

Maternity B.V.M. School

Family Handbook



Where Faith and Love Foster Academic Excellence

1537 N. Lawndale Avenue, Chicago, IL 60651

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

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.

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. There are certain age and class size restrictions which could at times limit the school's ability to accept a student.

Requirements for Admission

1. Registration forms must be completed in full by a parent or legal guardian.
2. 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 and financial aid/scholarships.
6. Students entering Kindergarten must be five years old by September 1st.
7. Preschool must be toilet trained, no pull-ups and 3 before September 1st.
8. Admissions shall not be denied to students with special learning needs based solely on ability or achievement. Such admissions decisions shall be made on a case by case basis and shall take into account the school's ability to meet the child's diagnosed special learning needs based upon its available resources. If the school determines that it does not have the resources to meet the student's diagnosed special learning needs that will enable the child to succeed even at the minimum proficiency level, admissions may be denied.
9. Students transferring into grades 5th-8th must interview with administration and present grades/test scores before admission.
10. Financial aid is awarded based on need and using FACTS.com. Financial aid is not guaranteed to any family but the school will always communicate with families their payment plan, options, and appeal process.

New Student Contract

As part of a successful transition into Maternity BVM School, students entering Jr. High will be asked to sign a New Student Contract with their families. This form sets out the expectations for the student. Inability to adhere to the contract can mean that the new student will be unable to remain at Maternity BVM School. The contract is reviewed with the student and his/her family upon the new student's arrival to the school.

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Office:(773) 227-1140 / Fax:(773) 227-2939
www.MaternityBVMChicago.com**

Students Transferring Out

Parents who intend to withdraw their children from the school should notify the school principal at least two weeks prior to withdrawal. This two week notice is necessary to ensure Maternity BVM School staff has time to prepare transfer paperwork, collect school property, and help the child and their classmates prepare for this change to the class community. Parents/Guardians will be asked to complete a transfer form containing information regarding the transfer. A transfer will be issued and records will be sent only after all financial obligations have been met and all books are returned to the school. Transfer papers will be issued within a three-day turnaround period. School records are normally mailed, faxed, or emailed to the school receiving the child.

Children with Disabilities

Maternity BVM School strives to meet the academic, social, emotional, and cognitive needs of as many students as possible. Maternity BVM offers evaluation support, implementation of Individualized Service Plans, social-emotional supports such as counseling, and academic tutoring.

Occasionally, it may be the professional opinion of the school staff that our school is unable to meet the needs of a particular student and that the child would make significant progress if placed in a different environment or special program. In such an event, the school will work cooperatively with the parent to find adequate placement for the student.

Religious and Spiritual Formation

The spiritual growth of each child is of great importance. Hence, there is a particular emphasis on religious education. Religion is not considered merely a subject to be studied, or text to be read on occasion, rather, religion is seen as a way of life, a set of attitudes, values, and beliefs. Because of this, religion is not simply taught for one period each day. The children are exposed to a religious atmosphere for all their hours at school so that they may know God, love Him, and serve Him in building up His Kingdom on earth. It is with this aim in mind that the religious program is designed.

Religious Education

During formal classroom periods and through the day, each child is given the opportunity to learn and internalize the basic beliefs and practices of Catholicism. Conversion of non-Catholic students is not a goal of our educational program. Rather, we seek to promote understanding and to propose and inform the faith lives of all students.

Classes begin each day with prayer. All grades are fortunately able to participate in weekly Mass. It is an opportunity to ask the Lord for His blessings upon our families, our parish, the world, our benefactors and ourselves. It has proven to be a wonderful opportunity to grow in the love of God and His Church. Classes will take turns in preparing and presenting the weekly school liturgies.

Weekday Masses are not intended to take the place of Sunday participation. Students are strongly encouraged to attend the Sunday liturgy. Catholic non-parishioner families are not required to attend Maternity BVM (or San Jose Sanchez del Rio) church but should attend Mass at their chosen parish.

The sacramental program involves a special time of preparation for the reception of the Sacraments. The classes taking part are as follows:

2nd Grade – Sacrament of (first) Reconciliation

2nd Grade – Sacrament of Eucharist

8th Grade – Sacrament of Confirmation

Students who are outside of the above grade levels may still be eligible to receive the sacraments; please contact Sister Jess for more information.

We hope that families and students demonstrate a genuine desire to participate in the life of the church throughout their preparation to receive the sacraments. **Students who are undergoing sacramental preparation classes are required to attend each retreat and practice.** Inattention to this requirement will lead to the child not participating in the sacrament. Baptismal certificates must be on file in the school office.

Standards Based Grading

Maternity BVM utilizes standards-based report cards in order to provide the most accurate portrayal of a student's performance in school. With a standards-based approach, teachers evaluate student learning in a variety of ways using classroom observations and classwork, along with formative and summative assessments. The combination of these pieces of evidence, when reviewed with parents, provides a more detailed picture of student progress towards grade level expectations. Each subject is broken down into various learning standards, which students are evaluated on a 1-4 point scale:

- **1 (Beginning):** Student is working towards proficiency with limited progress toward the grade-level standard.
- **2 (Progressing):** Student is working towards proficiency with steady progress toward the grade-level standard.
- **3 (Proficient):** Student has reached or mastered grade-level expectations taught for that standard.
- **4 (Advanced):** Student has exceeded the grade-level expectations taught for that standard.

Please keep in mind, scores provided on the report card are not grades. The report card is a tool that is used to accurately inform you of where your child is in relation to where they need to be at the end of the school year. A student may have 1's and 2's during the year, depending on when new concepts/standards are introduced during the year. A score of 1 or 2 in the 1st or 2nd trimester of the year is NOT a negative reflection of your child's learning ability. A score of 1 or 2 on many of the standards would be expected throughout the year for most students until they can independently demonstrate mastery of the end-of-year targets.

Parental Cooperation & Parent/Guardian Conduct

Since parental cooperation is absolutely essential for the success of our school program and student achievement, a lack of parental cooperation or inappropriate parent/guardian conduct may result in a student/family being asked to leave Maternity BVM School.

