



## **FAMILY HANDBOOK 2022-2023**

### **MOST HOLY REDEEMER SCHOOL**

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### **WHY CATHOLIC SCHOOLS?**

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

### **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!

## 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*)
3. A record of compliance with local and State of Illinois health requirements
4. Non-Refundable Registration Fee and Curriculum Fee
5. When applicable, a copy of any early intervention, IEP, 504, or any other specific needs that require professional interventions and may impact a student's social, emotional or learning day.

### **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 have limits in our ability to educate all students. We will carefully review the needs of each student to be sure we can serve their needs before 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 a 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 a 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:** 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 MEMBERS

President.....Mike Morrison  
Vice President.....Kari Callahan  
Treasurer .....Alish Ryan  
Secretary ..... Tom Curley

### REPRESENTATIVES

Southside Catholic Conference .....Bridget Goggin

For more information please visit the Athletic Association Website: [www.mhraa.com](http://www.mhraa.com)

### 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. 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
3. At any point during the school year—owing two outstanding tuition payments. The following procedure will be applied in all cases:
  - a. The Principal will notify the Athletic Director, who will, in turn, notify the coach.
  - b. 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. It is the student's responsibility to complete any missing work within the agreed upon time.

### **SHADOW DAYS**

8th grade students will be allowed two excused absences and 7th grade students will be allowed one excused absence for the purpose of "shadowing" at high schools of their choice. Students will still be allowed to attend after school activities if they are excused for a shadow day. Anytime students are aware of a planned absence it is good practice to let their teachers know in advance. As with any absence, it is the student's responsibility to complete any missing work within the agreed upon time. It is the parent's decision when to use a shadow day, but in order to miss the least amount of instructional time we suggest students take advantage of the ½ day found on the school calendar for parent/teacher conferences or scheduled days off.

### **PLEASE TAKE NOTE OF THE FOLLOWING:**

1. In case of student absence, a parent/guardian must call the School Office (708-422-8280) each day the student is absent. A parent or guardian may call before 7:30 a.m. and leave a voicemail message or anytime before 8:00am. Or email absence to [attendance@mhrschoool.com](mailto:attendance@mhrschoool.com).
2. MHR instructional time 8:10 a.m.- 2:40 p.m. (6.5hrs/day.) Doors open at 8 a.m.
  - a. Students are considered tardy if they are not in their seats ready to learn by 8:10.
  - b. Dismissal for K-8 is 2:45 p.m.
3. 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.

4. 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.**
5. Absences will be reflected on PowerSchool and the child's report card.
6. A doctor's release is required for absence due to a communicable disease or any absence of 5 consecutive days.
7. 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.
8. 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.
9. Habitual tardiness will be reflected as needing improvement on the child's report card.
10. Medical and dental appointments should be scheduled after school hours.
11. 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 to 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 a 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 hoverboards are not allowed on school property.

## **BIRTHDAY CELEBRATIONS**

In accordance with Most Holy Redeemer School practice, edible treats are not permitted for birthdays. Possible alternatives for birthday recognition include donating a book to the classroom or school’s library, a game to the indoor recess collection or non-edible treats for the class such as pencils, stickers or erasers.

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 OR A TEACHER:**

- Phone call to speak to principal or teacher
- Send an email to the principal or teacher
- Make an appointment to speak to principal or teacher

### **BULLYING WILL BE ADDRESSED AT SCHOOL IF IT IS:**

- Any intentional, repeated, hurtful act or conduct of power over another student (physical, verbal, emotional, or sexual) including communications made in writing or electronically
- Occurring on campus during school time
- Directed toward another student, that has or can be reasonably predicted to:
  - Place the student in an unreasonable fear of harm to the student's property
  - Cause a substantially detrimental effect on the 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. Bullying is not a one time event, but an intentional, repeated act of control and power over another person. It is one-sided.

