

St. Ferdinand Parish School Parent/Student Handbook

Preparing students for a world not yet envisioned in a
Faith Based, Technology Rich, Safe & Secure Environment



**3131 N. Mason Ave.
Chicago, IL 60634**

(773) 622-3022

September 2010

**St. Ferdinand Parish School
3131 North Mason Avenue
Chicago, IL 60634**

A school for the future...

School Office – 3131 N. Mason	773-622-3022
School Fax	773-622-2807
Absentee/Homework	773-637-5089
Rectory – 5900 W. Barry	773-622-5900
Rectory Fax	773-622-5903

ADMINISTRATION AND STAFF

Fr. Jason Torba	Pastor
Dr. Lucine Mastalerz	Principal
Mrs. Sue Betzolt	Assistant Principal
Sr. Anna Strycharz	DRE
Mrs. Andrea Ciolino	Admin. Asst./Bookkeeper
Mrs. Marta Robak	School Secretary
Mrs. Carol Zybert	School Nurse
Ms. Lisa Grau	School Counselor
Mrs. Lucia Najjar	Lunch Coordinator
Ms. Kim Brook	Extended Day Program
Mr. Charles Clemente	Maintenance

WEBSITE:

www.saintferdinand.org

E-MAIL:

school@saintferdinand.org

Dear Parents and Students:

We welcome back all the families whose children were enrolled in our school last year and extend a sincere welcome to all whose children are just entering our school community. We strive to build Christian values and educational skills in the young people God has placed in our care. Various activities have been planned throughout the year to enhance their academic skills and social development.

The unique partnership developed between parents and school staff has been a fundamental reason for the success of our school program. Regardless of parents' income and educational background, their involvement in education helps their children do better in and out of school. As long as your actions show that you value education and respect our teachers and our school, your child is likely to respond with higher grades, better behavior, improved education and increased confidence.

Parent involvement can be as simple as helping with math homework or reading a book together at bedtime. Going to parent-teacher conferences and back-to-school nights are important, but taking the family to school activities and events makes a difference too. Whether you can be available a few hours each week or only occasionally, there are many opportunities for you to share in our activities. Please come to School Board meetings each month. We want your help. When parents become involved in their children's education, they become more comfortable in the school building, gain confidence in their parenting skills, and feel more capable of helping their children learn. You are a vital member of our school family.

This booklet contains information for you and your child. Rules and policies may be modified, added or deleted as circumstances dictate. These rules are based on policies as created and voted upon by our School Board. Please feel free to contact my office if you ever have any questions.

Sincerely,

Dr. Lucine Mastalerz
Principal/Head of Schools

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St. Ferdinand School Vision Statement

Our vision of a St. Ferdinand student is someone who exhibits self-esteem, self-control, understands and lives Christian values, and sets realistic goals. The students will respect themselves and others. In order to realize their potential, our students will strive for knowledge through the development and implementation of critical-thinking and decision-making skills. Our students will value learning as an ongoing life-long experience. Our students will take responsibility to use their talents to enhance the quality of life in their communities, including our school community.

St. Ferdinand School Philosophy

We at St. Ferdinand believe in a Catholic education that promotes the spiritual, moral, social, and academic growth of each child. We recognize parents as the primary educators of children and as Christian role models and will work together with you in teaching our children.

Our Christian mission is to enable our students to live out their faith by developing in them an understanding of Christ's teachings and a sincere respect for themselves and for others in our multicultural society.

It is our position that children learn best when they are full participants in the learning process, not just spectators. We encourage them to work together in groups as team members, yet also to be independent thinkers. We challenge them with critical decision-making, and we expect them to be responsible for the choices they make.

We recognize the need to adapt to an ever-changing world, and we constantly strive to update strategies, technology, and curricula to offer our students the tools that will help them realize their potential.

St. Ferdinand School Mission Statement

Bringing children closer to God by preparing them for a world not yet envisioned.

School Contact List

Athletic Boosters	Mrs. Ann Liedke	773-545-6359	
Athletic Director	Mr. Chris Marzec	773-909-3647	
Boy Scouts	Mr. Vince Clemente	773-622-8067	
Counselor	Miss Lisa Grau	773-622-3022	x363
Extended Day	Mrs. Marta Ostrowska (AM)	773-622-3022	x361
	Ms. Kim Brook (PM)	773-622-3022	x361
Family & School	Mrs. Marta Robak	773-622-3022	x300
Gym Uniform	Mrs. Lucia Najjar	773-622-3022	x361
Girl Scouts	Mrs. Joyce McGinniss	773-725-5154	
Hot Lunch	Mrs. Lucia Najjar	773-622-3022	x361
Market Day	Mrs. Connie Glorioso	773-685-7477	
Notre Dame HS	Mrs. Denise Piekarski	773-622-9494	x366
Nurse	Mrs. Carol Zyburt	School Office	
Polish School	Sr. Genowefa Potaczala	773-889-7979	
School Board	Mrs. Mary Ann Barnhart	School	x300
Tuition	Mrs. Andrea Ciolino	School	x340

General School Information

Office Hours

The Main Office of the school is open every school day from 7:00AM to 3:00PM. During school hours all doors to the school are locked for the protection of our children. Entrance may be gained through the school office doors.

Daily Schedule

For ALL grades including our PreKs and Kindergarten, doors open at 7:40AM, the school day begins at 7:50AM and ends at 2:50PM. Children are not permitted in the school building before 7:40AM unless special arrangements have been made. St. Ferdinand Before-and After-School Programs are available outside of these hours. Please refer to that section of this handbook.

School Bells

7:30AM	Arrival of students
7:40AM	Entrance, doors open to the students
7:50AM	Homeroom begins/ <u>tardy bell is rung</u>
7:53AM	Morning prayer/Pledge of Allegiance/Announcements
8:00AM	Classes begin
2:40PM – 2:50PM	Class dismissal

Children are required to leave the school grounds as soon as they are dismissed with their class. If your child is kept after 2:50PM by the school, you will be notified. Once children leave the school grounds, their safety or conduct is not our responsibility.

Children not picked up within 15 minutes of dismissal time, will be sent to the After School Program. The appropriate charges for this service will apply and payment will be the responsibility of the parent.

School Calendar

St. Ferdinand provides a well-balanced educational program within the culture, values and norms of the Catholic schools of the Archdiocese of Chicago. We consider instructional priorities and families' needs when designing the annual school calendar. We acknowledge the right of the students to learn, recognize the teachers' rights and a responsibility for continued professional growth and respect the families' choice for quality Catholic education for your child(ren).

Yearly calendars are distributed at the end of the prior school year, at the beginning of a school year and to address any changes during the school year. School families are notified well in advance of necessary changes in the approved calendar. The school calendar is also posted on the school website.

Faculty Meetings

Faculty meetings are held every Tuesday. You will be notified in advance if any schedule change is required. Please do not request teacher conferences/meetings on these days.

Emergency School Closing

In the case of inclement weather or another emergency preventing school from being open, local radio stations and television stations will be notified. AM radio stations WGN 720, WMAQ 670, WBBM 780, FM radio station B96, and network television stations WGN TV 9 and FOX TV 32 all announce school closings. Our new SCHOOL REACH is now available to contact parents/guardians by phone and email.

If the school is closed, the school office is also closed. PLEASE DO NOT call the rectory for information regarding the closing of the school. Call the school at 622-3022.