Parents/Guardians are expected to conduct themselves appropriately during interactions with all faculty and staff. Parents/Guardians are prohibited from swearing at and threatening staff members as well as prohibited from using acts of physical intimidation or aggression in their interactions with staff. Staff members are held to this same expectation. Any adult who violates these expectations will be asked to leave school property and may be placed on suspension which would prevent them access to school grounds at the principal's discretion.

Daily Schedule

Before Care & Breakfast: 6:00-7:30 AM

Arrival: 7:45-8:00 AM

*Dismissal: 3:00-3:15 PM

After Care: 3:30-6:00 PM

Faculty and Staff 7:30 A.M. – 3:30P.M.

School Office Hours 7:30 A.M. – 3:30 P.M.

*Wednesdays students dismiss at 2:00-2:15 PM.

Students not picked up at dismissal will be sent to After Care. 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. We highly recommend that families do not schedule trips/vacations when school is in session. If your student must miss school for an extended period of time, sufficient notice must be given to the office as well as the student's teacher(s) (at least one week in advance) so that proper arrangements for classwork can be made.

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 comes to school before the appointment and returns 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.

School attendance is fundamental to the academic success and spiritual growth of our students. For this reason, students are expected to attend school on a daily basis for the school term, unless an absence is excused. A student is absent from school when he/she is not physically present on a required student attendance day. A student is tardy when he/she is not physically present at the posted opening of a regular required student attendance day.

Reporting Process Absences

Any day that a student is absent from or tardy to school, the student's parent/guardian must call the school office at 773-227-1140 or email ncarcanaquez@maternitybvmchicago.com or mbarrett@maternitybvmchicago.com within 30 minutes of the opening of a regular student attendance day to report the student's absence or tardy. If a parent/guardian fails to report a student's absence, it will be recorded as unexcused. The school will contact the parent/guardian if a student is absent and a notice of absence is not received within 60 minutes of the opening of the student attendance day.

A student absence will be excused if it is due to: (1) student illness (including mental/behavioral health); (2) observance of a religious holiday; (3) death in the immediate family; (4) a family emergency; (5) other situations beyond the control of the student as determined by the principal; (6) other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional or physical health or safety; and (7) other reasons approved by the principal. Absences due to medical reasons may be required to provide medical documentation. If medical documentation is required and is not provided, the absences will be marked as excused. Students whose absences are excused will be allowed to make up missed assignments. An unexcused absence is an absence from school for a reason other than those listed above as an excused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused.

Tardies

Students are expected to be in class on time so they maximize their learning opportunities. Students that arrive at school after the first bell has rung (8:05am) are considered tardy and must report to the school office upon their arrival. After reporting to the office, the student will be permitted to join his/her class. Tardies are recorded in the school office and are reported on the student's report card. Excused tardies are not counted. Students may accrue up to 3 each semester; a \$30 charge will be applied for every 3 tardies. Excessive absences or tardiness will be addressed on an individual basis and may be subject to disciplinary action.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent/guardian must call the school office at 773-227-1140. Students to be dismissed early from school will be picked up from the school office.

Excessive Absenteeism

Excessive absenteeism means absences that total 10% or more of school attendance days in the current school year including both excused and unexcused absences. We will periodically review our student absence data to determine if any students are excessively absent and, if so, we may call the parent/guardian to discuss the reasons for the excessive absences. Additionally, if appropriate, the school may provide the parent/guardian with a list of resources where they may obtain counseling or social services that will encourage daily attendance and promote success. If there is no improvement in attendance or cooperation by the student or parent guardian with its efforts for their child, the student may be withdrawn from the school. **Maternity BVM school has the right to declare a child truant after 18 absences. If a student meets this maximum number, he/she may not be able to advance to the next grade level.**

Arrival and Dismissal Procedures

ARRIVAL

Before-Care will start at 6:00 am and last until 7:30 am in our little building cafeteria. Free breakfast is provided to all students at 7:30 AM. No more than 50 students will be allowed in the basement at once. At 7:45 am, students will be permitted into their classrooms.

Students who walk will only be allowed to enter via the Lawndale Ave gate entrances, they will have to follow the route to their classroom building. Barriers will be placed by the Monticello alley, courtyard, and rectory gate entrances in order to ensure that all students are able to get to their buildings and so that the only individuals in the BVM parking lot are staff. Students will be allowed to be dropped off from cars entering the parking lot from North Ave and Lawndale Ave, however they may not park in a parking space and wait inside the parking lot. Staff/service squad will assist students out of the cars and into the buildings. Parents are not allowed to enter the building or walk their students into the classrooms.

No parents are allowed in the building during arrival/dismissal and need to make an appointment if needing to come in during the school day.

All teachers will be in their classrooms at 7:45 am to greet and monitor their students. Students not in their classroom by 8:05 AM will be considered tardy. On Fridays, all students will be directed to the church basement for our weekly Assembly at 7:45 AM unless stated otherwise. No supervision is provided outside the school building in the morning before school begins, or in the afternoon after the classes have been dismissed. Parking is not permitted in our parking lot after 7:30 AM.

DISMISSAL

All teachers will begin their dismissal procedures at 3:00 pm (except Wednesdays at 2:00 PM). Teachers will wait with students until 3:15 pm; students remaining at 3:15 will be sent to after-care (parents will be charged a fee for after care). If a student provides a parent note/a parent calls on their behalf saying that their student will be attending after-care, they will be able to join after-care at 3:15 pm. The school may take disciplinary action if students leave the school without permission or if they do not leave school property when they should. Students may not purchase food from vendors outside and bring it back to the school to be eaten during extended day care.

Parents will be asked to wait in line on the Lawndale sidewalk if students are walking home. BVM faculty and staff members will meet with parents to ask them which student they are picking up and what grade they are in. Parents driving may utilize street parking or our rolling parking lot dropoff/pick up procedure and await a staff member to ask for which student they are picking up. A staff member/service squad will walk the student to the car, no parent may pick up a student from inside the parking lot. The faculty and staff member will call/walkie-talkie/etc. the teacher and send them to the exit where the parent will pick them up.

