denied the privilege of attending a field trip because of academic or behavioral concerns. When a student does not participate on a field trip, an alternative plan will be made for the student. No refunds can be made, if a student is not able to attend.

## **DRUG AND PERSONAL SAFETY PROGRAMS**

The D.A.R.E (Drug Awareness Resisted Education) and the G.R.E.A.T (Gang Resistance Education and Training) programs are offered through the Chicago Police Department and its affiliates.

## **STUDENT PATROL**

A parent is responsible for the safety of a child traveling to and from school. The student patrol assists with arrival and dismissal. By providing this service, Bridgeport Catholic Academy and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to circumstances beyond the control of the school, when a patrol student is not on duty.

## **STUDENT SUPERVISION**

There is no outdoor staff supervision provided before or after school. The use of the school grounds is prohibited by students on non-school days without parental supervision. Your cooperation is necessary.

## **VISITORS' SIGN IN**

All visitors and parents must enter through the main entrance and sign in at the office. No one is allowed to go into a classroom, or to get a child before dismissal without making prior arrangements with the office.

No adult, at any time, has permission to confront a child with regard to a personal issue; i.e. problems between two students. All matters should be referred to the staff.

Whenever any item, including lunch, is dropped off at school, the item must be left in the office. A staff member will bring it to the child.

## **MEDICAL AND EMERGENCY INFORMATION**

Attendance

Child Abuse and Neglect Reporting

Emergency Information

Excuse from Physical Education

General Health

Medication

Sexual Harassment Regulation

Student Insurance

Vision and Hearing Testing

## ATTENDANCE

It is important that a student be regular and punctual in attendance. If it is necessary for a student to be absent, the following procedures are to be followed:

- A parent is expected to phone the school office anytime before 7:00 a.m., and report their child's absence; an answering machine is available before and after regular school hours for your convenience.
- A request for homework should be made at the same time the absence is reported.
- Missed assignments may be made up when a child returns to school.
- A doctor's note is required when a child has been absent for three or more consecutive days.
- A student who is absent from school on a given day may not participate in extracurricular sports or activities on that day without the principal's permission.
- A student who is absent more than thirty (30) days will be required to attend summer school.

## CHILD ABUSE AND NEGLECT REPORTING

Under Illinois law, school personnel are required to report suspected physical and sexual abuse and neglect. Neglect includes failure to provide necessary food, shelter, medical care and school attendance. A report is made to the Department of Children and Family Services (DCFS). A person from this department may follow up a call by visiting the child's home. At times, a child may be asked for information at school. Anyone suspecting abuse or neglect must call the 24 hour DCFS Hotline (1-800-252-2873).

## EMERGENCY INFORMATION FORM

Parents are requested to list **ONLY** relatives, friends, or neighbors **WHO RESIDE IN OR AROUND** the home area on the Emergency Information Form. If possible a person should live within twenty minutes of school.

Each family must have an Emergency Information Form on file in the office; any changes, especially phone numbers, should be reported to the school immediately.

## **EXCUSE FROM PHYSICAL EDUCATION**

A written note is required to be excused from Physical Education class. Usually, a child well enough to be in school is well enough to participate in Physical Education class and outdoor recess. If the child needs to be excused from Physical Education for more than three classes, a doctor's note is required.

## **GENERAL HEALTH**

Symptoms such as sore throat, cough, elevated temperature, skin rash and upset stomach may be an indication of an oncoming illness. A child should be kept at home with these symptoms. Every child with special health problems e.g. epilepsy, diabetes, allergies, asthma, heart conditions, or any physical disabilities should have this noted on the emergency card. This knowledge is of the utmost importance when dealing with emergency situations. Health records are viewed annually and all records must be in compliance with the state law. Your child will be excluded from school if the immunization record is not up to date.

## **MEDICATION**

### **THE ADMINISTRATION OF MEDICATION IS A PARENTAL RESPONSIBILITY**

A written request from the parent to the school, together with a letter from the physician indicating the necessity for the medication during the day type of disease involved, benefits, and side effects of the drug must be on file in the school before any administration of medication can occur. A student may NOT keep medicine in their possession. The only exception is for a student with inhalers/Epi-Pens.