Lunch

Lunch periods for Grades 5 – 8	12:00Noon to 12:20PM
Grades K – 4	11:30AM to 11:55AM
Grades PreK 3-4	12:00Noon to 12:30PM

For the safety of our children we operate a closed campus. This means that children are to stay at school for the lunch period. The goal of the lunch program is to create an atmosphere of appropriate social interaction during the lunch period. In order to achieve this goal, courtesy, respect, and cooperation are expected from each student towards the supervisors and each other, whether in the lunchroom or on the playground. Lunchroom rules include, but are not limited to:

1. Using an indoor voice
2. Staying seated during lunch
3. Throwing or playing with food is not permitted
4. Trash disposal is assigned by the supervisor when the table is called
5. Respect is directed towards supervisors, staff, and each other
6. Messes on tables and floors will be cleaned before leaving the cafeteria
7. Electronic devices, radios, cell phones, I-Pods, etc., are not to be used or displayed either in the lunchroom or on the playground
8. Tables are limited to five or six students as designated
9. Stay seated until dismissed

Parents are requested to come only to the school office to deliver supplies, messages, or forgotten lunches. Thank you for NOT delivering fast food lunches as they tend to disrupt our lunchroom environment. We always need and appreciate volunteers for our lunch program. If you can volunteer for as little as a week at a time, please contact the coordinator, Mrs. Lucia Najjar, at 773-622-3022. This volunteer time may count towards your required service units.

Extended Day Program (Before- and After-School)

The purpose of this program is to provide a safe secure environment for students in order to accommodate the work schedule of parents/guardians. Only those students enrolled in the school are eligible to participate in this program.

From 6:30AM to the start of school and from the school day end to 6:00PM, this program serves especially our working families and provides our children a Christian and caring environment. The program strives to provide individual attention, security, and consistency for a nominal fee. You may designate your child's full time or part time participation. Program revenue must cover the operational cost of the program.

Parents/guardians are required to sign out their children in person. Only adults you designate to pick up your child will be permitted to sign them out. Additional information is available about these programs through informational sheets at school or calling the school office during school hours at 773-622-3022. Enrollment for these programs is available on the first day of school.

To call directly to the program during hours of operation, call 773-622-3022 x 361 from 6:30AM to 7:40AM for the Before-School program, and from 2:50PM to 6:00PM for the After-School program.

Academic Procedures

The Teaching and Practice of Religion

The religion program shall present the central doctrines of the Catholic faith in keeping with the norms set by the National Catechetical Directory and in accordance with the Catechism of the Catholic Church.

St. Ferdinand is an apprenticeship in Christian living that provides for the students a complete formation in the Christian life through teaching the message of the Gospel, participating in the life of the community, developing a spiritual life of prayer and worship and reaching out in service to others, especially the poor. Our religion curriculum is developmentally appropriate and relevant to the lives of the students and can be found on our school website.

Curriculum

Curriculum is the “plan for learning” in each school and states intended outcomes for student learning. The Office of Catholic Schools provides a Pre K – 12 systemic, rigorous, standards-based curriculum to the schools of the Archdiocese. The principal, as instructional leader, oversees the implementation and delivery of the curriculum in the school. The content of the curriculum is aligned with Illinois Learning Standards.

The required areas of academic learning are: religion, language arts (reading, phonics, literature, creative writing, grammar, spelling/vocabulary, handwriting), fine arts (music, art, drama), mathematics, science, social studies, health, physical education, human development, AIDS education, and technology. Other subjects that enrich the curriculum and enhance student learning are provided within the parameters of the school budget and the length of the school day. Our instructional curriculum is posted on our website.

Health Awareness Education

If you choose for your child not to participate in these programs: Safe Environment Training, AIDS Education, Family Life and Abstinence Education, please contact your classroom teacher.

Report Cards

The student report card is the official document used to report student academic progress, non-academic progress, work habits and student behavior to parents and guardians. Conduct and effort evaluations are reported separately on the report card. Excessive student absence can affect student academic progress

Report cards are issued four times a year at the end of the quarter. The principal reviews report cards before distribution. Report cards may be withheld for non-payment of school tuition or fees. It is stated in the school's financial agreement with parents/guardians.

Progress Reports

Progress reports are issued at the mid-point of a marking period and reflect student achievement, effort and conduct up to that point.

Student Placement

School personnel will determine placement of a student in any program. Request for reconsideration of a placement must be in writing. Such notice must include an educational reason for the reconsideration, and the balance of numbers, gender, abilities, needs, and personalities are some of the factors taken into consideration.

Promotion/Retention

The school reserves the right to determine if a student should be promoted. Conditional promotion, summer school, or retention may occur if a student does not pass a subject. Any adverse action will only occur after a conference with the parents/guardians.

Academic Honor Rolls

We take pride in our academic success. We recognize students who exhibit outstanding academic achievement in the following manner:

1. *First Honors* – honors will be given in grades 3-8 to students who earn a 3.5 or better. This is a grade of “B+” in all of their core academic areas including Religion and Foreign Language.
2. *Second Honor Roll* – honors will be given in grades 3-8 to students who earn at least a 3.0 which is a “B” in all of their core academic areas. However, a student may earn a grade of “C” in one of their core academic areas, and still be placed on the Honor Roll if a grade of “A” is earned in another core academic area. This will average the “C” out to a “B”.

Homework

Homework is an effective way to reinforce learning. Good study habits will improve the quality of your child's work. Each student should have a quiet place, proper books and supplies, and a designated time every day to do homework.

Students in grades 3 – 8 will use the school assignment notebooks and will record each day's assignments. Written excuses by parents will only be accepted in cases of family emergencies or illnesses. The assignment will be completed by an alternate date as designated by the instructor (usually within five days).

When a student is ill, the foremost concern is his or her health. When the child returns to school, he or she must check with the teacher regarding work and tests, which were missed and require completion. If the parent chooses and requests this on the absentee line by 9:00AM, the work may be picked up in the school office between 2:30PM and 3:00PM.

Pink homework slips will be given to students in grades 5 – 8 for missing assignments. These notices are to be signed by parents/guardians and should accompany the completed work on the following school day. Any forgotten items needed immediately for the school day may be brought to the school office.

Parent-Teacher-Student Conferences

Close cooperation between home and school is essential for success. To aid this cooperation, twice a year parent-teacher-student conferences are scheduled. Because the student benefits from such important face-to-face encounters, parents/guardians should attend the first conference in the fall. Students are also to attend these conferences. In the event a parent/guardian is unable to attend this conference, the school needs to be contacted in order to reschedule.

The School Visitation Rights Act became effective July, 1993. This act permits employed parents and guardians who are not available to meet with school officials because of a work schedule conflict the right to an allotment of a total of 8 hours to attend necessary educational or behavioral conferences. A written request to the employer made at least seven days in advance is required to use the visitation rights.

Standardized Testing

The Terra Nova Achievement Test and the test of Cognitive Skills are administered in March of each year to all students in grades 3, 5, and 7 in accordance with Archdiocesan directives and local policy. In addition, the school administers these tests to all students in grades 1, 2, 4, 6 and 8 yearly to monitor individual student progress, determine for Title I eligibility and to provide the faculty and staff with a means for continuous improvement. These test results are distributed to the parents by the end of the school year.

Learning Resource Services

The School Code of Illinois makes provisions for children who have special learning needs and are enrolled in parochial schools. St. Ferdinand Parish School is very fortunate to have a Title One Resource Program for Reading, Writing, Math and Counseling to assist students with learning needs. Parents should consult with their child's teacher to learn if educational, psychological, and/or speech evaluations are needed. Further information is available through the school counselor or the school principal.

Rights of Non-Custodial Parents

This school abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. Unless a certified court ordering is presented opposing the same, the school will provide the non-custodial parent with access to the academic record and to other school-related information regarding the child. Any court orders for our files are to be submitted by the custodial parent. It is important for the principal to know:

- Who makes crucial decisions
- Who may pick up the child when ill or in need
- Who is financially responsible for tuition and other fees.

