

## MOST HOLY REDEEMER PARISH SCHOOL PHILOSOPHY



### **WHY CATHOLIC SCHOOLS**

We look forward to meeting you, welcoming you, and introducing you to the faith, focus, and achievement that Catholic Schools offer.

**FAITH**...As children grow, they have many questions...about the world, their own identities, powers greater than themselves, and their relationship with God.

**FOCUS**...Individual attention, and the discipline and order that keep children safe, help children focus on what matters.

**ACHIEVEMENT**...Focusing on test scores has changed the way many schools teach students these days. In the Catholic schools, we take tests seriously and have great results, but we know they are only one measure of success.

**VALUES**...Distinguish right from wrong and learning to behave in a world full of troubles and temptations. We will do everything we can in *partnership* with you to raise your child with Christian values.

**COMMUNITY**...Sharing hopes, dreams, and service to neighbors is the best way to learn to treat others as you would like to be treated. As children grow and families become connected, the bonds of service and compassion that hold the school community together become stronger and stronger.

### MOST HOLY REDEEMER PARISH SCHOOL MISSION AND VISION

#### Mission:

Most Holy Redeemer Catholic School prepares all students spiritually, academically, and socially to succeed in life, to do God's will and be active members of the church. We create a learning environment which is centered on students, guided by teachers, and supported by families.

#### Vision:

The vision of Most Holy Redeemer is to be a catholic school of distinction!

## DISCLAIMER

Most Holy Redeemer School operates under the auspices of the Archdiocese of Chicago. As such, the school administration, faculty and governance board are bound to implement and follow all policies and procedures promulgated by the Archdiocese of Office of Catholic Schools outlined in the Handbook for School Administrators. Local school policies and procedures found in the Most Holy Redeemer Family Handbook and Faculty Handbook are additional directives developed to govern the local needs of the school and may not contradict Archdiocesan and/or Office of Catholic school directives.

The 2017-2018 Family Handbook is not intended to create contractual or other rights between any member of a Most Holy Redeemer School family and Most Holy Redeemer School, the Office of Catholic Schools and/or the Archdiocese of Chicago. It is to serve merely as a guide. The contents of the Handbook may be amended at any time during the year without prior notice. 011117

## ADMISSION POLICY

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.

- ` Non-Catholic students may be admitted to the school provided that these students do not displace Catholic students and that both students and parents/guardians clearly understand that participation in Catholic religious instruction and school activities related to the Catholic character of the school is required.
- ` A child must be three (PK3) or four (PK4) years old on or before September 1 to enter Pre-School. A child must be five years old on or before September 1 to enter Kindergarten; six years old on or before September 1 to enter First Grade at Most Holy Redeemer School.
- ` Transfer of student's previous records must be on file prior to acceptance. In the case of delayed records, it may be necessary for testing and/or assessment of the student to be completed prior to grade placement. In this event, the parent/guardian of the transfer student may be held responsible for payment of a reasonable testing/assessment fee.
- ` To register new school families the following is required: completion of school registration forms, a copy of the student's report cards, a copy of standardized test scores, and a non-refundable Registration Fee.

Children entering school for the first time must present the following:

1. An official copy of the child's birth certificate which is reviewed, copied and returned to the parent/guardian;
2. The baptismal record (if applicable); and
3. A record of compliance with local and State of Illinois health requirements.
4. Non-Refundable Registration Fee and Curriculum Fee.

### Some additional considerations follow:

1. Children placed on a waiting list will be called if an opening becomes available, following admission policy priority.
2. Most Holy Redeemer School may require interviews with families and students to determine special needs.
3. In the case of transfer students, Most Holy Redeemer School reserves the right to inspect former school records before admission. The school reserves the right to deny admittance based on what is known about the applicant after a review of required documents and/or interview(s).
4. Transfer students are expected to be in good academic and behavioral standing and owe no debts to the previously attended school.
5. Most Holy Redeemer School endeavors to educate all students within the limits of our school's educational programs; however, we do not receive funding for special education programs. Therefore, we are not in a position to educate everyone. Students with special needs that cannot be met by existing programs will not be accepted for admission or re-admission.
6. Failure to cooperate fully with Most Holy Redeemer School and abide by its policies may lead to removal or non-registration of the student.

#### Missing Children Records Act (325 ILCS 50/)

For every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that **within 30 days**, he or she must provide either: (1) a certified copy of the child's birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa or other governmental documentation of the child's identity. When the person enrolling the child provides the school with a certified copy of the child's birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified copy to the person enrolling the child. Once the school has been provided with a certified copy of a child's birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

#### ` Failure to Produce Birth Certificate or Other Reliable Proof

Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply.

The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate that appears inaccurate or suspicious in form or content.

#### ` Enrolling Transfer Students

**Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student's previous school a certified copy of his/her record.** The requesting school shall exercise due diligence in obtaining the copy of the record requested. **Any elementary or secondary school requested to forward a copy of a transferring student's record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.**

### ALCOHOL POLICY

Alcohol will *never* be served at any school-sponsored event when children are present.

### ATHLETIC ASSOCIATION

#### Mission Statement

The Most Holy Redeemer Athletic Association (MHRAA) provides a combined competitive and instructional sports program as an extension of the Most Holy Redeemer (MHR) School academic program. Student participants will learn the fundamentals of each sport, and be given the opportunity to develop strong, healthy and disciplined minds and bodies.

It is the responsibility of parents/guardians of students that participate in after-school athletic programs to be familiar with the Sports Program Manual, policies of Most Holy Redeemer School and the Athletic Eligibility/Disciplinary Policy.

Board

President.....	Mick Kelly
Vice President.....	Laurie Keaty
Treasurer .....	Beth Amado
Secretary .....	Tom Curley

Directors

Gym .....	Alish Ryan / Sue Kerwin
Sports Night .....	Men's Club
Website .....	John Geary
Cheerleading .....	Gerri Tilkes/Jill McGrath
Football .....	Tim Lyons / Mike Morrison
Girl's Volleyball .....	Karen Mangin / Jenny Daly / Terese Enright / Jen McClorey
Boys' Volleyball.....	Karen Duggan / Beth Amado
Boys Basketball .....	Colleen Smyth / Mike Doyle
Girls Basketball .....	Colleen Rech / Maggie Bombard / Kari Callahan-Topa
Soccer.....	Erin Bishop / Christine Howley
Baseball .....	Pat Hayes

Representatives

Southside Catholic Conference .....	Emily Callahan
School Advisory Board .....	Mick Kelly

Eligibility/Academic and Disciplinary Policy

The MHR Athletic Program, as an extension of the Most Holy Redeemer School academic program, is subject to the authority of the Pastor, Principal, and Athletic Association Board. Participation in all extracurricular activities, including athletics, is a privilege. Academic and in-school discipline standards must be met for a student-athlete to continue to participate. Parents are encouraged to monitor the academic and disciplinary status of the student-athlete and to contact the proper MHR representative (i.e., faculty or coach) if there are concerns or questions.

- \ The academic standing of all student-athletes will be monitored and checked at each PowerSchool posting date and at the end of each term. Student-athletes with an *overall* average of 76% or lower, or that are considered to be failing any one subject, will be ineligible to participate in any aspect of the athletic program until the next scheduled PowerSchool posting date or report card averages have been determined. If, at that time, the student-athlete's average is 77% or better and/or he or she is no longer failing a subject, he or she will regain eligibility. In the event that the average has not improved to 77% or better, he or she will remain ineligible until the next PowerSchool posting date or report card distribution date, at which time the overall average will again be examined. The following procedure will be applied in all cases.
  1. The teacher will notify the Principal and parents of the student-athlete's ineligibility.
  2. The Principal will notify the Athletic Director, who will, in turn, notify the coach.
  3. The Principal will notify the parents and Athletic Director when participation may be resumed.
- \ Student-athletes, in grades 4-8, are subject to athletic suspension as part of disciplinary consequences.
- \ Disciplinary ineligibility in student-athletes in grades K-3 will be handled at the Principal's discretion.

### Eligibility/Delinquent Tuition

Children will not be allowed to participate in any Most Holy Redeemer Athletic Association programs for any families: (1) in July/August – owing tuition/fees from the previous school year; (2) in July/August – owing fees for the upcoming school year; and (3) at any point during the school year – owing two outstanding tuition payments. The following procedure will be applied in all cases.

1. The Principal will notify the Athletic Director, who will, in turn, notify the coach.
2. The Principal will notify the parents and Athletic Director when participation may be resumed.

### Absence from School as Related to Participation in School Sponsored Activities

Students that are absent from school *for any reason* are not permitted to engage in any aspect of the athletic program or school sponsored activity for the remainder of that calendar day. If it is made known to the Principal that this policy was violated, the student will be barred from participation in any aspect of the athletic/school program for a period of one week.

## ATTENDANCE / ABSENCE

It is important for students to be regular and punctual in attendance in order to receive the maximum benefits from Most Holy Redeemer School's educational program. Illinois law requires compulsory school attendance by all children between the ages of 7 and 16 years. Daily and punctual attendance is the responsibility of the parent/guardian of the student. Irregular attendance jeopardizes the student's chance for successful academic achievement.

### Please take note of the following:

1. In case of student absence, a parent/guardian must call the School Office (708/422-8280) between 7:30 a.m. and 8:15 a.m. each day the student is absent. A parent or guardian may call before 7:30 a.m. and leave a voicemail message.
2. If a teacher reports a student absent and a call from the parent/guardian has not been received by the school, Most Holy Redeemer School will try to contact the child's parent/guardian, as listed on the child's Family Information card. Parents/guardians are responsible for keeping children's Family Information cards updated with current information. If no contact has been made, MHR reserves the right to call the police for assistance.
3. It is very important to keep your child home when he/she is sick. A child must be vomit-free and fever-free for a FULL 24 HOURS prior to the morning of returning to school. If there are symptoms of a communicable disease (reddened eyes, sore throat, fever, headache, rash) please do not expose other children to the possibility of sickness. **If a child is sent home during the day due to illness, the child is expected to stay home the following day.**
4. Absences will be reflected on PowerSchool and the child's report card.
5. A doctor's release is required for absence due to a communicable disease or any absence of 5 consecutive days.
6. Students that are absent from school *for any reason* are not permitted to engage in any aspect of school sponsored programs for the remainder of that calendar day. If it is made known to the Principal that this policy was violated, the student will be barred from participation in any aspect of the school sponsored program for a period of one week.
7. Students are required to make up any missed work while absent. Time limits on submitting missed work will be arranged by the child's individual teachers.
8. Habitual tardiness will be reflected as needing improvement on the child's report card.
9. Medical and dental appointments should be scheduled after school hours.
10. It is important that all students are in attendance during the week of Aspire Testing and the week after. **DO NOT SCHEDULE ANY VACATIONS, early release or appointments during this time.**



AWARDS / HONORS / SPEAKERS  
Protecting the Integrity of a Catholic School

During the course of the academic year, many schools host fundraisers or other events at which they might seek to honor their alumni or benefactors. While these types of activities are generally encouraged, they can occasionally pose a conflict for a Catholic institution when the honoree, award recipient, or speaker does not live a life in conformity with the Catholic faith. Accordingly, it is mandatory that Principals, Presidents and any development officials connected to our schools comply with the Archdiocesan policy, *Awards, Honors and Invitations to Speakers and Organizations*.

