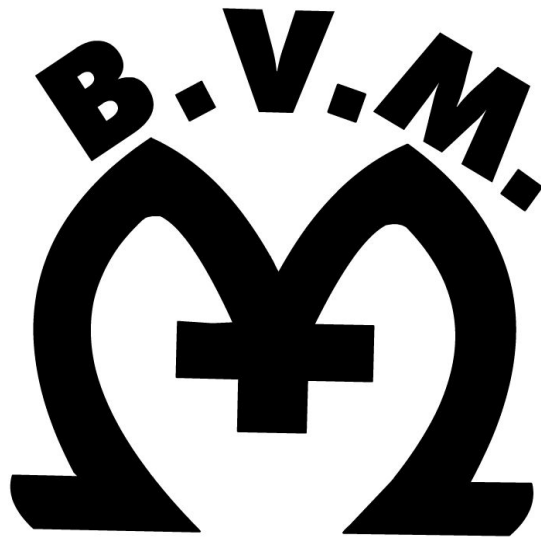


Maternity B.V.M. School
Family Handbook
2017-2018



1537 N. Lawndale Avenue, Chicago, IL 60651

(773) 227-1140 / (773) 227-2939

PARENT/GUARDIAN RESPONSIBILITY AND INVOLVEMENT
Admission Policy

Maternity B.V.M. does not discriminate on the basis of gender, race, color, nationality, or ethnic origin. However, students presently enrolled will have the option to register for the following year during the months of March and April of the current school year.

Requirements for Admission

1. Registration forms must be completed in full by a parent of legal guardian.
2. Book and registration fees must be paid at the time of registration. These fees are not refundable.
3. Pertinent records must be provided: Birth Certificate, Baptismal Certificate, Health Records, and Transfers, if applicable.
4. Maternity B.V.M. endeavors to educate all students within the limits of the school educational program.
5. Families whose tuition account is chronically delinquent will be given exclusion days and risk losing the opportunity for readmission.
6. Students entering Kindergarten must be five years old by September 1st.
7. Preschool must be toilet trained, no pull-ups

Mission Statement

It is the mission of Maternity B.V.M. School to develop the whole child through an academically rigorous environment and a safe, loving community rooted in the Catholic faith.

Daily Schedule

Pre K	8:00 A.M. – 3:05 P.M.
Kindergarten	8:00 A.M. – 3:10 P.M.
Grades 1-8	8:00 A.M. – 3:15 P.M.
Except Wednesday, students are dismissed early as follows:	
Pre K	2:05 P.M.
Kindergarten	2:10 P.M.
Grades 1-8	2:15 P.M.
Faculty and Staff	7:30 A.M. – 3:30P.M.
School Office Hours	7:30 A.M. – 3:30 P.M.

Students are not allowed to leave the school grounds at any time unless their parents or guardians sign a release at the office.

Attendance

To succeed at Maternity BVM, students must be present. So much learning goes on each day that cannot be sent home and made up. Students who miss a lot of school do not perform as well as those who attend every day.

All routine doctor and dentist appointments should be conducted after school hours. If an appointment is scheduled on a school day during school hours, it is expected that the child come to school before the appointment and return to school after the appointment to finish the remainder of the school day. **If a student is absent or tardy because of illness or for any other reason, the parent/guardian must call the office that day at (773) 227-1140 or before 9:00 A.M. to inform the school of the student's absence or late arrival. In addition, the student must bring a written excuse from home on the first day he/she returns to school. Students must present this excuse to their classroom teacher.** Two or more consecutive absences require a doctor's note.

TRUANCY: A student is considered truant if they are absent 5% (5 unexcused absences) of the 183 school days and do not have a viable cause such as a documented illness or family emergency.

Tardiness

Punctuality is very important at Maternity BVM. It is an important life skill that students will need throughout their lives. At Maternity BVM, the learning begins from the moment students walk in the door. Students must arrive between 7:30 a.m. and 8:00 a.m. Students arriving at 8:05 a.m. or later are considered tardy. All students, Preschool through Grade 8, who arrive at school after 8:05 AM, must report to the office for a tardy slip. In unusual circumstances when tardiness is unavoidable, we ask that parents/guardians call, come into the office with the child, or send a note. A tardy fee will be applied for 10 unexcused tardies.

Early Dismissal

If for some reason it is necessary for a student to leave school early, he/she must be picked up in person by a parent or another authorized adult and signed out in the school office. At no time will a student be allowed to leave the school alone.

Emergency Closings

Maternity B.V.M. School will not close for inclement weather unless it is announced on radio station WGN and/or WBBM or if you are contacted via the school through School Reach with a phone call and/or text message. If the Chicago Public Schools close because of weather conditions, Maternity B.V.M. will also close. As you know, such closings are highly unusual. **Do not call the school.** If a tornado warning is sounded in the area, students will be kept in school. They will be dismissed when the threat is over. You can also check for closings by going to www.emergencyclosingcenter.com.

Illness/Injury at School

In case of an accident or illness at school, the parents will be contacted immediately. If, however, the parents cannot be reached, the emergency phone number will be used. In cases in which it is impossible to reach either the parents or the guardians, the matter will be left to the discretion of the Principal. In extreme cases, the matter will be placed in the hands of the Chicago Police or Fire Department. Any injury will be reported to the families by either the office and/or teacher.