During our arrival and dismissal procedures it is critical that staff and families work together to ensure the safety of all persons. All families should be compliant with driving regulations set forth by local law enforcement agencies. Families who are double-parked

or are disrupting the flow or safety during arrival and dismissal may be asked to move. Please be respectful of our neighbors. If you are blocking cars from turning from North Ave. onto Lawndale you will be asked to move.

Students who walk home or take public transportation (CTA) must have a signed permission form on file. If someone other than a parent or legal guardian or emergency contact on file is picking up your child the office must be notified by 1:00 PM so the students and appropriate staff members can be informed.

Child Custody Issues Regarding Arrival/Dismissal

In cases where a child's parents are legally divorced, separated, or otherwise not together, the school assumes that both parents/guardians have permission to drop off/pick up the child and will dismiss the child to either guardian except in cases where documentation of a court order preventing such custody has been presented to the school. Maternity BVM School must have documentation for protective orders/court orders regarding custody agreements. Should there be an issue, Maternity BVM School will contact local law enforcement to resolve the issue.

Emergency Closings

Maternity B.V.M. School will close for inclement weather you will be contacted via the school through Smore (email) and via ClassDojo. If the Chicago Public Schools close because of weather conditions, Maternity B.V.M. School will also close. *eLearning may take place versus a "snow day". As you know, such closings are highly unusual. 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. Always keep emergency information up-to-date so that you may be contacted in the shortest amount of time possible.

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 Positive Behavior and Intervention 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, classrooms, 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.

- 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 any type of weapon will be considered a very serious offense and necessary action will be taken immediately.
- We consider students attending school and parish functions to be representatives of Maternity B.V.M. School, therefore, subject to the code of conduct of the school.
- From time to time, it may be necessary for a student to serve morning intervention for disciplinary reasons. Parents will receive written notification prior to the morning intervention.
- 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 all grades, in an effort to ensure students take responsibility for their actions, the following parental notification policy will be enacted:
 - Behaviors against our handbook/code of conduct are marked daily in the blue folder. Parents are encouraged to check the folder on a regular basis.
 - When student interventions are needed, 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 8th 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 CLASSIFICATIONS

The following student behaviors will be considered Class I actions. These negative actions will be marked daily in the blue folder. Upon the third action within a week, the student will need intervention. A form will be sent home explaining the reason for the intervention. This form must be signed by a parent and returned the following day. Interventions will be held on Thursdays from 7:15 AM-7:45 AM. A parent must be at school promptly at 7:15 AM to check in the child in the office. If negative actions continue to occur, another intervention 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.

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. Peer misconduct
9. Lack of Academic Effort
10. Virtual Misconduct *Cyber Policy Attached
11. Disruptive behavior during a field trip

The following student behaviors will be considered **Class II actions**. **Any one Class II action will result in an intervention/administration intervention.** 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/cheating /plagiarism (including Chat GPT or other AI platforms)
5. Bullying/disrespect of peers
6. Disrespect of any school personnel
7. Use of personal electronic devices in school

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.

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 seven 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/EXPULSION

- Vandalism of school property that's gang related or hate related
- Vandalism of another person's property that's gang related or hate related
- Frequent cheating, plagiarizing, and/or copying the work of another student 3 or more times (including the use of AI such as Chat GPT)
- Using profane, obscene, indecent, or immoral language or gestures gang related or hate

related

- Smoking as defined by holding a lighted cigarette, cigar, pipe, and/or pipe on school grounds and/or drinking alcoholic beverages.

- Having smoking items, i.e. cigarettes, matches, lighters, vape pens, pipes and/or having alcoholic beverages.

- Purposeful false activation of a fire alarm

- Other infractions, not listed, may be subject to suspension

- Any other incidents deemed serious enough to warrant a suspension

EXPULSION

Expulsion is permanent exclusion from school as decided by the Principal and the Pastor. Expulsion is to be used as a 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

- Assault on any student, teacher, school personnel, or visitor (The local law enforcement organization will be notified immediately; additionally, within 3 days of the incident, the Illinois State Police will be notified.)

- Hostile physical or verbal threats or actions toward another person and/or school

- The use of alcohol, drugs, drug paraphernalia, and/or over the counter drugs. (If a student brings illicit drugs or weapons to school, local law enforcement organization will be notified immediately.)

- 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.

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

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 emails, text messages, instant messages and websites.
- 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/Folders/Teacher Supplies** - Whether the property of the school or the student, must be kept in good condition. Students who mark school books will be assessed a \$20 fee to pay for the damage. Lost books will also be assessed a \$20 fee. This also applies to classroom library books/leveled readers. Doodling on textbooks or workbooks is not permitted. Book covers bought by the families are to be used to protect textbooks. Neatness and proper care of items are essential; otherwise, students will be held responsible. \$5 will be charged for replacing a blue folder or planner.
- **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-\$100 fine for chromebooks and tablets at \$10 for headphones will be marked on FACTS. Students are to be respectful of all equipment throughout the school and computer lab. Students shall make the teacher aware of any problems with equipment.

Email and Camera Usage – Students

Unless specific permission is given by the school or school staff members, camera use by students during the school day, in extended day, and/or within school property is prohibited. Students cannot post or otherwise share any unauthorized pictures of school staff, students, or property on any social networking site. Although the school can not request a student's social media login and password the school may require the student to show or share social media content. Unauthorized posting or sharing pictures of events, activities, or of other people by a student can leave that student subject to disciplinary action including, but not limited to, loss of camera (parent pick up required) morning intervention, probation, suspension, and/or expulsion. The principal's discretion will dictate the severity of any necessary disciplinary actions by the school. Furthermore, students may send email communication only to those who are part of the @maternitybvmchicago.com domain and may not email friends, family, etc. from their school devices.