It is necessary to have proper names, mailing addresses, and phone numbers for both parents when both have access. In the case of a blended family, it is proper for the school to be informed of the name and information concerning a stepparent. *A request for a second copy of information and handouts is available in the school office.*

Student Records

St. Ferdinand Parish School keeps permanent record of each student's grades, attendance, and test results. The Buckley-Pell Act, PL 93-358, was signed into law in December, 1974. This act provides access on the part of parents/guardians to student records maintained by an educational institution. The Archdiocese of Chicago has adopted Guideline for School Records as a means to describe parents' rights. Once a student turns eighteen, he or she alone retains the above rights. These rights include:

- The right to look at all of your child's records maintained in the official school file.
- The right to prevent disclosures. The school will not disclose anything to third parties from your child's records unless (a) you consent in writing prior to the disclosure, or (b) the information is directory information which you have not requested to be kept confidential, or (c) the request for the information meets one of the limited circumstances described in the Guidelines.
- The right to request correction. You have the right to present evidence that the school should mend any part of your child's record which you believe to be inaccurate, misleading, or otherwise violates the student's rights. If the school decides not to change the record, you may insert an explanation into the record.

Your request to view the records must:

- 1) be in writing,
- 2) state the specific record desired, and
- 3) state the reason for the request.

Within 15 calendar days of the receipt of the request, an appointment will be made with a school authority to interpret the record for the parent/guardian.

Transferring Student Records

If your family is leaving our school during the school year, please give us at least one week's notice so we may be able to complete work on the child's file and prepare the needed transfer file. After the student has paid all fees/fines, the transferring school will forward the official transcripts of scholastic records to the receiving school within ten calendar days.

The graduate summary form is used in place of a transfer when a student is graduating from eighth grade and entering a high school.

Court Order for Records

A subpoena is a court order directed to a particular person requiring a response to the requirements of the subpoena, as long as it is properly served. The school then informs the Office of Legal Services of the Archdiocese of Chicago for advice on how to respond.

Extra Curricular Activities

Field Trips

Field trips enhance classroom learning and open new ideas of interest for the students. School personnel are encouraged to use the extensive resources available for one-day educational trips for students. The purpose and goal of the trip should correlate with the instructional level of the student and the curriculum. Details concerning the field trip will be sent to parents/guardians well in advance and will include the nature of the trip, its educational value, transportation arrangements, supervision and cost per student.

A form requesting the school to allow a student to participate in a field trip must be completed by the parent/guardian in advance of the trip. This form will be sent home in advance of the proposed trip and should be promptly completed and returned. Special instructions regarding lunch, dress code, and fees are included on the form. If financial concerns ever prevent your child's participation, please feel free to discuss the matter in confidence with the principal.

The principal reserves the right to exclude a student from participating in a field trip. If the principal chooses not to allow the student to participate in the field trip, alternate plans for the day will be approved by the principal. If parents choose to not have their child participate in a field trip, they must make other arrangements for their child for that day. The student will be marked absent.

Only those students enrolled in the school for which the field trip is planned are eligible to participate in school-sponsored field trips.

Chaperones

Adequate supervision must be provided for all field trips. Chaperones must be 21 years of age. All chaperones (volunteers) must be in compliance with the Protecting God's Children and Youth regulations. The ratio of adult supervisors to students is determined by the age of the students and the nature of the trip.

Compliance Requirements for Employees and Volunteers

- 7703 Archdiocese of Chicago Application for Employment and Volunteer Service; references verified
- eAppsDB – online application – employees and volunteers regardless of year of hire or service
- 689 CANTS for (Child Abuse and Neglect Tracking System) – employees and volunteers
- Code of Conduct – employees and volunteers
- Additional Compliance Requirement for Employees Only:
 - Criminal Background Check – digital fingerprinting – for all school employees hired after July 1, 2007

Extra-Curricular Activities

We provide many opportunities for appropriate social interactions and skills development. *Students who do not attend school due to illness are not permitted to participate in a school-related activity later that day or evening.* The development of any club or activity requires the approval of the principal. Some of these activities include:

After-School Clubs

Students explore interests and hobbies through participation in: American Girl, Book Club, Fitness Club, Lego Club, Drama Club, and Games Club.

Altar Servers

This important opportunity further enhances the religious education of all students in grades 4 to 8.

Choirs

The person who sings prays twice. This weekly opportunity enhances the liturgical and religious education of all students.

Christmas Pageant

It is a seasonal occasion for students to demonstrate their performance abilities.

Library Aides

Library activities help develop literary leadership.

Living Stations

The 7th grade students perform during Lent a re-enactment of Good Friday.

Piano Lessons

Small group lessons are also available for brass/woodwind/percussion instruments.

School Yearbook

As members of the yearbook staff, students photograph school events and assist in the layout depicting the school year.

Sports

A varsity program and an intramural program are offered. Information regarding specific sports is distributed during the school year. Some of the sports offered include: Football, Girls Basketball, Boys Basketball, Cheerleading, Girls and Boys Volleyball, Baseball and Softball. Participation includes practices and games.

Student Council

Leadership experience is offered through student-governed program and activities.

Talent Show

An annual informal occasion highlights our students' performance abilities.

Student Attendance

Student Absences

Interruptions to consistent learning should be only for good reason. Regular and timely attendance is required. Parents are required to phone in an absence to our 24-hour absence phone line, 773-637-5089. This call should be made no later than 8:00AM each day your child will not be in school. Please leave your child's name, homeroom number, reason for absence, and homework request if applicable. You will be contacted if no notice has been made and your child is absent.

Parents are also required to send a written, dated excuse upon your child's return to school. Any contagious disease must be reported so that other parents may be aware of the potential exposure and symptoms. Diseases to be reported include chicken pox, measles, German measles, mumps, strep infections, lice infestation, pink eye, or any disease or illness that the doctor indicates may be contagious. A note of admission from a physician is required after absence due to a contagious disease.

Special Dismissal Arrangements

Parents are asked to schedule doctor and dental appointments after school hours. However, if an appointment is required during school time, a note is needed from the parents. The authorized adult must meet students at the school office.

Tardiness

It is important to help your child develop responsibility for being punctual. It is also a parent's responsibility to ensure prompt arrival for your child's arrival at school between 7:30AM and 7:40AM. Tardy slips are issued to students who are not in their classroom by 7:50AM. Any tardy student is to report directly to the office where a tardy slip is issued for admittance to class. Parents will be contacted if student tardiness becomes a problem practice.

Vacations

Family trips during school times are discouraged. Parents wishing to take children out of school must notify the homeroom teacher and principal in writing. Approval will be at the discretion of the principal. The parents are the final decision makers regarding removing a student for the purpose of vacation. After the student's return, the parent and the student need to acquire the missed assignments which will need to be completed and turned in within five days.

Student Safety

Arrival and Dismissal

Since the tardy bell rings at 7:50AM and homeroom commences, arrival between 7:30AM and 7:40AM is recommended. Outdoor supervision is available in the parking lot, and in cases of extreme weather conditions, the gym doors will be open at 7:30AM. Students are expected to quietly wait for the start of the school day.

Parents/guardians of preschool students are to accompany their children into their classroom between 7:40AM and 7:50AM each day. Parents may accompany kindergarten students to their classroom for the first two weeks of school. Parents of students in other grades are to say goodbye outside to their children and allow them to make their own way to their classroom. Parking is prohibited on Mason during school hours; the parking lot is available for your use, but please drive cautiously and be aware that our children are also in the parking lot.

Tardy students need to come into the office to obtain a tardy slip and should use the main entrance.

Dismissal is also through the gym doors at the end of the day. Again follow the parking regulations in the lot and please use extreme care especially when our children are outside. Students should leave the school grounds immediately after dismissal unless participating in a school-sponsored activity.

Traffic Safety

It is SO important that our children be aware of the safety regulations:

1. Always cross at street corners where there is a designated crosswalk painted on the street. NEVER cross in the middle of any street.
2. Listen to and obey the instructions of the crossing guards and safety patrol.
3. Only when the intersection is clear of dangerous traffic, walk – do not run- across the street.
4. Be aware and observe all cars. Right turns on red are legal and cars may not stop.
5. Throwing snowballs at any moving vehicle IS STRICTLY PROHIBITED.

Teachers are on duty briefly after dismissal to insure that safety regulations are observed.

Parking Lot Procedures for Arrival and Departure Periods

PARENTS need to exercise caution and concern when dropping off and picking up children. PLEASE remember that children often run between cars and don't always recognize hazardous conditions or situations. Your compliance with our parking lot procedures will ensure a safer process for all.

