

ADMISSION POLICY

Nativity B.V.M. School is operated under the auspices of the Catholic Bishop of Chicago, a corporate sole, in the Archdiocese of Chicago.

Nativity B.V.M. School admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students in these schools.

For the purpose of admission, a family is defined as a unit wherein the student to be enrolled is the natural child of the enrolling parent, or the enrolling parent has provided proof of legal guardianship of the student to be enrolled.

All 3 and 4 yr. olds must be potty trained.

A child entering the Kindergarten level must be five years of age on or before September 1st.

For admission of 3, 4, and 5 yr. olds, first grade level students, or transfer students, the following items must be presented at the time of registration:

- The child's birth certificate or some other legal verification of the child's age
- A Baptismal record, if the child is Catholic
- A record of compliance with the health code

All transfer students will have a one year probationary period. At any time during this year, the student may be requested to withdraw from the school. This decision is made by the administration upon referral from the teacher.

The probation will be used to determine:

1. If the school has a program to fit the student's needs.
2. If the student is able to comply with the policies and rules of the school.
3. If the tuition and fees are paid on time.

A non-refundable registration fee will be charged at the time of registration to hold the child's place.

ATTENDANCE

All students are required by Illinois State law to attend school every day it is in session. The school day begins at 8:00 A.M. when the children are let into the building. **Children are considered tardy if they are not in the classroom ready to begin classes by 8:15 A.M.** Dismissal time is 2:45 P.M.

The school cannot assume responsibility for students before 7:45 A.M. and after 3:00 P.M. **unless** they are participating in an authorized activity. All other students are expected to leave the school grounds immediately after dismissal. Students who are not picked up immediately

after school will be sent to the After School Program at the parent's own expense. **All children arriving before 7:15 A.M. are to report to the school's Before Care program.**

ABSENCES

If a student is absent, **the parents are required to notify the school office before 8:30 A.M.** The school phone number is: (773) 476-0571. If a call is not received, the parent will be called. An absent student must return to school with a written excuse from his/her parent or legal guardian stating the date and the reason for the absence. This is in addition to the phone call made by the parent on the day of the absence.

When the necessity for absence from school is known in advance, the student will present a written request from the parent or guardian asking that he/she be excused for the necessary time. Early dismissals for professional appointments, such as a doctor's appointment, are strongly discouraged. Please make every effort to schedule these appointments after school hours or on the weekends. In the event of a necessary early dismissal, the parent must come to the school office to be identified before the child will be permitted to leave the building. All students must be signed out at the time of early dismissal by a parent, guardian, or designated adult. **Any student arriving at school after 10:00 A.M. or leaving before 1:15 P.M. will be marked for a half day of absence.** Consecutive early dismissals will **not** be allowed.

Taking vacations during the school year is discouraged. Since regular attendance is essential for academic success, parents should seriously consider the effects of taking vacations on school time. If such an absence does occur, the student has the sole responsibility of making up all missed assignments after he/she returns to school. The assignments must be made up by the time allotted by the teacher. In addition to being detrimental to the students, absenteeism also places an additional burden on the teacher. Therefore, the decision of how to re-teach missed material during vacation time will be decided by the teacher.

A student is considered **truant** when he/she is absent from school without the knowledge of his/her parents or under false pretenses.

CHILD ABUSE/NEGLECT ALLEGATIONS

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel promptly report alleged or suspected child abuse and/or neglect to the *Illinois Department of Children and Family Services (DCFS)*. Illinois law also requires school professionals to notify *DCFS* even if there is a suspicion of child abuse or neglect. It is the right of the school employee to decide whether or not to speak to the parents directly about any suspicions or actions taken.