Code of Conduct Policy

Maternity BVM Code of Conduct

Maternity BVM is characterized by a culture that is orderly, supportive and focused on academic work. Discipline and order exist in a school when students are known and cared for by all of the faculty and staff and when their life within the school is meaningful to them. Given the sense of community within the school and the active engagement of students in their learning, there will be less opportunity for disruption and problems. All staff strive to ensure that rules are fairly and consistently enforced.

School PBIS Policy

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. (<http://www.pbis.org/school>)

DISCIPLINE POLICY

POLICY The school's discipline is proactive in emphasizing to students that we are a Catholic school providing an appropriate Christian atmosphere conducive to learning. We stress respect for each other and ourselves. We require parents as a support system as they model respect for others with whom we deal with in our daily lives. It is imperative that each parent be aware of the behavior expected of every child and assist the school in implementing its rules and regulations.

Self-discipline is one of the most important lessons in life, the basis of the entire educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Our discipline program is intended to guide the student toward becoming a responsible and productive member of society by assisting the student in eliminating inappropriate behavior.

CODE OF CONDUCT

It is imperative that each parent be aware of the Code of Conduct expected of every child and assists the school in implementing its rules and regulations. Students must accept the consequences of their chosen behavior. Maternity BVM students and parents are expected to show Christian consideration and concern for all in the school community. Courtesy, respect, and obedience toward school personnel, monitors, visitors, and other students are stressed. Behavior violating this code will be subject to appropriate disciplinary procedures.

- Courtesy and respect for the faculty and fellow students will be expected at all times. Harassment, verbal abuse, or cutting remarks will not be tolerated.
- Defacing school property, any vandalism reported to the school, fighting on parish grounds at any time, or carrying of any type of weapon will be considered a very serious offense and necessary action will be taken immediately. Complete restitution will be demanded.
- We consider students attending school and athletic functions to be representatives of Incarnation School and, therefore, subject to the discipline code of the school.
- From time to time, it may be necessary for a student to serve a detention for disciplinary reasons. Parents will receive written notification prior to the detention.
- Students are subject to suspension for any serious violation of school rules or when the administration feels that the safety and welfare of the student body and/or the faculty are threatened. In and out of school suspensions will be imposed only by the administration. Parental Notification of Disciplinary Action in Grades 5-8, in an effort to ensure students take responsibility for their actions, the following parental notification policy will be enacted:
 - Negative behaviors are marked daily in assignment notebook. Parents are encouraged to check notebook on a regular basis.
 - When detentions are given, written notification will be provided to the student the day it was issued, and parental signature is required.
 - When suspensions are issued, parents will be notified with a phone call and asked to pick up their child immediately. In Pre-K through fourth grade, the consequences for misconduct will be determined by the classroom teacher. Classroom teachers will use their discretion and contact parents based on the severity of the situation. Minor disciplinary actions will be handled at school. The principal or assistant principal will be consulted if necessary

BEHAVIOR CODE DISCIPLINARY ACTIONS

The following student behaviors will be considered Class I actions. These negative actions will be marked daily in the assignment notebook. Upon the third action, the student will be required to serve a detention. A form will be sent home explaining the reason for the detention. This form must be signed by a parent and returned the following day. Detention will be held on Thursdays from 7:00 AM-8:00 AM

p.m. A parent must be at school promptly at 7:00 AM to check in the child. If negative actions continue to occur, another detention will be issued and a conference with the parents, student and teacher will be required. Continuance of inappropriate behavior will result in a meeting with the principal to discuss further consequences. Failure to show up to a detention will lead to a \$30 parent charge on FACTS.

Class I Actions

1. disruptive classroom behavior
2. hallway misconduct
3. lunch/recess misconduct
4. church misconduct
5. out of uniform
6. bringing food, candy, beverage into classrooms
7. coming unprepared for class
8. tardy to school

The following student behaviors will be considered **Class II actions**. **Any Class II actions will result in a detention**. Any subsequent Class II action will require a conference with the parents, student, teacher and principal. Further consequences will then be discussed.

Class II Infractions

1. Fighting
2. Vandalizing
3. Foul language and gestures
4. Forgery and cheating
5. Bullying/disrespect of peers
6. Disrespect of any school personnel
7. Use of electronic devices in school
8. Carrying any weapon type object onto school grounds
9. Loss of calendar/assignment book

Continuance of negative behavior actions, either Class I and/or Class II, may result in suspension or expulsion.

SUSPENSION

Suspensions are serious violations of the behavior code and can be either in or out of school suspensions. Before any suspension, the student should be advised of the reason for the proposed suspension. The parent or guardian of the student will be notified by the school administration.

Any student who receives a suspension must complete service hours equal to the amount of class time missed. An in-school suspension shall not exceed three days. In-school suspension conditions are determined by the Administration. In-school suspension students remain the responsibility of the school.

An out-of-school suspension shall not exceed ten days. Out-of-school suspensions are at the discretion of the Administration and will be given for excessive behavior violations. If a student has been suspended twice in the school year, all future suspensions for that school year will be out-of-school suspensions. The school is not responsible for students during an out-of-school suspension.

In any suspension, the student is expected to continue his/her schoolwork and will receive and submit daily assignments. Additional work may be assigned. The work is reviewed but not graded. The suspended student may not participate in any school or extra-curricular activity during this period. The length and type of suspension is to be determined by the Administration. The parents will be given notice of the length of the suspension and the reason for it. The parents must call the Principal for an appointment before the student will be accepted into the classroom.