1. Please do not move or drive around barricades or park in our crosswalks.
2. Back into parking spaces in our lot in order to ensure your visibility upon your departure.
3. Do not drive the wrong way on any of our adjacent streets; enter our parking lot as directed.
4. Observe safe speeds at all times; when the road is filled with children a safe speed will certainly be less than the legal speed limit.
5. Do NOT back up on our one-way streets.
6. Please cooperate with our traffic safety volunteers and respect our Safety Patrol.

Additionally, each year the seventh grade students participate in the School Patrol System. Patrol members are at their assigned post 15 minutes (7:25AM) prior to the start of the opening session and stay 15 minutes past dismissal (2:55PM). The purpose of the School Patrol System is to promote ministry in one more way to the school community and to help guide our younger students.

St. Ferdinand School and the Catholic Bishop of Chicago accept no liability by providing this service. There may be times due to circumstances beyond the control of the school when a student is not on duty at a crossing. Again we ask our driving parents to always exercise due caution and care when driving near any school, as the safe passage to and from school for our children is the parents' responsibility.

Fire Drills

Fire drills are conducted on a regular basis. All students are made aware of the exits and precautions to be taken. Reiterate to your child the need to remain calm and to follow directions.

Tornado Warnings

If a tornado warning is in effect, the students remain safe in our building and will be relocated within the building if needed. The children will NOT be dismissed during a tornado warning.

Asbestos Compliance

Our school has been inspected in compliance with the Asbestos Hazard Emergency Response Act passed in 1986. Some asbestos containing materials were identified and are in areas NOT readily accessible to students or occupants. A specific management protocol is implemented.

A copy of the inspection report is available at the rectory in the business manager's office. This matter has been handled in compliance with the AHERA. Our building is up to code and all required standards for occupancy.

Student Uniform Code

Our uniform policy was designed to maintain the concept of Christian dignity and personal self-esteem, while reinforcing the idea of a unified team concept. Parents need to help our students fully comply with this policy. Students are expected to report to school and to leave school in a complete uniform each day, beginning with the first day of school. Please note that preschool students are not required to wear a uniform.

Staff members reserve the right to ask students to remove accessories that are deemed inappropriate for school. Please write your child's name especially on our sweaters on the inside label for easy identification.

Due to unusual circumstances, if your child must come to school out of uniform, the parent may submit a note explaining the situation and the child will be admitted to class. Children who consistently or willfully come to school without the proper uniform or a uniform worn inappropriately may be asked to contact parents. The child can be picked up to return home to change, or parents may bring the proper uniform to school. Additionally, children may be subject to a detention.

Dress Code

The dress code is currently under revision. Specific guidelines will be distributed by the school office for the 10-11 school year. Uniforms may be obtained through:

Schoolbelles Uniforms Des Plaines, IL

"Oaks Shopping Center"

1527 Lee St.

Des Plaines, IL 60018

(847) 375-1394

BOYS: Grades K-8

White long or short sleeve dress shirt with tie

Navy twill trousers and belt

Navy sweater or vest with St. Ferdinand logo

GIRLS: Grades K-4

White or light blue blouse with tie

Pleated jumper or drop-waist jumper

Navy sweater or vest with St. Ferdinand logo

GIRLS: Grades 5-8

White or light blue blouse with tie

Navy twill trousers

Navy Sweater or vest with St. Ferdinand logo

Makeup, nail polish, and artificial nails are prohibited. Grey, white, or navy tights or socks must be worn.

All grades and groups may wear navy dress walking shorts from the first day of school through September 30, and from May 1 to the end of the school year. Sweaters are not required during these dates.

On the days that shorts may be worn, each student may bring a 16 oz or smaller water bottle with a protective top. This bottle may be refilled with water during the day.

Jewelry

When the students are in uniform, watches, rings, and tasteful religious jewelry may be worn. Girls may also wear small earrings that rest at the earlobe. Body piercings and tattoos are not to be visible.

Student Hair

Student hair styles should be tasteful, simple, tidy and clean. Boys' hair should be above the collar. Girls' hair should not have distracting ornamentation or styling. Neat braids with beading are certainly acceptable. Unnatural hair colors are not permitted.

Our adolescent boys should be clean shaven as needed.

Shoes

With safety, comfort, and consistency in mind, solid color, closed toe shoes are appropriate for all our students and complete the uniform. Sandals should not be worn. The student is out of uniform if they are wearing any other type of shoe.

Physical Education (Gym) Class Uniform

All students are required to wear gym uniforms to participate in PE. Plain white, black, or navy gym shoes are recommended. For safety and loss prevention, jewelry should not be worn on assigned gym days.

Uniform T-shirts and shorts may be worn from the start of school to November 1 and from March 1 to the end of school. The complete gym sweat suit may be worn during the other months. All approved items are available for order through the Family-School Association and forms can be found in the school office.

Out of Uniform Days

Attire for our students “Dress Down Days” will reflect Christian values and promote self-respect.

BOYS: properly fitted pants and shirts are permitted. T-shirts promoting violence or violent or illegal activities are prohibited.

GIRLS: properly fitted pants and shirts, skirts at the appropriate length. All shirts are required to have sleeves: camisoles, belly shirts, tank or strapless tops must be covered with another shirt. The recommendation is that the neckline be within 1” of the collarbone.

No student will wear clothing with inappropriate language or graphics. Students will be asked to phone home to have a change of clothing brought to school before being permitted in the classroom. The privilege of participation for future “dress down days” may be withdrawn for students who refuse compliance with this policy.

Student Health

School Nurse and School Counselor

We are so fortunate to have the services of two professionals, a nurse and a counselor, to assist in the school programs aimed at the physical and emotional health of the students. Together they provide attention to our students' well-being, both physically and emotionally. Information forms will be sent home from the school nurse for the parent's completion.

Illness Procedures

A student who becomes ill during class will only be dismissed after parents/guardians have been notified. A responsible adult will be required to sign them out of school. Each child will have a completed emergency contact card on file, and those listed will be contacted in the event a parent/guardian cannot be reached. In the case of a serious accident or illness and no one can be reached, the school office will call 911.

Emergency Cards

An emergency card *in addition to the information form from the school nurse* will be distributed to parents during the first week of school. The card must be completed, signed by the parent/guardian, and returned to school the next day.

Parents/guardians are requested to list the names of responsible, available adults who can be contacted by the school office if the parents/guardians cannot be reached in an emergency. Please ensure that the people listed as contacts know that they are on the emergency card.

It is imperative that home/business addresses and phone numbers are kept up to date during the school year. Please be sure to include a mobile number for yourself or other guardians. Please notify the school office if this information changes.

Change of Address or Telephone Number

Parents/guardians will notify the school office in cases of a change of address or telephone number during the school year. Usually it is unforeseen when contact must be made in the case of an emergency, and it is imperative that a correct number be listed in our school office for each parent/guardian.

Health Exams and Immunizations

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

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations. *Exclusion Day is October 15* for students with incomplete health files.

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

- Immediately prior to or upon entrance into *any public, private or parochial pre-school or transferring from outside of the State of Illinois.*
- Prior to entering kindergarten or the first grade.
- Upon entering sixth and ninth grades.

Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians 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

A new law effective January 1, 2008 requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school 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. This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist. Examination forms provided by the school office must be filled out by a physician and returned to the office by October 15th.

School Medication

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. Teachers, administrator and administrative staff shall not administer medication to students except as provided in these School Medication Procedures.

School Medication Procedures

1. Administration. No school personnel shall administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the School Principal. Medication Authorization Forms are available in the school office.

The School retains the right to deny requests to administer medication to the students provided that such denial is indicated on the Medication Administration Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.

2. Self-Administration. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the School has on file for the student a current and completed Medication Authorization Form. Otherwise, such medication must be stored in a locked cabinet under the control of the School and the self-administration of medication shall be under the supervision of the School.