COMMUNICATION

Parent-Teacher communication is an important factor in each child's education. In order to keep parents informed, the following will go home on a regular basis:

- Weekly work folder with Teacher-Parent comment sheet
- Updated monthly calendars
- Mid-quarter progress reports
- Quarterly report cards
- Order forms for hot lunches, school pictures, etc.
- Activity flyers

When necessary, other communications from the principal, school office, or teacher may be delivered through a phone call or written correspondence. **Beginning with the 2010-2011 school year, parents will also be contacted through *School Reach*. When *School Reach* is used for communicating, you will receive a voicemail, text message, or E-mail message.** Parents are asked to call the school office or send a written request to the teacher when they want to make an appointment to discuss a matter at length or to resolve a conflict. **Conferences are not held during school hours.**

CURRICULUM

Nativity B.V.M. School strives for academic excellence and provides opportunities and learning experiences to master the basics. The curriculum is designed for Multi-Age Classrooms with an emphasis on Inquiry-Based Instruction. Our curriculum includes:

- Christian values and morals through the teaching of Catholic doctrine.
- Problem solving techniques.
- Communication skills (reading, writing, speaking, and listening).
- Basic knowledge of the social and physical sciences.
- An appreciation of literature, art, and music.
- Sound bodies through physical education.

The curriculum follows the guidelines given by the Office of Catholic Education. Each school designs its curriculum to meet the specific needs of the students.

CUSTODY

Regardless of custody, both parents have the right to inspect and receive a copy of school records and reports in the absence of a court order to the contrary. Ordinarily, the school shall release a student to either parent unless the school has a copy of a court order giving one parent exclusive custody. Any change in custody shall be reported to the school with copies of the proper legal papers.

DISCIPLINE

It is the responsibility of the teacher:

1. to enforce the policies of the school in maintaining control
2. to practice preventive discipline through well-prepared classes
3. to set up standards for classroom routine and behavior
4. to provide and maintain the best possible school environment for learning
5. to maintain classroom control adequate for the pursuit of the course of study by each child
6. to deal with all minor disciplinary problems
7. to work closely with parents on individual school problems
8. to instruct students concerning responsibilities and privileges in the classroom, on the school grounds, and on the way to and from school
9. to correct students whose acts of behavior are not suitable

Teachers and students work together to develop a set of classroom rules, procedures, and consequences. These should be periodically reviewed.

When a student is repeatedly disruptive to others, the school staff must consider the following factors in determining a course of action:

- a) a student's physical and emotional well-being
- b) a student's learning style and needs
- c) the classroom environment, including the relationship between the teacher and student
- d) the teacher's presentation and teaching style

Approved disciplinary measures at Nativity B.V.M. School include, but are not limited to the following (Grades 3-8):

1. A student who has not shown satisfactory behavior, is not in compliance with the school dress code, fails to complete assignments, or is tardy for classes, will have his or her lunchtime recess privileges taken away for that day.
2. A detention** will be issued the third time recess privileges are taken away. Detentions must be served from 3:00 – 3:45 P.M. **the next school day**. Failure to report to detention will result in your child receiving another detention. **No detention may be served unless a parent has signed and returned the detention notice that will be sent home. If the detention notice is not returned the next day, a parent or guardian will be contacted immediately.**
3. After receiving three detentions, a parent will be required to attend a conference with the child's teacher and the Principal or Assistant Principal to develop a written action plan.

4. After five detentions, a student will automatically serve a one-day in-school suspension.
5. A total of ten detentions will result in a 3-day in-school suspension and a parent will be required to discuss with the Principal/ Assistant Principal further necessary action to be taken in order for the child to remain at Nativity B.V.M. School.
6. Expulsion is always used as a last resort; however, if a child continues not to meet the minimal expected standards set for a Nativity B.V.M. student, he or she may be asked to withdraw from the school.

** Automatic detentions will be issued for, but are not limited to, the following reasons:

- Fighting
- Carrying a cell phone or other electronic device during the school day, including the before and after school program.
- Foul language and disrespect toward others.
- Disrespect toward personal and school property.
- Inappropriate attire (Example: sagging pants below the waist on boys)

Each student has the right to learn in a safe Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

IF A STUDENT'S CONDUCT IS NOT COMPATIBLE WITH SCHOOL STANDARDS, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE A FINAL DECISION REGARDING DISCIPLINE.