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

- When a search is conducted, at least one other authorized school personnel will be present.
- Where possible, one person will be of the same gender as the student.
- The principal will always have another school authority present when a search is conducted.
- 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 will contact the local police department to report the incident and secure the contraband until the police arrive.
- Parents or guardians will be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty their pockets or to open his/her book bag or purse, the student will be detained under supervision until parents are contacted and have arrived.

* Please note: The Search and Seizure Policy described is in full accordance with the Archdiocesan Policy Handbook

SEXUAL HARASSMENT

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, student, or family member who knowingly makes false charges against an employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set by the archdiocese of Chicago.

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, PHONE NUMBER, EMAIL

For the safety of children, parents are to notify the school office as soon as they have a change of address, email address, home phone number, and/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 reconnected, please send the new number to the school office immediately. Changes in phone numbers or addresses should be sent to the school office in writing. It is recommended that you provide the school with a current cell phone number and email 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, *Covid symptoms, 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 without medication**. A parent must report the illness to the school office, especially if it is a positive Covid test for proper quarantine/reporting can be done. 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. *If Covid related illness, Archdiocese/state/city guidelines will be followed.

EMERGENCY

In the event of an 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 contact on file in the office. An updated emergency form must be turned in each year before 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, allergies, heart conditions, physical disabilities, etc.) should be noted on the Registration forms. 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.

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.

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 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 Preschool, K, 1, 2, 3, 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-8th. 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 (MEDICAL CARE)

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 or Epi-Pen 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.

Please note that BVM is not authorized to provide medical care.

FOOD ALLERGIES

If students have any specific food allergies or other item-specific allergies it is the responsibility of the parents/guardians to present written proof to the school office so that the proper accommodations can be made. The family must then also share this information with the classroom teacher.

If a child with an allergy must have an epi-pen, it is the responsibility of the family to provide the school with this epi-pen and to demonstrate, on an annual basis to the classroom teacher, how it is to be used.

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.

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 clipboard 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/lunchroom/other school area, unless otherwise advised by the principal or secretary. The person must also leave school immediately after drop off and after checking out with the office.

TECHNOLOGY

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

1. USE OF Maternity B.V.M. SCHOOL'S TECHNOLOGY RESOURCES

It is the policy of Maternity B.V.M. 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 B.V.M. 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 a limited self-discovery function.
- Cyber-bullying

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.

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

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, threats, and damages to school loaned technology.

Report Cards/Progress Reports/Parent Conferences

Report cards will be issued approximately every 12 weeks (each trimester) for students in grades PK through 8. All conferences are virtual and led/scheduled by the homeroom teachers. If a translator is needed and/or administration support, it will be noted during scheduling.

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

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.

Recommendation Letters and Referrals

Personal recommendations and referrals are often requested by students and families. Teachers are welcome to offer this service and commonly do so freely. It is important to note that no staff member is obligated to write or give a referral or recommendation and when they do so it is done of their own volition and generosity. Furthermore, most staff members will request a period of time to complete the referral - 1 day beforehand is typically insufficient. Staff members may make the recommendation/referral public and viewable if they wish. However, it is standard practice to keep most referrals and recommendations private and sealed so as to guarantee their authenticity.

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.

RETENTION

Notice of possible retention will be made no later than the date of 2nd trimester report cards. Teachers will note on final year-end reports whether a child has met the grade level requirements and is to be promoted, placed, or retained in/to a certain grade level. Final decisions regarding promotion and retention are made together between the school staff and the child's parents/guardians. Discussion concerning possible retention should be held as early as possible in the school year.

HOMEWORK POLICY

The purpose of homework is to:

- give students opportunities to practice and reinforce skills
- prepare students for a new topic
- enhance classroom learning

Homework should only consist of research based projects, assignments indicated in curriculum guides, independent or family reading*, and reviewing for assessments (ex: spelling words, vocabulary, unit assessments, etc.). Each class should provide sufficient in-class time for students to work on these assignments. Teachers can provide additional homework if a parent requests it. Teachers must include what assessments, reviews, and projects they are assigning in their weekly/monthly lesson/unit plans.

*excluding Reading Logs

Students who continuously show lack of academic effort and/or are in need of additional academic support may be subject to an individualized homework policy.

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 can be purchased from Schoolbelles at 7320 W. Foster 60656 or online at www.schoolbelles.com.

Uniforms (Regular)

Girls K-8

Blue plaid jumper (recommended K-3 grade), Blue plaid skirt (recommended 4-8 grade), or blue pants/shorts (K-8) with a solid color black, brown, or navy belt and red BVM polo **tucked in**.

Girls may wear solid white, black, or navy blue leggings under their jumpers/skirts.

Girls should wear **black dress shoes/ankle boots** (NO HEELS) on regular uniform days. Appropriate socks must also be worn.

Skirts/shorts must be worn at the waistline and may not be pushed down the hips or rolled at the waist. Skirts, shorts and jumpers 2 inches from the knee.

Boys K-8

Navy blue dress pants and a **tucked in** red B.V.M. shirt with a solid color black, brown, or navy belt. Boys may also wear navy blue dress shorts also with a belt. Boys must wear **solid black dress shoes** on regular uniform days. If they cannot tie their shoes, Velcro shoes are recommended. Pants must be worn at the waistline and may not be pushed down the hips or rolled at the waist. No elastic waist or ankle uniform pants are allowed in grades 4th-8th.

PreK Boys and Girls

PreK students will wear the navy gym uniform everyday.

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 the classroom. Sweaters/jackets should be labeled with the student's name. School polos/gym shirts should be worn under their sweaters at all times.

Undershirts must be solid white, red, or navy blue.

Rain boots/snow boots and boots above the ankle may be worn to school when the weather permits but children need to change their shoes upon entering the building.

Gym Uniform

The gym uniform consists of a t-shirt (short and long sleeved), shorts and sweatpants, each imprinted with the school name/logo. They must hit the knee and be loose fitting.

Jewelry/Make-Up/Nail Polish

Students may not wear more than one ring. Students may wear one bracelet and one necklace. 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/acrylic nails. Makeup is not permitted. No smart watches or other smart devices can be worn during the school day.