3. Appropriate Containers. It is the responsibility of the parent/guardian to provide the School with all medication in appropriate containers that are:

- a. Prescription-labeled by a pharmacy or licensed prescriber (displaying Rx number, student name, medication, dosage, direction for administration, date and refill schedule, pharmacy label, and name/initials of pharmacist) or
- b. Manufacturer-labeled for non-prescription over-the-counter medication.

4. Storage of Medication. Medication received by the School in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the School Principal, his/her designees, and the school nurse (if applicable). Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the School will appropriately discard the medication.

Student Accident Insurance

Student accident insurance is NOT available. All students participating in extra curricular athletic activities must provide proof of being insured.

Reporting Child Abuse

State of Illinois law requires school personnel to inform the Department of Children and Family Services to any allegations or suspicions of child abuse or neglect.

Parent Communication

In our Christian setting interactions between us as adults are patterned after Christ's teachings. We demonstrate mutual value and respect and expect the same from and parents and students. When working through concerns, parents and teachers will keep in mind that they are always role models for our students and our actions set examples for their style of conflict management.

Parent with Teacher Communication

Frequently throughout each school year, informal conferences between parent and teacher will take place via telephone, written notes, and scheduled meetings at mutually agreeable times.

Parents who wish to initiate a conference with a teacher may submit a note to indicate the nature of the request, and suggest convenient times for a conference. The teacher will contact the parent by a note or telephone call to confirm time and location. Typically such requests can expect less than a 24-hour turnaround. Appointments are appreciated to meet with teachers.

Parent with Principal Communication

If a conversation or other communication with your child's teacher does not resolve or address your concern, feel free to call the principal's office. Again a response can usually be expected within 24 hours.

Communications Guidelines for Parents

Lines of communication are designed to best facilitate responses to specific issues and are outlined below:

<u>PRINCIPAL:</u>	day-to-day operation of the school, discipline, curriculum, special programs, extracurricular activities, uniforms, etc.
<u>TEACHER:</u>	regarding your child's academic achievement and classroom behavior
<u>ATHLETIC DIR.:</u>	issues regarding sports program
<u>BOOKKEEPER:</u>	tuition, payment policies
<u>PASTOR:</u>	may be contacted if concern still exists after all appropriate channels have been contacted.

Written Communication

The principal approves all communications sent through the school before being sent out, including correspondence from all school organizations. Family folders are typically distributed each Thursday; therefore the deadline for inclusion in the folder is the previous Tuesday.

Telephone Calls

Emergency calls may be made from the school office. Telephone calls to teachers can be made between 7:30AM and 3:00PM. Since the teacher may be in class, a message can be left and the teacher will return the call. Teachers and students are not disrupted in class to take calls.

Conflict Management

As just one element of human nature, differences of opinion can and do occur. We strive to demonstrate positive role models for our students, and if a meeting between the parent and teacher cannot resolve the conflict, the principal is willing and available to meet with all parties. The school does follow a conflict management process if needed.

Code of Conduct/Discipline

A sense of unity will be cultivated between home, school, and church and on the expectations placed on our children. A positive, respectful approach to discipline is the hallmark of St. Ferdinand. Students, parents, and staff members respect each other as well as themselves. Students recognize their obligations and accept the results of their behavior. Students come to expect that they are cared for, treated with respect, and provided a safe environment in our school community. Our students shall:

- Respect all they encounter, within the school and within the community
- Use kind language and gestures with all they meet
- Remain silent and alert during any disaster drill, cooperate with their teachers, and move quickly without running
- Be neatly attired and groomed in a complete uniform each day
- Display proper table manners during lunchtime and follow lunchroom rules
- Use recess time in a positive way, not causing any harm or rudeness to anyone
- Use bathrooms for their intended use only
- Be on time for homeroom and classes
- Prepare for class, learn in class, and enrich the learning atmosphere
- Show quiet respect for ourselves and our Lord when praying
- Use quiet respect when passing in halls
- Have books covered at all times and keep them clean and protected
- Be in the building before entrance bell or after dismissal bell only with permission

Everyday behavior is under the direction of the classroom teacher. Students will be guided when necessary, and this means that they will be corrected and/or disciplined. Parents will be notified when the classroom teacher feels that situation warrants additional attention at home by the use of disciplinary referral notice (grades 3-8) or a broken rule notice (grades K-2). IF a child is consistently disruptive to others, the principal will be notified and involved in the disciplinary process.

The rights and responsibilities of behavior and expectations of students during the school day are also expected at any other time or place that they represent St. Ferdinand Parish School. Appropriate conduct will be displayed at all athletic events, fund raisers, and parish activities.

Detention Policy

When a child consistently displays inappropriate behavior, notification will be sent home by means of a detention form. The parent/guardian must sign the form and ensure that it is returned. The child is then required to serve a detention on the designated day and time as set by the classroom teacher or principal.

Detention times are typically 6:50AM to 7:30AM and/or 3:00PM to 4:00PM. For morning detentions, the student should report directly to Before School Care and check in with the coordinator. The supervising teacher will pick up the child from Before School care then take them to serve the detention in the respective classroom. For after school detentions, the student should report directly to the School Office and check in with the school secretary. The supervising teacher will pick up the child from the office and then take them to serve the detention in the respective classroom. At the end of the detention period, the supervising teacher will dismiss the student from the student activity center entrance. Any student, who is not picked up, will be asked to wait in after school care.

Failure to return a signed acknowledgement of detention or an unexcused absence from detention could result in an additional detention. Reasons for detention may include, but are not limited to:

- Three disciplinary referrals
- Inappropriate behavior (throwing food or garbage, shouting, running, throwing snowballs) on school grounds or in the school building including washrooms, church, chapel, or hallways
- Fighting, pushing, play fighting, threatening, and/or encouraging fights; failure to observe the “hands-off” policy at all times
- Defacing school property, books, desks, tables including destruction and graffiti of any kind in washroom, hallway or anywhere outside of the building
- Obscene language – including verbal, written, or gesture
- Any disruption of the class that prohibits learning
- Lying
- Forging Anyone’s signature
- Disobedience
- Consistent, willful, unexcused out of uniform
- An unexcused tardiness or absence from a class
- Disrespectful behavior towards anyone anywhere on the school premises
- Possession of prohibited items

If inappropriate behavior continues, and detentions do not correct the misconduct, the following may occur in the order listed, or NOT in the order listed, depending on the severity of the events:

1. counseling meeting with student
2. conference with parent/guardians
3. loss of minor privileges
4. suspension from school related activities
5. in-school suspension/out-of school suspension
6. behavior contract signed by both parent and student
7. dismissal of the student from St. Ferdinand School

Other Discipline Regulations

- Cell phones and other mobile devices should not be seen, heard, or viewed during school hours. If a mobile device in anyway disrupts or distracts a class, it will be taken away and held for a parent to pick up from the principal.

- Valuable items are to be kept at home, including all electronic devices not related to learning, as well as trendy or fad items, toys, cards, etc. Such items will be taken away and held for a parent to pick up from the principal.
- Skateboards, roller blades, in-school roller blades, or scooters are prohibited.
- Gum chewing is prohibited.
- Payment must be made to replace lost, defaced, or destroyed books.
- Restitution will be made for property destruction. Criminal charges may be made depending on the severity of the event.

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 action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communication 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.

Probation

A student may be put on probation and/or removed from participation in any school-related activities, including sports, by the principal for academic and/or behavioral problems. These problems include, but are not limited to, the following:

Academic:

- Failure to make up work after absence
- Failure on tests
- Lack of adequate daily preparation
- Inattentiveness in class
- Failure to complete work fully and on time
- Lack of class participation
- Lack of overall effort

Behavioral:

- Repeated disobedience
- Disruption of classes
- Disrespectfulness
- Hostile attitudes
- Lack of cooperation
- Fighting or encouraging others to fight
- Inappropriate behavior
- Excessive absence or tardiness
- Cutting school

Probation, Suspension or Expulsion

When appropriate, the principal may impose other disciplinary measures, such as probation, suspension and expulsion. The principal has the authority to prohibit participation in school-related activities, suspend or expel a student when necessary from school for a serious unwillingness to conform to school regulations, or breach of contract if applicable. The expulsion of a student is a serious matter and is preceded by suspension until all facts are reviewed.