DRESS CODE

School uniforms are to be worn the first day of school until the last day unless otherwise specified by the school. It is expected that students will be neatly attired, clean, and well-groomed at all times.

SCHOOL UNIFORMS

Boys Uniform – 1st Grade. – 8th Grade Sagging pants will NOT be tolerated!

- Gray uniform slacks (No jeans or jogging pants.)
- Plain **black** leather belt (Large, decorative buckles are not permitted.)
- Burgundy or white short sleeved, knit pullover shirt (The shirt must **always** be tucked in!)
- Solid gray, black or white socks (The socks **must** reach the mid-point of the calf.)
- Solid burgundy or gray cardigans or V-neck pullovers may be worn. Navy sweatshirts with the Nativity B.V.M. logo may also be worn.

Girls Uniform – 1st Grade - 4th Grade

- Gray/burgundy plaid jumper
- Burgundy or white short sleeved knit shirt
- Solid gray, white or burgundy socks or tights

(If you wear tights and a pair of socks, they must be the same color.)

Solid burgundy or gray cardigans or V-neck pullovers may be worn. Navy sweatshirt with the Nativity B.V.M. logo may also be worn.

Gray pants may be worn in place of the jumper. A plain black leather belt must then be worn.

Girls Uniform - 5th – 8th Grade

- Gray/burgundy plaid skirt
- Burgundy or white short sleeved knit shirt (The shirt must always be tucked in!)
- Solid gray, white or burgundy socks or tights

(If you wear tights and a pair of socks, they must be the same color.)

Solid burgundy or gray cardigan or V-neck pullover sweaters may be worn. Navy sweatshirts with the Nativity B.V.M. logo may also be worn.

Gray pants may be worn in place of the skirt. A plain black leather belt must then be worn.

Gym Uniform:

- Nativity B.V.M. navy blue shorts or navy blue sweat pants with logo only.
- Nativity B.V.M. gold T-shirt with logo or the Nativity B.V.M. sweatshirt only.

You may wear any of our Nativity T-shirts during gym class.

No gym clothes other than our school logo will be allowed.

SHOES: The colors allowed are black, brown, gray, or burgundy to match the uniform. Rubber soles are recommended. No platforms, high heels or boots are to be worn during the day. No colored shoe laces. **No wheeley shoes allowed in school for safety reasons.**

Gym shoes may also be worn to school. They must be laced and tied at the top. For high-tops, the bottom of the pants leg must be worn over the shoe.

JEWELRY:

Girls: wristwatch and earrings: **ONE PAIR ONLY** affixed to the ear, nothing hanging below the earlobe or extending from it. (No hoop earring or cartilage ear piercing) **No bracelets!**

Boys: Wristwatch only. **No bracelets!** No chains or key chains may hang out of pants pocket.

- No other body piercing will be allowed for boys or girls.
- No hooded sweatshirts may be worn in school.
- **NO BOY MAY WEAR ANY EARRINGS TO SCHOOL OR TO SCHOOL EVENTS.**
- No caps are to be worn in school.
- No dew rags or sweatbands may be worn in school or at school events.
- Sweatbands may be worn with your Coaches permission at sports events.
- **Boys and girls may wear one religious medal/crucifix on a chain tucked inside the uniform shirt or blouse. At no time is a rosary to be worn as jewelry.**

The daily uniform for the 3, 4, and 5 yr. old Program is Nativity B.V.M. gym clothes and gym shoes.

- * Nativity B.V.M. School is not responsible for lost jewelry or clothing.
- * No makeup, nail polish, enamel or fake nails are permitted in school.
- * No tattoos of any kind are allowed in school.
- * No hair coloring of any kind may be worn...this includes highlights.
- * No carved hair designs are allowed for the boys and girls.
- * No sweatshirts or layers are to be worn under blouse or shirt.
- * No purses are allowed in any grade.