**HONORS AND AWARDS**

In part, the policy notes that “*great care and prudence must be exercised in giving awards and honors.*” When a Catholic school holds up as a role model an individual whose actions contradict the Catholic faith or moral teachings, it causes confusion for students, their parents, and alumni. Further, should the contrast between what the school purports to stand for and the life of the honoree be great enough, it is cause for scandal among the faithful. Therefore, schools are expected obtain a “letter of good standing” from any proposed awardee pastor to ensure s/he is a practicing Catholic and that nothing in that person’s life, if known to the greater community, would cause scandal to the faithful or embarrassment to the Church. It is also expected that this reference would be obtained *prior to* offering any honor or award to an alumnus/ae or any other person associated with institutions.

Please note that it is not enough to say that, “We are only honoring this person because of his/her contributions to our school, and not for their positions on other issues.” When an honor or award is extended by a Catholic school, there is an implicit endorsement of the totality of that person’s life. Complying with this policy also avoids the difficult situation of having to disinvite a speaker or rescind the offer of an honor or award.

**INVITATIONS TO ELECTED OFFICIALS OR CANDIDATES FOR PUBLIC OFFICE**

Schools considering extending or accepting the invitation of an elected official or candidate for public office to speak or receive an award *must first clear the visit* with the Catholic Conference of Illinois. The Conference is best equipped to take into account the totality of an official’s voting record or political positions in the light of Church teaching.

**SPEAKERS OR PRESENTATIONS**

Generally, the same considerations governing honorees are also applicable to speakers. No speaker who is publicly known for supporting positions in opposition to the teachings of the Church should be presenting any material in a Catholic school, even if the content of the talk does not touch upon inappropriate subject matter.

BICYCLES

Students riding bikes to school are responsible to obey bike traffic rules. Special parking places are provided for those that ride bicycles to school. Bicycles must be stored in the designated area and secured to the bike rack with a lock. Any student ignoring the safety and courtesy rules while riding the bicycle to and from school will lose the privilege. In the interest of safety, bikes must be *walked* on school grounds at all times. Skateboards and hover boards are not allowed on school property.

## BIRTHDAY CELEBRATIONS

In accordance with Most Holy Redeemer School practice, edible treats or treat bags are not permitted for birthdays. Possible alternatives for birthday recognition include donating a book to the school's library or a game to the indoor recess collection.

Students will refrain from distributing party invitations on school property unless:

- all of the students in the class are invited; or
- all of the boys in the class are invited to a boy's birthday party; or
- all of the girls in the class are invited to a girl's birthday party.

## BULLYING PREVENTION

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community. All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ-centered environment and students are expected to participate in age-appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

The following methods may be used to report bullying to: the Principal; the Director of Student Services; or, a teacher.

- Phone call to speak to principal or teacher
- Send an email to the school authority (parents/guardians).
- Make an appointment to speak to principal or teacher.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically;
- occurring on campus or off campus during non-school time; and
- directed toward another student or students, that has or can be reasonably predicted to:
  - place the student or students in an unreasonable fear of harm to the student or student's person or property;
  - cause a substantially detrimental effect on the student or student's physical or mental health;
  - interfere substantially with the student's academic performance;
  - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

**Bullying** can take many forms, including violence, harassment, threats, intimidation, stalking, cyber- stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

**Cyber-bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos. (See TECHNOLOGY USE OUTSIDE OF SCHOOL for further information.)

**Bullying acts or conduct described above can include the following:**

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

No student shall be subjected to bullying:

- during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

#### BULLYING PREVENTION: ADMINISTRATIVE RESPONSIBILITIES

The Fifth Commandment calls us to foster the physical, spiritual, emotional and social well-being of self and others. *United States Catholic Catechism for Adults, page 389*

Children are unable to eliminate acts of bullying or harassment without adult support, guidance and intervention. Therefore, school personnel have a responsibility to see that:

- all allegations and incidents of bullying are taken seriously;
- parent/guardian and/or student reports of bullying must be addressed immediately; and
- written documentation must be prepared and maintained by the school on the Bullying Complaint Report Form.

Appropriate disciplinary consequences are applied to the offending student(s). The following procedures are followed.

- When disciplinary action is taken against a student as the result of a bullying complaint:
  - documentation should indicate what happened; **and**
  - what action was taken.
- Written documentation of the complaint must be placed in the student(s) file, as would documentation of other disciplinary action involving student(s).
- Whenever a bullying complaint is made by or on behalf of student(s), the school must place the record of what action was taken in the student(s) file.

The Principal must notify the school's Assistant Superintendent of bullying complaints and the action taken. Clear, consistent behavioral standards should be publicized, posted and fairly enforced in each school.

Educational programs that address bullying should be developed and implemented at all grade levels.

Illinois Public Act 92-96, S.B. 1026 provides that whoever by threat, menace, or intimidation prevents a child entitled to attend a public or nonpublic school from attending that school or interferes with the child's attendance at that school is guilty of Class A misdemeanor.

## CARE OF PROPERTY: SCHOOL AND PERSONAL ITEMS

Students are issued textbooks and/or workbooks for each subject. New books are purchased as often as possible. All students are expected to take proper care of all books by having them properly covered, not marking them or tearing pages. It is expected that all school property will be taken care of properly. Fines or requirements for compensation are issued for any damage to books or school property.

All materials kept in school, whether school-issued or owned by the student (e.g. pencil cases) must be free of graffiti. If an item is found to have graffiti, the student will be directed to clean the item; if that cannot be done, the item will have to be replaced. Inappropriate messages and/or pictures found on students' materials might result in disciplinary sanctions.

Personal cell phones will be collected before school and kept in a secure location. All phones will be returned at the end of the school day. If students are using phones during the school day, the phone will be confiscated. The principal will contact parents to arrange a time to relinquish the phone.

Students are not to bring valuable personal items (e.g. money, jewelry, collector's cards, audio equipment, hand-held games, electronics ) to school. Parents/guardians may wrongfully assume that the school will take financial responsibility for loss or theft of such items. School personnel will not be responsible for lost/stolen articles and may confiscate such items as their use disrupts the learning environment.

## CHILD ABUSE

School personnel, by law, are mandated reporters of allegations/suspicions of child abuse/neglect and must make reports to the Department of Children and Family Services whenever such circumstances exist. This means that we work, and fully cooperate, with all the appropriate agencies that handle the investigation of suspicion.

In the case of suspected abuse of one of our schoolchildren by a school employee, we work, and fully cooperate, with all the appropriate agencies that handle the investigation of suspicion. If the appropriate investigative agencies were to find that an employee has abused a child, the school community would be notified.

## CHRISTIAN HONOR SOCIETY:: SERVICE GROUP

All students in grades 6 through 8 have opportunities to serve within the school and the community. The "Christians in Action" lead a variety of projects throughout the year under the direction of Mrs. Doyle. All Middle School students are encouraged to participate in leading the entire school in these activities. "CHA" will work together with the MHR Adult Service Squad.

## STUDENT AMBASSADORS

Student Ambassadors are an elite group of students that are chosen by the principal for their willingness to serve the school and their parish, exceptional character, enthusiasm and pride in their school. To become an ambassador, students entering 6th, 7th or 8th grade will submit a letter of interest to the principal. Students will need to resubmit each year to hold their place. Student Ambassadors will represent the students of MHR during specific events and serve in various capacities such as, greeters, tour guides, or ushers.

## CLASSROOM ASSIGNMENTS OF STUDENTS

The teachers have a professional process of determining class mixtures each year with lists submitted to the Principal each spring. It can be very complicated and can interfere with the systematic, heterogeneous organization of classes (based on teacher experience and expertise) to allow parents to request special placement. This is also not fair to those that do not request special consideration, but accept class assignments each year. It is understandable that children and parents have preferences, but in justice to all, it is requested that preferential placement be sought only if a serious concern exists.

This does not mean, however, that students' special needs and circumstances would not be respected. If a parent feels a child needs special placement, that need should be explained in writing and submitted to the Principal on or before May 1 in order to facilitate class organization for the following school year.

## CODE OF CONDUCT FOR STUDENTS

Most Holy Redeemer School students are expected to conduct themselves as Christians that respect themselves and their supervisors, as well as the rights and property of their fellow students. Most Holy Redeemer School students must understand that their conduct is a reflection of themselves, their families, and the entire school community. Moral and courteous behavior, therefore, is expected on campus and at school-sponsored activities. Our hope is that our students will be motivated by the greater good. With the guidance and direction of parents teachers and other significant adults we want to give students the ability and willingness to make choices that are in line with the teachings of Christ and allow them to grow and flourish.

### Regular Attendance

The school requires students who are enrolled to attend DAILY during the entire regular school term and to be on time for the start of the school day.

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#### Work Habits

Students are expected to be prepared for and to participate in each class, to have necessary class materials, to complete classwork and homework accurately and on time, and to prepare for quizzes and tests. Students should always demonstrate honesty, do their own classwork/homework, and never cheat. Respect for Self and Others

Students are expected to be honest, behave appropriately and treat others with respect and courtesy. Students are expected to follow all guidelines for appearance and hygiene. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language and actions. Students are expected to respect others and not mistreat them verbally or physically. Students should honor different ways of being, acting and believing—even when they don't agree with them. Students should do their best to solve problems peacefully and speak up if others are being mistreated. All students have the right to come to school and feel safe, welcome, and free from judgments. Students will respectfully stand and recite the Pledge of Allegiance every day. 011117

#### Respect for Authority

Students are expected to comply with all school rules and to obey all laws; including those referring to weapons, drugs, harmful materials and illegal substances. Students are expected to respond in a respectful manner to all adults and peers while traveling to and from school; in school; and participating in school- sponsored activities. Students should display a positive and cooperative attitude at all times. Students should avoid any behavior that reflects negatively on the reputation of the parish or school, particularly when the name of the school/sports teams, teachers, or students are impacted by inappropriate behavior in or out of school.

#### Respect for Property

Students are expected to treat all property belonging to the school and to others with care.

### COLLECTIONS / SOLICITATIONS

Anyone soliciting our students and/or families to raise money or collect any type of donations *for any reason* must first contact the Principal. It is hoped that this will keep procedures equitable for collections for any individual or organization.

### COMMUNICATIONS: FAMILY PACKETS

Family Packets are emailed to school families each Thursday through the school's website. Families should review packets' contents as they often contain forms that must be completed and returned to school. Additional notices and updates will be sent home from time to time, as needed.

### COMMUNICATIONS: TEACHERS TO PARENTS/GUARDIANS

All of our teachers post assignments to classroom wikis, on a weekly or daily basis. Parents/guardians are encouraged to review daily posts to ensure that children are prepared for the subsequent school day.

At minimum, 3<sup>rd</sup>- through 8<sup>th</sup>-grade teachers enter students' grades (e.g., classwork, homework, test scores) about 10 days from assignment due date through PowerSchool. The date that information must be current is published on the school calendar. Parents/guardians are expected to access students' records and ensure follow-up on any/all missing assignments. Failure to review teachers' wikis and students' records will not exempt students from the consequences associated with missing assignments.