In cases of suspension or expulsion, the child will not be permitted to attend class until an interview has been scheduled or conducted with the parents/guardians and the principal. Suspension from school is considered an administrative matter and is handled directly through the office of the principal.

Students who fall under one of the following categories will risk suspension and/or expulsion as determined by the principal:

- Disrespectful behavior or attitude shown to teachers or anyone working in school
- Repeated failure to respond to correction and direction of any school authority responsible for students
- Disruptive behavior that impedes the work of the students, the rights of others, and/or the order of the classroom and school.
- Fighting and/or possession and/or use of “weapons”
- Vandalism to or theft of school property, or the property of others including any type of tagging.
- Cutting school
- Possession, distribution, or use of controlled substances, smoking (including cigarettes), and/or drinking alcoholic beverages on the school grounds, in the school area, or at a school-related activity

Teacher, principal, counselor, and parents/guardians will counsel students who do not correct inappropriate behavior. A record of attempts to correct the child’s behavior will be kept. If the results of these conferences do not show improved behavior of the student, parents/guardians may be asked to remove their child from school.

A counselor will be available to work with children who are having problems in school. Parents will be notified if the child is being recommended for counseling. If long-term counseling is needed, parents will be referred to outside agencies.

The rules, policies, and procedures outlined above respect and serve cultural, ethnic, and gender differences. Furthermore, these discipline policies serve to advance the mission of this school, which is to challenge each child to achieve their highest potential academically and spiritually.

Students are accountable and responsible for their actions. We require the full cooperation of the parent community by enforcing school rules, including our street parking regulations and parking lot use. Lack of parental/guardian cooperation may result in the exclusion of the child from school.

Serious Delinquent Situations and Sanctions (should the need arise)

The possession of and/or use of alcohol, weapons of any type, smoking materials, illegal drugs, and illegal use of controlled substances by any St. Ferdinand Parish School student a serious delinquent situation. Therefore, this situation falls under Archdiocesan policies for possible exclusion.

Searches Conducted by School Personnel

St. Ferdinand Parish School reserves the right to inspect all personal property brought onto school premises. 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.

The search of a student's person or of any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, or any item prohibited by law or by school policy. If a weapon, illegal drug or controlled substance is ever found, the school authority must contact the local police department to report the incident and secure it until the police arrive at the school.

Gang Activity

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic School. Intimidation and/or disrespect of any person are unacceptable. Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

Parent Resources and Opportunities

School Board

The St. Ferdinand Parish School Board authority is derived from the policies of the Archbishop of the Archdiocese. The local parish is in integral part of the School Board's foundation and it drives the mission to provide an environment conducive to a quality education. At the curriculum's core is the emphasis for children to develop not only as Catholics but also as strong individuals.

The School Board's mission includes developing policies that are complementary to the school's philosophy and enable the school to reach its goals. The pastor collaborates with the Board in the selection of the principal and in developing and approving the school budget. The School Board also represents the school's constituency.

Elections for three-year terms to the school board are normally conducted in the spring. School parents are invited to join the board, and are encouraged to volunteer to assist committees. This volunteer opportunity is one more way to demonstrate our commitment and support to our children.

School Board meetings are held on the third Thursday of each month at 7:30PM on the school premises. All parents and parishioners are encouraged to attend. An agenda is followed; therefore issues to be presented may be submitted in writing to the board president through the school office at least one week prior to the meeting. The concern will be addressed as determined by the Board. This means it may be raised at the meeting or it may be directed to another source for handling. The originator will be notified of the status of their issue.

The School Board retains jurisdiction over issues regarding the school budget, tuition, and school policies. Board members are available to address questions or concerns. The School Board is not involved in the conflict management process. The Principal's Office retains authority over these and other issues.

The St. Ferdinand Parish School Board publishes its policies annually for the parent body and available upon request.

Athletics

Intramural and interscholastic activities complement and enhance a school's physical education program. They are a natural extension of the school curriculum and provide all students with an opportunity to participate in sports activities.

No well-rounded curriculum is complete without athletics. We love to enable our students to further develop their talents and potential. Coordination, teamwork, common goals, self-improvement, respectful winning, and gracious losing are just some of the skills available to learn through a sport. Athletes, parents, and coaches are required to reflect the school's philosophy and mission.

School-sponsored athletic programs are aligned with the school's mission and its philosophy. The principal is the primary authority over school athletic programs. School athletic directors are directly accountable to the principal. Only students enrolled in the school may participate in school-sponsored athletic programs.

Volunteer opportunities include coaches, clock keepers, admissions, and concessions. Helpers are ALWAYS welcome and count towards parent-service hours. The Athletic Director is available to respond to concerns involving these programs.

Student accident insurance is NOT available. In order to participate in sports, proof of insurance must be presented at the time of signing up for each activity.

Family-School Association

The St. Ferdinand Family-School Association is composed of parents of our students. All activities and programs benefit the students of the school and all are encouraged in active participation. The goal is to create a link between home, school, and parish. Special events are scheduled throughout the school year. Among these events are those, which perform valuable services for teachers, families, and the school, those that promote learning and healthy living, and those which raise needed funds and materials for the school.

This organization demonstrates especially to our students that contributed collaborative efforts can achieve great things. All students benefit from this association, so each family is encouraged to join.

The Family-School Association typically meets once a month in the evening during the week on the school premises. Please look for notices of meetings and events sent home in the family folder and on the school calendar and plan on joining us: everyone is welcome!

School Procedures

Admissions

St. Ferdinand Parish School is operated under the direction of the Catholic Bishop of Chicago, and is incorporated solely through the Archdiocese of Chicago. 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 our school. St. Ferdinand School does 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.

Registration

The St. Ferdinand Parish School registration process for the next school year occurs between February and August. During this time, parents complete a registration form for students who will be returning to our school the next year. Acceptance of students shall follow the priority schedule a listed on the School Board Policy section A-2 until May 1. After May 1, registrations will be accepted on a first come, first-served basis.

Families new to the school are required to complete the school (and parish, if applicable) registration forms and to submit a copy of the child's birth and baptismal certificates and current health records. All immunizations must be in compliance with state law. In addition, a non-refundable registration fee is required for any student entering any level of class at St. Ferdinand Parish School for the first time.

Students entering Preschool, Kindergarten, or 1st grade must be their respective ages by September 1 of the current year: Pre K 3 – 3 years old, Pre K 4 – 4 years old, Kindergarten – 5 years old and 1st grade – 6 years old.

For students transferring into St. Ferdinand Parish School, a copy of the student's last report card along with a completed request for transfer of permanent records must be presented in addition to the information listed above.

St. Ferdinand Parish School reserves the rights to refuse admission or continued enrollment to students whose needs cannot be serviced adequately because of learning, emotional, or physical needs.

Withdrawal

Families withdrawing students should notify the principal as soon as possible. All permanent records will be *mailed* to the receiving school upon your written request. A student's permanent file will *not* be handed to the parents. All financial obligations must be paid before permanent records are forwarded. This administrative procedure will also be applicable to graduating students' records.

School Finances

Because the parish and parish/school organizations provide significant funds for our school programs, all school parents are expected and encouraged to actively support St. Ferdinand Parish and it's through your contributions of time, treasure, and talent. The use of the Sunday envelopes is only one way. The sharing of time and expertise in an area of need is another way to provide valuable services to the parish and the school. Opportunities to benefit the school are made available to the school parents through activities of the family-School Association, the School Board, the Athletic Committee, etc. School parents are encouraged to support and enjoy all school functions and activities.