If absolutely necessary, medication will be supervised by the staff only with written orders from the doctor, detailing the name of the drug, dosage and the time interval in which the medication is to be self-administered by the student.

Medication given at school must be brought to school in a container appropriately labeled by the pharmacy or physician and presented to the school office. Non-prescription medication e.g., Tylenol or aspirin, will not be dispensed to a student for any reason. If your child becomes ill during school hours you will be notified.

Information regarding any chronic illnesses (asthma, severe allergies to bee stings, etc.), which might require attention during school hours should be on file in the school office.

### **SEXUAL HARASSMENT**

The staff of Bridgeport Catholic Academy believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment of one employee by another, of an employee by a student, of a student by an employee, and of one student by another.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

### **STUDENT INSURANCE**

The Office of Catholic Education requires all schools to offer student insurance. A parent must return the insurance envelope marked with a YES or NO and sign their name. A parent is under no obligation to take the insurance. However, a student involved in any sports activity must carry adequate insurance.

### **VISION AND HEARING TESTING**

The school may provide an annual vision and hearing screening program when services are available. A permission slip regarding the testing must be signed by a parent and returned to the office before testing can be done.

## **UNIFORM POLICY**

Dress code

- Grooming
- Out of Uniform Days

Physical Education Uniforms

## **DRESS CODE**

The school uniform is purchased through SchoolBelles. Questions regarding the uniform can be answered by contacting:

SchoolBelles  
7763 S. Harlem Avenue  
Bridgeview, Illinois 60455  
(708) 598-8025  
www.schoolbelles.com

### **Guidelines:**

- Only sweatshirts, polo shirts and sweaters with the Bridgeport Catholic Academy logo are permitted. Blouses and shirts must be worn under sweatshirts.
- All shirts and blouses must be long enough to be easily tucked in the skirt or pants.
- Regular/Classic cut school pants only. Girls may wear pants throughout the year. NO HIPHUGGER, BELL BOTTOM, STRETCH OR SWEATPANTS CAN BE WORN. Belts must be worn with pants for both girls and boys.
- Girl skirts must be knee-cap length.
- Socks and tights should be SOLID white or maroon. No patterns are allowed. The ankle length socks must cover the anklebone. No low-cut socks. Socks must always be worn.
- Solid color Loafers and Oxfords shoes with rubber soles that are non-marking are acceptable. NO SANDALS OR BACKLESS SHOES ARE PERMITTED.
- School uniform walking shorts are permitted for boys and girls. Shorts can be worn during the months of August through October, May and June.

## **GROOMING**

A student needs to be neat and clean in appearance.

- Students may need deodorant, especially on days when they participate in physical education.
- Only moderate styles in haircuts are acceptable. Hair should not cover eyes, the length of boys' hair should not hang below the top of the shirt collar, eyebrows or ears. No razor cut hair with designs, frosted, streaked, highlighted, or unnatural hair colors are permitted.
- Earrings on boys are not permitted. Girls are restricted to 1 pair of earrings (no dangling or hanging types). NO JEWELRY, other than a watch, or single bracelet, religious medal or cross on a thin chain is permitted.
- No body piercing or tattoos are permitted.
- Make up of any kind is not permitted. Only clear nail polish permitted.
- The final judgment of what is appropriate and acceptable will be made by the administration; a detention will be given. A parent will be called when a problem with grooming persists.

## **OUT OF UNIFORM DAYS**

Clothes for special occasions and out of uniform days should be modest and respectable. A student may be asked to change inappropriate clothing when necessary. Socks are always worn and sandals are not permitted.

## **PHYSICAL EDUCATION UNIFORM**

Students are required to wear a Bridgeport Catholic Academy school t-shirt or sweatshirt, shorts or sweatpants and gym shoes for all Physical Education classes. Shorts for Physical Education must be above the kneecap. Shorts may be worn during the months of August thru October, May and June. All gym shoes must be laced and properly tied during the school day. The clothing items for gym can be purchased from the Sports Committee.