**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 or social media;
- **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
- At school-sanctioned events or activities
- Through the transmission of information from a school or home computer network, or other similar electronic school or home devices

## **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**

In some classes students are issued textbooks and/or workbooks. 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. Refer to page 16. Students are not to bring valuable personal items (e.g. money, jewelry, collector's cards, audio equipment, hand-held games, electronics ) to school. 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.

## **CLASSROOM ASSIGNMENTS OF STUDENTS**

The teachers have a professional process of determining class lists. It can be very complicated and interfere with the systematic, heterogeneous organization of classes to allow parents to request special placement. 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.

### **WORK HABITS**

Students are expected to be prepared for and to participate in each class, have necessary class materials, complete classwork and homework accurately and on time, and to be prepared 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 bully or 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.

### **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 / FUNDRAISERS**

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 any individual or organization.

## **COMMUNICATIONS: FAMILY PACKETS**

Family Packets are emailed to school families each Thursday through the school website. Families should review each packet's 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 Google sites, 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.

Teachers (3rd-8th grade) enter students' grades in PowerSchool (e.g., classwork, homework, test scores) within a week from the assignment's due date. Parents/guardians are expected to access students' records and ensure follow-up on any/all missing assignments. Failure to review a Google site and students' records will not exempt students from the consequences associated with missing assignments. When appropriate, it is expected that parents or students question grades or missing information as soon as possible.

## **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 first.

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.

## **CURRICULUM**

At the direction of the Office of Catholic Schools, Most Holy Redeemer School utilizes the Illinois Learning Standards to guide instruction. A copy can be found on the Office of Catholic Schools portal. Also, teachers regularly post undated instructional goals on the classroom's Google site.

### **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.

## **DISCIPLINE**

### **MHR's Graduate Profile**

Most Holy Redeemer students animate our school's mission and transform into highly spiritual, intellectual, social, and global young people. Our students graduate with skills that help them lead, and thrive, at the high school of their choice and in their community.

Most Holy Redeemer students are:

Christian - Most Holy Redeemer graduates act in the model of Jesus.

Servant Leaders - Most Holy Redeemer graduates serve and advocate for the needs of the less fortunate.

Inspirational - Most Holy Redeemer graduates inspire our faith community.

Problem Solvers - Most Holy Redeemer graduates solve complex problems.

Optimistic - Most Holy Redeemer graduates persevere through intellectual struggle.

Empathetic - Most Holy Redeemer graduates interact compassionately with others.

Inquirers - Most Holy Redeemer graduates explore their curiosities.

Inclusive - Most Holy Redeemer graduates recognize and celebrate the uniqueness of others.

Team-Driven - Most Holy Redeemer graduates cultivate relationships within team-driven environments.

Growth Minded - Most Holy Redeemer graduates uphold high expectations of themselves and their community.

Courageous - Most Holy Redeemer graduates challenge acts of injustice with courage.

Open Minded - Most Holy Redeemer graduates appreciate cultural diversity.

Aware - Most Holy Redeemer graduates preserve their physical environment.