Contributing and Non-Contributing Parishioner Status

Contributing Parishioner Family

- Contributing parishioner families must be registered parishioners.
- Mass is attended weekly and the parish is financially supported. Use of the Sunday offertory system will demonstrate your participation. ONLY envelopes received as part of Mass attendance are acceptable. It is suggested that contributing parishioners support the Church with at least \$15.00 per week throughout the entire calendar year.

Non-Contributing Parishioner Family

- Families, which choose to not comply with the Contributing Parishioner requirements will be, assessed a fee of \$605.00 per family, which is addition to the tuition.

Non-Parishioner family

- Non-parishioner families who receive special permission from the Pastor to register in the parish will pay the parishioner tuition rate for the first year. Their financial support and parish-school involvement will be reviewed throughout the year in order to determine if they will be granted the contributing parishioner status. Status can be changed at any time during the year.

Fund Raising

Each family has a \$250.00 obligation towards the purchase of tickets for the annual school raffle. Ticket stubs of the sold tickets must be returned to the school office by an established return date. The raffle is typically held at the annual Christmas Program, but the actual date will always be announced in advance.

Parent Service Program

Each family is required to actively support St. Ferdinand School by fulfilling two (2) units in the Service Program during the academic year as found in School Board Policy A-13. A \$200.00 deposit will be collected at the beginning of the year and returned the first week of May if the requirement is completed. Deposits will be forfeited and not be returned if the service hours have not been completed.

Opportunities to volunteer and unit values are detailed on page 3 of the tuition agreement packet, as well as the Service Program flyers distributed throughout the school year.

Volunteers are valuable in a variety of ways: room parents; lunch parent, library, and special events coordinators; fund raising organizers; sport program volunteer, etc. such as Athletic Boosters, Book Fair Committee (Fall or Spring), Campbell Soup Label Coor., Easter Chocolate Sales Bunnies, Living Stations Costumes/Set Helpers, Marketing Committee, Red Ribbon Week Coor., Recess Supervisors, Santa's Secret Shoppe Helpers, School Board Member, School Kit Coor., Talent Show Coor., Track-a-thon volunteer, Wiggles & Giggles helpers. We appreciate the time and talents our volunteers share with us! You add a rich dimension not only to the school but to our children as well. The students are socially enriched and spiritually nourished from the positive example of your involvement and generous support.

Other Sources of Revenue

For each child enrolled in St. Ferdinand Parish School, by law we are able to request textbooks through the State of Illinois Board of Education. We can also request the use of math, science, and reference materials from the State through various funded programs. Parents are eligible for the Transportation Reimbursement Fund as outlined by the State. We also apply for and receive additional monetary support by completing the parent language form and student eligibility testing form as distributed by the school.

The annual school Track-a-Thon is a major school-sponsored fundraiser and used to finance our athletic program and other school resources. All families are asked to contribute in some way. One way to support this cause is to make pledges to students who are participating that day. Volunteering on the day of the event is another way to be involved.

Money

Students may be required to bring small sums of cash to school during the year, but this is typically for a specific purpose. In any case money should be placed in an envelope with the child's name and room number clearly marked. Payments for tuition and other larger amounts should always be made in the form of a check or money order.

Money management is one more tool that children will need to learn in life. However, clearly the school cannot take responsibility for funds brought to school, so please caution your child about carrying any sums of cash and to use restraint in displaying cash at any time.

Crisis Management Plan

A school emergency is defined as any situation which interrupts the school day and the safety of persons inside the school is jeopardized by either an act of nature or a willful act of violence.

Crises are defined as:

1. Natural Disasters: Tornado, earthquake, snowstorm, windstorm, etc.
2. Environmental and Building Disasters: Chemical hazards, explosion, gas leak, power failure, heat/water loss, flooding, fire, etc.
3. Disruption of Human Life: Serious accident/injury, food poisoning, death within school, unannounced/aggressive intruder, assembly or lunchroom, bomb threat, etc.

Crisis Response

1. Natural Disasters: Students will be taken to the safest place. Children will not be sent home during a natural disaster.
2. Environmental and Building Disasters: If the safety of the children is endangered, the building will be evacuated immediately. Children will be brought to the nearest place of safety.
3. Disruption of Human Life: Appropriate action will be taken depending on the crisis with the primary concern being the safety of the children.

Crisis Intervention Plan

- I. Principal or designee activates plan after verifying facts.
- II. Crisis team members notified. Team convened.
- III. Pre-established communication process begins.
 - a. Summary of event typed along with notification of staff meeting. Suggestions made to teachers concerning notification or response to questions and process of accessing crisis team members as needed.
 - b. Summary memo distributed by hand to staff.
 - c. Principal communicates to appropriate personnel and agencies (i.e., central office, parents, media, etc).
 - d. Office personnel communicate with people outside the school as designed.
 - e. Plan for student release to parents is implemented.
- IV. Pre-designated support system becomes operational (i.e., individual or group counseling in designated locations using pre-identified personnel).
- V. End of day staff meeting and debriefing conducted
 - a. Purpose is to clarify, review, and process crisis event and plan
 - b. Discuss communication with media/parental contacts, identify special needs which have resulted from the event, and develop any additional support areas.

SCHOOL BOARD POLICIES

Policy A-1 ST. FERDINAND SCHOOL DRESS CODE POLICY

St. Ferdinand School will have a dress code, that will emphasize neatness and appearance conducive to a learning environment. The specific style and color will be administered by the Principle. 09-19-79

Policy A-2 ADMISSIONS

Children will be admitted to St. Ferdinand School according to priorities established by the Administrator. These priorities will be reviewed and published annually. 05-19-82, 10-20-82, 05-18-83, 03-19-86, 03-18-87

POLICY IMPLEMENTATION

Children will be admitted to St. Ferdinand School according to the following priorities when deemed necessary:

1. Children of registered families, who have children presently enrolled in St. Ferdinand School.
2. Children of registered families, whose children have graduated from St. Ferdinand School.
3. Children of registered Catholic families based upon length of registration in the Parish.
4. Catholic school students who have moved into the Parish, transferring from another Catholic school.
5. Public school students attending St. Ferdinand CCD classes.
6. Catholic students moving into St. Ferdinand Parish transferring from a public school.
7. Catholic public school students living within the Parish boundaries, but not attending St. Ferdinand CCD classes.
8. Non-Catholic students.

Under special circumstances, the Administrator may allow a student to register but may request a one- year waiting period before admission. A special committee, consisting of the Principal, Pastor, and School Board chairperson may be petitioned by such families to review their particular situation. 03-18-87

Policy A-3 DISCIPLINE

The Principal in conjunction with the school's professional staff shall formalize a philosophy of discipline that is consistent and fair, one that reflects the Catholic Christian educational environment.

This policy shall support the Principal and be enforced by the Principal and a committee of review. The procedures for the implementation of this policy are stated in the school handbook. 11-16-83, 03-20-91

Policy A-4 STANDARDIZED TESTING

Standardized testing shall be administered to all students beginning no later than the third grade and shall continue to be conducted thereafter at least every other year. 04-28-84

Policy A-5 PARENT-TEACHER CONFERENCES

There shall be at least two Parent-Teacher conferences scheduled during the academic year. Attendance at the Fall Conference shall be mandatory. 04-28-84, 04-12-00

Policy A-6 NON-CATHOLIC STUDENTS ATTENDING FULL CURRICULUM

Non-Catholic students shall be required to participate in the full curriculum, including all religious activities. 10-17-84

Policy A-7 ABSENCE

For the safety and protection of our school children, parents of all absent children shall be required to properly notify the school of the absence. The school shall follow up on any absence not so reported. 10-17-84, 03-15-00

Policy A-8 PUBLICATION OF SCHOOL BOARD POLICIES

All St. Ferdinand School Board policies shall be published annually for the parent body. 02-20-85, 03-15-00

Policy A-9 PROBATION PERIOD FOR NEW STUDENTS

In order to provide a stable, productive and Catholic learning environment for St. Ferdinand students, appropriate means will be used to determine the reason for transfer of students to St. Ferdinand School. All Students entering St. Ferdinand School in grades 2 through 8 will be on probation for one quarter. During that time, behavior and academic achievement and effort will be monitored by the staff. Inappropriate behavior will require conferences and repeated instances will require withdrawal of the student from school. 06-18-86

Policy A-10 DRUG PROGRAM

A program on drug education encompassing Grades 1 through 8 will be implemented at St. Ferdinand's School on a continuing basis. 03-16-88, 03-21-90

Policy A-11 AIDS

Any student, faculty or staff who has contracted the HIV virus will have the opportunity to continue school, and/or employment as long as a medical physician affirms him/her to be able.