ACTIONS THAT WARRANT SUSPENSION

- Vandalism of school property
- Vandalism of another person's property
- Frequent cheating or copying the work of another student
- Using profane, obscene, indecent, or immoral language or gestures
- Displaying disrespect toward school personnel, including volunteers
- Any battery committed against school personnel (The local enforcement organization will be notified immediately; additionally, within 3 days the incident, the Illinois State Police will be notified.)
- Disruptive behavior during a field trip
- Having or bringing pornographic or indecent material (as determined by the administration) into the school or on school grounds or accessing pornographic material via school computers

- Possession of drugs or weapons, inappropriate objects that could endanger self or others, or the pretension of having a drug or weapon (If a student brings illicit drugs or weapons to school, local enforcement organization will be notified immediately.)
- Smoking as defined by holding a lighted cigarette, cigar, or pipe on school grounds
- Having smoking items, i.e. cigarettes, matches, lighters
- Other infractions, not listed, may be subject to suspension
- Any other incidents deemed serious enough to warrant a suspension

EXPLUSION

Expulsion is permanent exclusion from school as decided by the Principal and the Pastor. Expulsion is to be used as last resort. Expulsion will be the result of student behaviors that seriously disrupt the orderly educational process. Repeated refusal to obey school rules or conduct, which endangers property, health, or the safety of others, will result in expulsion. In most cases, these behaviors are also illegal.

EXPULSION INFRACTIONS

- Burglary, malicious mischief, property damage
- False activation of a fire alarm
- Assault on any student, teacher, school personnel, or visitor
- Hostile physical or verbal threats or actions toward another person
- The possession or use of alcohol, drugs, drug paraphernalia, and/or over the counter drugs
- Any involvement with gangs, any conduct or association with gang related activities, either in or outside of school
- Chronic incorrigible behavior, which undermines classroom discipline and impedes the academic progress of students or others

This infraction list is not inclusive; other behaviors may lead to expulsion. The Maternity BVM School Discipline Policy is subject to change or adaptation at the discretion of the school. Written notification of all changes will be sent home.

BULLYING

Bullying is contrary to the goals of a Catholic School and the teaching of Jesus to love one another. Any student found bullying another student, as defined by the school administration, will be subject to disciplinary action.

Bullying includes, but is not limited to:

- repeated physical abuse including hitting, kicking, pushing, hazing
- repeated psychological abuse including teasing, name calling, harassing, taunting and threatening
- repeated social abuse including spreading rumors, intentional exclusion and enforcing social isolation
- repeated cyber bullying including the use of e-mails, text messages, instant messages and websites.
(see page 31 for more info. on cyber bullying)
- Hazing is a crime and will not be tolerated within school and any extracurricular activities. Maternity BVM implements a mandatory hazing policy which includes a report to law enforcement.
- Disciplinary action may include a detention, suspension, or expulsion, depending on the severity of the situation. In addition, the student may be required to make reparation and/or attend counseling.

SCHOOL PROPERTY

- **Desks, lockers and other school furniture** - Each student is responsible for keeping his/her desk in good order. Defacing desks or other furniture by writing, scratching, or carving on them warrants a fee to be paid for the damage.
- **Books** - Whether the property of the school or the student, must be kept in good condition. Students who mark schoolbooks will be assessed a fee to pay for the damage. This also applies to library books. Doodling on text books or workbooks is not permitted. Book covers provided by the school or bought by the students are to be used to protect text books. Neatness and proper care of items are essential; otherwise, students will be held responsible.
- **Technology equipment (i.e. computers, printers, cameras, etc.)** – Students are responsible for any damages to equipment that is incurred due to negligence, horseplay, or any other means that are not due to technical failure. Students are to be respectful of all equipment throughout the school and computer lab. Students shall make the computer teacher aware of any problems with equipment.
- **Vandalism** - Any damage done to school property will require payment for repair or replacement.
- **Chewing Gum** - Chewing gum in and on school premises is forbidden at all times.

SEARCH AND SEIZURE

OFFICE OF CATHOLIC SCHOOLS' EDUCATION POLICY

School personnel are charged with protecting the health and safety of all students. Fulfillment of these duties may conflict with a student's right to and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct.

While lockers, desks, and other storage areas are provided to students by the school, the school retains control and access to all lockers, desks, and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or without the student present, in order to fulfill their responsibility of maintaining proper safety, control, and management of the school.

SEARCHES OF SCHOOL PROPERTY

All property of the school, including students' desks and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, which may be considered harmful to self or others, the possession of which is prohibited by law or by school policy.

CONDUCTING THE SEARCH

- The Principal must always have another school authority present when a search is conducted. Where possible, one person must be of the same gender as the student.
- If a weapon or other substance is suspected, the school shall contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive. • Appropriate parent/guardian must be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained under supervision until parents are contacted and they have arrived.