**** Students are to arrive and leave school IN UNIFORM.**

**** Uniforms should be washed weekly and blouses/shirts changed daily.**

DROP-OFF AND PICK-UP PROCEDURES

The children are dropped off by the playground and will line up as they are instructed. Please drop the children off on the proper side of the street so they do not cross in the middle of the street. They should go to the corner if this is the case.

Students are dismissed through the main door on the south side of the building. Parents are requested to “pick-up” their children on the **west side of Washtenaw Ave.** Children are directed to walk in line formation to the Washtenaw sidewalk. They are not to “break” line or dart out of line to run to the parked family car. Parents are asked **NOT** to **double park** on Washtenaw or to park on the east side of the street and allow the children to cross in the middle of the street. **Parents may not drive in the school parking lot from 7:15 A.M. – 5:30 P.M.** This will help to secure the safety of our students.

EMERGENCY SCHOOL CLOSING

If severe weather should necessitate the closing of school, an announcement will be made over the following:

*RADIO STATIONS: **WGN (AM) – WBBM (AM) – WLS (AM/FM) 96 – WMAQ/67**

*TV CHANNELS: **WMAQ (5) – WGN (9) – FOX (32)**

**School Reach* Phone Message

If **CHICAGO PUBLIC SCHOOLS CLOSE** because of severe weather conditions, the **CATHOLIC SCHOOLS WILL CLOSE** automatically.

Please **DO NOT CALL** the rectory, school, or convent in such cases. During the winter months you can call the **EMERGENCY CLOSING CENTER – 1-900-407-SNOW**.

EMERGENCY FORM – It is very important that the school office have up-to-date emergency information on every student. This form should include:

- Home phone number
- Parents' place of employment and phone number
- Pager or cell phone number if available
- Emergency name and phone number of a relative or neighbor
- Family physician's name and phone number
(School should be notified of all phone number and beeper number changes **AS SOON AS POSSIBLE!**)
- Authorization for administration to request transportation to the nearest hospital for an injured or seriously ill child

If a child becomes ill or is the victim of an accident during school hours, the office will contact the parent or the person indicated on the emergency form. If the parent, adult or family physician listed cannot be reached, the school will call 911 in an emergency.

EXTENDED DAY PROGRAM

Children who attend Nativity B.V.M. School may be registered for the Extended Day Program which is available, beginning at 6:30 A.M. and after school until 6:00 P.M. on school days. A \$25.00 registration fee is required per family. Additional information is available by contacting the school office.

FIELD TRIPS

Field trips are an extension of the educational program. Field trips are designed to enrich the student's classroom curriculum in an educational, cultural and social experience. A field trip permission slip **MUST** be filled out and returned to school in a timely manner with the parent's signature of request and approval of their child participating in the field trip with the class. Students not participating in a class field trip will be marked absent unless they come to school

that day. Participation may be forfeited or a parent may be required to attend as a chaperone for missing assignments as well as misbehavior in school or on previous outings.

FIRE and TORNADO DRILLS

According to State regulations, all schools are to schedule monthly fire drills without advance notice. Tornado drills are scheduled twice a year during tornado weather.

GANGS

Gang-related activities have no place in a school. The following activities/behaviors shall be constituted as violations and may be subject to a detention, an immediate suspension, or possible expulsion.

The list is not all inclusive:

- Any conduct on 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, in the manner that it is displayed be gang related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
- The use, possession, and/or concealing of a weapon
- Gang-related symbols written or displayed on notebooks, lockers, etc.

There will be **no** tolerance for weapons at Nativity B.V.M. School. Any child who brings a weapon to school will be a part of a meeting with the Parent, the Principal and the Chicago Police Department. The Principal has the responsibility and authority to gather data on such violations and the totality of the circumstances and may confiscate any such materials. Such violations may result in probations, suspension, or expulsion. The Chicago Police Department will be notified of all suspected Gang memberships.

HEALTH

A health record of each student is kept on file at all times. Parents should make the school aware of any medical problems a child may have. Information regarding chronic illness (asthma, diabetes, etc.) which might require attention should be noted on their emergency forms.