The principal, teachers and staff have the obligation to maintain confidentiality of the individual(s) and family/guardians concerned. It shall be the responsibility of St. Ferdinand School to ensure that any such individual be treated with dignity, respect and Christian compassion. 08-16-89, 03-15-95, 03-15-00

Policy A-12 NO SMOKING POLICY

For the safety, health, and protection of the children, St. Ferdinand School will prohibit smoking in the entire school facilities, with the exception of designated smoking areas located in the basement level. The policy will be administered by the Principal during school hours. 03-18-92, 02-17-93

Policy A-13 PARENT SERVICE PROGRAM

In order to promise parental involvement, active support of the School, and fundraising activities, all parents and guardians of students of St. Ferdinand School are required to participate in the Parent Service Program. The specific requirements of the Parent Service Program can be found in the Family Agreement and will be reviewed and published annually. This policy is for contributing/non contributing and shall be administered by the Pastor, the Principal and the School Board. 08-18-93, 04-12-00

Policy A-14 TRAFFIC SAFETY

For the safety and protection of the children of St. Ferdinand School, there will be traffic safety regulations for students, parents and drivers stated in the school handbook, listing offenses and consequences. This will administered by the Principal. 05-19-93

Policy A-15 HEALTH EXAMINATION AND IMMUNIZATION(S)

For the health and safety of our students and faculty, effective October 15th of each year, any child attending or seeking to attend St. Ferdinand School without proof of having completed a health examination and immunization(s) as prescribed by the State of Illinois, shall be denied entrance to school until documentation of required immunization(s) is received by the school office.

In the event that a religious or medical objection prohibits immunization, a letter of attestation must be submitted to the school office by the aforementioned date. This policy is in compliance with the State of Illinois, Department of public Health and will be administered by the Principal. 03-16-94

Policy A-16 GANG ACTIVITY

In order to ensure the safety of all students of Saint Ferdinand School, no student on school/parish grounds or school-sponsored activities shall participate in any gang or gang related activities. 10-16-96, 05-17-00

Policy A-17 ILLEGAL CONTRABAND

In order to ensure the safety of all students, all such students shall be prohibited from possessing drugs (except those prescribed by a physician), distributing and/or using drugs, weapons, alcoholic beverages, or cigarettes while on school/parish grounds, or attending school-sponsored activities. 05-97, 05-17-00, 08-16-00

Policy A-18 SEARCH AND SEIZURE

SEARCHES OF SCHOOL PROPERTY: All property of the school, including student's desk and lockers, as well as their contents may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, books, bags, purses or articles of clothing that are left unattended on school property.

SEARCHES OF STUDENT'S PERSON AND PERSONAL PROPERTY: The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband for purposes here, shall be defined as any weapon, illegal drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy referenced by Policy A-17

POLICY IMPLEMENTATION:

CONDUCTING THE SEARCH:

- When a search is conducted, one other authorized school personnel must be present. When possible one person must be of the same gender as the student.
- If a weapon or other substance is suspected, the school shall contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.
- If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained under supervision until parents are contacted and have arrived. At that point, the student again will be asked to empty pockets or open his/her book bag or purse. If the student continues to be uncooperative to his request, the principal may decide upon further disciplinary action.

08-16-00

Policy A-19 USE OF CELL PHONE AND ALL OTHER MOBILE DEVICES

The use of cell phones and all other mobile devices are prohibited during school hours. If cell phones and/or other mobile devices are brought to school, they should not be seen, heard or used after entering the building. If a cell phone and/or other mobile device is seen, heard or used during school hours, it will be taken away and held for a parent to pick up. The user may also be subject to further disciplinary action.

Policy B-1 FAMILY AGREEMENT

There will be a Family Agreement. This agreement shall be reviewed annually by the Pastor, Principal and School Board. It shall be signed by the parent or guardian prior to the beginning of each school year and will remain on file in the school office for the duration of that school year.

04-21-93, 04-12-00

Policy B-2 TUITION

Tuition and fees shall be determined annually by the School Board. All tuition and fees shall be collected by the School Administrator, in accordance with the current school contract. Tuition and fees are the responsibility of the parent or guardian. Collection of these fees must be done in such a way as to maintain the dignity of the child.

10-21-81, 02-16-83, 03-19-86, 03-18-87, 04-21-93

Policy B-3 BUDGET

All budgets shall be prepared utilizing the Budget Principles Method as specified by the Office of Catholic Education guidelines.

05-16-84, 03-15-00

Policy B-4 MONTHLY FINANCIAL REPORT

A general report on finances shall be included in the monthly Principal's report. A more detailed report of the finances shall be given on a quarterly basis.

10-17-84, 04-12-00

Policy B-5 DOCUMENTATION OF SCHOOL EXPENSES

School related expenses and/or disbursements shall be considered valid by the Administrator only upon receipt of written documentation. This documentation shall be maintained in a permanent file by the Administrator.

11-21-84

Policy B-6 SCHOOL FUNDRAISING EVENTS

Any fundraising event which involves the student body must be approved by the Principal, Pastor, and School Board. All fundraising that affects the School budget must be reviewed by the School Board (prior to but no later than the January meeting).

POLICY IMPLEMENTATION:

To enhance the success of fundraising events, avoid scheduling conflicts, and promote communication, these procedures will be followed:

1. Any organization affiliated with St. Ferdinand School must submit a written request for a fund-raiser to the School Board. If it will affect the School budget, the request must be submitted no later than the January School Board Meeting of the current school year.
2. The request must specify the following:
 - a) purpose of the fund-raiser
 - b) projected date and duration
 - c) an alternative date
 - d) level of involvement of the children (e.g., selling, pledging, purchasing, etc.)
 - e) projected funds expected to be raised.
3. Review will be conducted by the Principal, Pastor, and School Board.
4. No fund-raiser will be approved unless these stipulations are met.
5. The School Board will prepare and distribute a calendar of approved fund-raisers to the parents of registered students at the beginning of the school year.

03-16-94, 03-26-94, 04-12-00

Policy B-7 PAYMENTS

In order to ensure the safety and protection of the children and the money they carry to St. Ferdinand School, all payments, large or small, sent to St. Ferdinand School through the children should be sent in the form of a check or money order.

Although not encouraged, cash payments of \$10.00 or less for miscellaneous items such as field trips or lunch for the day will be accepted by the school. These payments should be presented in sealed envelopes, with the child's name and room number, addressed to the appropriate party.

5-17-95, 4-12-00

Right to Amend Handbook

Statements, rules and regulations in this handbook are subject to review and amendment with or without notice. The school will make every effort to keep parents/guardians informed of all changes as soon as possible. We also reserve the right to make changes in response to unforeseen events and circumstances.

Acceptance of Rules and Policies

Parents and students are expected to abide by the rules and regulations including, but not limited to, the Parent/Student Handbook. A form indicating that the handbook has been received and that the rules and policies will be supported and followed is to be signed by the parents/guardians and returned to school.

The agreement states in part: "I understand and agree that as a parent, it is essential that I actively support the efforts of the principal, teachers, and school board to provide a quality education for all of our children at St. Ferdinand School".

While we have absolute respect for all of our families, we are a Catholic school and follow a faith-based curriculum. Non-catholic students are required to participate in the full curriculum, including all religious activities.

Parent/Guardian Signature

Date