SEXUAL HARRASMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/ or dismissal, as outlined in the school discipline policy. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any employee or student who knowingly makes

false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Examples of sexual harassment may include but are not limited to the following:

- Unwanted and unnecessary physical sexual contact
 - Offensive sexual remarks, including unwelcome comments about appearance, obscene jokes, or the inappropriate use of sexually explicit language
 - The display of sexually suggestive objects or pictures
 - Uninvited letters or notes of a sexual nature, graffiti of a sexual nature
 - Name-calling of a sexual nature
 - Suggestive or insulting sounds of a sexual nature (such as whistling) and obscene gestures
 - Threatening adverse actions if sexual favors are not granted
 - Promising preferential treatment in return for sexual favors
- The School will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

GRIEVANCE PROCEDURE

As in all human relations, occasions will arise when some differences of opinion may come between the school, a teacher, and a parent. Any such differences concerning classroom business must be first dealt with in a meeting between the parent and the teacher. The Principal will be available to discuss matters after a prior parent-teacher contact has been made. Parents are highly encouraged to discuss any school concern with the Principal. All grievances must be handled in a positive, professional manner in order to ensure a successful outcome. Any communication that is deemed inappropriate will not be returned until the party approaches the situation in a positive and professional manner.

CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of children, parents are to notify the school office as soon as they have a change of address or home phone number or emergency phone number. If a home phone is disconnected, please notify the school office with another number that can be called in an emergency. If the phone is re-connected, please send the new number to the school office immediately. Changes in phone numbers or address should be sent to the school office in writing. It is recommended that you provide the school with a current cell phone number and e-mail address. School Emergency forms must be completed and submitted to the school office on the first day of school.

SCHOOL RECORDS

School records are kept confidential. Parents have a right to inspect and review permanent educational records. A parent who wishes to do so should contact the principal to set up an appointment to view records. The Principal will respond to each request and be present during the inspection of such records.

CHILD ABUSE AND NEGLECT REPORTING

Under Illinois law, school personnel including teachers, aides, secretary, administrators and nurses are required to report suspected physical or sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care, and school attendance. Reports are made to the Department of Children and Family Services. Persons from their department must follow up the call by visiting the child's home. If requested, they will be given permission to speak with the child at school.

WELLNESS POLICY

Maternity BVM School will make every effort to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grains whenever food is sold or offered at school. The school will ensure meals, at a minimum, meet the nutrition requirements and regulations of The National School Lunch Program. Food and beverages that are sold at school-sponsored fundraisers will be closely monitored, ensuring they are consistent with the nutritional goals of the wellness policy. Meal periods will be scheduled at appropriate times with adequate time for students to eat. Food or beverages will not be withheld as a punishment. Food personnel will have adequate pre-service training. Food providers will share information about nutritional content of school meals with school families and school staff. Anyone may view school menus, nutrition, and allergen information on FSP's website (www.fspro.com). Click on menus and click on our school name and the menu for each month will be listed. All food preparation will be completed in areas restricted to authorized personnel.

NUTRITION EDUCATION POLICY

Maternity BVM School will make every effort to meet nutrition education goals. Children will be offered interdisciplinary nutrition education. Parents will be provided with information to assist them in providing a healthy diet for their children during daily meals. Parents and teachers will be provided with a list of ideas for healthy party foods for classroom celebrations.

PHYSICAL EDUCATION POLICY

Students in grades preschool through grade eight will have the opportunity and support to be physically active on a regular basis while in school. Each student will participate in a physical education program. Students will be offered a supervised outdoor recess period daily as long as the combined temperature and wind chill factor are at 30 degrees or above. Physical education will not be withheld as a class punishment. Students will have the opportunity to participate in extracurricular sports programs. Maternity BVM School will work with the community to create a safe and supportive environment for students walking or biking to school. To be excused from Physical Education, a written request from the parent is required. In cases of frequent or prolonged absences from Physical Education classes, the

school requires a written recommendation from a physician. In order to resume physical education classes after a prolonged or serious injury, a release from the doctor is necessary.

GENERAL HEALTH

If your child is ill, please do not send him/her to school. Symptoms such as sore throat, cough, skin rash, vomiting, diarrhea, or temperatures of 100 degrees or more may be indications of an oncoming illness. A child with a temperature of 100 degrees or more must remain out of school until it has been normal (approximately 98.6) for 24 hours. A parent must report the illness to the school office. When sending the child back to school, do so with a note explaining the absence. A doctor's release must be provided for any child who has had a communicable illness or an absence of two or more days.

EMERGENCY

In the event of accident or serious illness during the day, the school will notify the child's parents immediately or provide emergency care until the parents or medical authorities assume responsibility. Each child must have an individual Emergency Card on file in the health room. An up-dated Emergency Card and duplicate must be turned in each year on the first day of school. Any subsequent changes during the year, e.g. telephone number or health problems, should be reported to the school office immediately. Special health problems (asthma, epilepsy, diabetes, 28 allergies, heart conditions, physical disabilities, etc.) should be noted on the Emergency Card. This information may be of utmost importance in dealing with emergencies.

IMMUNIZATIONS AND PHYSICAL EXAMINATIONS / HEALTH RECORDS

State law requires that children be immunized against measles, mumps, rubella (German measles), polio, whooping cough, diphtheria, varicella (chicken pox) and tetanus before beginning school. State Law also requires an up-to-date physical examination be provided to the school for each child entering preschool, kindergarten, sixth grade, and all new students unless the records from previous schools are transferred. Physicals for these students must be completed and submitted to the office or, by law, they are to be excluded from school on October 15th. If immunizations are not completed by October 15th, a note from the physician with a schedule for completion will be accepted with a completed physical form.

DENTAL PROGRAM

At least once during the school year, each child is encouraged to submit a completed dental form signed by the family dentist. Forms are sent home in the summer family packet and are available upon request at the school office. By state law, as of 2004, students entering kindergarten, second and sixth grades must have a completed dental form on file no later than May 1st.