The State of Illinois requires a complete physical and dental examination of all pupils entering a new school for the first time and for all students entering Kindergarten and Grade 6. Students entering Grade 2 are also required to have a dental exam. Reports of examinations are to be sent before or on the first day of school. No student will be permitted to enter school without the appropriate immunizations. The Department of Public Health requires that children not in compliance with health examinations and immunization requirements be excluded from school. All students are required to have a vision examination and a written record of the examination must be in the student's file.

HOMEWORK

Homework is assigned to develop habits of independent study and to reinforce learned skills. It is an extension of what was presented in class. Cooperation of parents in supervising homework and providing a quiet place for study is a vital element in the learning process. The child should be made to realize that homework is his/her responsibility and that it must be complete, accurate, and neat.

Parental involvement is considered vital. Parents are encouraged to:

1. Listen to readings and sharing
2. Hear spelling and definitions
3. Drill facts
4. Help research
5. Never just pass out answers or allow homework to be shared over the phone with classmates.

Remember, homework may require writing, studying, reading, reciting or sharing. Parents should ask to see the student's work often: homework and work done in class. If there is no written work, the student should spend time studying or reading. The teachers will present their homework policies at the beginning of the school year to parents and students.

Your child will receive a homework journal at the beginning of the year to keep assignments organized. This journal is an aide in helping your child leave school with the correct homework assignments. This can also be used as a communication tool between you and their teacher. Your child also will receive a folder. This folder will be used to bring home corrected papers once a week along with a comment sheet from the teacher. This is a great way to keep communication open between school and home.

Please use both of these tools as a positive way to assist your child in his/her learning.

LOST AND FOUND

All articles of clothing which have been plainly marked will be returned to the owner. Unmarked articles will be placed in the lost and found in the office. Twice a month, all unclaimed clothing will be given to the poor.

LUNCH

The school participates in the Archdiocesan Hot Lunch Program. Forms are sent out monthly and should be returned on the date indicated. Free lunches and reduced rates are available if families qualify. If you choose to send a bag lunch to school, items from fast food restaurants are not allowed. Soda pop is also not allowed at lunchtime. Candy and gum are **NOT** allowed for lunch. **Gum chewing is never allowed!**

MEDICATION

State law forbids school personnel to administer any type of medication to students. When a child is on medication for a short term immediately following an illness, the parent must determine if it is in the child's and the school's best interest to keep the child at home during this period of recuperation. If medication is necessary to maintain the child in school, parents are asked to consult their physician in order to determine if the administration of the

medication can be scheduled outside of school hours.

If this is not possible, the ideal situation would be to have the parent, or a responsible adult appointed by the parent, come to school to administer the medication. In the event that this cannot be done, the parent must adhere to the following regulations.

1. A written order for administration of the medication must be obtained from the child's licensed prescriber. This order must include:
 - Child's name
 - Date of birth
 - Licensed prescriber's signature
 - Licensed prescriber's phone/emergency number
 - Name of medication, dosage, frequency and time of administration
 - Date of prescription and date of order
 - Discontinuation date
 - Diagnosis requiring medication
2. All medication must be brought to school in the original packages or an appropriate labeled container which includes the following:
 - Child's name
 - Prescription number
 - Medication name/dosage
 - Administration routine and/or other directions

A written request shall be submitted to the Principal asking that the medication be allowed during school hours. This request must include the parent's assurance that the above information has been provided to the school. Ordinarily, medication should be delivered to the school by a responsible adult, not a child. The medication is kept in the school office. Students are **NOT** allowed to carry their own medication.

If children bring cough drops to school, they must be given to their homeroom teacher with a note from the parent stating the child's need for their use. The teacher may keep them in the room or they may be sent to the office. There needs to be a new dated note for every day the child is to receive cough drops.

Every attempt shall be made to minimize the distribution of medication during school hours. The school retains the right to reject a request to administer medicine.