## COMPLIANCE WITH FEDERAL AND STATE REQUIREMENTS

In addition to others described elsewhere in this handbook, Most Holy Redeemer School is compliant with federal and state requirements as they relate to private schools:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
- Americans with Disabilities Act of 1990 (Title VII of the Civil Rights Act);
- Individuals with Disabilities Education Act; and
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972).

## CONCEALED CARRY: ILLINOIS LAW

Illinois State Law prohibits the possession of any concealed firearm on Most Holy Redeemer Parish property, including: the school; parking lot; and gymnasium as well as during all school/parish-sponsored events. Signs are posted, throughout the property, warning people with firearms that these weapons are prohibited.

## CONFLICT MANAGEMENT

The direction of the school is delegated to the Principal. The direction of the classroom is delegated to the teacher. If there is a question/concern regarding classroom procedures or an event, parents should consult with classroom teachers.

As in all human relations, occasions may arise when, due to misunderstanding or lack of communication, some differences of opinion may occur. It is the policy of Most Holy Redeemer School that any such occasion should first be dealt with in a meeting between parent and teacher. If this meeting does not prove satisfactory, an appointment may be made with the Principal to further discuss the problem.

## CONSTITUTION: INSTRUCTION AND TESTING

Middle School students prepare for the administration of the Illinois Constitution Test, as well as the United States Constitution Test during social studies classes. Students must achieve a passing grade on each of these tests as a prerequisite for graduation.

## CURRICULUM

At the direction of the Office of Catholic Schools, Most Holy Redeemer School utilizes the Illinois Learning Standards to guide instruction. MHR instructional time 8:10-2:40 or 6.5hrs/day. Doors open at 8:00am. Students are tardy if they are not in their seats by 8:10. Dismissal for K-8 is 2:45pm.

## DISCIPLINE

The term “discipline” comes from the word “disciple,” meaning “one who learns.” The MHR mission statement asks us to “...prepare all students spiritually and socially to succeed in life...” Keeping both of those statements in mind, MHR works diligently to model and partner with parents over any behavior concern in order to teach our children acceptable Christ-centered behaviors that embrace the Social teachings of the Catholic church.

Teachers will practice a proactive and positive approach to classroom management in order to foster acceptable behaviors. Developed by Save & Civil Schools, CHAMPS is designed to help classroom teachers to create an effective classroom management plan that is proactive, positive, and instructional. CHAMPS is based on the research of how effective teachers manage classrooms to achieve better academic achievement.

Our entire school will abide by three simple rules which run parallel to our mission:

**Be responsible, Be respectful and Be safe** to yourself, others and the world around you.

The **CHAMPS** acronym will be found in each classroom as a clear statement of the expectations for classroom activity

Also, in grades 6-8, we will use the following point system to help ensure an excellent climate in every classroom. The following are examples of acceptable behavior for students of Most Holy Redeemer School. There are times when an example could be placed in multiple rules.

### Expectation: Respect

#### Examples of Infractions:

- Bullying/Harassment
- Unsportsmanlike conduct
- Disrespect in word or action
- Obscene language/gestures/drawings
- Vandalism/graffiti to property
- Defiance of authority
- Stealing

### Expectation: Responsible

#### Examples of Infractions:

- Disruptive behavior
- Disregard for classroom expectations
- Academic dishonesty (cheating/plagiarism)
- Missing necessary class material
- Forgery
- Returning to homeroom for forgotten material
- Items not permitted in School (e.g., gum candy)
- Food outside of lunchroom
- Possession of electronics
- Unauthorized cell phone use
- Uncovered books
- Drawing/writing on body, uniform
- Tardiness
- Disregard for Out-of-uniform guidelines
- Disregard for Guidelines on appearance

### Expectation: Safe

#### Examples of Infractions:

- Overzealous “horseplay”
- Throwing/launching projectiles
- Physical fighting
- Spitting

#### Explanation of Significance of Points

100-91	Students begin each of the 3 academic terms with a total of 100 points in conduct. Each term, students who maintain perfect conduct (100) and excellent conduct (91-99 points) will be recognized for their efforts. Students will be assigned an out-of-uniform pass.
90-86	Appropriate checks (Needs Improvement) may be assigned in the Personal and Social Growth supplement to students' report cards, leading to loss of Honor Roll status.
85-81	Communication is made with the parents/guardians when the conduct grade is 85. The communication is made so that intervention from home can happen before a detention is assigned. The student will be mentored by a staff member. Appropriate checks (Needs Improvement) may be assigned in the Personal and Social Growth supplement to students' report cards, leading to loss of Honor Roll status.
80-76	Once the conduct grade has reached 80 points, the student must remain after school for a detention. For each additional 5-conduct points removed, a detention will be issued. In cases where a student/parent refuses to serve a detention, the student will be removed from all social activities including but not limited to: assemblies; dances; field trips; and athletic events until the detention is served. Appropriate checks (Needs Improvement) may be assigned in the Personal and Social Growth supplement to students' report cards, leading to loss of Honor Roll status.
75 & ↓ ↓	A parent/guardian, student, teacher conference will be required for any student who has reached 75 points. Students who have a conduct grade of 75 or below will be excluded from school- sponsored activities. Appropriate checks (Needs Improvement) may be assigned in the Personal and Social Growth supplement to students' report cards, leading to loss of Honor Roll status.

Students will be notified immediately of any loss of points. In grades 6-8, teachers will attach a copy of a form that explains the loss of points to the students assignment notebook.. That does not need to be returned. Also, in the front of their assignment notebook, there will be an on-going tally of points lost. In grades 1-5, students will have a report in their take-home folder to communicate to parents any infractions of the rules or expectations in the classroom. Both methods are designed to be a daily communication between parents and teachers.

The following are only examples of actions that may cause a loss of points.

**1 Point**

- Uncovered books
- Tardiness
- Missing necessary class material
- Returning to homeroom for forgotten material

**2 Points**

- Failure to submit items to be returned by deadline, such as: Homework Slip, Field Trip Permission Form, report card, school pictures, etc.
- Disregard for classroom rules/procedures

**3 Points**

- Items not permitted at school (e.g., gum, candy)
- Disregard for Uniform/Dress Code
- Disregard for Guidelines for Appearance
- Disregard for Out-of-Uniform Guidelines

**5 Points**

- Disruptive behavior
- Drawing/writing on body, uniforms
- Graffiti on/in textbooks
- Spitting
- Food outside the lunchroom

\*Homework Slips will be given to students that do not submit homework at the appointed time.

The notice is to be signed by a parent/guardian and returned *with the homework* the following school day.

**A detention will be issued (10 pt loss for grades 6-8)**

- Academic dishonesty (e.g., cheating, plagiarism)
- Forgery
- Disrespect/defiance for authority
- Throwing/launching projectiles

- Vandalism to property
- Obscene language/gestures/drawings
- Unsportsmanlike conduct
- Stealing
- Overzealous “horseplay”
- Possession of electronic devices/cell phone

### 15 Points

Certain offenses (e.g., bullying/harassment of students/employees, fighting, some instances of vandalism, etc.) are serious and require serious consequences, in addition to the loss of 15 points. Any student that is part of such an offense will be removed immediately from class. Communication will be made with parents/guardians of involved students and an explanation of next steps will be provided—see Disciplinary Board section below.

#### Penalties for Multiple Detentions:

The school will contact the parent/guardian after a third detention is served in any school term. Upon receipt of a fourth detention, the Disciplinary Board will be convened to review and address the behavior of the student. The student and a parent/guardian must be present.

**Note:** Students that are at 90 points, and/or fewer, will have the opportunity to regain points by performing school service, on *Tuesdays and Thursdays afternoons only*. One hour of school service equals one point earned. Students wishing to regain points must first obtain a teacher’s permission and must provide parent permission to perform service. School service, performed to gain back points, may not be applied to the Service Hours that are required of 8<sup>th</sup> graders.

#### Disciplinary Board

The Disciplinary Board is made-up of the Pastor and three (3) teachers and will be convened for any/all situations in which points to be deducted are in the **\*\*15 points\*\*** range. Procedures begin with the at-home suspension of the student by the Principal. The Disciplinary Board is *not* a grievance board and may only be convened at the direction of the Principal. The Principal notifies the student and his/her parent/guardian of the student’s specific violation(s).

1. The student is suspended at home.
2. The student and parent/guardian are notified of the time and place that the hearing will be convened.
3. The student’s specific violation(s) is described to the Board.
4. The Board will hear all facts and circumstances, including input from the student.
5. When the Board decides enough information has been received to make a final decision, it will go into executive session. The decision of the Disciplinary Board is final; appeals may not be made to any of its members or the Principal.
6. The student and parent/guardian will be notified of the Disciplinary Board’s decision.

The Disciplinary Board has the following measures from which to choose, or may combine measures, or may take alternate measures.

- *Probation* affords the student the opportunity to continue education in the school setting contingent upon cooperation and satisfactory behavior as described in writing.
- *Social Suspension* prohibits the student from attending any school-sponsored program including, but not limited to: assemblies; field trips; all aspects of the athletic program; and dances during or after school hours. Social Probation may be assigned or extended for a specified time by the Disciplinary Board.
- *Restitution* may be required in instances of vandalism/graffiti.
- *In-School Suspension* is the temporary removal of the student from classes.
- *Out-of-School Suspension* is the temporary removal of the student from school activities. Any serious misconduct is cause for suspension. Except in unusual cases, the suspension shall not exceed ten school days. Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected student in overcoming a disciplinary problem. Homework and classwork may be completed during a suspension, at the discretion of the teacher. Teachers’ wikis are to be consulted so that the student is able to complete work while on suspension. Tests will be made-up upon the student’s return to school, at a time arranged by the teacher. Students that are suspended from school are not permitted to engage in any school-sponsored activity (e.g., dances, lock-ins, athletic

program) for the duration of the suspension.

- *Dismissal/Expulsion* is termination of the student's privilege to attend Most Holy Redeemer School, and requires transfer of the student to another school. Except in appropriate cases, dismissal/expulsion will be imposed only after a period of suspension and/or probation. Dismissal/Expulsion is ordinarily invoked when drastic action is required to prevent disruption of the school environment.

Unacceptable Corrective Measures:

- Religious practices as punishment (writing prayers or kneeling)
- Releasing a student during school hours without prior permission of the principal and/or without with parents/guardians
- Group punishment for the actions of one or more students
- Corporal punishment
- Fines of money (e.g., gum/candy)
- Meaningless writing practices as punishment
- Behavior contracts
- Isolation to an unsupervised area consultation
- Retention of a student after school without parent/guardian knowledge
- Alteration of grades\*\*

**\*\*NOTE:** Students' grades reflect academic performance only. Grades cannot be lowered as a means of punishment or as a result of a suspension from school—provided missed work is made-up according to a reasonable timeline set by teachers. Conduct and effort evaluations are reported separately on the report card.

The fact that a particular infraction is not specifically mentioned in the handbook is not an acceptable reason for improper conduct. It is impossible to list every action/attitude, which may be inconsistent with acceptable Catholic Christian behavior/attitude. Students are expected to follow rules of good conduct, safety, and common sense.

### Interviews

When acting in the best interests of the school community, school authorities that are investigating a school-related incident, or any incident that may have potential consequences for the safety of the students or employees at the school, will interview students without obtaining permission from parents/guardians.

### Searches Conducted by School Personnel

Most Holy Redeemer School reserves the right to inspect all school and/or personal property brought on school or parish grounds.