VISION AND HEARING SCREENING

Vision Screening will be done, as mandated, for children in grades 1, 2 and 8. Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report

form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Also, mandated Hearing Screening will take place in K, 1, 2, 3. Children in any grade level will be screened at the request of a teacher.

VISION EXAMINATION

All children entering Kindergarten or entering an Illinois school for the first time are required by the state to have a comprehensive vision exam by an optometrist or ophthalmologist by October 15th.

ADMINISTRATION OF MEDICATION IN SCHOOL

The office staff will dispense medication when necessary only with a DOCTOR'S WRITTEN ORDER. THIS INCLUDES PRESCRIPTION AND OVER-THE-COUNTER MEDICATION. Over-the-counter medications such as cough drops, Tylenol or other similar pain relievers, cold medicines, etc. all need a doctor's written order.

When approved medication will be given, the following is required:

- A signed Medication Authorization Form must be on file in the office for the medication. A parent and the prescribing physician must sign this, and it must be approved by the principal.
- This form must be updated at the beginning of every school year.
- All medicine MUST be in the original bottle labeled with the child's name, dose, and instructions.
- All approved medications will be locked in the school's office.
- It is the child's responsibility to go to the nurse at the correct time.

These guidelines are in conformance with the Archdiocese of Chicago Office of Catholic Schools.

An inhaler may be carried by a child with a DOCTOR'S ORDER FOR SELF-ADMINISTRATION. NO OTHER MEDICATIONS MAY BE CARRIED BY A STUDENT DURING THE SCHOOL DAY.

ALLERGIES

Any child with severe food allergies should have a 'Food Allergy Action Plan' filled out by a physician. This information will be shared with the child's teacher.

Any allergy medications will be kept in the nurse's office unless specified by a physician.

Parents are encouraged to send in 'safe snacks' for their child to use at school parties and unexpected school events. Parents should provide a complete list of foods and ingredients to avoid.

A parent is responsible to educate their child concerning their allergy and emphasize the foods that cause the symptoms.

Children with severe food allergies will be provided a safe place to eat lunch. Classmates will be instructed about the student's food allergies with the permission of the child's parents.

DENTAL / MEDICAL APPOINTMENTS

If possible, doctor and dental appointments should be avoided during school hours. Should such an appointment be necessary, the student must present a written notice from the parent to the teacher. The parent must sign the student "out" and "in" at the school office.

Lice Policy

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

BUILDING SECURITY/VISITORS

All doors of the school building will be locked during the school day. The school building is equipped with a doorbell and monitored by the person in the front office. All parents and visitors to the school must use the security doorbell. Upon admittance, one must check in at the office. All school visitors must register with the office and receive a visitor pass before proceeding to any other area of the building. Regular volunteers should sign the provided notebook before going to the area for service. Any article dropped off by a parent or designated person must be left in the office area.

It is important that no adult or student let any person into the building. This will be the sole responsibility of the person monitoring the door. When a person is admitted into the building, he/she must check in at the office and is never allowed to go to a child's classroom, unless otherwise advised by the principal or secretary.

TECHNOLOGY

REGULATIONS FOR STUDENT ACCEPTABLE USE OF Maternity B.V.M. SCHOOL TECHNOLOGY RESOURCES SET FORTH BY THE ARCHDIOCESE OF CHICAGO:

PURPOSE

Maternity BVM School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in Incarnation School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Incarnation School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different from proper behavior in all other aspects of Incarnation School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify these expectations as they apply to computer and network usage.

1. USE OF INCARNATION SCHOOL'S TECHNOLOGY RESOURCES

It is the policy of Maternity BVM School to:

- Prevent user access or transmission of, over its computers and computer network, inappropriate material via Internet, electronic mail, webcams, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification of minors

Uses of the Maternity BVM School Technology Resources that are prohibited include but are not limited to:

- Violating students' rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information.
- Attempting any unauthorized access, including so-called 'hacking' of any computer system. • Downloading unacceptable materials.
- Re-posting personal communication without the author's prior consent.

- Violating copyright law.
- Using the school's technology resources for financial gain, credit card fraud, and electronic forgery, other illegal activity, and political purposes.
- Downloading, installing, or storing software on a school computer without the approval of appropriate school personnel.
- Changing or attempting to alter any configuration, program, or password on any computer or system.
- Using a school computer without knowledge/approval of school personnel responsible for the computer.
- Using inappropriate language, pictures, and gestures in any form on the Internet. • Using the Internet for entertainment or limited self-discovery function.
- Cyber-bullying

E-mail is not available to students

2. CYBER-BULLYING

Cyber-bullying is "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others".

Maternity BVM School, along with support from parents, will educate age-appropriate students in safe and responsible use of social networking websites and other means of communication on the Internet.

3. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides Internet access to students to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school. Such resources enhance the learning environment. School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have frank discussions with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

TECHNOLOGY PROTECTION MEASURE

refers to a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as defined in section 1460 of title 18, United States Code.
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code.
3. Harmful to minors means any picture, image, graphic image file, or other visual depiction that,
 - 3.1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
 - 3.2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
 - 3.3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

Maternity BVM School has a Technology Protection Measure in place.

School personnel will:

- To the extent practical, and as required by the Children’s Internet Protection Act, apply blocking to visual depictions of material deemed obscene, or to child pornography, or to any material deemed harmful to minors as determined by the school administration.
- Teach proper techniques and standards for Internet participation.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuse of the Internet could result in loss of access privileges.
- Monitor all issues concerning privacy, software policy, copyright laws, and approved/intended use of the school's Internet resource sources.
- Be allowed to disable, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused through the student's inappropriate use of the Internet system.