Hair

Hair must be neatly groomed and kept off the collar. Extreme, trendy, and faddish hairstyles are not permitted. The following are examples of hairstyles that are not permitted: mohawks, fohawks, tails, or multi-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. Hair bows, headbands, and all other hair accessories must be solid colored or BVM plaid. No animal headbands. Hair accessories that are a distraction to learning will be asked to be taken off and placed in a bookbag.**

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. Non-uniform shorts or pants may be denim or other material. Pants may not be "sagging" at any time. Skirts, shorts and/or dresses must be knee length. Leggings/jeggings/yoga pants may be worn-garment material (not see-through).

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.**

Other Regulations

Potty Training in Preschool

All students must be fully potty trained before attending Maternity BVM. BVM reserves the right to suspend or ask a family to leave if students consistently have accidents or if there is sufficient evidence that a student is not potty trained.

Food and Gum

Carbonated beverages (soda) are not permitted nor are beverages in glass containers or lunches from fast food restaurants. If fast food is brought for lunch the student will instead be given a school lunch and sent home with the fast food items. 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.

We discourage pizza and/or cakes/cupcakes for student's birthdays. Please provide at least 24 hours notice to your child's homeroom teacher if you want to bring in treats of any kind.

Snowballs

For the safety of all children and adults, snowball throwing will not be allowed on school property or in the immediate area.

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. The school cannot take responsibility for items that are lost or damaged.

Cell Phone & Smart Watches-Students

Each teacher has a cell phone collection policy in their classrooms. Cell phones are prohibited during the school day and need to be shut off or kept silent. No smart watches are permitted during school hours.

Any student who is found to be in possession of or using a cell phone during the school day will have the cell phone/smart watch taken by the teacher and turned in to the office where it can be picked up after dismissal. A child who brings a cell phone/smart watch to school does so with the understanding that these consequences are in place and is therefore liable to the consequences. Additionally, the school is not responsible for cell phones that are lost or stolen.

Communication

Maintaining strong communication is a key to student and school success. There are several systemic procedures that the school has put in place to facilitate strong communication between school and home. At Maternity BVM, we believe in the power of respectful communication and it is our expectation that all stakeholders will conduct themselves professionally when communicating a concern.

A weekly email newsletter will be sent home with every child in the family via SMORE communication. In addition, some notices and letters will also be sent home during the week.

Smore communication will be used to contact families via email for any school emergencies and closure. You can view our newsletters here: <https://app.smore.com/u/mbarrettbvm> . If your email or any contact information changes during the school year, please contact the office immediately so we can maintain communication and accurate records.

All classrooms will use ClassDojo of communication to keep families informed of classroom activities. Every parent/guardian should be connected to their child's Class Dojo page within their first week of school.

Every student receives a 2-way communication folder and students in 4th-8th grade have a planner; please check these items regularly with your child. Grades 6-8 require weekly signatures on the students' home folder.

Testing Program

iReady is an online program for reading and/or mathematics that will help your student's teacher(s) determine your student's needs, personalize their learning, and monitor progress throughout the school year. Diagnostics are conducted three times per academic year with regular practice throughout the year as well.

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

School employees are legally designated as mandated reporters and must, by law, report cases of suspected child abuse or neglect to the Department of Children and Family Services (DCFS). It is the responsibility of DCFS personnel to investigate allegations of abuse or neglect, and school employees shall fully cooperate with such investigations.

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 and approved by the teacher. Contact the teacher within 24-48 hours should you choose to send your child to school with treats. 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 unless the entire class is invited.

Field Trips

Each class may select and conduct educational field trips during the year. Field trips are designed to be learning experiences outside of the school or parish environment and will, in most cases, require bus transportation. Parents and guardians are asked to act as chaperones. Parents who chaperone must meet all the Safe Environment Requirements.

Parents or guardians will be asked to provide written permission for students to participate in field trips. Students will not be permitted to participate unless written permission has been granted. The school will take every precaution to ensure each child's safety during field trips. However, the school cannot accept

liability for any accident or injury that may occur during such trips. By granting permission for a student to participate on a field trip, the parents thereby release the school from any and all liability.

At any time the teacher may speak with the principal about not allowing a child to attend the field trip due to discipline issues experienced in the classroom. The principal in consultation with the classroom teacher/s will make the final decision.

Due to the fact that all trip costs are figured on the number of students attending at the time of the field trip reservation, the cost of the trip cannot be refunded.

Field trips are expected to be learning experiences and children are expected to behave in the same manner as they would in class. Buses must be left in the same condition they were in when the students first boarded.

Parents who chaperone on field trips are not allowed to bring younger children with them. They must also refrain from using cell phones while supervising the children unless it is for emergency purposes. All chaperones are expected to give full attention to the students under their care.

Maternity BVM recognizes that parents can potentially go to the site of the field trip independently, but only the approved chaperones for a specific trip may accompany the class. The teachers do not have the ability to welcome other adults into the school group.

Chaperones must accompany the class for the entire trip, including transportation to and from both the school and the site.

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 with school rules and teacher chaperone expectations.

Checklist for Chaperones

1. DO spread out from the other parents.

The main reason teachers ask for parent chaperones on a field trip is for safety. If all parents clump together at the back of the group to chat with each other, you can't help with crowd control and supervise student behavior, which is the main reason extra adults have been invited along.

2. DO be aware of the group—not just your child.

As a chaperone, you may be put in charge of a small group that includes your own child for the length of a field trip. Participate in the activities and engage. Encourage students to ask questions if expected and help prompt appropriate behavior and responses. Share any related information or expertise you may have to spark discussion, but do not take over. If there is a tour guide, let him or her present information. Model the type of listening behavior we expect from the students (and refer to tip #1).

3. DO feel free to say, “no” (and be able to say it loudly).

Don't be afraid to discipline students if they wander away, are too loud, or are rude to the tour guide. Teachers want your help in this area. If you are uncomfortable disciplining, let the teacher know. Please don't sit back and watch any unacceptable behavior continue. Often, standing in the proximity of a “busy” child fixes about 85% of the problems. No purchases may be made for the child/group you are monitoring.