- School Property
  - All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.
- Student's Person and Personal Property
  - The search of a student's person or of any item brought onto school property (including modes of transportation) is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. Students who violate these directives are subject to suspension and/or expulsion. Parents/Guardians shall be notified as soon as possible.
- Conducting the Search
  - School personnel should always have another school authority present when a search is conducted.
  - Secure the safety of the students and staff.
  - If a weapon, dangerous object, explosive, or ammunition is suspected, the school will contact the local police department immediately and will not attempt to disarm the individual.
  - If a student refuses to voluntarily empty pockets or turn over personal items, the student will be detained until a parent/guardian is present. The parent/guardian will be informed that the student is risking possible suspension or expulsion for refusing to comply with the directive.
  - If a weapon, illegal drug or controlled substance is seized, the local school authority must contact the local police department to report the incident and secure the contraband until the police arrive at the school. The contraband must be turned over to the local police jurisdiction.

### Cellular Phones

If a Middle School student must bring a cellphone to school:

- It must be turned off;
- It must be stored in a Ziploc baggie, with the student's name clearly printed on the outside of the bag;
- Turned in to school employees upon entry each day; and
- Retrieved at dismissal.

Any student found to have a cellphone during the school day (including field trips) will have the phone confiscated and an adult must claim the phone. Subsequent offenses will require that a \$25.00 reclamation fee be paid in cash, by the adult that claims the phone.

If a device is used to take pictures or video, whether or not it is known to subjects, the student will be referred to the Disciplinary Board.

### Embarrassment/Intimidation/Torment/ Harassment of School Employees

Students will not embarrass, intimidate, torment, or harass any school employee through the use of the Internet. Students are banned from (including, but not limited to):

- impersonating an employee and/or perpetrating identity fraud;
- building a fake profile;
- posting a real or doctored image;
- emailing an employee for any/all of the purposes described above; and
- registering an employee for junk electronic mail and/or pornographic materials.

### Gang Activity

Gang-related activities have no place in the Catholic School, which is fostering a Gospel-based spirit. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school premises that may be gang-related;
- Any conduct that may be gang-related during school sponsored events or activities;
- Students wearing clothing/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps, or other forms of clothing;
- The display of signs/symbols on paper, notebooks, textbooks, or other possessions that may be gang-related; and
- The use, possession, and/or concealing of a weapon.

The School Principal has the responsibility and authority to gather information on such violations and the totality of the circumstances, and may confiscate any such materials. Such violations may result in probation, suspension, and/or expulsion.

### Public Scandal Involving Students

Students will be subject to disciplinary action for:

- Actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- Actions which are detrimental to the parish's and/or school's reputation;
- Grave offenses, which may include a violation of criminal law; and
- Actions so outrageous as to shock the conscience or behavior of the community.

### Substance Abuse by a Student

It is unacceptable for any student to possess, use or sell any type of illegal substance (e.g. alcohol, tobacco) and/or drug paraphernalia as well as to abuse prescribed and over-the counter medications. This policy is enforceable:

- during school attendance;
- on school or parish property; and
- during attendance at any school-related event or activity.

The procedure to be followed for a violation includes:

- suspension from school pending investigation;
- conference with Principal, parent/guardian, child, Pastor and other appropriate persons as determined by the Principal (confidentiality will be maintained);
- treatment and counseling provided by the parent/guardian;
- possible expulsion; and
- police notification will be made at the appropriate time, as directed by law.

### Threats

Students have the responsibility of informing school personnel of threats made against them. The School Principal has the responsibility and authority to gather information on such violations and the totality of the circumstances. With an actual threat a “duty to warn” exists: (1) parents/guardians of the threatened student will be notified; (2) parents/guardians of the student that made the threat will be notified; and (3) the local police will be contacted.

### Weapons

Weapons of any kind are not permitted in the school. Students must not carry, possess and/or use weapons in school or on school premises at any time. School officials shall report weapon violations to the local police.

Anything that can cause bodily harm, mental anguish, or physical damage shall be considered a weapon. Use of anything that may be considered a weapon can result in student expulsion.

Depending on violation circumstances, students will be counseled, suspended, or expelled. 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 reporting of incidents to the ISP requirement, 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 does not satisfy the requirement to report incidents to local law enforcement authorities.

#### Types of Incidents to Report:

**Drug-related incidents in schools** “Upon receipt of any written electronic, or verbal report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property...the appropriate administrative officer for a private school shall report all such drug-related incidents occurring in a school or school property to the local law enforcement authorities immediately and to the Department of State Police in a form, manner, and frequency prescribed by the Department of State Police...”

**Firearms in schools** “Upon receipt of any written, electronic, or verbal report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property...the appropriate administrative officer for a private school shall report all such firearm-related incidents occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident and to the Department of State Police in a form, manner, and frequency as prescribed by the Department of State Police...”

**Attacks on school personnel** “Upon receipt of a written complaint from any school personnel, the appropriate administrative officer for a private school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police *Illinois Uniform Crime Reporting Program* no later than 3 days after the occurrence of the attack.”

### Illinois State Police Clear and Present Danger Reporting Instructions for School Administrators

When a student or other person demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions or other behaviors they may be determined to pose a clear and present danger.

The reporting school administrator must complete Person Determined to Pose a Clear and Present Danger form in its entirety and sign it. Specific behaviors and statements leading to the determination must be included in the form's narrative section. Dates and times of occurrence, as well as the names and contact information of any witnesses, should also be included. Additional supporting documentation should be referenced in the narrative section and submitted along with the form.

#### EARLY DISMISSAL: RELEASE OF A STUDENT FROM SCHOOL

If it is necessary for a student to be dismissed before the end of the school day, the student must bring in a note from a parent/guardian or parent/guardian must call or send an email to the office and teacher informing the school of the reason for, and the time of the early dismissal, and identifying the person that will pick up the student. The student will only be released to the parent, legal guardian, or alternate authorized person if the request is made in writing by the parent or guardian. When the authorized person comes to pick up a student for early dismissal, that person must come to the School Office to request the student and sign him/her out.

#### EMERGENCY CLOSINGS / COMMUNICATIONS

Most Holy Redeemer School will close whenever District 124 and/or Archdiocesan Schools close due to inclement weather.

In the event that the school is placed on an emergency lockdown, parents/guardians will receive a message that details the situation, as it is known to school personnel. If a lockdown situation surpasses the normal dismissal time, students will only be released to a parent/guardian or designated caregiver if the principals feel it is safe to unlock doors for parents to gain access.

In our efforts to facilitate communications between families and school, Most Holy Redeemer School utilizes a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. When used, the service will simultaneously call all listed phone numbers in our parent contact list (provided on Family Information Cards) and will deliver a recorded message. The service delivers the message to both live answer and voicemail/answering machines. No answers and busies will be automatically retried after the initial call.

#### EMERGENCY LOCKDOWN

At the direction of the Archdiocese of Chicago, we recognize the following types of Lockdowns.

1. **Soft** – no one is allowed to enter or leave the building, but students and staff may move freely inside the building, as there is *no immediate threat* to safety; and
2. **Hard** – no one is allowed to enter or leave the building, and students and staff must conceal themselves inside the building, as there is *an immediate threat* to safety.

When a call is received from the Evergreen Park Police Department, advising us of an emergency situation in/around our area:

- We will lockdown and place a call to parents/guardians, via Instant Alert;
- If possible, the office staff will do their best to describe the type of Lockdown (Soft or Hard) and remind parents that no one may enter or leave the building; and
- Another call will be placed to parents/guardians to inform them that the situation is resolved.
-

When a Lockdown surpasses normal dismissal time and we receive official confirmation that it is safe for visitors to enter the building, the following procedure is in place for dismissing children.

- Students will remain in their classrooms.
- Adults will enter school through the main doors.
- Adults will visit the classrooms of the children that they are claiming and check-in with the classroom teacher. The adult will sign for the child so that a record is made as to which children leave with adults. This way, all students are accounted for before faculty/staff leave for the day.
- Parents/Guardians that aren't able to pick-up their children when the all-clear is given, nor send another adult, will know that their children will remain supervised at school until an adult is able to claim them.

#### EXTENDED DAY CARE PROGRAM

Only students of Most Holy Redeemer can be enrolled in the Extended Day Program. Students must be pre-registered to attend. A brief description of the program follows, while the Extended Day Care Program Handbook and essential forms are available to view and print from the school's website.

##### Extended Day Care Morning session (6:45 a.m. until 8:00 a.m.)

Attendance must be scheduled. Please consult the monthly school calendar for scheduled school days. Parents/guardians are required to escort their children to the designated door for drop off.

##### Extended Day Care Afternoon session (2:45 p.m. until 6:00 p.m.)

Parents/guardians must come into the Extended Day room to pick up their children and sign them out. Children must be picked up by 6:00 p.m. to avoid penalties.

#### FAMILY INFORMATION CARDS

These cards are distributed on Packet Pickup Day and must be completed and returned on the first day of school. The information provided on these cards is used to contact parents/guardians in cases of illness/injury. It is the obligation of the parent/guardian to notify the School Office of any changes to the information provided on cards.

#### FIELD TRIP POLICY

Field trips are an extension of Most Holy Redeemer School's educational program and students are expected to attend. They are designed to enrich the student's classroom curriculum in an educational, cultural, and social experience. Transportation and admission fees may be required. By choosing not to have their children participate for those days, the responsibility for the supervision of students becomes that of the parents/guardians. Students that do not attend school due to the non-consent of parents/guardians will be recorded absent on the day of the field trip. If there is a financial hardship making it difficult to pay for a field trip, please contact a teacher or the principal for assistance.

Each child must present a permission slip signed by his/her parent/guardian in order to take part in the field trip. Students that have not submitted permission slips on the day of the field trip will not be able to attend the trip.  verbal permission over the phone is not acceptable. Completed (signed/dated) permission slips may be faxed to the School Office (708/422-4193).

## Finance has been moved to Tuition

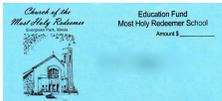
We ask all families to commit to participation in the life of the parish through a commitment to weekly worship as well as to involvement in the ministerial life of the parish and school. This is the spirit of stewardship. All school families are expected to participate in the liturgical life of the parish through: regular participation at Saturday/Sunday Mass; financial support of the parish; and involvement in ministry (to the extent that they are able). This is our obligation as Catholics. We ask each family to make the commitment to participate in the Eucharist each week; here at Most Holy Redeemer Church. Families with the means are encouraged to consider paying the actual cost of education (\$6000) by not accepting the multi-child discount and parish subsidy. If the full amount cannot be realized, any portion would be appreciated. The difference between tuition and the actual cost is considered a tax-deductible gift to the school and will be reported as such for income tax purposes and, although appreciated, does not entitle those donating to any additional services. Families choosing this option will help other families immeasurably in the face of some families' current budgetary hardships.

### Parish Subsidy to the School

The Catholic school system does not receive any direct support from federal, state or local taxes. Our school is dependent primarily upon tuition collection for its operation. Even if every tuition dollar is collected, there remains a sizable amount of money that the parish supplies to subsidize the education of our schoolchildren—***tuition does not cover the full cost to educate our children***. The difference comes from the people of Most Holy Redeemer Parish (many of whom do not have children in the school).