PARENT ACKNOWLEDGMENT

Before the use of a student's account on the Maternity BVM School technology resources, the parent or guardian of the student must provide written authorization.

STUDENT ACKNOWLEDGMENT

All students who use the Maternity BVM School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

TECHNOLOGY USE OUTSIDE OF SCHOOL

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 consequences. 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, and threats.

Report Cards/Progress Reports/Parent Conferences

Report cards will be issued every 12 weeks (each trimester) for students in grades PK through 8. The parents must come to school to pick up the report cards and attend a parent-teacher conference at the end of the first trimester and second trimester.

A list of students who have achieved honor roll will be published each trimester.

Progress Reports

Progress reports are issued every mid-trimester to notify parents/guardians of their child's academic performance to date. Students have the opportunity to take corrective action during the balance of the academic quarter in the interests of raising the grade(s). The reports are signed by the parent/guardian and returned to the homeroom teacher. In addition, **a teacher or parent may request a conference whenever needed.**

Service Hours/School Fees

All families are required to do **10 service hours** during the school year. Various opportunities are available during the school year. Contact the school office to schedule service hours. Examples include chaperoning field trips, school events, and school fundraisers. \$150 for school fees which have to be paid by October 15 (\$125 for book fees and \$25 for technology). A \$300 fundraising fee is also included throughout the year with multiple fundraising opportunities being available for families.

GRADUATION AND PROMOTION

A student who fails to maintain an acceptable average in any core subject may be promoted to the next grade level on the condition that he/she has an up to date IEP or an agreed upon service plan. The student will be required to attend the course(s) deemed necessary by the teacher and the principal. A student must pass the State and Federal Constitution Tests. Parents of primary grade students will be required to meet with the teacher if promotion or summer school / tutoring programs need to be discussed.

When a teacher feels that retention of a student will be beneficial, the teacher will communicate with the parent/guardian as well as the principal several times during the year and discuss with them the student's academic progress. Determining factors in deciding whether to retain a student are level of maturity, age-appropriate responsibility, proficiency in reading and/or basic required skills, and school attendance patterns. When a teacher recommends retention, a parent will be given a consent form to sign.

Homework Policy

Homework is an integral part of the educational process. It allows each student an opportunity to develop independent study in order to reinforce learning, improve, and expand the skills taught. Time allotments for homework depend upon the type of assignment and on the age and grade level of the student – as a rule of thumb, 10 minutes per grade level per night. No definite time limit can be determined for all, since students work at different rates of speed. Consequently, the amount of homework and the time limit of homework may have to be adjusted for an individual student. However, if you feel your child is spending an inordinate time on homework, please contact the individual classroom teacher. The work shall be of such nature as to encourage and facilitate, but not demand, parental involvement.

All students in grades 3-8 are given an assignment notebook and must use it during the school year. Should a student not complete assigned work, a violation will be indicated for each assignment not turned in. The work must be made up in order to be given credit toward the report card grade, but the homework violation will not be taken away. A folder will be sent home with each student every Thursday whether the student has missed an assignment or not. The parent/guardian must sign the folder and the student must return it to his/her classroom teacher the next day. **This system will be used in grades 1st-8th.**

Uniform Regulations

Maternity B.V.M. School establishes a uniform policy for the following reasons:

- To maintain a proper academic environment within the community.
- To eliminate superficial competition in dress among students to support the dignity of the individual based on character rather than on appearance.
- To promote good grooming habits and neatness.

Each student's dress and personal appearance should be of such character so as not to disrupt or distract the educational environment of the school community.

Uniforms (Regular)

Girls PK-3

Blue plaid jumper
Red polo
Tucked in

Girls 4-8

Blue plaid skirt or blue pants with belt
Red polo
Tucked in

Girls may wear solid white, black, or navy blue leggings in winter.

Girls should wear **black dress shoes** on regular uniform days. Socks must also be worn.

Skirts must be worn at the waistline and may not be pushed down the hips or rolled at the waist.

Boys PK-8

Navy blue dress pants and a **tucked in** red B.V.M. shirt with a belt. Boys may also wear navy blue dress shorts from August 21nd to October 1st and May 1st to June 10th. Boys must wear **solid black dress shoes** on regular uniform days.

Pants must be worn at the waistline and may not be pushed down the hips or rolled at the waist.

General Policies

Sweaters are optional for both boys and girls, but if worn, they must wear their Maternity B.V.M. logo on them. Other types of sweaters or jackets are not permitted in school.

Undershirts must be solid white, red, or navy blue. Socks must also be blue, white, and/or red.

Boots may be worn to school when the weather permits to school but children need to change their shoes upon entering the building.

Gym Uniform

The gym uniform consists of a T-shirt, shirts, and sweatpants and all imprinted with the school name. The complete gym uniform may be purchased from school. They must hit the knee and be loose fitting.

General Uniform Rules

Uniform and gym clothes should be labeled for identification. All clothing must be well kept, clean, and replaced as needed.

Jewelry/Make-Up/Nail Polish

Students may not wear more than one ring. Students may wear one bracelet that is religious. The wearing of one religious medal, cross or crucifix is acceptable. No other jewelry is permitted with the

sole exception of one small, plain earring in each ear for girls only or small hoop. Nail polish is permitted if it is one solid color and no fake nails. Make-up is not permitted.

