



ST. JAMES THE APOSTLE

CATHOLIC CHURCH

Religious Education Handbook



Program, Policies & Procedures

Grades 1-8 and Sacramental Preparation

June 2026

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MISSION & VISION

MISSION STATEMENT

St. James the Apostle Religious Education exists to support and guide families in forming lifelong disciples of Jesus Christ. We seek to present the truth and beauty of the Catholic Church and develop in the children a fuller understanding of the Church and her teachings. Rooted in this foundation and inspired by the Gospel, we strive to nurture the spiritual, moral, and intellectual growth of the children through faith-filled instruction, sacramental preparation, prayer, and service. In partnership with parents—the primary educators of the faith—we seek to build a vibrant, Christ-centered community that lives out the love of God in word and deed.

VISION

St. James the Apostle Parish is a blessed and vibrant community. It is a place where ministry flourishes through the commitment of its people and support of the staff. The St. James Religious Education Program is designed to support and nurture the faith life of the children of the parish in accordance with Diocesan policy. In the Blessing of Parents found in the *Rite of Baptism for Children*, it says that “the parents are the first and best teachers in the ways of faith.” In combination with parents, who provide the foremost direction in their child’s faith formation, our program is structured to ensure a quality religious education experience. Opportunities of prayer, scripture, doctrine, service, retreats and liturgical celebrations, appropriate to one’s learning level, are provided to augment the faith passed on to the students by their parents. The goal is to create an atmosphere in which students experience a community of faith: one that prays together, learns together, and comes to care about each other. It is in this sense of community that we believe our program will enhance the traditions of our Catholic heritage into the exuberant faith and selfless service that will be lived in daily life.

COMMUNICATION

CONTACT INFORMATION

RELIGIOUS ED 490 S. Park Blvd, Glen Ellyn, IL 60137

OFFICE: (630)858-5646

PARISH WEBSITE www.stjamesge.org

(Click on Religious Education under Faith Formation tab)

(Sacramental Information can be found under the Worship & Sacraments tab)

RELIGIOUS ED STAFF

Director of Religious Education

Laura Tumpane

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Administrative Staff

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GENERAL COMMUNICATION

We primarily use email to communicate throughout the year. If your email address changes, please notify us at your earliest convenience.

Ongoing communication will be fostered by means of **REminders**. *REminders* is a monthly newsletter emailed throughout the year. Any significant documents, forms or letters are attached to the *REminders* and are also available on the parish website.

CANCELLATIONS & EMERGENCY CLOSINGS

Sessions are canceled in the event of dangerous weather conditions or if a problem arises in the building, which makes holding sessions impossible. Notification of cancellations is sent via email. Please check for any announcements prior to dropping your student off.

PROGRAM SUMMARY

Please note: Class Times have been changed for the 2026-2027 academic year.

Classes take place in St. James the Apostle School on Tuesdays & Thursdays beginning in September and running through the end of April. We offer 2 session options:

Tuesdays, 5:45-7pm

Thursdays, 6:45-7pm

The Faith Formation Program for grades 1-8 uses texts approved by the Diocese of Joliet and by the USCCB (United States Council of Catholic Bishops). Our curriculum addresses unit themes in light of one of the four pillars of the Catechism of the Catholic Church.

Every class session begins with a prayer service in the Church. Following prayer, the children return to the classrooms where the lesson of the day will be taught by their catechists.

During Advent and Lent those who have received the Sacrament will be offered the opportunity to celebrate the Sacrament of Reconciliation during class time. During Lent, the students will attend Stations of the Cross. We will celebrate the beginning and end of our year with Family Masses. The entire family is encouraged to attend.

Additionally, parents will be invited twice during the year to attend and participate in special Family Nights during RE classes.

Religious Education students must be Baptized in the Catholic Faith.

UNCATECHIZED CATHOLICS

Students who are baptized Catholic but have not received the Sacraments of Holy Communion & First Reconciliation at the usual time of 2nd grade, or Confirmation at the usual time of 8th grade will be required to attend OCIC (Order of Christian Initiation for Children) classes for their preparation to receive the Sacraments. This is a 2-year process, just as it is for those in Religious Education classes. Reconciliation will take place in the 2nd year of formation prior to receiving 1st Holy Communion in the spring of the second year. The student will then continue with Religious Education as usual. Confirmation will be received in 8th grade or in the 2nd year of formation. Please contact either the Parish Offices or the RE Office directly to make us aware of your child's need for OCIC formation.