REPORTING TO PARENTS

At the end of each quarter, student evaluations will be issued. An explanation of the marking system may be found on the evaluation report. When the marks on your child's report are low, an early conference with the teacher is suggested. A careful study of the evaluation will be helpful before parents blame or punish a child unduly.

The communication with parents concerning student progress will be by the following:

- * PARENT-TEACHER CONFERENCE (these may be initiated by the school or the home as often as deemed necessary). If a parent wants a conference with a teacher, please call the school office or send a note with your child. Parents **MUST** check in at the office

before going to a teacher's room.

- QUARTERLY EVALUATION REPORTS

- PROGRESS REPORTS – All parents will receive a Progress Report mid-quarter for each marking period for those subjects that your child is failing. Please sign this Report under the Teacher's Signature and return to school. Any paper sent home to be signed by the parent is an indication of poor or failing work. Homework, test papers or folders requiring a parent's signature, indicate your child's progress and can take the place of a Progress Report.

RETENTION

Promotion rather than retention is the objective to seek; however, automatic promotion of all pupils is not justified. A blanket policy will not fit all individual situations for promotions and retention, the following guide shall be in effect:

1. Possible retention cases should be studied with a view toward making the best possible decision for the child. Each case should be decided on its own merits.
2. In consideration of a child's retention or promotion, the following will be studied, not necessarily in order of their importance:
 - a. chronological age
 - b. academic achievement
 - c. mental capacity
 - d. social adjustment
 - e. emotional stability
 - f. physical development
 - g. work habits
 - h. requirements of the next grade
 - i. frequent or prolonged absence

Automatic retention because of failure to reach certain academic standards without regard to all factors listed above can seldom be justified. A student will be recommended for retention if, after several documented meetings during the course of the year regarding the student's attitude and academic progress, the teachers and the school administration feel that retention is warranted. Final decisions about retention are made by the parent or legal guardian.

SAFETY

Any student who is annoyed by an adult on the way to school should notify the teacher immediately. The teacher will contact the office.

Students should not bring valuables to school and have them in their desks or lockers.

All students should leave other people's property alone. Students should report any losses to their teachers immediately.

The following rules of safety are to be the guidelines for **ALL** students:

1. Treat classmates with respect – this means no fighting, pushing, or shoving.
2. Do not open the school door for anyone without Teacher permission.
3. Cross at the corners with a crossing guard.
4. **WALK** in the halls and on the stairs. **NEVER RUN.**

5. Go directly home – **DO NOT LOITER** on the playground or return to the school building after dismissal.
6. Never throw snowballs or slide on the ice.
7. Respect the property of others by staying off the grass.
8. Never accept a ride from a stranger.
9. No skateboards, headsets, hand held games, beepers or cell phones are allowed in the classrooms. Skateboarding on school or parish property is forbidden.

SCHOOL OFFICE HOURS

The school office is open every day from 7:30 A.M. – 3:30 P.M. Monday through Friday. On early dismissal days, the office is open thirty minutes after dismissal. Most messages which need to be given to the School Office can be sent with your child.

SCHOOL SECURITY

The school doors are locked at all times during the school day. PARENTS AND VISITORS must ring the doorbell at the main entrance to be admitted to the school. All visitors and parents must sign IN and OUT at the school office.

No student is allowed to leave the school or school grounds during the school day.

SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (effective July, 1993) permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary education or behavioral conferences at the school their children attend.

Each employee shall be entitled to a total of eight hours of school visitation within the normal school year of the school at which the employee's children attend. The employee shall provide the employer with a written request for school visitation rights at least seven days in advance of the time the employee is required to utilize the visitation right; in emergency situations, no more than twenty four hour notice shall be required.

Upon request, the school administrator shall provide the parent or guardian documentation of the school visitation which shall include the exact time and date the visitation occurred and ended.

SEARCH AND STUDENT'S RIGHT TO PRIVACY

School personnel are charged with protecting the health and safety of all students and promoting effective operation of the school. Fulfillment of these duties may conflict with a student's rights and need for privacy. The interest of individual students in securing personal privacy must be balanced against the interest of society in protecting students against disruptive or illegal conduct by other students. School officials, while carrying out their duties, will preserve a student's reasonable expectation of privacy.