4. DO NOT spend time on your cell phone.

Have a cell phone in case of emergency but do not use it on the field trip. If you have a job that requires you to check in often, do not volunteer to chaperone.

5. DO NOT complain about school issues or faculty members on a field trip.

This is not a time to vent any problems you may have with the school. Along those same lines, do not try to have a parent/teacher conference while on the field trip.

6. DO enjoy yourself and this time with your child and his/her classmates.

Follow up with more discussion at home and share cool facts or particularly fun parts of the trip.

SAFE ENVIRONMENT REQUIREMENTS EMPLOYEES AND VOLUNTEERS

Protection of Children and Youth

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the **7703 form** of the person being considered for employment. The school retains all application forms for 3 years following the interview.

Criminal Background Screening

- All employees and all volunteers who work with children must complete an online background check.
- No one may begin to work or volunteer unless the criminal background check has been completed and approved.
- All school employees are required to complete the **eAppsDB** form, online. For assistance, call the Office for the Protection of Children and Youth at **312-751-5238**.
- School employees hired after July 1, 2007 must be screened through digital fingerprinting procedures. Dates and sites are posted on the Archdiocese of Chicago website.

Safe Environment Training

- All employees and all volunteers who work with children must attend the **Virtus/Protecting God's Children** training program within three months of beginning employment, ministry or service.
- Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God's Children) are posted on the Archdiocese of Chicago website. (Register online, after being hired or accepted as a volunteer.)
- If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate at the time of training.
- Volunteer background checks are completed through Virtus.

Code of Conduct

- All employees and all volunteers who work with children must read, sign, and date the **Code of Conduct Personnel Acknowledgement Form**.

- The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

Child Abuse and Neglect Tracking System (CANTS)

- All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The Form is to be given to the local administrator.
- One copy is mailed, by the local school administrator, to the Department of Children and Family Services (DCFS), Springfield; a copy is retained in the personnel or volunteer file at the place of employment/ministry.

Note: All of the above forms are available online at **www.archchicago.org** under the Protecting God's Children link. All forms, except the CANTS form, are available in English, Spanish and Polish. The school reserves the right to make amendments and revisions to the handbook at any time.

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. To request formal records, tuition payments need to be up to date or only unofficial transcripts will be given in a case of withdrawal before the end of the school year.

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 may 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.

Families who are not current with all financial obligations will not receive report cards, diplomas, or transfer records until all obligations are met. In cases of large outstanding amounts, families may receive an exclusion letter stating that students may not attend school until the financial obligations have been met. This may also result in a family not being allowed

to re-enroll.

Withdrawal of Students Based Upon the Conduct of Parents/Guardians

Students may be withdrawn due to the conduct of their parents/guardians. Withdrawals may take place if the conduct of a parent/guardian is directly threatening, hostile, chronic disrespect, or other behavior that violates the parent code of conduct. In such cases, the Principal shall contact their assigned Regional Director and Pastor (if applicable) before the withdrawal is implemented.

Illinois State Updates for Compliance

Governance

Maternity BVM School operates under the auspices of the Archdiocese of Chicago. Therefore, Maternity BVM School adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Illinois State Recognition/Adoption of State Requirements

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE). School communities and their principals must comply with State requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

Non Discrimination Statements

As per Illinois PA 102-0360, Maternity BVM School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Maternity BVM School admits students and hires qualified employees of any race, color, sex, national, and ethnic origin.

School Incident Reporting System (SIRS)

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Student Attendance Requirements

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at Maternity BVM School are **required** to attend school **daily**.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

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

Transfer Students

Certified copies of transfer students' records are requested within 14 days of enrollment. Maternity BVM School sends **unofficial** records of students transferring to other schools within 10 days of the request. **Official** records are sent once all financial obligations have been met.

Graduation Requirements

As a requirement for graduation, students are expected to achieve a passing grade on exams for the Constitutions of the United States and the State of Illinois.

Additional graduation requirements include satisfactorily completing academic requirements, adhering to the school's code of conduct, returning all school materials, and meeting all financial obligations of fees and tuition. 8th graders are also required to complete 10 hours for graduation and an additional 10 hours if participating in the sacrament of Confirmation.

School Curriculum

The instructional program of Maternity BVM School includes religion, reading/language arts, mathematics, the biological, physical and social sciences, the fine arts and physical education and health. **Core instruction is provided in the English Language**

Comprehensive Health Curriculum

As mandated by the State of Illinois, Maternity BVM School provides health education in grades K-8 at age appropriate levels. The program addresses many aspects of wellness, human ecology, body systems, human sexuality, growth and development, personal hygiene habits, mental health and available help resources, information on communicable diseases, safety and substance abuse. Topics are introduced at age-appropriate levels and may be integrated into the Science, Physical Education and/or other appropriate curriculum areas. Parents/Guardians may choose to have their child/ren excluded from some topics on Human Sexuality.

Archdiocesan Medical Cannabis Policy

Students are not permitted to use or possess cannabis infused products in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a "registered qualifying patient" and has an individual who is a "registered designated caregiver," both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

The school may not deny a student attendance solely because he or she requires administration of medical cannabis during school hours. A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create

a disruption to the school's educational environment or would cause exposure of the product to other students.

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 the school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, bullying and harassment of others, inappropriate use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Parents/Guardians are encouraged to monitor their child's use and/or misuse of technology outside of school, including the age requirements for social networking websites.

Social Media

Students and their parents/guardians are advised that the school, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

Emergency Safety Drills

Fire, tornado, lock down, evacuation and crisis drills are important. They are designed to teach students and staff procedures to follow in case of an actual emergency.