BAPTISM

Students who have never been baptized should contact the Parish office to arrange for the reception of this Sacrament. Following their Baptism, students are required to complete two years of religious education prior to receiving each of the other Sacraments of Initiation: First Holy Communion and Confirmation.

BAPTIZED CHRISTIANS FROM ANOTHER DENOMINATION

Students validly baptized in another Christian tradition but who are eager to become a Catholic are required to complete two (2) years of religious education in preparation to receive the Sacraments. This may result in being "out of sync" with their class/grade in school. An individual plan will be formulated by the Director of RE and the Pastor. The student will make a **Profession of Faith** prior to receiving the Sacrament of 1st Reconciliation which will take place in the 2nd year of formation prior to receiving 1st Holy Communion in the spring of the second year. The student will then continue with religious formation. During their second year of RE, the student may require additional classes to prepare for reception of the Sacraments based on the discretion of the Director of Religious Education and the pastor.

HOME SCHOOLING

The Religious Education Office will assist families in selecting appropriate programs in other parishes if you opt to teach your student at home. For further information, please contact the Religious Education Office.

EXTRA SUPPORT

If your child needs more support than our program can provide, the Religious Education Office will assist families in selecting appropriate agencies or resources. For further information, please contact the Religious Education Office.

SACRAMENTAL PREPARATION

Preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation are joint efforts on the part of the student, parents, Catechists and the Religious Education Office. To provide meaningful preparation for these Sacraments, the children will be engaged in RE classes, prayer, retreats and liturgical celebrations.

Sacraments are celebrated in:

Grade 2: Reconciliation & Holy Eucharist

Grade 8: Confirmation

Candidates must satisfactorily complete at least two consecutive years of preparation prior to the reception of these Sacraments (regardless of the grade the student is attending in school).

Faithful attendance is required **for both years of sacramental** preparation in order to meet the hours of formation required by the Diocese. A maximum of 3 absences are permitted for illness, extra-curricular activities, and unforeseen circumstances. Please see the Attendance Policy on page 13 to coordinate your child's schedule accordingly.

FIRST RECONCILIATION & HOLY EUCHARIST

Our students will prepare to receive each of these Sacraments following the curriculum and activities provided in formation classes. Students must complete the **two year** formation program in preparation to receive the Sacraments First Reconciliation and Eucharist for the first time, which typically begins in 1st grade. Students receive the Sacrament of First Reconciliation prior to their First Eucharist which will occur in the Spring.

In order to receive these Sacraments each student **MUST** meet the following requirements:

- Provide documented Baptism in the Catholic Church
- Satisfactorily complete the two year formation program
- Attend mandatory events that reinforce the Sacrament

CONFIRMATION

Through Confirmation, we become witnesses to the mission of Christ and receive the obligation to continue his mission to transform the world by word and deed, to serve others in love, and to care for the world given to us in creation. Like Baptism, Confirmation confers a sacramental character that transforms us once and for all. Thus it can only be received once.

To receive the Sacrament of Confirmation, each student must *satisfactorily complete the two year formation program*, which typically begins in 7th grade, and provide the following **required** documents:

- Certificate of Baptism in the Catholic Church
- Certificate of the reception of the Sacrament of Holy Eucharist

In 7th Grade:

- Students and their parents will receive information to explain the Sacrament of Confirmation, service opportunities and program expectations
- Students complete one service project in 7th grade and write a Service Reflection. Additional service requirements will be completed in 8th grade.
- Achieve a passing grade on the Confirmation assessment.