### Franzen Fund

This fund was developed to assist families faced with a sudden and disastrous impact on their finances due to such events as the job loss of a parent/guardian or major home catastrophe. Parents/guardians must seek tuition assistance from the Pastor—all information is kept confidential between the family, Pastor, Principal and tuition accountant. Assistance is provided in the short-term, as determined by the Pastor following an application process, and is not meant to span multiple school years.



Monies for this fund are garnered from donations and the blue “Education Fund” envelope collected once per month during weekend masses. These envelopes are the *main source of funding* for the Franzen Fund.



## Delinquent Tuition Accounts

These policies will be strictly enforced unless families have made acceptable alternative payment arrangements with the Principal or Pastor and have honored those arrangements.

- ∨ Accounts that are overdue will be assessed a \$25.00-per-month late fee.
- ∨ PowerSchool access and Report Cards will be withheld for families that are two months delinquent.
- ∨ For accounts that are the equivalent of two payments behind schedule where parents/guardians have failed to make any attempt to respond to communications from the Principal:
  - Children will not be allowed to attend class and parents will be called to pick up students. Students will not be reinstated until the entire balance is paid, in cash.
  - **Because education is compulsory, students who are prohibited from attending school due to delinquent accounts will no longer be enrolled at Most Holy Redeemer School if their absences exceed five school days.**
  - Children will not be allowed to participate in any school-sponsored activity that takes place outside of school hours.
  - Eighth-grade students will not participate in any/all graduation activities unless all tuition is current and the Graduation Fee has been paid in full.
- ∨ Any family that had been assessed two late charges during the school year may be required to pay an initial tuition payment equal to two monthly tuition payments for the following school year at the time of registration for the following school year.
- ∨ A \$25.00 fee will be charged for any NSF check returned to the school.
- ∨ Accounts with a history of NSF checks, that are delinquent, will have to be made current with cash payments and must be paid in cash each time they are delinquent for the balance of the year.
- ∨ All checks will be deposited when received. Post-dated checks are not accepted.

## FIRE DRILLS

Fire drills are required and will be held periodically. A sign, directing students toward emergency exits, is posted in every classroom. Fire Officials and/or Diocesan Inspectors may conduct a fire safety inspection or drill at any time.

If a student falsely activates a fire alarm and the school is charged for the false alarm, the parents/guardians of the student will be responsible for paying the charge incurred. False activation of a fire alarm is also subject to disciplinary sanctions.

## GRADING SCALE / HONOR ROLL

### Grading Scale for 3<sup>rd</sup> through 8<sup>th</sup> Graders

100	99	98	97	96	95	94	93	92	91	90	89	88	87	86	85	84	83
A+	A					A-			B+			B			B-		C+
	82	81	80	79	78	77	76	75	74	73	72	71	70	69	68	↓ ↓	
	C				C-		D+		D				D-		F		

### Honor Roll for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Graders

In calculating Honors, report card grades are weighted as follows:

LETTER GRADE AND POINT EQUIVALENT								
A+	=	4.3	B+	=	3.3	C+	=	2.3
A	=	4.0	B	=	3.0	C	=	2.0
A-	=	3.7	B-	=	2.7		=	

- Highest Academic Honors – ‘A’ / point equivalent is in 3.9 to 4.3 range
- ‘A’ Academic Honors – ‘A-’ / point equivalent is in 3.5 to 3.8 range
- ‘B’ Academic Honors – ‘B’ / point equivalent is in 3.0 to 3.4 range
- Honors are awarded each term, on the basis of Report Card grade averages (weighted as described above) as well as Personal and Social Growth
- Grades for classes which meet once per week (Art, Computer, Gym, Music) are averaged and treated as a single subject
- Honors will not be awarded if the student has earned any grade lower than a ‘C’ for the term
- Honors will not be awarded if the student has earned any checks (Needs Improvement) for the term

## GRADUATION / CERTIFICATE OF ATTENDANCE

At minimum, earning a diploma from Most Holy Redeemer School indicates the student has successfully completed academic coursework required of all 8<sup>th</sup> graders, and deemed necessary for success in high school. Eighth-grade students will not participate in any/all graduation activities nor will records be released to high schools unless all tuition is current and the Graduation Fee is paid in full

### Graduation with Honors

To graduate with Honors, 8<sup>th</sup> graders must maintain, at minimum, a 3.7 (‘A-’) grade point average throughout the year. In addition, Report Cards must be free of checks during the last two terms of the year.

### Certificate of Attendance

Eighth grade students whose refusal to complete course requirements has resulted in the failure of a major subject will not be allowed to participate in graduation activities. Such students will be issued a “Certificate of Attendance” in lieu of a diploma and matriculated to the local high school.

## HEALTH AND ACCIDENT PROCEDURES AND GUIDELINES

Students having any kind of contagious disease should not come to school until they have recovered and are not contagious to other students. In addition, they must have a doctor's note stating that they may return to school.

Any student that comes to school with a contagious disease, or exhibits symptoms of a contagious disease while in school, will be sent to the School Office. A parent/guardian/caregiver (as listed on the Family Information card) of the child will take the child home until s/he is well and no longer contagious. It is imperative that two caregivers are listed on the child's Family Information card and that the information on the card is current.

Any student having an accident or becoming ill during school hours will be sent to the School Office. Minor ailments will be dealt with in the School Office. If warranted, a parent/guardian will be notified and consulted as to the procedure she/he wants followed. If a parent/guardian cannot be reached, office personnel will notify the caregiver(s) listed on the Family Information card.

### Guidelines for preventing the spread of illness

Please keep your child at home if there has been vomiting, fever, rash combined with a fever, or diarrhea in the last 12 hours; if the child has started taking an antibiotic in the last 24 hours; if there is heavy nasal discharge or constant cough; or if there are symptoms of a communicable disease (reddened eyes, sore throat, headache, earache, abdominal pain, rash, fever). Notify the school as soon as possible if the doctor diagnoses a communicable disease, such as strep throat or influenza. Please do not bring a child back to school until all symptoms of illness are gone for **24 hours**. If the teacher notices symptoms of illness when the child arrives, he/she will ask for clarification from the parent/guardian and perhaps ask that the child not attend school that day. If a child becomes ill during class time, School Office personnel will call a parent/caregiver (as listed on the Family Information card) to ask that the child be picked-up. During the time waiting for the parent/caregiver to arrive, the teacher will send the child to the School Office, away from the other children. When children leave school due to illness, they should remain at home for 24 hours.

## HEALTH REQUIREMENTS

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and Lake County Health Departments and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. *These records are to be presented to the school before the first day of school.* If a child is not in compliance with the health and immunizations requirements by the first day of school, the Principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

### Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- ` immediately prior to or upon entrance into any *public, private or parochial preschool or transferring from outside of the State of Illinois,*
- ` prior to entering *kindergarten or the first grade,*
- ` upon entering *sixth and ninth grades.*
- `

### Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Proof of having had a dental exam is to be submitted to the school no later than May 15.

Parents/Guardians seeking an exemption to this requirement must submit the Dental Examination Waiver Form, provided by the State of Illinois Department of Public Health, to the school administrator.

### Vision Examinations

Effective January 1, 2008, all children enrolling in public, private or parochial schools for the first time, or entering kindergarten, shall have an eye exam. Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school no later than October 15. Report cards may be held if the student is not in compliance with this regulation. This requirement may be waived for those families that show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

### Medical Objections

- The Physician Statement of Immunity must be attached to the Certificate of Child Health Examination form.
- Questions regarding *medical exemptions* should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

### Religious Objection to Immunization and Vision Examination

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.
- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.
- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law.

*The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department's rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.*

HIRING PROCESS: TEACHERS  
Office of Catholic Schools Requirements

The Archdiocese of Chicago shall assure equal employment opportunity to all its employment policies and practices. These policies and practices shall be administered without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

Procedures

- a) Primary responsibility for ensuring compliance with this policy rests with the Pastor, Principal or Administrator at each location.
  - b) The Director of Employee Services is responsible for monitoring and implementing the overall effort of the Archdiocese of Chicago with regard to equal opportunity issues, and for reporting to the Director of Personnel Services and the Cabinet on its progress.
  - c) There are certain positions in the Archdiocese for which it is necessary to be Catholic and some positions for which preference in hiring shall be given to people who are Catholic and who evidence an understanding of the Catholic faith and a commitment to living that faith.
  - d) The Archdiocese of Chicago shall comply with the employment section of the Americans with Disabilities Act and shall hire without regard to disabilities, where with reasonable accommodations the person can perform the essential functions of the job.
- 
- ˆ Teachers must meet the Archdiocese of Chicago, Office of Catholic Schools requirements to be employed in one of its Catholic schools. They must also be in compliance with the Safe Environment Requirements of the Archdiocese of Chicago. Specific requirements are listed in the document, Safe Environment Compliance Procedures for School Employees, 2010.
  - ˆ Elementary school-teacher applicants must first complete an online application process. The link to the online provider: [Archdiocese of Chicago AppliTrack](#).
  - ˆ Teacher-applicants are not eligible for employment until they have a complete file in the AppliTrack system, including the following documents:
    - current/dated reference letter(s)
    - evaluation and reference from cooperating teacher (applicants new to teaching)
    - current resume without gaps in employment history
    - original transcript(s)
    - state certification
  - ˆ Teacher-applicants with teaching experience are to submit:
    - letter of reference from current or most recent school employer
    - verification of employment within any school system

HIRING PROCESS: SUBSTITUTE TEACHERS  
Most Holy Redeemer School

Most Holy Redeemer School hires certified teachers as substitute teachers as necessary.

## HOMEWORK

Students at Most Holy Redeemer School have homework every night. In some cases, homework is a specific written assignment. In those grades where there are no specific nightly assignments, or on nights when no written homework is assigned, students are expected to read (or be read to) for fifteen to thirty minutes each night.

Families may consult our website for students' assignments. Access this information by logging in to: <http://mhrschoo.com> and following links to each grade's assignments.

Returning a signed form (various types of parent/guardian notification) by the date indicated by the teacher is a homework assignment.

Parents/guardians are encouraged to help children acquire the self-discipline required in doing homework. It is appropriate to check children's work and discuss it. We ask that parents not allow children to submit work that has been done carelessly or is incomplete. Parents/guardians are encouraged to spend the necessary time to promote responsibility in their student.

Teachers will send home homework guidelines at the beginning of each year.

- Primary grade (1 - 3) students might reasonably expect to spend twenty to thirty minutes each evening on an extension of their class activities.
- Intermediate (4 - 5) students are expected to complete written assignments, which may require one hour of evening time.
- One and a half hours are required and expected of students at the Middle School level (6 - 8).

If the completion of homework takes any longer than the suggested time, a parent/guardian should contact the teacher.

Each teacher establishes regulations regarding weekend completion of assignments and the acceptance and grading of late assignments.

## INSURANCE

The school does not provide automatic student accident insurance. Students that participate in school- sponsored sports and activities are required to demonstrate proof of accident insurance.



Uninsured families in need of affordable, quality healthcare for their children are encouraged to

investigate the All Kids Health Insurance Program by visiting <http://www.allkidscovered.com> and applying online.