## MHR's Behavioral Framework

LEVEL 1 Expectations	LEVEL 1 Responses	LEVEL 2 Expectations	LEVEL 2 Responses	LEVEL 3 Expectations	LEVEL 3 Responses
<p>MHR students dress in appropriate school attire.</p> <p>MHR students eat/drink in designated school areas.</p> <p>MHR students use school-designated technology appropriately.</p> <p>MHR students prepare for each class.</p> <p><b>MHR students understand and uphold classroom and school rules.</b></p>	<p>If a student does not meet Level 1 expectations, school personnel will issue a verbal response to correct the behavior immediately.</p> <p>For example, if a student wears a non-MHR-approved sweatshirt, school personnel will direct the student to remove the sweatshirt. Students who struggle to meet Level 1 expectations will have their actions documented, and a phone call will be made by the classroom teacher to the student's parents. The purpose of the above is to identify patterns that will help develop an alternative plan for the student.</p>	<p>MHR students use school-appropriate language at all times.</p> <p>MHR students respect school physical space.</p> <p>MHR students respect personal boundaries.</p> <p>MHR students respect all school personnel.</p> <p><b>MHR students maintain the highest level of academic integrity.</b></p>	<p>If a student does not meet a level two expectation, school personnel will invite a student to attend "Raider Reflection" to reflect upon the limiting behavior.</p> <p>If a student fails to meet a level two expectation, the school personnel member will communicate, via phone, with the student's parent to inform him/her of the response.</p> <p>For example, if a student throws an object on school property and hits another student, he or she will be invited to "Raider Reflection" on the following day, and a phone call will be made to the parent informing them of the incident.</p>	<p>MHR students act with integrity by meeting all spiritual, intellectual, social, and global expectations.</p> <p>MHR students preserve their physical space.</p> <p>MHR students respect one another and look out for the physical and emotional well-being of classmates.</p> <p>MHR students take ownership of their mistakes and work with school personnel to learn from such.</p>	<p>If a student does not meet a level three expectation, MHR's Intervention Team will facilitate a meeting with all involved parties to ensure the school's culture is being upheld by all individuals.</p> <p>If a student does not meet a level three expectation, he or she may receive one or more of the following responses based on the severity of the infraction:</p> <ul style="list-style-type: none"> <li>-Invitation to attend Raider Reflection,</li> <li>-Group remediation,</li> <li>-Individual counseling,</li> <li>-After school detention,</li> <li>-Lunch/recess detention,</li> <li>-Suspension,</li> <li>-Expulsion</li> </ul> <p>In addition, MHR Leadership reserves the right to adapt</p>

					<p>behavioral responses as seen fit.</p> <p>If a student fails to meet a level three expectation, the school personnel member will communicate, via phone, with the student's parent to inform him/her of the response.</p>
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### Raider Reflection Procedures

If deemed necessary for a student to attend Raider Reflection, the following procedures are to take place:

1. The teacher assigning Raider Reflection is to meet with the student, privately, to explain why the Raider Reflection is being issued.
2. The assigning teacher is to complete and print the Raider Reflection Form and share it with the student to be taken home. Following, the assigning teacher shares the form with the following stakeholders:
  - a. One copy is to be shared with the Principal
  - b. One copy is to be shared with the homeroom teacher
  - c. One copy is to be maintained by the teacher for his/her records
3. The teacher assigning the Raider Reflection is to phone the parents immediately after school to discuss the target behavior and share the date and time of the Raider Reflection. Note that Raider Reflection will be held Tuesday and Thursday after school, and students/parents must have 24 hours notice before attending. As such, the following schedule will be enacted:

Behavior Date	Raider Reflection Date
Monday	Tuesday
Tuesday	Thursday
Wednesday	Thursday
Thursday	Tuesday
Friday	Tuesday

Data will be collected and analyzed throughout the year. Additional Raider Reflection dates may be scheduled if deemed necessary.

4. The student is to turn in the signed Raider Reflection form with his/her homeroom teacher the following day. The homeroom teacher sends it to the main office.
5. A student meeting for a Raider Reflection is to report, with parent signed Raider Reflection Form (Page 4) to the LRC immediately after school on the required day as outlined above. The student and Principal will discuss the behavior, and the student will complete the Raider Reflection as outlined on page 5. Once complete, the student and Principal will discuss the reflection, and the student will be dismissed.



A copy of the Raider Reflection will be shared with the student, parent, and teacher, and placed in the student's file.

## 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 gross misconduct has occurred. Procedures may begin with the at-home suspension of the student by the Principal. The Disciplinary Board 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
6. The decision of the Disciplinary Board is final; appeals may not be made to any of its members or the Principal
7. 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 students in overcoming a disciplinary problem. Homework and classwork may be completed during a suspension, at the discretion of the teacher. Teachers' google classroom site 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.

## **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 objects, illegal drugs, 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 Ziplock bag, with the student's name clearly printed on the outside of the bag
- Turned in to school employees upon entry each day
- It can be 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 employees 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
- 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
- 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
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) **immediately**. 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). SIRS is a web-based application used by schools to report incidents electronically **as they occur during the year by no later than August 1 for the proceeding school year** 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.