In 8th Grade:

- Students will choose a Sponsor - this person must be a confirmed Catholic, age 16 or older *and must be someone other than the child's mother or father.*
 - The Sponsor must provide a Confirmation Eligibility Form, signed and sealed from the Church where the sponsor currently attends. (This form will be provided and is also available on the Parish website) AND a copy of the sponsor's Confirmation certificate.
- Students will complete Service Projects and a Reflection Report.
- Students will choose a Confirmation Saint and complete an oral Saint Report.
 - The chosen Saint should be one that inspires the candidate; one that they would like to emulate in their life. The name of this Saint will be used as their Confirmation Name. It is noted that they may use their Christian baptismal name, if desired
- Students will take part in the Confirmation interview
- Students will participate in the Confirmation retreat
- Students will attend the Confirmation rehearsal prior to the Confirmation Mass

SERVICE PROJECT

An integral part of the student's journey toward Confirmation is Service. The purpose of requiring service projects in preparation for Confirmation is to guide these young Catholics toward an understanding of the mission of the Gospel of Jesus. Through service, they will learn about being Christ's disciple in the world, and experience the true joy that comes from giving of one's self in service of another.

While we offer service opportunities throughout the year, this requirement remains the responsibility of the student and parents, not the catechists, St. James teachers or the RE office.

CATECHISTS and AIDES

Teachers of Religious Education at St. James are called *Catechists*. A Catechist is “one who echoes the Word of God”. As we have all witnessed echoes of our faith through the actions of others, our catechists embrace the opportunity to share the Word of God. Catechists and Aides freely and selflessly donate their time and talent to share our Faith with the children of our Parish and Catholic community.

Catechists are responsible for planning and teaching their class each week throughout the RE Year. Instruction, Syllabus, materials and guidance are provided by the Religious Ed. Director. The Aide will assist the Catechist with presenting lessons, supervising, projects etc. Aides may also be asked to substitute for the catechists, if necessary.

If you are feeling the call but just aren't sure about being a Catechist we would love to have you as an Aide in a classroom. Ideally we would have enough volunteers to provide each catechist with an aide.

All Catechists and Aides are volunteers. To show our gratitude for their generosity, we are able to provide a few perks:

- **Early Bird tuition rates**
- **Parishioner discount**
- **Tuition discounts of 50% for Catechist or Co-Catechist and 25% for classroom Aides.**
- **First choice of class time for your child(ren)**

**All staff and volunteers must be in full compliance with the Diocesan Protecting God's Children (PGC) requirements prior to serving in the Parish.*

New Catechists / Aides: Please use this link www.Virtusonline.org to create your Virtus account. Instructions will be provided to complete all requirements, which include the PGC training video, a name-based background check, mandated reporter training video and an ALICE Training Institute e-learning course. It may take 45-60 minutes to complete everything. You can stop and start as you want. These must be completed and compliance verified by the Safe Environment Coordinator prior to the first day of class. Note: the background check may take 7-10 days to receive results.

Returning Catechists / Aides: Please log in to your Virtus account (using link above) to ensure these requirements are up-to-date in your account.

Catechists are also required to participate in continued education programs. Information necessary to complete this requirement is provided by the RE Office throughout the year.

If you are interested in becoming a Catechist or Aide, please contact the Religious Education office, reo@stjamesge.org (or check yes on the registration form). The RE office will follow up with you to provide details.

REGISTRATION

Registration for the St. James the Apostle Religious Education Program is available to all families in the spring and is completed through a google form that can be found through the following link: [2026-27 RE Registration Form](#) This link can also be found on the parish website, www.stjamesge.org.

Registration begins May 1st and deadlines are as follows:

Early Bird Deadline **by May 31st**

Standard Deadline **by July 31st**

*****As of August 1st, an additional \$125 late registration fee will be applied.**

TUITION PAYMENT

Religious Education tuition is paid through an online payment site, FACTS. Registrations will not be considered until a FACTS account and payment plan has been created for your family.

Payment for tuition can either be made in full or in payments. FACTS charges an enrollment fee based on the number of payments chosen. This fee and first tuition payment are due upon finalization of registration. **Payments made in full will not incur the FACTS enrollment fee.**

REFUNDS

Included in the registration fee is a \$50 non-refundable processing fee. With withdrawal or removal from the program prior to October 1, prorated tuition will be refunded, excluding the processing fee. After October 1, tuition refunds will not be provided with withdrawal or removal from the program.

PARISH REGISTRATION

It is encouraged that all families with students attending the RE program be current & active parishioners of St. James the Apostle Parish. A non-parishioner fee will be applied to tuition for families that are not currently registered parishioners of St. James to help off-set the subsidy this program receives from our Church.