## LITURGICAL LIFE

The Pastoral, To Teach as Jesus Did, states that the fourfold purpose of Catholic education is to:

- ` proclaim authentically and fully the message of Jesus;
- ` foster an understanding and building of community in all areas of life;
- ` encourage service to each other for the good of all; and
- ` participate in parish worship celebrations.

Parents/Guardians are the primary educators of their children. Part of good teaching is modeling. Therefore, parents/guardians and students are expected to participate in Parish life by attendance at Sunday Eucharist celebrations.

One Sunday each month is designated Family Sunday. Families are encouraged to attend these Eucharistic celebrations. See our monthly calendar for dates.

## LUNCH PROGRAM

Most Holy Redeemer serves meals and milk that meet state and federal requirements, which are based on the USDA Dietary Guidelines, through Food Service Professionals (FSP). We encourage parents/guardians to review our menu children and discuss which meal he or she would like to order each day. Monthly menus are distributed in advance and those that are placing orders send cash or a check in a sealed and marked envelope to school.

Menus are posted on the school website, while paper copies of order forms are distributed to students. The order form lists the date orders are due, for the upcoming month. Orders received after the due date cannot be processed. Hot lunches will not be served on half days (11:30 a.m. dismissal).

In accordance with state and Archdiocesan Wellness Policies, lunches may not be brought-in from fast-food restaurants.

### ●●●●Lunch/Recess Schedule●●●●

GRADE	LUNCH TIME	RECESS TIME
K, 1, 2, 3, and 4	11:15	11:30
5, 6, 7 and 8	11:45	12:00

Full Day Preschoolers will eat lunch in their classrooms and be under adult supervision.

## PARENTS CLUB

The Parents Club is an organization designed to provide assemblies and enrichment activities for our children. The organization endeavors to foster a better communication between faculty and parents as well as encourage parental involvement in the education of their children.

Contacts: Colleen Tumino & Marybrigid Briggs

## MEDICATION PROCEDURES

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school-related activities is discouraged unless necessary for the critical health and well-being of the student. Students needing regular distribution of medication should contact the principal.

It is the policy of this school, under guidelines from the State of Illinois and the Office of Catholic Schools, that school personnel\_ □ including teachers, administrators and administrative staff\_ □ shall not administer medication to students except as provided in the School Medication Procedures established for the administration of medication.

All medications to be administered to students at school must be accompanied by a Medication Authorization form signed by both the physician and a parent/guardian. **This includes over the counter medication such as pain relievers and cough drops.** New forms must be provided at the beginning of each school year. All medication must be provided by the parent/guardian in its original container whether it is prescription or over the counter.

Compliance with the School Medication Procedures established for the administration of medication is the responsibility of the parent/guardian.

Detailed guidelines are provided, and all medication forms are available for download on the school website, at: [Medical Authorization and Forms](#).

## PARENT/GUARDIAN CONDUCT

As partners in the education of children, the parent/guardian in the local school community is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. If, in the opinion of the Principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian either to remove their child(ren) from the school or not accept registration for the next school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school, actions so outrageous as to shock the conscience or behavior of the community.

Parents/guardians that post defamatory or threatening statements about the school, its staff or students on social media can be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be denied a Catholic school education on grounds relating to the actions/attitudes of the parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting; or
- Conduct school business with the other parent/guardian of the student.

When, in the judgment of the Principal, as confirmed by the Pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, or a positive school environment, the administrator may:

1. Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended; or
2. Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school

## PARENTS'/GUARDIANS' RIGHTS: SCHOOL RECORDS

The Archdiocese of Chicago, Office of Catholic Schools, has adopted Guidelines for School Records. These guidelines describe parents'/guardians' rights to their child's records maintained by the Archdiocese of Chicago Catholic Schools.

- ◆ Right to inspect: Following local school procedures, parents have the right to look at all of their child's records maintained in their child's permanent record. A parent/guardian or an eligible student that wishes to inspect education records shall submit a written request to the student's School Principal. This request shall identify as precisely as possible the education record or records s/he wishes to inspect. The request shall be placed in the permanent file. The School Principal or his/her designee shall be present when a parent/guardian or eligible student inspects records.
- ◆ Right to prevent disclosure: The school will not disclose anything to third parties from a child's records unless:
  1. Written consent, from the parent/guardian, is provided prior to disclosure; or
  2. The parent/guardian has not requested the information to be kept confidential; or
  3. The request for the information meets one of the limited circumstances described in the guidelines.
- ◆ Right to request correction: Parents/guardians have the right to present evidence that the school shall amend any part of their child's record which they believe to be inaccurate, misleading or otherwise in violation of student rights. If the school decides not to change the record, parents/guardians may insert an explanation into the record.
- ◆ Request for Records – Court Order for Records: In cases when records are subpoenaed, the subpoena should state specifically the records being requested.

### Rights of Non-custodial Parents

The school abides by the provisions of the Family Educational Rights and Privacy Act with regards to parents' rights of access to their child's records. The school also abides by the provisions of Illinois law regarding the right of access of non-custodial parent to his or her child's school records.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order if the non-custodial parent is to be denied access to school records.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the School Office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## PARENT/TEACHER CONFERENCES

Mandatory parent-teacher conferences will be held in the fall of each school year. Formal, optional conferences are scheduled after the Second Term. In order to maximize the benefits of Most Holy Redeemer School's educational program, it is necessary for parents/guardians to meet with the child's teacher for an evaluation of the child's progress. The teacher or the parent/guardian may initiate additional conferences during the year; these meetings must be scheduled in advance and visitors *must* go to the School Office before proceeding to classrooms to confer with teachers. Teachers can be contacted by sending a note, by email, or by phoning the School Office (708/422-8280).

## PHOTOGRAPHS/ACADEMIC WORK: USE AND PUBLICATION

On occasion, Most Holy Redeemer School uses photos and/or academic work of students in school/parish publications to share information about the school. School publications include, but are not limited to: the website, school yearbook, student academic work, advertisements, annual reports, posters, newsletters, facebook, parish bulletins and other public relations material. In addition, local news organizations may hear of our activities or events, and our school may invite or allow them to photograph or record our events.

Forms, granting permission for publication of students' photos and work are distributed at the beginning of the school year. This form will remain in effect until the parent/guardian requests a change in writing. If forms are not returned, it will be assumed that permission has been granted for children's photo or academic work to be included in any form of communication.

## REPORTS OF STUDENTS' PROGRESS

Report cards are issued three (3) times per year as part of the ongoing process of evaluation. These reports are to be signed and returned to the homeroom teacher within 3 days so that teachers know that parents/guardians have seen them.

Progress reports are issued to Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> graders between report cards to keep parents/guardians aware of students' progress in school.

PowerSchool, an online service, is available to parents/guardians of students in grades 3 through 8. It is expected that parents will access the Parent Portal and review information as it is made current, as posted on the school calendar each month. Teachers will update PowerSchool within a week of every due date.

It is hoped that these reports will be discussed between parent/guardian and child\_□the good achievement recognized, and if needed, help given in areas that need improvement. Test scores, homework grades, daily work, other forms of assessment and classroom participation are parts of the ongoing process of evaluation.

## SACRAMENTS

- The sacrament of First Reconciliation is celebrated in second grade. Parents/guardians are required to attend a Parent Meeting in preparation for their children receiving this sacrament.
- First Holy Communion is celebrated in second grade. Students participate in an Enrollment Ceremony and a Bread Ceremony. Parents/guardians are required to attend a Parent Meeting in preparation for their child receiving this sacrament.
- The sacrament of Confirmation is celebrated in 8<sup>th</sup> grade. Parents/guardians, sponsors and students are required to attend a Parent/Sponsor/Student Meeting. Service Hours are required of Confirmation Students as part of their preparation for the sacrament (see ACADEMICS tab on our website, mherschool.com, and choose 7&8 Grade Service).

## SAFE ENVIRONMENT REQUIREMENTS FOR 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 that have been affected by abuse and trauma. Compliance requirements are as follows:

### *Archdiocese of Chicago Application for Employment*

- ˘ All prospective employees are to complete Form 7703 at the time of their interview. References are called and documented (Principal's initials, date) on Form 7703 of the person being considered for employment. The school retains all application forms for 3 years following the interview.

### *Criminal Background Screening*

- ˘ All school employees and volunteers are required to complete the eAppsDB form, online.
- ˘ *No one may begin to work or volunteer unless the criminal background check has been completed and approved.*
- ˘ 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 that work with children must attend the *Virtus/Protecting God's Children* training program within three months of beginning employment, ministry or service.
- The *Certificate of Attendance* received at the Virtus Training is to be kept in the personnel file 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 received at the time of training.

#### *Code of Conduct*

- All employees and all volunteers that 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 that work with children must complete the Illinois Child Abuse and Neglect Tracking System paper form (CANTS). 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.

#### *Mandated Reporters*

- All school employees and coaches must participate in a training workshop for Mandated Reporters. Online training is available through the DCFS website under [Recognizing and Reporting Child Abuse: Training for Mandated Reporters](#).

NOTE: Many of the forms are available on the school website.

#### SAFETY: PARKING LOT

The safety of our school children is of the utmost importance and concern to all of us. Therefore, we expect parents/guardians to cooperate with the plan for entering and leaving the parking lot. Patrol guards will be present in the parking lot to assist with safety.

#### SAFETY: SCHOOL SAFETY PATROL

Parents/guardians are responsible for the safety of the child traveling to and from school. The purpose of the student safety patrol is to assist in the safe conduct of students to and from school. However, by providing this service, Most Holy Redeemer School and the Catholic Bishop of Chicago accept no liability for the safety of the child. There may be times, due to weather or other circumstances beyond the control of the school, when a student is not on duty at a crossing.

An Evergreen Park Crossing Guard is stationed at the intersection of 95<sup>th</sup> Street and Millard Avenue..

### Morning Arrival

- ‘ Walking/bicycling to school
  - Students must cross at the cross walks. They may not cross Millard, Lawndale and/or 96th Street at anyplace other than the crosswalks.
  - Bicycles must be walked everywhere on the school/parish campus.
- ‘ Drop-off from a motorized vehicle
  - Enter the school parking lot from Lawndale Avenue.
  - Drive straight ahead along the designated path until you come to the stop sign.
  - Once you stop at the sign, drop off your child/children.
  - *Drivers choosing to park in the lot, must walk their young children to the pedestrian crosswalk.*
  - *Millard Ave is not a drop-off area. The doors on Millard will be locked and not open to students until all students have entered the building from the lot.*
  - *Proceed to Millard Avenue to exit.*

### Afternoon Dismissal

- ‘ Walking/bicycling from school
  - Students must cross at the cross walks. They may not cross Millard, Lawndale and/or 96th Street at any place other than the crosswalks.
  - Bicycles must be walked everywhere on the school/parish campus.
- ‘ Pick-up in a motorized vehicle
  - Enter the parking lot from Lawndale Avenue only.
  - The first car in the parking lot should drive far into the lot and park parallel to the school.
  - Patrol persons are on duty to provide assistance. Please watch for them.
  - Each additional car - pull in next to the car on your right. Leave only enough room for your car door to be opened.
  - When leaving the designated parking area, exit to Millard Avenue.

Students that walk to and/or from school are to cross surrounding streets only at the corners.