Three unexcused "out of uniform" notices per quarter will result in a detention.

## **STUDENT PROGRESS POLICIES**

Conferences

Evaluations

Homework

Honor Roll

Promotion/Retention

Special Programs

Standardized Testing Program

## **CONFERENCES**

A Parent/Teacher Conference is scheduled during the school year for all students. An optional conference is scheduled at the discretion of parent or teacher at the end of the third quarter. A parent is encouraged to make an appointment for any additional conferences with a teacher. A teacher may also request a conference with a parent as needed.

## **EVALUATIONS**

A parent will be informed quarterly regarding the progress of a student. The evaluations are based on direct observation, oral and written examinations, schoolwork, homework, and effort. In addition to report cards, progress reports are issued three times a year. A fourth quarter progress report is optional.

## **HOMEWORK**

It is expected that a child will complete all homework assigned. The nature and amount will vary according to the child's age and ability. Homework can include written assignments, study, reinforcement, reading, research projects, drill, and library and /or enrichment reading.

Parental involvement is considered vital. There should be a place and time set aside at home where students can do homework. Homework is the responsibility of the child, not the parent; however, a child may need guidance by an adult. A parent is responsible to ensure that homework is done each day in a neat and correct manner.

If a child is finding it necessary to spend an unreasonable amount of time on homework, there may be a problem. The teacher should be consulted.

Assignment books are provided by the school for students in grade two through eight. This book should be checked by a parent on a daily basis. Homework is also posted on our website for those in Grades three through eight.

## **HONOR ROLL**

High Honors: To be eligible for "High Honors," students

- Maintain a grade point average of 3.5 to 4.0 for the marking period.
- Receive a pass for all pass/fail subjects
- No checks for Respects Authority, Respects Peers, and Respects Property

Honors: To be eligible for "Honors," students

- Maintain a grade point average of 3.0 through 3.4 for the marking period.
- Receive a pass for all Pass/Fail subjects
- No checks for Respects Authority, Respects Peers, and Respects Property

Honorable Mention: To be eligible for "Honorable Mention," students

- Maintain a grade point average of 2.9 for the marking period.
- Receive a pass for all Pass/Fail subjects
- No checks for Respects Authority, Respects Peers, and Respects Property

## **PROMOTION/RETENTION**

A child is promoted to the next grade on the basis of effort, achievement, personal growth, and academic ability. Since all children do not reach the same level of academic and emotional maturity at a given time, it may be necessary for a child to be retained in a grade. When a teacher considers whether retention of a child will be beneficial, a conference with a parent and teacher will take place, ordinarily at the end of the first semester. An Eighth grade student, who fails two or more major subjects, will be required to complete a summer school program before a diploma is issued.

## **SPECIAL PROGRAMS**

Bridgeport Catholic Academy provides classes in Art, Music, Spanish, Physical Education, and Computers. Bridgeport Catholic Academy does not offer classes in either Special Education or for Gifted Students. Title One services are available to students who qualify. An Extended Day program is offered for students in Kindergarten through fifth grade. Information about cost is available through the school office.

## **STANDARDIZED TESTING PROGRAM**

All Archdiocesan schools must administer the CTB/McGraw Hill Terra Nova Multiple Assessment and the Test of Cognitive Skills in the spring to students in grades 3, 5 and 7. Test results are distributed before the end of the school year. The test scores become part of the student's cumulative folder.

## **DISCIPLINE**

Discipline Philosophy

Expectations

Appropriate Behaviors / Inappropriate Behaviors

Behavior Improvement Process

Bullying

Warnings/ Deficiency Notices / Detentions

Weapons

## **DISCIPLINE**

### **Discipline Philosophy**

A positive, respectful approach to discipline is our goal. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school. Some characteristics of positive discipline are:

- Students learn decision-making skills related to their own behavior and choices.
- Discipline techniques are based on teaching appropriate behavior and effective consequences rather than power and punishment.
- Student self-esteem is maintained and enhanced.
- Student share in classroom responsibilities.
- The environment is encourages self-discipline and self-control.