### **DRILLS: FIRE, INCLEMENT WEATHER, LOCKDOWN, BUS**

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. Occasionally, we will use the monthly siren alert system test to practice a “tornado” drill. Teachers accompany their students to a designated area, predetermined with the assistance of the fire department, as the safest place to seek shelter. Lockdown drills allow students and teachers the opportunity to find a place to hide in their classrooms. However, in the case of a true emergency, teachers will make their best judgement to determine if students should hide, run or fight. The Evergreen Park Police keeps our staff informed of the best way to approach these scenarios and how to choose the best option.

## 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 or teacher informing the school of the reason 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 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. If there is a no answer or busy signal the message will be automatically retried after the initial call.

***Be assured, the safety of our staff and students is our first priority. It is important to keep the phone lines open and allow staff the opportunity to assist with the security of all of our students during an emergency. Please do not call the school after receiving these messages unless instructed to call.***

## E-LEARNING PLAN INFORMATION/ALTERNATIVE

Alternative/ELearning days involves online or teacher-prepared lessons that students do when away from the physical school building. Alternative learning days will minimize the disruption to academic progress caused with emergency school closures by making those out-of-school days as educationally productive and engaging as possible. Students without chromebooks will have planned academic requirements on these days but maybe limited in scope. Students will be given choices that may include videos or the use of educational websites however, paper and pencil assignments will be an option too. Students with Chromebooks will be given assignments via google sites. Teachers will post assignments and due dates of each assignment. We understand that many parents may be working from home on these days and that younger students may need more supervision to complete assignments than older students. Therefore, it will be our goal to assign tasks that should take little to no parent involvement. Teachers will be available to answer questions via email throughout the day, until 3:00p.m. **We may use alternative e-learning days before adding days to our calendar at the end of the year in certain situations.**

## EMERGENCY LOCKDOWN

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

**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

**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. If possible, parents/guardians will receive a message with details of a lockdown 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.

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. To account for all of the students, the adult will sign for the child to make a record of their dismissal.
- 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

For a small fee, students of Most Holy Redeemer can be enrolled in the Extended Day Program. Students must be pre-registered to attend. 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 A.M.)** 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 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 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 or emergencies. 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. The responsibility for the supervision of students becomes that of the parents/guardians if your child does not attend a field trip. 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).

## GRADING SCALE / HONOR ROLL

### GRADING SCALE FOR 3RD THROUGH 8TH 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		

### LETTER AND GRADE 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	

### HONOR ROLL FOR 6TH, 7TH, AND 8TH GRADERS

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

- 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, Spanish, 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.

It is the responsibility of both parents and students to monitor grades at least every two weeks. If there are any concerns, parents should encourage their child to address the problem with the teacher. If the issue is not resolved, the parent should contact their child's teacher. If the problem persists or if there was no satisfactory resolution, the parent should contact the principal.

## **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 8th 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, 8th graders must maintain, at a minimum, a 3.7 ('A-') cumulative 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 emergency contact(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 a 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 immunization 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 first grade,*
- upon entering *sixth and ninth grades.*
- *Sports physicals are required to be on file for all students participating in interscholastic sports*

## 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.*

## HOMWORK

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 and practice math facts (when appropriate) each night. Families may consult our website for daily students' assignments and current grade reports. Access this information by logging in to: <http://mherschool.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 students. 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 expectations 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
- participate in parish worship celebrations Parents/Guardians are the primary educators of their children and 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 Country House. We encourage parents/guardians to review our menu with children and discuss which meal they would like to order each day. Monthly menus are available online for to pre- order lunches. Any allergy concerns, please contact Jim Terri ([terri@sxu.edu](mailto:terri@sxu.edu)).

- 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	10:50	11:05
3,4,5	11:20	11:35
6, 7, 8	11:50	12:05

*Full day preschoolers eat lunch in their classrooms with adult supervision.*

## 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 are permitted to possess and self-administer a prescribed epinephrine auto-injector, asthma or diabetes medication provided parents/guardians submit the required medical authorized forms along with physician's emergency action plans and completion of any required training.** 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.