## **SCHOOL ADVISORY BOARD**

By its nature, the board is advisory. It is accountable to the Pastor and to the Principal in its operation. It agrees to follow the policies and administrative procedures of the Archdiocese of Chicago and the Office of Catholic Schools. Members agree that they will use their talents, gifts and insights for the common good of the community to promote the mission and goals of Catholic education. They defer their personal agendas in order to discern with other members the issues, concerns and challenges they face in meeting the educational needs of the students.

### Board

Reverend James Hyland, Pastor

Nancy Harmening, Principal

Megan Macellaio, President

Jen Daly, Vice President

Mrs. Busk, Secretary (non-voting member)

Kevin Boyle, Finance Committee

Marty Mangin, Finance Committee

Kristen Maxwell, Mission Effectiveness

Mary Doyle, Mission Effectiveness

Jen Busk, Marketing Committee

Matt Maloney, Finance Committee  
Melissa Small, Fundraising

### Protocol for Visitors

School Advisory Board meetings, other than those held in executive session, are open to the public. Meetings are generally held on the first Tuesday of the month, begin at 7:00 p.m. and are held in the School Library; check the monthly calendar for the most current information. A particular time is stipulated on agendas to allow visitors to address the board. It is understood that the issues raised will not be handled at the meeting. If appropriate to the parameters of the board's responsibilities, the issue may be addressed at a future time. Ordinarily, the visitor's comments are related to the matters considered on the agenda. Personnel issues and individual family or student's needs are not discussed. Questions of a general nature, however, could be referred to the appropriate person (e.g. Pastor or Principal).

- Visitors observe the board while it is in session. They do not engage in the discussions nor do they actively participate in the agenda either through comments or by offering their opinions on the topic being discussed.
- Once the visitor is recognized (as stipulated on the agenda), the visitor has the opportunity to express an opinion on the matter of concern. Each individual may speak for 2-3 minutes on matters that concern the advisory board.
- There is no discussion or debate between the visitors and members.
- All members listen to the visitors. If necessary, either the president or someone designated by the president can assist in clarifying the question or topic.
- The president thanks the visitors for their comments and informs them that someone will get back to them within a specified amount of time.

## SCHOOL SECURITY

All visitors must use the main entrance and sign-in at the School Office. Anyone seeking to gain entrance to the school building must ring the bell, identify himself or herself, and wait for the buzzer to sound before opening the door. Students are not permitted to open the door for any visitor to the school, even if the student knows the visitor.

Anyone picking up a child after school must wait for the child outside of the school building. No one will be permitted to wait in the building.

Admittance to the building ceases at 3:30 p.m., Mondays through Thursdays and 3:00 p.m. on Fridays.

### SCHOOL SECURITY: SCHOOL VIDEO SURVEILLANCE

Video surveillance is used to maintain a safe educational environment. Video cameras are used inside and outside school buildings in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are student records; therefore, they are subject to school policies and procedures relating to school student records. The school's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video.

In the event that law enforcement official's request a review of video recordings, recordings will be made available to officials.

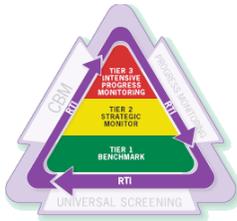
## SPECIAL NEEDS: BENCHMARK TESTING, INDIVIDUALIZED CATHOLIC EDUCATION PLAN (ICEP) AND REFERRAL PROCESS FOR LEARNING DISABILITIES AND SPEECH

Ms. Scannell, the LBS teacher at Most Holy Redeemer School, administers the AIMSweb Reading assessment to students in grades 1, 2 and 3 once per term. The AIMSweb is a benchmark and progress monitoring system based on direct, frequent and continuous student assessment. The results are reported to students, parents, teachers and administrators to inform instruction.

### Benchmark Testing – Response to Intervention (RTI): Tier 1, 2 and 3 Interventions

- ✓ **Tier 1 instruction** is instruction that all students receive daily. Those students that need additional instruction receive Tier 1 instruction and Tier 2 or Tier 3 intervention.
- ✓ **Tier 2 instruction** gives more to those students that need additional help. This type of instruction is delivered in what is known as an intervention. An intervention is a program or instructional strategy employed to improve the skills of identified children based upon assessment data and/or classroom performance.
- ✓ **Tier 3 instruction** involves those students needing the most support. During this instruction teachers use the most-powerful support materials available. These instructional and intervention strategies are implemented to improve skills that need strengthening.

The AIMSweb system components provide one comprehensive progress monitoring and RTI Solution.



1. Benchmark – Assess all students three times per year for universal screening (early identification), as well as general education progress and monitoring. Strategic Monitor – Monitor at-risk students monthly and evaluate the effectiveness of instructional changes.
2. Progress Monitor – Write individualized annual goals and monitor more frequently for those who need intensive instructional services.

Parents/guardians and teachers of students at other grade levels may request benchmark testing by contacting Ms. Scannell through email ([msscannell@mhrschoo.com](mailto:msscannell@mhrschoo.com)) or a call to the School Office (708/422- 8280).

### Individualized Catholic Education Plan (ICEP)

Students covered by ICEP's are those who: 1) have a physical or mental impairment, *which substantially limits one or more major life activities* and results in a need for reasonable accommodations and/or special education and related services, 2) have a record of such impairment or 3) are regarded as having such impairment.

ICEP's are developed with input from classroom teachers, our LBS Teacher and students' parents/guardians.

Referral Process for Students Suspected of Having a Learning Disability and/or Speech Impairment Referrals of school-aged children take place through the school. If a parent/guardian suspects a learning disability and/or

speech impairment, s/he should first discuss her/his concerns with the child's homeroom teacher. If the teacher concurs, s/he will inform the Principal and the referral process will be initiated with District 124.

## TECHNOLOGY: REGULATIONS FOR STUDENT ACCEPTABLE USE OF MOST HOLY REDEEMER SCHOOL TECHNOLOGY RESOURCES

### Purpose

Most Holy Redeemer School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in Most Holy Redeemer School by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers and iPads provides the potential availability of material that may not be considered to be of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers and iPads, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers, iPads and computer networks in a responsible and ethical manner. This policy is intended to clarify those expectations as they apply to computer, iPad and network usage in school.

### MHR School is Primarily Responsible for:

- Applying blocking to visual depictions of material deemed obscene or to pornography or to any material deemed harmful to minors as determined by the school administration;
- Teaching proper techniques and standards for Internet participation;
- Guiding student access to appropriate areas of the Internet;
- Informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action; and
- Monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's Internet resource.

### Acceptable Uses of MHR School's Technology Resources:

- Creating reports and presentations as well as other visual displays of knowledge;
- Using software to improve academic skills;
- Using the Internet to research topics;
- Viewing educational videos and simulations; and
- Other technology activities that help the student learn, gain and share information that is educational in nature.

### Uses of MHR School's Technology Resources that are prohibited include, but are not limited to:

- \ Violating students' rights to privacy/confidentiality;
- \ Logging onto another student's username or accessing another student's work;
- \ Attempting any unauthorized access to 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, electronic forgery, other illegal activity and for political purposes;
- \ Downloading, installing or storing software on a school computer or iPad without the approval of appropriate school personnel;
- \ Changing or attempting to alter any configuration, program, and/or password on any computer, iPad or system;
- \ .

Using a school computer or iPad without the approval of school personnel responsible for the computer or iPad;

- Using inappropriate language, pictures, gestures in any form on the Internet or in software;
- Using the Internet for entertainment or limited self-discovery function; and
- Using the Internet for unauthorized purchases; unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

The student and parent/guardian must sign an Internet Acceptable Use Policy and Permission Form before the student is given access to the school's Internet resource. School personnel or the parent/guardian may withdraw permission for student Internet access at any time.

Student-owned computers, iPads and cellphones may not be used on school premises during the school day, without the expressed consent of school administration.

The school is not responsible for any damages the student may suffer, including loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection. The school will not be responsible for any unauthorized costs incurred by students; unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family. Nor will the school be responsible for students' negligence or mistakes.

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

#### Consequences for Unacceptable Use of Technology

Unacceptable uses of Most Holy Redeemer technology resources may result in the suspension or cancellation of computer and iPad privileges, disciplinary measures noted in the Most Holy Redeemer Family Handbook, as well as monetary and/or legal consequences.

### 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 disciplinary sanctions. Inappropriate use of technology may include, but is not limited to:

- harassment of others;
- cheating on assignments;
- use of the school name;
- remarks directed to or about teachers and staff; and
- offensive communications including videos/photographs and threats.

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

## TELEPHONE

Students may not be called to the telephone during the school day.

Students are permitted to use the office phone to notify a parent/guardian of forgotten:

- prescription eyewear; and
- lunches.

## TESTING: STANDARDIZED ACHIEVEMENT TEST

ACT/Aspire is a summative test administered to all students in grades 3 through 8 in the spring of each year. The purpose of this testing program is to provide diagnostic information for instructional purposes. The testing program is one element of the assessment and evaluation process at Most Holy Redeemer School. Do not make any appointments for the 2 weeks testing is scheduled. When a student is sick and must miss a testing day, they will be pulled from class the following week to make up the test in a special testing area and supervision of a certified teacher. Students in grades 2 -8 will also take the Measure of Academic Progress (MAP) assessment to inform instruction. Parents will be able to view both the Aspire and MAP results.

## TRANSFERS

When a student transfers to another school, or requests a release of records, at least one week's notice is required in order to complete the necessary forms and forward records to the new school. All outstanding financial obligations must be met before transfer records can be processed.

## TUITION

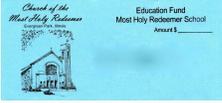
We ask all families to commit to participation in the life of the parish through a commitment to weekly worship as well as to involvement in the ministerial life of the parish and school. This is the spirit of stewardship. All school families are expected to participate in the liturgical life of the parish through: regular participation at Saturday/Sunday Mass; financial support of the parish; and involvement in ministry (to the extent that they are able). This is our obligation as Catholics. We ask each family to make the commitment to participate in the Eucharist each week; here at Most Holy Redeemer Church. Families with the means are encouraged to consider paying the actual cost of education (\$6000) by not accepting the multi-child discount and parish subsidy. If the full amount cannot be realized, any portion would be appreciated. The difference between tuition and the actual cost is considered a tax-deductible gift to the school and will be reported as such for income tax purposes and, although appreciated, does not entitle those donating to any additional services. Families choosing this option will help other families immeasurably in the face of some families' current budgetary hardships.

### Parish Subsidy to the School

The Catholic school system does not receive any direct support from federal, state or local taxes. Our school is dependent primarily upon tuition collection for its operation. Even if every tuition dollar is collected, there remains a sizable amount of money that the parish supplies to subsidize the education of our schoolchildren—***tuition does not cover the full cost to educate our children***. The difference comes from the people of Most Holy Redeemer Parish (many of whom do not have children in the school).

### Franzen Fund

This fund was developed to assist families faced with a sudden and disastrous impact on their finances due to such events as the job loss of a parent/guardian or major home catastrophe. Parents/guardians must seek tuition assistance from the Pastor—all information is kept confidential between the family, Pastor, Principal and tuition accountant. Assistance is provided in the short-term, as determined by the Pastor following an application process, and is not meant to span multiple school years.



Monies for this fund are garnered from donations and the blue “Education Fund” envelope collected once per month during weekend masses. These envelopes are the *main source of funding* for the Franzen Fund.