In classroom management, teachers shall always endeavor to be firm, just, consistent, impartial, positive, and sensitive to the needs of the individual student.

It is import that teachers, parents, and students have a common commitment to insure a peaceful and productive environment. Teachers and parents must cooperate as partners in all aspects of school life. The climate of our school is important, so it is worthwhile to address behavioral expectations and concerns in a timely manner.

## **EXPECTATIONS**

### **STUDENT EXPECTATIONS**

Give a good example to fellow students by:

- Practicing self discipline and developing a sense of responsibility
- Obeying rules established by the school and the classroom teacher.
- Treating other persons and their property in a respectful manner.
- Maintaining exemplary behavior while outside of school.

### **PARENT EXPECTATIONS**

- Support the faculty by reinforcing the ideals and goals of the school in your home and by encouraging your children in their efforts to achieve them.
- Take a conscientious role in a child's development by being aware of his/her her academic and social needs.

### **FACULTY /STAFF EXPECTATIONS**

- Implement rules and policies fairly and consistently.
- Communicate to parents any significant change in child's development-both academic and social.

## **APPROPRIATE BEHAVIORS**

Some appropriate behaviors are:

- Speak courteously and respectfully to others.
- Follow all rules, regulations and procedures.
- Be prepared for classes (including Music, Art, Physical Education, Spanish, Library and Computers.)
- Do not disrupt the learning environment.
- Maintain cleanliness of classroom, desks, lockers hallways and washrooms.
- Talk quietly in the hallways and washrooms.
- Walk, do not run.
- Keep hands and feet to self.
- Listen and follow directions.
- Do not chew gum or have gum on school property.
- Speak and act appropriately towards one other at all times.

## **INAPPROPRIATE BEHAVIORS**

Some inappropriate behaviors that require the use of discipline measures are:

- verbal disrespect to staff or student
- insubordination toward any staff member or volunteer
- disregard of school/classroom regulations
- defacement or destruction of property
- disruption of class
- violation of dress code
- stealing
- chronic lack of effort and work
- hurting other students' feelings by ridicule or name calling
- fighting
- tardiness
- hitting, pushing, kicking, pinching, biting, spitting at another student

More serious inappropriate behaviors that may require suspension or expulsion are:

- grave disrespect shown to school personnel or to another student in word or action
- serious harm or injury to another individual
- threatening the health, safety or welfare of another individual truancy
- smoking, drinking and drug use (or possessions of such) in school or on parish grounds
- leaving school without the principal's permission
- serious vandalism or theft
- possession or use of any type of weapon (zero tolerance item)
- any other serious misconduct
- belonging to a gang

## **BEHAVIOR IMPROVEMENT PROCESS**

Bridgeport Catholic Academy feels that a child must learn that there are consequences for inappropriate behavior. A child learns through experiences. Corrections are important to the child's growth and development, as a member of the school community and society at large. The usual means of discipline our staff takes to correct a child's behavior is as follows:

- verbal/written warning
- discussion of problem
- call to a parent
- denial of privileges
- written punishment
- temporary isolation
- conference
- deficiency notice
- detention

For more serious inappropriate behaviors the following means may be taken:

- conference with student, parent, teacher and principal
- professional counseling
- privileges revoked, denial of participation in activities
- In-school suspension
- Home suspension
- Alternative placement
- Expulsion

The principal in consultation with the pastors is the final recourse in all disciplinary situations.

### **BULLYING**

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons. All allegations of bullying must be taken seriously, promptly investigated and dealt with appropriately by the administration and staff of the school.

Bullying is characterized by

- Aggressive behavior toward others;
- intentional repeated hurtful acts over a period of time;
- Imbalance or real or perceived power between the bully and the victim.

In all cases, these negative acts are not intentionally provoked by the victim.

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- **Physical bullying** includes, but is not limited to, punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling.
- **Verbal bullying** includes, but is not limited to, hurtful name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication.
- **Emotional bullying** includes, but is not limited to, rejecting, terrorizing, extorting, defaming, humiliation, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation friendships, isolating, ostracizing, and peer pressure.
- **Sexual bullying** includes, but is not limited to many of the actions listed under emotional bullying as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Bullying actions in any form, including use of the Internet and other electronic communications devices, are unacceptable in the school community.