### MEDICAL CANNABIS

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

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](#).

#### TOPICAL SUNSCREEN

A student may possess and use topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

### PARENTS CLUB

The mission of the Parent's Club is to enhance the educational experience at MHR by supporting our teachers and staff, providing experiences for our students and families, raising school spirit, increasing community awareness and giving back to the school community.

### 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: acts/behavior that is not aligned with the Catholic values and mission of the school, **disrespectful, threatening, harrassing, abusive behaviors/language, acts of intimidation, battery, assault**, or threats to the faculty, administration, staff, students and volunteers of the school. 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 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 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 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, Twitter, Instagram, 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.

### **PUBLICATIONS**

All forms, flyers, and news items must be proofed by the principal or the web team. It is important that we always keep our colors, logos and message uniform. After approval, submissions may be made to [publications@mhrschoo.com](mailto:publications@mhrschoo.com) or through our web page "Submit News."

### **SUBMIT NEWS**

Please evaluate the content of the news to determine if it should be submitted for the weekly blast or if it is better suited for an update to an existing webpage. Please request those changes through the Contact Us page on the MHR webpage.

## **REPORTS OF STUDENTS' PROGRESS**

### **REPORT CARDS**

Report Cards are issued three (3) times per year as part of the ongoing communication of progress. These reports are to be signed and returned to the homeroom teacher within 3 days.

### **POWERSCHOOL**

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. Teachers will update PowerSchool within a week of an assignment 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, daily work, other forms of assessment and classroom participation are parts of the ongoing process of evaluation. It is the responsibility of both parents and students to monitor grades at least every two weeks. If there are any concerns, parents should encourage their child to address the problem with the teacher. If the issue is not resolved, the parent should contact the teacher. If the problem persists or if there was no satisfactory resolution, the parent should contact the principal.

## SACRAMENTS

- The sacrament of First Reconciliation is celebrated in 2nd grade. Parents/guardians are required to attend a Parent Meeting in preparation for their children receiving this sacrament.
- First Holy Communion is celebrated in 2nd 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 8th 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. Visit our [webpage](#) for more information.

## 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. All employees and all volunteers that work with children must attend the *Virtus/Protecting God's Children* training program. Registration information can be found on our website. All teachers are mandated reporters, they are obligated to call Department of Children and Family Services (DCSF) if they are suspicious or have proof of abuse.

### 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, enter from Lawndale and exit on Millard. If you park your car, you should greet your child as they exit the building and escort them back to your car. 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 95th Street and Millard Avenue.

### **MORNING ARRIVAL**

- Walking/bicycling to school
  - Students must cross at the crosswalks. 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 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.
  - Proceed to Millard Avenue to exit.
  - Drivers choosing to park in the lot, must walk their young children to the pedestrian crosswalk.
  - Millard Avenue is not a drop-off area. The doors on Millard will be locked to students and not open before 8:10a.m.
  - Parents wishing to enter the building during arrival should go around to the main door to request entry. Morning arrival is not an acceptable time to address teachers.

### **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 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, 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.
  - If you choose to park, you should be parking North of the drive-up lane and walk up to the school to accompany your child back to the car. Cars should not be parked in the lot near the rectory garage.
  - 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  
Dan Turney, Principal  
Joe Terri, President  
Carrie Barry  
Mike Callahan  
Melissa Small

Dan Yopchick  
Steve Davidson  
Kari Callahan  
Jill Marceille  
Bob Speski

### 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 6:30 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.

- *Parents wishing to enter the building during arrival should go around to the main door to request entry. Morning arrival is not an acceptable time to address teachers.*
- 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: CATHOLIC EDUCATION SUPPORT PLAN (CESP) AND REFERRAL PROCESS FOR LEARNING DISABILITIES AND SPEECH**

### **INCLUSION**

Catholic Schools strive to provide an education that is inclusive of a diversity of student learning styles and needs, with consideration of the available resources of the school. Schools formulate and implement a Catholic Educational Support Plan (CESP) for students diagnosed with defined learning/behavior needs that require educational accommodations/interventions. At the request of parents/guardians, the Learning Behavior Specialist (LBS) will meet with parents to review/discuss the precise needs, provided through medical documentation, the proposed strategies, educational accommodations/modifications, and interventions proposed. Based on available resources, it will be determined what strategies, educational accommodations/modifications and interventions the school is able to provide and document them in a CESP.