Rates for the 2017/2018 School Year

	2017-18 Tuition	2017-18 Tech Fee	2017-18 Lunch Fee	2017-18 Gecko Fee	2018-19 Reg.&Curr Fees	Total Payment	Monthly Payment (10 mo.)
PK3 2 days half day T/Th*	\$1895	\$50		\$100	\$175	\$2220	\$222.00
PK3 2 days full day T/Th*	\$2780	\$50		\$100	\$175	\$3105	\$310.50
PK4 3 days half day MWF*	\$2225	\$50		\$100	\$175	\$2550	\$255.00
PK4 3 days full day MWF*	\$3234	\$50		\$100	\$175	\$3559	\$355.90
PK3&PK4 5 half day*	\$2740	\$50		\$100	\$175	\$3065	\$306.50
PK3&PK4 5 full day*	\$5270	\$50		\$100	\$175	\$5595	\$559.50
1 child K-8	\$5540	\$50	\$50	\$100	\$240	\$5980	\$598.00
2 children K-8	\$8875	\$100	\$50	\$100	\$480	\$9605	\$960.50
3 children K-8	\$11,545	\$150	\$50	\$100	\$720	\$12,565	\$1,256.50
4+ children K-8	\$12,400	\$150	\$50	\$100	\$920	\$13,620	\$1,362.00
Dash 4 Cash Tickets can be added to tuition payments. Please let office know at Packet Pickup.							
\$50.00 will be added to statements September 2017 through February 2018.							

Technology / Registration / Curriculum Fees

Rather than requiring distinct payments for each of the fees that are common to all families (technology, registration and curriculum), the fees will appear on tuition statements and be spread over 10 months. However, upon request, the tuition payments may be arranged for a 12 month payment plan beginning June 2017 and concluding May 2018.

In the event that a student does not reenroll for the 2018//2019 school year, the 2018/2019 registration and 2018/2019 curriculum fees will be refunded, provided that the school receives notification prior to March 1, 2018. Eighth grade students will not be assessed a registration fee or a curriculum fee for the next school year. Once a student new to MHR registers, the registration and curriculum fees are nonrefundable.

The following grade-specific fees will also be added, as appropriate, to tuition statements

- 2<sup>nd</sup> Grade – Reconciliation (\$20) and First Eucharist (\$40).
- 8<sup>th</sup> Grade – Confirmation and Graduation (\$350).

Schedule of Payments

The first tuition/fees payment is due on or before Packet Pickup days in August. Each remaining payment is due on the 15<sup>th</sup> of the month.

Mandatory Fundraising

In addition to the tuition and fees listed above, each school family, including families with part-time students, are required to participate in the following fundraisers.

*Dash for Mega Cash* – Each family is required to sell a minimum of three (3) \$100 Dash for Mega Cash tickets.

***Families that intend to buy one or more required tickets, rather than selling them to others, and would like have the payments added to tuition statements will have the opportunity to make arrangements to do so at packet pickup in August. This way the cost of the family-purchased tickets will be added to tuition and spread over 6 monthly payments.***

*GECKO* – Each family is required to earn \$100 in credits through the GECKO program. Once the family has realized its obligation, continued use of the GECKO program will accumulate in tuition credit.

## UNIFORMS / DRESS CODE

Flagrant disregard for any aspect of the uniform policy will result in a check on the student's report card; in grades 1 through 8, five (5) out-of-uniform notices during any one term will result in a check. In grades 6, 7 and 8, noncompliance with uniform requirements are subject to the loss of conduct points. The fact that some type of clothing, footwear, accessory or hairstyle is not specifically described as unacceptable does not make it acceptable. Families are expected to use good sense in students' grooming and dress choices. Should a question arise in regard the appropriateness of clothing or appearance, the decision of the Principal is final.

School uniforms (all items except shoes and socks) are to be purchased at:

Supplier	Address	Telephone	On-line ordering
Schoolbelles	7763 S. Harlem Ave. Burbank	708/598-8008	schoolbelles.com
Order through School	Fundraiser	608/239-1520	Through school)
Schools R Us	3146 W. 111 <sup>th</sup> St. Chicago	773/779-0172	(not available)

⌂ ⌂ ⌂ ⌂ ⌂ ⌂ ⌂ **All uniforms must be labeled with the student's name.** ⌂ ⌂ ⌂ ⌂ ⌂ ⌂ ⌂

### Boys – Grades K through 8

- Navy trousers with a leather belt - no gathered pant legs, or outside pockets
- White knit shirt or turtleneck with no visible logo
- Red V-neck or cardigan sweater or uniform gray fleece or 75<sup>th</sup> Anniversary black or uniform gray ¼ zip
- Gym shoes that secure with laces or Velcro (no flashing/constant lights on gym shoes)
- Solid-colored \*crew socks or knee highs (red or white or black) or socks with the MHR logo

### Girls – Grades K through 8

- Plaid jumper (2 choices available for Grades K through 4)
- Plaid skirt or split skirt (for Grades 5 through 8)
- White uniform blouse, turtleneck or polo shirt or banded polo shirt with no visible logo
- Red V-neck or cardigan sweater or uniform gray fleece or 75<sup>th</sup> Anniversary black ¼ zip or uniform gray ¼ zip
- Navy slacks - no gathered pant legs or outside pockets
- Gym shoes that secure with laces or Velcro (no flashing/constant lights on gym shoes)
- Solid-colored \*crew socks or knee highs (red or white or black) or socks with the MHR logo
- Solid-colored tights (red or white or black)

### Gym Uniforms – Boys and Girls – Grades K through 8

- Uniform red sweat pants or shorts
- T-shirt with MHR logo (purchased from our supplier) or latest annual spirit wear t-shirt
- Solid-colored \*crew socks or knee highs (red or white or black) or socks with the MHR logo
- Gym shoes that secure with laces or Velcro (no flashing/constant lights on gym shoes)
- Gym shorts can be worn if there is a warm day, but ONLY for gym

NOTE: Sweatpants may not be altered. Sweatpants that have been altered must be repaired or replaced. Sweatpants are to be worn at the ankle; sweatpants that are tattered at the bottom, from being worn outside the bottom of the shoes, must be replaced.  
\*Socks: Students are allowed to wear solid-colored socks with a small logo, i.e., Adidas, Under Armour, Nike. However, the sock must be a solid color with the small black or white logo. Students should try to hide the logo by folding over the sock.

### Warm Weather Uniform – Boys and Girls – Grades K through 8

Students may wear “Warm Weather Uniforms” from the opening of school until families are informed that these uniforms may no longer be worn. Then, the regular uniform policy is enacted until families are informed that students may wear “Warm Weather Uniforms” in the spring. The Warm Weather Uniform is the same as the Warm Weather Gym Uniform:

- Uniform red shorts and t-shirt with MHR logo (purchased from our supplier) or latest annual Spirit wear t-shirt
- Solid-colored socks (red or white or black)
- Gym shoes that secure with laces or Velcro (no flashing/constant lights on gym shoes)

### Guidelines for Uniforms/Dress Code

1. Articles of clothing worn under the uniform shirt must be white—colored or printed shirts must not be worn under uniforms.
2. Snow boots should be removed and replaced with gym shoes upon arrival in the classroom.

### Guidelines for Appearance

Students are encouraged to present a neat and clean appearance at all times. This includes well-fitting uniforms.

1. Jewelry must not be excessive. No dangle, hoop or large earrings are to be worn. Students may wear only one earring per ear. If necklaces are worn, they are to be inside the uniform, out of sight. Choker-type necklaces may not be worn.
2. In general, facial make-up may not be worn. Creams and powders designed to mask acne are permissible.



Hair must be clean, well-groomed, and of a conservative style. Hair combed toward the face may not be worn lower than the eyebrows. Hair color must be natural. Any hair color or style that draws undue/inappropriate attention to the student will have to be changed before the student is admitted to class.

3. Boys' hair must not touch the collar of their uniform shirts. Boys may not exhibit facial hair (e.g. beards, mustaches). Sideburns must not extend below the bottom of the earlobes and must not flair toward the face of the students.
4. Body piercing as well as temporary/permanent tattoos are not permitted. Nor is writing anywhere on the skin.

#### Guidelines for Out-of-Uniform Days

At times, students will be allowed to attend school out of uniform. Families will be notified of these occurrences in advance. Parents/guardians are asked to pay close attention to the clothing their children choose for school on those days—inappropriate choices will result in a phone call to the parent/guardian so that alternate clothing will be brought to school before the child is admitted to class. As on regular-uniform days, feet must be completely covered by the shoes.

Inappropriate choices include, but are not limited to:

- Short shorts/skirts;
- Immodest/revealing pants;
- Immodest/revealing shirts; and
- Shirts depicting violence/drug use/inappropriate messages.

### USE OF SCHOOL GROUNDS

Students should not arrive before 7:50 a.m. Students should line-up near the door that they enter.

No student should ever be in a classroom without adult supervision.

Athletes are not to be in the gym without supervision. They are to wait outside the gym doors for the coach to arrive.

Anyone wishing to reserve a parish facility must make a reservation with rectory personnel.

### VACATIONS

Families that wish to take their child(ren) out of school for several days because of family vacations are advised to discuss the child(ren)'s progress with the teachers to determine what effect such an absence will have on the students' work. The School Office and the students' teachers should be notified of the length of time that the students will be absent.

Parents/guardians that take their child(ren) out of school for a vacation may not request that teachers make special or individual assignments, or to make assignments available to students prior to the vacation.

Homework assignments, class work and tests will be made-up upon return to school.

While we do not condone vacations during school days, we understand that sometimes these situations are unavoidable. Therefore we suggest **DO NOT SCHEDULE VACATIONS or ANY APPOINTMENTS DURING ACT TESTING WEEKS.**

## VISITORS

Adult visitors are welcome to observe daily routines at our school. Visitors should call the Principal the day before the visit to make sure that classes are in regular session. All visitors are required to sign in at the School Office, and sign out when leaving the building.

If a parent needs to conference with a teacher, please contact the teacher to arrange an appointment outside of the school day.

## VOLUNTEERS

Volunteers are an integral part of Most Holy Redeemer School. Archdiocesan guidelines require screening of all volunteers. Required forms are available through our website and must be filled out by anyone wishing to volunteer in the school (see Safe Environment Requirements for Employees and Volunteers – Protection of Children and Youth).

## WELLNESS POLICY

Most Holy Redeemer School follows the Illinois State Board of Education and Archdiocesan suggested guidelines/recommendations for school wellness. The ISBE also provides cautionary information about the dangers of food in schools as it relates to severe allergic reactions in students. It strengthens a safer school environment for everyone.. Compliance with wellness policies is in students' best interests.

### *Belief Statement*

Most Holy Redeemer School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

### *Intent*

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.

### *Rationale*

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well- implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

*Exceptions*

Throughout the year, special lunches and/or treats will be provided by the school or school organizations. Parents/guardians will decide whether to purchase special lunches for their children. During such activities, exceptions to the Wellness Policy will be granted (e.g., Parents Club Ice Cream Social). Parents/guardians will be notified of these activities in advance and will notify children's homeroom teachers in cases where children do not have permission to participate. Individual health-related exceptions to our Wellness Policy may be made upon approval by the Principal.

Concussion and Return to Learn refer to MHRAA