Please contact the Parish Office for Parish registration information.

FINANCIAL ASSISTANCE

If you are within the boundaries of St. James the Apostle Parish and you are in need of financial assistance from St. James the Apostle in order for your child (ren) to attend religious education classes, it is necessary for the parent(s)/guardian(s) to complete a **CONFIDENTIAL** application, then contact the RE office to arrange an appointment to discuss handling the financial issue and how you might be able to assist us as a catechist or aide. No child within the Parish boundaries will be denied formation in the Catholic faith due to an inability to pay tuition and fees. Please contact the Coordinator of Religious Education to request a form for financial assistance.

Registrations can not be processed until all required documents and outstanding tuition fee balances have been received. The required documents include: registration form, FACTS account and payment plan, Baptismal certificate, and letters of transfer (as applicable).

If you complete the online registration process but do not provide the necessary documents, your registration will be held “in progress”. This could affect your tuition fee rate and your child’s class placement.

CLASS PLACEMENT

Student class rosters will be created on a first come/first served basis according to the preference you will indicate on the registration form with consideration given to registered parishioners, catechists/aide, and facility availability. Acceptance of registrations on or after **August 1st** will also be based on these considerations and a late fee will be added to your tuition account.

Catechists / Aides receive priority class placement and tuition discounts.

Siblings in the same grade level of RE (example, twins etc.) will be assigned to separate classes, if possible, unless the parent/guardian requests them to be in the same classroom.

BOOKS & SUPPLIES

A textbook is provided to each student, each year. A new Bible is given to each student in 1st, 3rd & 7th grade to be used each week in Religious Ed for the subsequent years.

The textbook and Bible must be brought to class each week.

*Families will be charged to replace textbooks or Bibles.

A drawstring bag will be provided to carry the textbook, Bible and supplies which should be brought to every class.

2026-2027 Religious Education Tuition Information

	Early Registration (25% reduction) (by 5/31)	Standard Registration (6/1 - 7/31) ***
One Child	\$275	\$350
Two Children	\$325	\$400
Three or more Children	\$375	\$450

***After 7/31 an additional \$125 late registration fee will be applied.

REDUCTIONS & FEES

Volunteer Reductions:

Catechist – tuition reduced 50%

Aide – tuition reduced 25%

Non-St. James Parishioner Fee: \$150.00 per family

Sacramental Fees:

1st Reconciliation & First Communion \$125.00 per child

Confirmation \$125.00 per child

Please Note:

Parishioner of St. James the Apostle Parish

It is encouraged that all families with students attending the RE program be current & active parishioners of St. James the Apostle Parish. A non-parishioner fee will be applied to tuition for families that are not currently registered parishioners of St. James to help off-set the subsidy this program receives from our Church.

Please contact the Parish Office for Parish registration information.

Textbooks & Bibles: A textbook is provided to each student, each year. A new Bible is given to each student in 1st, 3rd & 7th grade to be used in Religious Ed for the subsequent years. The textbook and Bible must be brought to class each week. *Families will be charged to replace textbooks or Bibles.

Tuition Payment

Each family is required to create an account and payment plan using FACTS for on-line tuition payment using the following link: <https://online.factsmgt.com/signin/4LLY6> Registrations will be held and late fees imposed until this FACTS account is created or updated.

Baptismal Certificates

A copy of the student's baptismal certificate is required for **all new** students registering for classes. Registrations will be held and late fees imposed until a baptismal certificate is received.

Incoming 8th grade students must submit the completed [7th GRADE SERVICE PROJECT](#) form before their registration can be processed. Registrations will be held and late fees imposed until the service project form is received. These items can be emailed to reo@stjamesge.org as a scanned document or a picture.

Refunds: Included in the registration fee is a \$50 non-refundable processing fee. With withdrawal or removal from the program prior to October 1, 2026, prorated tuition will be refunded, excluding the processing fee. After October 1, 2026, a refund of tuition will not be provided due to withdrawal or removal from the program.