An evaluation of the child's learning/behavioral needs is typically conducted through a public school district or a licensed private practitioner. Either type of evaluation may be provided in support of a request for a CESP.

School personnel who suspect that a student may have a learning/behavioral need, will speak to the principal. The principal (or designee) will meet and share the observations with the parents/guardians and inform them of their right to request an evaluation from their local public school district or their own private medical provider.

If a student is enrolled for the first time with an existing IEP or CESP from another school, the principal (or designee) will meet with the parents to review the IEP/CESP, and formulate a new, local CESP based upon resources and child's current needs.

CESPs represent a mutual agreement between the parent/guardian and the school as to the additional educational modifications the school can provide. Catholic schools are not legally obligated to implement any services recommended on an IEP. CESPs shall be reviewed, modified (where necessary), and approved by the school and parent/guardian on at least an annual basis. The principal (or designee) shall ensure that CESPs goals, strategies, accommodations/modifications, and interventions are shared with all relevant school personnel, and that the relevant school personnel receive appropriate training and support in implementing the CESP.

### **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.

## **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.

## **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.

Access to computers, chromebooks 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 these devices, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers, chromebooks, iPads and computer networks in a responsible and ethical manner. This policy is intended to clarify these expectations as they apply to computer, chromebooks, 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
- 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
- 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 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 will result in consequences including monetary or legal.

## 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
- 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, the student will be pulled from class the following week to make up the test in a special testing area with the supervision of a certified teacher. Students in grades K -8 will also take the iReady assessment to inform instruction throughout the year. IReady is a computer based formative test with personalized lessons attached. Teachers will use these assessments to inform on-going instructional decisions. Parents will be able to view the ASPIRE scores through the PowerSchool program and teachers will share IReady scores, if necessary, during conferences.

## 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 a commitment to participate in the Eucharist each week. Families with the means are encouraged to consider paying the actual cost of education 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.

### 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 this 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.

### PHOENIX SCHOLARSHIP

The Phoenix Scholarship is a tuition assistance program designed to aid families that are new to the Catholic school system. To be considered for Caritas tuition, a parent/guardian must complete a FACTS application. All of this information can be found on our website under Tuition Assistance.

### 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 when every tuition dollar is collected, the parish subsidizes the remaining cost to educate a student—***tuition does not cover the full cost to educate our children***. The difference comes from the people of Most Holy Redeemer Parish.

## **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 \$30.00-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 \$30.00 fee will be charged for any NSF check returned to FACTs Management.
- 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.
- Post-dated checks are not accepted.

## **RATES FOR THE 2022-2023 SCHOOL YEAR**

Tuition rates for the 2022-2023 school year can be found on our [website](#).

## **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 2022 and concluding May 2023. In the event that a student does not re-enroll for the 2023/2024 school year, the 2023/2024 registration and 2023/2024 curriculum fees will be refunded, provided that the school receives notification prior to March 1, 2023. 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

- 2nd Grade – Reconciliation (\$20) and First Eucharist (\$40).
- 8th Grade – Confirmation (\$60) and Graduation (\$300).

**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 15th 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.

- *Raider Raffle:* Each family is required to purchase and/or sell \$300 worth of raffle tickets.
- *Great Lakes:* Each family is required to earn \$100 in credits through the Great Lakes (formerly GECKO) program. Once the family has realized its obligation, continued use of the Great Lakes program will accumulate in tuition credit.

## UNIFORMS / DRESS CODE

**PURPOSE OF THE UNIFORM POLICY** The purpose of Most Holy Redeemer School’s uniform is to create a look of unified equality among our students. School uniforms instill a sense of pride in our school and they help to foster a sense of pride within the student body. MHR believes that a school uniform can improve learning by reducing distraction, sharpening focus on schoolwork and making the classroom a more serious environment, allowing students to perform better academically.