Crisis folders and maps for evacuation are in each classroom. Emergency drills shall occur on a regular basis. Students **MUST** follow the rules during emergency safety drills, which include:

- always following the directions of the teacher or administrator
- staying with one's class; if a student becomes separated, he/she must go to the nearest adult
- silence is required so all can hear emergency information

We ask that parents / guardians remind their students of the importance of their behavior during drills so that they are well prepared if an actual emergency were to occur

Extended Day Program

The Extended Day Program is an important aspect of Maternity BVM School and provides a vital service to parents who need dependable care for their children before and after school. For an additional fee, parents know their children are in a safe and supervised environment. Parents/guardians cannot stay in extended day care once a child is dropped off. Please know that BVM is a preferred vendor with Action For Children, contact our main office to learn more.

Before our school day starts at 7:45 A.M., supervision is available starting as early as 6:00 a.m. It runs until the start of the school day, but parents/guardians are allowed to drop-off children without being charged at 7:30. After school supervision is available from dismissal until 6:00 p.m. The Extended Day Program will not provide services to students on non-school days. In the afternoon, parents/guardians are asked to enter the building and sign their child out.

Removal From the Extended Day Program

Students will be removed from the program for unacceptable behavior to staff or other students or for damage to school property. Students may also be removed for not being current with financial matters related to this program.

After School Clubs

After school clubs and teams are a vital part of our school's overall program and help students foster extracurricular skills and talents. It is the school's aim to provide a diverse array of clubs and teams for students of all ages. The clubs and teams will normally be led by a teacher or school staff member. Offerings vary throughout the year. Participation in all clubs and sports is dependent on a child's positive behavior, good grades, and attendance at practices and planning sessions.

Asbestos Compliance

Maternity BVM School is in compliance with all regulations of current law regarding asbestos. The school has been re-inspected, and a copy of the inspection and the management plan is on file in the school office. An annual report is sent home each fall notifying parents of any changes in status that have taken place.

Child Abuse Reporting

Under Illinois law, all school personnel are mandated reporters and are required by law to report any suspected physical or sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care, or school attendance. Reports are made to the Department of Children and Family Services. No school employee is obligated to first contact a family member before contacting DCFS. Persons from this department must follow up the call by visiting the child's home. At times, they will ask and will be given permission to speak with the child at school.

Crisis Management and OSHA

A Crisis Management Plan and OSHA policies and procedures are in place to protect the safety of all in the school. Parents/Guardians have the right, if they choose, to schedule a time to see these OSHA policies and plans.

Custody and Court Ordered Restriction

Any custody arrangements or court ordered restrictions regarding your child should be made known to school officials before the first day of school. Each parent has all rights to their child unless an official court order limiting these is on file in the school office. Changes or restrictions that a court places on these rights of visitation and custody by both parents must be presented to the school office immediately.

The school cannot make independent judgments in the absence of court-ordered alterations.

Family Educational Rights and Privacy Act

Maternity BVM School abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parents with access to academic records and to other related information regarding the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Health

Students should not be sent to or remain in school when seriously ill with a fever or contagious sickness. To do so is not only injurious to that student, but also endangers the health of others. If a student has been absent due to a contagious disease, they must have a note from a physician in order to return to school. Students who show signs of illness during the night or are sick when they wake up should not come to school. If a student is found to be ill upon arrival, parents/guardians will be asked to take their child home.

Illinois State Law requires that each child have a physical and dental examination before entering into Preschool, Kindergarten, Grade 2, and Grade 6. Every student must be immunized against measles, smallpox, tetanus, diphtheria, poliomyelitis, and pertussis and must have a series of three hepatitis B (HB) shots. In extraordinary circumstances, the principal may make exceptions to the immunization requirements. Immunization records are always due when a child registers for school. These forms must be signed by the parent and the physician or dentist and returned to school promptly. Failure to comply will result in a child's exclusion from school until the requirements are met. Medical records are due September 30 at the latest. These forms become part of a permanent file that is kept in each student's Health Record. County and State health personnel visit the school periodically to check these files.

Mental Health Support

Maternity BVM School teachers engage in daily social emotional lessons with students to ensure they have opportunities to practice the skills they need to grow into emotionally and spiritually balanced adults. Additionally, Maternity BVM School offers counseling support to students through Student Savvy. Families, teachers, staff members and students themselves can make referrals to see the counselor. Maternity BVM School takes all indications of self-harm, suicidal thoughts and other significant mental health concerns seriously. When there is a threat to others, the school's discipline policy will be followed. When we have concerns about a student's emotional well-being, we will ask for the student to receive a mental health assessment from a licensed mental health professional (licensed clinical professional counselor, licensed clinical social worker, licensed psychologist or licensed psychiatrist) prior to the continuation of academics and co curricular activities at Maternity BVM School

Below are the steps parents/guardians follow when a student displays a threat of harm to themselves or others :

1. Require the child undergo a crisis mental health assessment in the community by a licensed mental health professional as soon as possible. The school can help provide referrals to clinicians, agencies,

hospitals and services who may be able to assess the student.

2. Parents/guardians are expected to follow the recommendations provided by the clinician, which may include outpatient therapy, partial or inpatient hospitalization, and/or medication management.

3. Parents/guardians are expected to sign a consent for release of information, and arrange for the clinician to share the recommended treatment plan with the school to determine the student's reentry.

a. Treat information received from the student/family/treating medical provider confidentially.

b. All documentation should be faxed or emailed to the attention of the principal or school designee.