Hair

Boy's hair must be neatly groomed, trimmed short, and tapered at the neck and on the sides. Hair must be off the collar and ears. Extreme, trendy and faddish hairstyles and/or colors are not permitted. The following are examples of hairstyles that are not permitted: long hair styles, hairstyles with extreme contrasts in length, spiked hair, "unkempt" hairstyles, Mohawks, Fohawks, tails, or dyed hair. School staff and administration retain the right to deem as unacceptable, certain hairstyles not fitting the aforementioned criteria. **No facial hair is permitted.**

Consequences for Uniform Code Violations

Teachers will ensure that students are in compliance with the Uniform Code each day. Students will be verbally reminded if they are out of uniform. They may be asked to change clothing or remove unauthorized items (such as jewelry) or given apparel from the Lost-and-Found box to wear. Parents or guardians may also be called to bring uniform clothing for a student to wear.

It is assumed that a parent or guardian receiving such a notice will address the matter with their student and ensure that the student is in the appropriate uniform. Neatness, pride in appearance and compliance with the school's uniform policy are the responsibilities of the student with guidance and encouragement from parents and teachers.

Dress Down Days

No clothing may promote alcohol, drugs, cigarettes or be offensive in any way. Non-uniform shirts may be t-shirts or collar shirts. Tank tops, spaghetti straps, ripped, or frayed shirts are not allowed. Non-uniform shorts or pants may be denim or other material and must not be frayed or have holes. Cut-offs or frayed hems are not permitted. Pants may not be "sagging" at any time. Skirts, shorts and/or dresses must be knee length. **Flip-flops, strapless sandals, baggy sweat pants, and pajama bottoms are NOT allowed.** All other regular uniform rules apply. Anything students possess or wear must not be contrary to the philosophy of the school or the teachings of the Catholic Church. Decisions on what constitutes inappropriate dress will rest with the administration of the school and school pants need to be purchased in the office.

Other Regulations

Food and Gum

Carbonated beverages (soda) are not permitted nor are beverages in glass containers or lunches from fast food restaurants. Water bottles are only allowed based on teacher approval. Notices will be sent home in each teacher's classroom handbook. No sharing of food and any food brought needs to be brought in an individual sized sandwich bag with the understanding that they have to eat their lunch. Unless directed by the classroom teacher, the only area where food, drink or candy may be eaten is in the lunchroom. Gum chewing is never permitted on school property or on field trips. **Students that**

break this rule will be charged a \$5.00 fine. We also are not allowing pizza and/or cupcakes for student's birthdays.

Arrival and Dismissal

Maternity BVM is participating in a free breakfast and lunch program this year. All children will receive free breakfast and lunch. Families will not be charged daycare fees after 7:30A.M. **for students participating in the free breakfast program.** Any student will be admitted into the buildings at 7:30 A.M. and dismissed at 3:15P.M. by their homeroom teachers. No supervision is provided before 7:45AM. or after 3:20 P.M. If your child is dropped off early in the morning, please make sure he/she is enrolled in our extended daycare program.

Unless they are coming for breakfast, students should not arrive at school before 7:45 because there is no morning supervision outside. Upon arrival at school, students should go to their assigned locations. For the safety of everyone, ball playing and running around are not permitted. The teachers lead students into the building. Parents/guardians are asked to remain outside and not walk students to their classrooms.

Hallways and Stairs

Students must follow the rules of traffic safety when moving through the building. Disruptive behavior is not allowed on school property or on field trips.

Snowballs

For the safety of all children and adults, snowball throwing will not be allowed on school property or in the immediate area. **Students who break this rule will be fined \$10.00.**

Valuables

No child should bring toys, magazines, comic books, trading cards, sports equipment, radios, money, etc. to school without the expressed permission of the teacher/principal.

Cell Phone Policy

Each teacher has a cell phone collection policy in their classrooms. Cell phones are prohibited during the school day.

Books

All textbooks must be handled with care. Books should be covered at all times. Any damage to textbooks will be assessed and a fine will be charged according to the amount of damage done. If a textbook is beyond repair or lost, the cost to replace the book must be paid.

Communication

A monthly e-mail newsletter will be sent home with the every child in the family via SchoolMessenger. In addition, frequent notices and letters will also be sent home in this manner on Thursdays. At times, some notices will be mailed and e-mailed home.

School messenger will be used to contact families via phone and email for any school emergencies and closure. Facebook will be updated for monthly communication.

Any notices teachers may give out will be sent in home folders and written down in planners.

Testing Program

Students will participate in three types of formalized testing this year at Maternity BVM – APSIRE test which is a growth assessment, interim assessments giving each semester in Math, Writing, Science and Language Arts, and the ASPIRE test given yearly in the Spring. This program is to ensure the assessment and the evaluation of curriculum and student needs.

Child Custody

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 shall release a student to either parent unless the school has a court order giving one parent exclusive custody.

Child Abuse

When school personnel suspect child abuse or neglect by a person responsible for a student's welfare, they shall follow the procedures of the State of Illinois and report the suspicion to the proper authorities.

Birthday Celebrations

Classroom teachers will happily call attention to a child's birthday and will pass out treats (at a time designated by the teacher) if children bring them. The treats need to be individually wrapped and easily distributed. Teachers are unable to manage a birthday celebration with a cake and drinks that need to be served. No candy, cakes, pizza, pop and the teacher must be notified a week before the birthday.