**UNIFORM COMMITTEE** The School Advisory Board has charged the Uniform Committee to make suggestions to the principal concerning a change to the uniform. The decisions will be based on current trends, financial obligations and staying true to our school colors and logos. It is agreed that any changes to the uniform will always have a one year roll-out.

### DISREGARD FOR POLICY

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 regarding the appropriateness of clothing or appearance, the decision of the Principal is final. *We encourage you to visit the school’s [website](#) for online ordering that supports our school.* School uniforms (all items except shoes and socks) are to be purchased at:

SUPPLIER	ADDRESS	TELEPHONE	WEBSITE
Schoolbelles	7763 S. Harlem Ave. Burbank, IL	708-598-8008	schoolbelles.com
MHR	9542 S. Millard Ave. Evergreen Park, IL	708-422-8280	mhrscool.com
Schools R Us	3146 W. 111th St. Chicago, IL	773-779-0172	Online ordering not available

☞ ☞ ☞ ☞ ☞ ☞ ☞ **All uniforms must be labeled with the student’s name.** ☞ ☞ ☞ ☞ ☞ ☞



## UNIFORM POLICY

### BOTTOMS

- Navy slacks or trousers with a leather belt – no gathered pant legs, or outside pockets
- Plaid jumper (2 choices available for Grades K – 4)\*
- Plaid skirt or split skirt (for Grades 4 – 8)\*

*\*There is a choice in 4th grade as to whether a skirt or jumper is the preferred and most comfortable choice for daily uniform wear. That choice is entirely at the discretion of the parents and child.*

### TOPS

- White polo shirt, blouse, banded polo shirt,
- White or gray Most Holy Redeemer polo shirt or banded polo shirt with red MHR logo
- Red V-neck or cardigan sweater
- Gray fleece mid weight or heavy weight 1/4 zip with MHR logo
- Gray performance poly 1/4 zip with MHR logo
- Articles of clothing worn under the uniform shirt must be white—colored or printed shirts must not be worn under uniforms

### SHOES / SOCKS

- Athletic shoes must secure with laces or Velcro (no flashing/constant lights on shoes)
- Snow boots should be removed and replaced with athletic shoes upon arrival in the classroom during the winter months
- Solid-colored \*crew socks or knee highs (red or white or black) or socks with the MHR logo
- Solid-colored tights (red, white or black)

*\*Socks: Students are allowed to wear solid-colored socks with a small logo, ex: 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.*

### GYM UNIFORMS, K-8

- Uniform red sweat pants or shorts (grades 6, 7, and 8 may wear open bottom sweatpants)
- Gym shorts can be worn if there is a warm day, but ONLY for gym class
- T-shirt with MHR logo (purchased directly 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)

*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.*

### WARM WEATHER UNIFORM (K-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.

### WARM WEATHER GYM UNIFORM, K-8 (MAY 1 – OCTOBER 1)

- Red gym shorts
- T-shirt with MHR logo (purchased in our Uniform Shop) or latest annual spirit wear t-shirt
- Solid-colored socks (red, white, or black)

- Athletic shoes that secure with laces or Velcro (no flashing/constant lights on gym shoes)  
*Sweatpants may not be altered. Sweatpants that have been altered must be repaired or replaced. Sweatpants are to be worn at the ankle and not rolled at the waist. Sweatpants that are tattered at the bottom, must be replaced.*

### **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.
3. 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 shoes.

Inappropriate choices include, but are not limited to:

- Short shorts/skirts
- Immodest/revealing pants
- Immodest/revealing shirts
- 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.

**DO NOT SCHEDULE VACATIONS or ANY APPOINTMENTS DURING ACT TESTING WEEKS.**

## **VISITORS**

Adult visitors are welcome to observe daily routines at our school if the teacher and principal approve. 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.*

## **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 2018-2019 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*