The Behavioral Improvement Process will be used to correct inappropriate behavior.

### **WARNING/ DEFICIENCY NOTICE/ DETENTION**

A verbal or written warning may be given to a student in place of a deficiency notice to notify a student that if a particular behavior is repeated, a deficiency notice will be given.

A deficiency notice is given for either academic and/or behavioral concerns. Academically, a deficiency notice is intended to inform a parent for the following: missing assignments, late work, poor test or quiz scores, or incomplete work. Behaviorally, a deficiency notice is intended to inform a parent of a discipline concern.

A detention will result after three (3) deficiency notices have been given for either academic and/or behavioral concerns. A detention will be given immediately for an offense involving respect for authority, peers, or property.

### **WEAPONS**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: Knives, handguns, brass knuckles, "billy clubs." Bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parent/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

## **PROCEDURES**

Change of Information

Class Lists

Conflict Management

Damage to Books and Personal Property

Early Dismissal

Emergency Closing Telephone Relay

Extracurricular Activities

Lost and Found

Lunch time and Recess Behavior

Lunchroom/Playground Rules

Messages

Money

Parking

Search and Seizure

Staff Communication Procedures/Meeting Procedures

Telephone

## **CHANGE OF INFORMATION**

A parent is asked to notify the school when a change is made for the following items:

- Home Address
- Work Address
- Telephone numbers
- Emergency contact person

## **CLASS LISTS**

A class list with the names of students may be obtained from the school office. If this list is needed for invitations, the invitations are given to the teacher to distribute as follows:

- A party for a boy, all the boys in the class are invited
- A party for a girl, all the girls in the class are invited
- All of the students in the class are invited

When all students are not invited to a party, feelings can be hurt. Invitations are not to be sent to school.

## **CONFLICT MANAGEMENT**

As in all human relations, occasions may arise when, due to lack of communication or a misunderstanding, some difference of opinion may result. It is the policy of Bridgeport Catholic Academy that a concern should first be dealt with in a meeting between parent and teacher. If this meeting does not prove satisfactory, an appointment may be made with the principal, teacher, and parent to further discuss the issue. If necessary, a third party mediator may be called in.

## **DAMAGE TO BOOKS**

Students are responsible for books in their possession. If books are damaged in any way, a fine will be issued. ALL HARD COVER BOOKS ARE TO BE COVERED.

School library books deserve the same careful treatment as textbooks. The proper care and prompt return of library books insure that all students will have the opportunity to benefit from using these materials. A fine will be levied for all library books that are overdue. Library lending privileges may be suspended if books are damaged or not returned in a timely manner.

If a student mars, destroys, or loses by intent or through carelessness, any school or other student's property, the student will be fined according to the expense entailed. In some cases, a detention will be served.

## **EARLY DISMISSAL**

A written or verbal request from a parent must be submitted if a student needs to leave before the time of regular dismissal. If a parent calls to request early dismissal, the request must be made to the office before 1:00 p.m. to insure that the office staff is able to inform the student before regular school dismissal begins. If a child becomes ill or hurt at school, a parent or a person listed on the emergency card will be called.

## **EMERGENCY CLOSING/TELEPHONE RELAY**

Bridgeport Catholic Academy follows the procedure of emergency closing in accordance with Chicago Public Schools and the Archdiocese of Chicago. If the Chicago Public Schools are closed for severe weather conditions, or any other circumstances that would affect our school, we will be closed. In this event, or for any emergency situations, the following stations will provide this information:

- WGN radio 720, WBBM NEWSRAD10780, TV CHANNEL 2, 5, 7, 9, FOX, WGN Channel 9 and CLTV.
- You may also call Emergency Closing Center Hotline. The number is 1-900-407-SNOW (.95 per minute).
- ONLINE: [www.EmergencyClosing.com](http://www.EmergencyClosing.com).
- Check our website [www.bcachicago.org](http://www.bcachicago.org).