POLICIES & PROCEDURES

Students are expected to:

- Attend weekly
- Arrive on time & attend entire class
- Be prepared for class by bringing all books and materials
- Participate in group discussions and activities
- Be respectful to all staff, volunteers and classmates
- Dress appropriately

The following rules will be enforced:

- No food, including chewing gum
- No toys or games
- No phones or electronic devices during class time. All phones must be turned off and may be collected, at the catechist's discretion, to be returned at the end of class. If a phone becomes an ongoing problem, the RE Office will discuss a solution with the parents.

*St. James the Apostle Parish is not responsible for lost or stolen devices.

ARRIVAL & DISMISSAL

Traffic Plan / Parking

Please exercise caution and courtesy when dropping off or picking up children. The drop-off lane is One-Way. If you park in the lot, **PLEASE** accompany your child through the drop-off lane to / from the walkway. Parents **MUST NOT** allow their children to walk through the parking lot without an adult when entering or leaving the building.

Upon Arrival: Children should enter through the main Church doors on the school side. We will begin each week immediately in the Church with our opening prayer service. Children should find their catechist and classmates when entering Church.

For Dismissal: Following the final prayer, catechists will walk with their students outside to find their parents. Please walk up to the sidewalk to accompany your child to the car.

Late Arrival: If your child arrives late and the Church doors are locked, a parent must accompany the child to the RE Office to sign them in. You will use the school entrance (Door #1) to be "buzzed" in, the office is to your left. They will receive a "Tardy Pass" to present to their Catechist. This will inform the Catechist that the child has been checked in by a parent. Security cameras provide the RE Staff with a view of who is entering.

Please use extreme caution when holding the door open for another person as the RE Staff will lose their ability to monitor who is entering the building. Your child will check in at the RE Office before heading to the classroom.

Children should arrive 10 minutes prior to the session start time, (no earlier than 15 minutes) and should be picked up within ten minutes after the session ends. **SUPERVISION IS NOT PROVIDED BEFORE OR AFTER THIS TIME**

ATTENDANCE

Contact the RE Office by email or phone as soon as you know that your child will miss a session, arrive late or need to leave early. Please provide your child's full name, grade, time/day of the session they attend and the reason for absence.

Students who have been recently ill, must be fever free without the use of fever-reducing medication for 24 hours prior to the start of their RE session to attend class.

ABSENCE

Regular attendance helps your child feel a part of the class and emphasizes the importance you place on faith formation. Children and families cannot benefit from the activities and instruction planned each week if attendance is inconsistent. Everyone is expected to attend the entire session every week. This expectation will provide each student the required amount of instructional hours for proper religious formation as determined by the Diocese. These attendance requirements are emphasized, especially during Sacramental Preparation years (typically 1st/2nd grade and 7th/8th grade).

More than three (3) absences and/or recurring tardiness or early dismissals may result in removal from the RE Program for the year as the amount of instructional hours required by the Diocese will not be met. Courses of action are determined on a case by case basis.

- Three (3) absences are permitted for illness, extra-curricular activities or occasional unforeseen circumstances. Please coordinate your child's schedule accordingly.
- **Tardiness** (5 minutes past the start of class) and **early dismissals are strongly discouraged**. Each tardy or early dismissal will be considered half of an absence. Two tardies, two early dismissals or a combination of these will result in one Absence.

If your child arrives late, a parent/guardian must come to the RE Office to sign your child into the building. If it is necessary for your child to leave early, please notify the RE Office by phone or email before class. When you arrive, please come to the RE Office to sign them out of the building. Your child will then be called down to the office to meet you. Students will NOT be dismissed from their room to meet their ride outside. We reserve the right to request identification from any adult leaving with an RE student.

If you are unavoidably detained at the end of class, please contact the RE Office so that we can alert your student. Upon your arrival, please come to the RE Office where your child will be waiting for you. Recurring lateness may necessitate a family conference with the Director of Religious Education.

Any student leaving the campus without permission will need to have a parent conference with the Coordinator and Pastor **before** being allowed to return to class.

CLASS TIME INSTRUCTION

We strive to use our time with the children wisely, to the best of our ability, and in a way that conveys the message of the Gospel. Our class time is limited and we do not want to misuse it. Although we do not have the luxury of time to spend an entire class on a “party,” we do encourage the catechists to celebrate the feast days of the liturgical season with “mini celebrations” -e.g. Christmans / Easter. We unfortunately cannot allow for any food or beverages at these celebrations but encourage other ways to share the joy. Catechists are welcome to teach the lesson outside when appropriate; however, we are not given permission to use the playground equipment.