Invitations to children's birthday parties should be distributed outside of school. Neither teachers nor students are permitted to distribute party invitations during the school day.

Drop Offs and Pick Ups

It is preferred for parents or guardians to use Lawndale Ave in the mornings and afternoons to alleviate congestion on North Ave. PARENTS OR GUARDIANS MAY NOT PARK IN THE SCHOOL LOT BEFORE, DURING, or AFTER THE SCHOOL DAY.

Always use caution and courtesy when dropping off or picking up students. From 7:00-7:45 AM and parents may use our drop off system to drop their students off in the parking lot. If you prefer to wait with your child in the morning, we ask that you park on Lawndale or another side street. The safety of

students must be everyone's concern. Courtesy promotes safety, and it sets a positive example by adults for students.

Drivers are asked not to use the alley for drop off or pick up. Parents are not allowed to wait with students inside the building during cold weather months.

Field Trips

Teachers are encouraged to schedule field trips that are related to what the class is studying or that will help children develop some skill. Because they are part of the instructional program, all students are expected to participate. Parents are always informed in advance. Ordinarily, students pay any required fees, including transportation. If payment of fees is difficult for you, please notify the school. We don't want children to miss these experiences on account of the cost. Many times we need extra chaperones for field trips. We welcome your help if you can assist us. Because of their responsibility to supervise, chaperones may not bring young children on field trips.

Participation may be forfeited for missing assignments as well as misbehavior in class or on previous outings. However, the student may be required to be in school on the day of the trip. Work will be assigned.

Chaperone Policy

Parents/ Guardians who attend field trips must be 18 or older and **VIRTUS** trained. Chaperones may not bring other children on the field trip and must comply by school rules and teacher chaperone expectations.

KaBoom Playground

All students are expected to follow the same rules and behaviors of Maternity B.V.M. on the playground. The playground is open from 8:00 AM-3:30 PM during the school day. Students may not be on the playground without parental supervision after school dismissal. **No pets are allowed inside the playground.**

Virtus Training

Volunteer opportunities require each volunteer to meet Safe Environment Compliance Procedures as outlined by the Archdiocese of Chicago which includes a Criminal Background Check, completion of the CANTS form, the Code of Conduct and Virtus Training,. Dates and times of training sessions will be announced. "VIRTUS training is an awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular or unsupervised contact with children under the age of 18. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church." (www.VIRTUS.org)

Records

Student records are kept on file in the office. These records are confidential and are for the use of school personnel only. They are not shown to anyone else without your permission. It is the legal right of parents/guardians and students to examine these records. We ask that you make an appointment if you wish to do so, especially if you are interested in test results, so that we can discuss them with you.

Search and Seizure

All desks and storage areas such as coat rooms are the property of the school and may be inspected by school officials at any time. School officials have the right to request that a student empty the contents of book bags, purses, pockets, etc., if there is reason to suspect that the student is in possession of drugs, weapons, or anything that is brought to school in violation of school rules.

Graduation

In order to graduate from Maternity B.V.M., a student must satisfactorily complete the school's requirements. A cumulative grade is an average of the three trimester grades. The major subject areas are English, Mathematics, Reading, Religion, Science, and Social Studies. **All financial obligations must be met** before a student may participate in the graduation ceremony.

The pastor and principal reserve the right to deny participation in graduation ceremonies to a student for serious or chronic behavior problems.

Health Record Requirements

Children entering Kindergarten or 6th grade must have a new physical examination. Students entering Kindergarten, 2nd or 6th grade must have a new dental exam. No child will be admitted to school unless health records are complete. The following vaccines and testing must be completed:

Kindergarten: 3 doses of Hepatitis B vaccine, lead screening, diabetes screening, 2 doses of live measles virus vaccine, chicken pox vaccine

5th Grade: Second live measles vaccine, 3 doses of Hepatitis B

K, 2nd, 6th: Need a new dental exam

Preschool and Kindergarten students: Need an eye examination.

Lunch and Breakfast Program 2016-2017

All students at Maternity BVM school will receive free breakfast and lunch this year. For breakfast, you must arrive by 7:45AM. We do ask that you return to us the Household and Income Report.

Tuition Non-Payment Exclusion Policy

A recurring problem for schools is non-payment of tuition. Without the payment of tuition, a school cannot function. As schools are required to reduce staff and programming for children, it appears that schools no longer can or should be allowing families to continue to send their children to school unless they pay their tuition. Also, allowing some families to avoid their obligation is unfair to those families that take their tuition obligation seriously and pay in full.

There are two kinds of family situations involving the non-payment of tuition: The first are those families that acknowledge to the school their difficulties, work with the school to make alternative tuition

arrangements and live up to their obligations. The second situation is the more problematic: these families do not attempt to work with the school to pay the tuition but instead make promises to pay and fail to live up to those promises.

Therefore, we strongly encourage families to contact the school office when financial problems arise. However, any family more than **two months behind on their tuition will be excluded from school** until payment is caught up, unless an agreement has been made with the school, this after a school letter is sent and a school phone call is made to the families. In addition, **report cards will be held until tuition payments are up to date** and/or a payment plan is finalized.

Student Name: _____

My child and I have read through, talked about, and understand the Parent Handbook, and we're ready for a great year!

Parent Signature: _____

Student Signature: _____