If severe weather develops after school begins, our school day will continue as usual. However, we suggest all parents have a "contingency plan" if circumstances force the school to close early. Make sure your child knows the plan.

## **EXTRACURRICULAR ACTIVITIES**

It is a firm belief that participation in extracurricular programs contributes to the total development of a student at Bridgeport Catholic Academy. However, it must be made clear to a student that participation in extracurricular activities is a privilege and can be taken away.

In an effort to help a student maintain a balance between extracurricular involvement and the academic program, the following criteria have been established:

- Academic average must be compatible with the student's ability level.
- Homework assignments done properly and on time.
- Appropriate behavior must be maintained.

Disregard for either academics or appropriate behavior may result in a student being placed on probation, suspension or immediate expulsion from the program. The final decision will be made by the staff.

## **LOST AND FOUND**

Location of the lost and found items will be in the school office. Unclaimed items are given to a charity on a monthly basis. It is strongly encouraged that a student's name is written on all articles of clothing and other personal belongings.

## **LUNCHTIME AND RECESS BEHAVIOR**

Student cooperation is expected at lunch and at recess to ensure a pleasant lunchtime break. A student is not allowed to bring glass bottles to lunch. No fast food lunches are allowed. If weather permits, recess at lunchtime takes place outside everyday. A student should be dressed appropriately for the weather.

## **LUNCHROOM/PLAYGROUND RULES**

These rules apply while **inside**:

- Be respectful to the lunch room supervisors and to one another.
- Follow procedure to get lunches and dispose of garbage.
- Enter and leave area quietly and quickly.
- Sit in assigned seats.
- Raise hand for assistance.
- Keep hands and feet to oneself.
- Talk quietly.
- Clean up area.

These rules apply while **outside**:

- Be respectful to the lunch room supervisors and to one another.
- Follow directions given by lunchroom supervisor.
- No rough play.
- Play only in designated areas.
- Do not bring unauthorized objects to the playground.
- Do not leave the playground for any reason without permission.
- Line up and respond quietly when entering the school building.

## **MESSAGES**

Parents/guardians are also asked not to call the school office with messages except in extreme emergencies. Information regarding who will pick up the student, where to go after school, etc. should be arranged before the child comes to school. The school assumes no responsibility for passing messages to the student during the school day.

## **MONEY**

All monies sent to school with a student should be enclosed in an envelope with the student's name, grade and the reason. Any large amount of money should be sent as a check or money order. There is no need for a student to carry large amounts of money to school. Such money can be lost or misplaced. The school assumes no responsibility for lost money. All monies should be exact. Late orders, for field trips, treats, etc., cannot always be accepted.

## **PARKING**

Double parking is never allowed. A parent should not leave a car unattended during arrival and dismissal. Lowe Avenue is blocked off from the corner to the alley at dismissal.

## **SEARCH AND SEIZURE PROCEDURES**

Bridgeport Catholic Academy reserves the right to inspect all school property, which includes desks and lockers. These areas are assigned to a student for use on the condition that it will be used in a manner consistent with the law and school rules. School personnel or law enforcement can conduct inspections of these areas at any time, with or without the student present, in order to fulfill the responsibility of maintaining proper safety and control of the school.

## **STAFF COMMUNICATION / MEETING PROCEDURES**

It is important to establish communication with the teacher concerning your child's development. A parent is encouraged to call or write to a teacher immediately if a cause for concern develops.

A meeting can be made with a staff member at any time. A parent should call the school office or write a note to the teacher to make an appointment. A meeting will be scheduled at a mutually agreed time. A parent who comes to school without an appointment cannot be guaranteed an appointment with a staff member.

The direction of the school is the responsibility of the principal, the direction of each classroom is each teacher. If there is a question regarding classroom procedures, please consult the classroom teacher. If you are still not satisfied with this consultation, then consult with the principal.

## **TELEPHONE**

A student may use the school phone for emergencies only. A student will not be permitted to call home for forgotten books, homework, change of clothing, etc. There will be a monetary charge for the use of the phone.