Post-Assessment Follow Up

1. If the assessment and recommended treatment plan result in an immediate return to school, please see Step 3.
2. If the assessment results in a recommended extended absence, defined as more than five days (or as designated by the school), the parent/guardian should contact the school principal or designee to communicate the preliminary treatment plan as outlined by the treating clinician. The principal or designee will communicate with any treatment facility and school faculty to collaborate on the therapeutic and academic needs for the student. The principal or designee will coordinate the provision of necessary information for the student's return to school in a sensitive and confidential manner. The principal or designee should utilize the assessment information to determine whether the school has the resources available to meet the child's needs and, if it is able to do so, to begin drafting the student support plan that will be finalized at the reentry meeting.
3. Reentry back to Maternity BVM School academics and cocurricular activities requires the following written statements from the evaluating clinician, which can be shared via fax or email to the principal and/or designee.
 1. Evaluation date and crisis mental health assessment results, including a statement indicating the provider is informed of the reason for the assessment; e.g., suicidal ideation, threat to others.
 2. Safety statement: The student is not at risk of self-harm or of harming others, and it is appropriate for the student to return to Maternity BVM School.
4. Upon receipt of documentation, the principal or designee will review the documentation of assessment and any relevant treatment plans to determine if the school has the resources to provide a safe learning environment for the student based on their demonstrated needs. If additional information is needed to make this determination, the school will obtain such information from the treating mental health professional.
5. If the school determines it has sufficient resources to support student, schedule a meeting to discuss the student's potential return.
 1. The purpose of this meeting is to review the recommendations from the assessment and treatment plan and to inform the family whether it has the resources to meet their child's needs. If it does, a draft student safety plan will be shared with the family. If necessary, this plan will include a plan to make up missing

homework, tests, and other academic supports. The school may, but is not required to, revise this plan based on information presented by the parents during the meeting. The parents/guardians must indicate their approval with the plan by signing it and committing to implementing the plan as a condition of continued enrollment. If the parents/guardians agree with the school's student safety plan, a date will be scheduled for the child's return to school. If the school does not have the resources to meet the child's needs, the child will be excluded for such reason.

2. Once all aspects of the reentry meeting are accomplished and meet expectations, the student will be authorized to return to classes and cocurricular activities.
6. Following the child's return to school, the principal or designee will schedule a meeting to review the student support plan and determine what, if any, changes are necessary

If after following the Mental Health Protocol outlined above, Maternity BVM School staff feel the student needs support beyond what can be provided at the school, the principal/designee will contact faculty from the Office of Catholic Schools for consultation. In some cases, it may be determined that Maternity BVM School is not the best fit to support the student and the school will then help the family find another school with the resources the student needs.

Missing Persons

The school will notify local law enforcement of any requests for records for any current or former students that are reported as a missing person by the Illinois State Police.

School Visitation Rights Act

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

Guidelines for Parent Communications to Teachers & Staff

At Maternity B.V.M. School

The purpose of this information is to serve as a general guide for ensuring effective communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

Maintain Respectful and Open Communication

- Always use a respectful and polite tone
- Request, don't demand
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives

- Enter the exchange with an open mind and assume a shared best interest for your child
- Be prepared to work collaboratively to solve problems

Confidentiality

- Recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors

Time to Respond to Communications

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses
- Teachers and staff may need some time to collect needed information before responding (48 hours)

Who to Contact

- Most communications of classroom and playground concerns should be first directed to your child's teacher.
 - Contact your child's teacher via their BVM email and/or through Class Dojo or SeeSaw.
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly.
- If you have discussed with your child's teacher and the issue has not been addressed to your satisfaction then contact the school principal.

Please recognize that it is both the policy and the value of our district that we operate with openness, collaboration, and the shared best interest for every student. Thank you.

WHO DO I CONTACT IF.....

My student is going to be absent, or is running late?	Secretary Nora Carcanaquez AND your student's homeroom teacher	(773) 227-1140
I have a question regarding the curriculum, classes, and programs?	Contact the student's homeroom teacher FIRST, if the issue is not resolved, then contact Principal Barrett	Contact teacher via email and/or Class Dojo or SeeSaw
My student has been disciplined and I am wondering the reason?	Contact the student's homeroom teacher FIRST, if the issue is not resolved, then contact Principal Barrett	Contact teacher via email and/or Class Dojo or SeeSaw
I have a question regarding my student's tuition?	Tuition Director Martha Ortega	(773) 227-1140 mortega@maternitybvmchicago.com

I have a question regarding my student's schedule?	Your student's homeroom teacher	Contact teacher via email and/or Class Dojo or SeeSaw
I have a question regarding scholarships/financial aid?	Tuition Director Martha Ortega or FACTS	(773) 227-1140 mortega@maternitybvmchicago.com FACTS Tuition payment plan: 866.441.4637 Financial aid application: 866.315.9262
I would like to refer a student for admissions?	Secretary Nora Corcanaquez and/or Principal Madeline Barrett	(773) 227-1140 ncarcanaquez@maternitybvmchicago.com mbarrett@maternitybvmchicago.com
I am a graduate and need some support navigating high school life?	Principal Madeline Barrett	mbarrett@maternitybvmchicago.com
If I am an alumni who would like to continue being involved at BVM?	Principal Madeline Barrett	mbarrett@maternitybvmchicago.com
I need to obtain a copy of my/my student's transcripts/records?	Secretary Nora Corcanaquez	(773) 227-1140 ncarcanaquez@maternitybvmchicago.com
My student needs religious formation (communion, confirmation, etc.).	Sister Jessica Lambert	jlambert@maternitybvmchicago.com
My student has an IEP?	Principal Madeline Barrett	mbarrett@maternitybvmchicago.com

Handbook Amendments

Amending the Handbook

The school administration retains the right to amend the handbook during the course of the current school year for just cause. Parents will be given notifications of changes.

In addition to the policies and procedures detailed in this 2025-2026 Family Handbook, Maternity BVM also follows the policies, procedures, and guidelines featured in the Office of Catholic Schools Policy Handbook.

Handbook Acknowledgement Form: All families are expected to read and understand our school's handbook posted on our school's website. All families are expected to acknowledge the handbook by signing the form distributed in the Bluejay Bulletin and/or through the classroom teacher.

SIGN AND RETURN THIS PAGE FOR SCHOOL RECORDS
FIRMA Y DEVUELVA ESTA PÁGINA PARA LOS REGISTROS DE LA ESCUELA

Student Name: _____
Nombre de Estudiante

LINK TO FAMILY HANDBOOK:



tinyurl.com/bvmhandbook

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

Mi hijo y yo hemos leído, hablado y entendido el Manual para la familia, ¡y estamos listos para un gran año!

Parent Signature: _____
Firma de Padre

Student Signature (4-8th graders): _____
Firma de Estudiante

Date: _____
Fecha