DUAL CUSTODY

In the case of split families, the Religious Education Office will presume that both parents have access to the child (ren) and their records unless we are told otherwise. When custody is disputed, we require the parent with sole custody to provide the office with written verification and a clear explanation of procedures to follow.

HEALTH and SAFETY

ILLNESS/INJURY/ACCIDENT

In the event of an illness or minor injury, simple first aid procedures will be followed and parents will be notified. In the event of a serious medical emergency, 911 will be called first and then parents will be notified.

ILLNESS - Students who have been recently ill, must be fever free without the use of fever-reducing medication for 24 hours prior to the start of their RE session to attend class.

MEDICATION - Law prohibits us from dispensing medication of any kind. If, however, you feel it would be beneficial for us to be aware of any particular medication your child is taking, please indicate such on your child's online registration form. Similarly, if a special health condition (severe allergic reaction), an IEP or a learning/behavior challenge exists, please indicate this in your child's online registration form. Having such information is in the best interest of your child and is treated confidentially by the RE office and your child's catechist.

LOST & FOUND

We urge that clear identification be placed on such things as books, folders, coats, hats, backpacks etc. Lost items may be found in the "Lost and Found" bin in the RE Office before or after class.

PHOTOGRAPHY

During the course of the year, photographs are sometimes taken of group activities or special events. When we write about program activities in the parish bulletin or on our parish website, some of these photos may be displayed in publications and media as granted by your authority. Last names of children are never used in conjunction with these photos. Our registration form asks parents to indicate whether or not they wish their child's photo to be used in this way.

PROPERTY

St. James the Apostle Parish School is a shared space with other ministries. Therefore, it is important that our students respect the building, classrooms and hallways. This includes all property in the classrooms and hallways, projects, displays, items that are on or in student and teacher desks, works in progress etc. These items should never be disturbed. If a student is found to have caused damage to the parish, Church, school, or classroom property, the student and his/her family is responsible for repair or restitution.

We reserve the right to inspect all desks, lockers, and other parish supplied enclosures. In addition, we reserve the right to inspect a participant's personal property if there is a reasonable belief that the individual is violating the rules, regulations, and policies of St. James' the Apostle Parish and/or Religious Education program.

BEHAVIOR & DISCIPLINE

Learning is best fostered in an orderly and peaceful environment. This requires respect and cooperation of students with their catechists, aides, volunteers, office personnel and each other.

BEHAVIOR

Unacceptable behavior will be handled in the following manner:

1. At the first offense; the Catechist will handle the situation in the classroom.
2. If the behavior does not improve or the problem persists, the student will be sent to the RE Office to discuss their behavior and determine how to rectify the situation.
3. If the issue continues, the student will be sent to the RE Office and will write a letter to their parents explaining what occurred and their behavior / contribution to the issue. This explanation will be sent home for a parent to sign and must be returned to the RE office before their next class time.
 - If the signed explanation is not returned the next class period, the student will not attend class and will meet with the Director. Together, they will call a parent or email a copy of the explanation to the parent for their signature. When this is complete, the student will attend class.
 - This student will remain out of class until the explanation is signed and returned. This will result in an absence(s).
4. If the students' behavior persists, they will be sent to the RE Office again and a parent conference with the Pastor, Director and the catechist, if applicable, will be held to determine whether further participation in the program is possible.

WEAPONS

Weapons of any nature (even "look-a-like" weapons) are not permitted on the Parish grounds at any time. All reports will be taken seriously. The matter will be immediately investigated and a parent conference will be required with the Pastor and the Coordinator to determine whether further participation in the program is possible.

ANTI-BULLYING

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance; or
- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs anywhere on St. James the Apostle property or at St. James sponsored activities or events or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Director of Religious Ed, and thereafter investigated.

Reference: *The Illinois School Code, 105 ILCS, 5/27-23.7*

*****RIGHT TO AMEND*****

St. James the Apostle Religious Education Office reserves the right to amend this Handbook. Notice of Amendment will be sent via REminders.