While lockers and other storage areas are provided to students by the school, the school retains control and access to all lockers and other storage areas. These areas are assigned to students for their use on the condition that they will be used in a manner consistent with the law and school rules. School personnel may conduct inspections of these areas at any time, with or

without the student present, in order to fulfill their responsibility of maintaining proper control and management of the school.

SEXUAL HARASSMENT

Sexual harassment by one employee with another, by an employee with a student, by a student with an employee, or by one student with another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

SMOKE-FREE BUILDING

In order to safeguard the health of our students, the following policy will be observed: NO SMOKING is allowed in the school building. No smoking is allowed at parish functions when children are present.

STANDARDIZED TESTING PROGRAM

The standardized testing program adopted by the Office of Catholic Education of the Archdiocese of Chicago is used by all Archdiocesan elementary schools. These are given in the spring of the school year. Test results are distributed to parents in May. Copies are filed in each child's cumulative folder.

STUDENT RECORDS

The Archdiocese of Chicago's Office of Catholic Education has adopted **Procedures or Management of School Records**. These procedures describe your rights to your child's records maintained by the school.

These include:

1. Right to inspect: Following local school procedures you have the right to look at all of your child's records maintained in your child's permanent record.
2. Right to prevent disclosures: The school will not disclose anything to third parties from your child's records unless (1) you consent in writing prior to the disclosures, or (2) the information is directory information which you have not requested to be kept confidential, or (3) the request for information meets one of the limited circumstances described.
3. Right to request correction: You have the right to present evidence that the school shall amend any part of your child's record which you believe to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, you may insert an explanation into the record.

TELEPHONE

Teachers and students are not called to the telephone during class periods, except in an emergency. Since the telephone in the office is a business phone, students may use the phone for emergency purposes only.

TRANSFER/WITHDRAWAL FROM SCHOOL

A family withdrawing from the school should provide sufficient advanced notice to the teacher and principal in order to obtain his/her transfer slip. All financial obligations **must** be settled before a transfer will be issued. **Ten school days are required for processing a transfer!**

TUITION

Tuition is a responsibility agreed upon by the parent and the school. Tuition must be paid on time in order for your children to remain in school. Each family is required to register with **Tuition Management Systems (TMS)** for making tuition payments. **No tuition payments will be accepted in the school office.**

Tuition payment dates are the 15th of each month; however, payments will be accepted until the 25th of each month. After the 25th of the month, a \$30.00 late fee will be charged. If you have any questions or concerns about your account, you may call the Customer Service number for TMS: (800) 722-4867.

Tuition – Student Exclusions

It is **extremely** important that all tuition payments be received by TMS **on time!** It is through the funds they receive from you that our school expenses are paid.

All tuition accounts will be reviewed at the half-way point and at the end of each school quarter (approximately every 5 weeks). If an account has a delinquent balance, the students listed on that account will be immediately excluded from classes until the account balance is made current. This is a measure that we try to avoid, but it is necessary in order to guarantee that the school is receiving its funds in order to maintain our operating expenses.

In the event that TMS reports to the school that a check they received has “bounced” (NSF) the students on that account will be immediately excluded from school until the matter is corrected and TMS receives the proper payment.

**Receipt and Approval of the
2010-2011 Parent Handbook**

We are happy to have you as a part of our Nativity B.V.M. School Family. We believe that each of us needs to work together for the benefit of the children. As partners in your child's education, may we continue to work together, to communicate often, and to provide the best opportunities for all the children of Nativity B.V.M. School.

Please sign and return this form to your oldest child's teacher within 3 days to verify that you have received and approve of the 2010-2011 Parent Handbook..

Child's Name and Grade:

I have read the Nativity B.V.M. Parent Handbook for the 2009-2010 school year. I understand the policies and agree to work with the school to ensure a safe learning environment.

Parent/Guardian Signature:
