

Opening the Door to Faith And Knowledge:

St. Ferdinand School



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

**Phone: (773) 622-3022
Fax: (773) 622-2807**

www.saintferdinand.org/school



2017-2018 Family/Student Handbook



August 2017



CALENDAR FOR THE 2017-2018 SCHOOL YEAR

AUGUST

Aug 16	Wed	Grades 2-8 Open House/New Transfer Parents Orientation, 7:00PM
Aug 18	Fri	New Student Orientation 9:00-11:00AM
Aug 18	Fri	Classroom Parent-Student Orientation for PreK3, PreK4, K & 1st Grades, 9:00-11:00AM
Aug 21	Mon	First Full Day of School for all Grades Pre-K-8 Hot lunch begins for those who pre-ordered, all other should bring their lunches

SEPTEMBER

Sept 4	Mon	No School: Labor Day
Sept 7	Thur	Open House, 7:00PM - 8:15PM
Sept 22	Fri	No School: Staff Development

OCTOBER

Oct 9	Mon	No School: Columbus Day
Oct 19 & 20	Thur & Fri	Early Dismissal (11:30AM): Parent - Teacher Conferences

NOVEMBER

Nov 3	Fri	No School: Staff Development
Nov 22, 23, 24	Wed-Fri	No School: Thanksgiving Holiday

DECEMBER

December 25 - January 5: NO SCHOOL: CHRISTMAS BREAK

JANUARY

Jan 8	Mon	Classes Resume after Christmas Break
Jan 15	Mon	No School: Martin Luther King, Jr. Day
Jan 28 - Feb 3		Catholic Schools Week

FEBRUARY

Feb 9	Fri	No School: Professional Development Day
Feb 19	Mon	No School: President's Day

MARCH

Mar 29	Thur	Early Dismissal (11:30AM): Holy Thursday
March 30 - April 6:		NO SCHOOL: EASTER VACATION

APRIL

Apr 9	Mon	Classes Resume after Easter Vacation
Apr 13	Fri	No School: Staff Development

MAY

May 11	Fri	No School: Staff Development
May 20	Sun	First Holy Communion Mass (12:30PM, Church)
May 28	Mon	No School: Memorial Day

JUNE

June 8	Fri	Last Day of School
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August, 2017

Dear St. Ferdinand Families,

Welcome to the 2017/2018 school year. I am very honored to begin my second year at St. Ferdinand School.

The theme set forth by the Office of Catholic Schools is “We Are One Body”. We are one in Christ, we are all brothers and sisters. Therefore, we all need to work together to make St. Ferdinand School the very best morally and educationally. I have no doubt we can accomplish this goal. One of the keys to success is open communication.

My door is always open to you. We are all on this journey together. We all want what is best for “our children”. It is in that spirit of oneness that makes us great!

We ask the Lord for his love and support in working toward this goal. May we have a wonderful 2017/2018 school year.

Respectfully,

A handwritten signature in cursive script that reads "Denise H. Akana".

*Ms. Denise Akana
Principal*

P.S.

This handbook may be amended at any time. Please review this handbook together and return the last sheet to the office.

ARCHDIOCESE OF CHICAGO CATHOLIC SCHOOLS
2017/18 SCHOOL YEAR



“We Are One Body” is the theme for the 2017/18 Archdiocese of Chicago school year. As St. Paul indicates to the First Corinthians, we all represent many “parts,” but ultimately form a single “body.” The Catholic schools of the Archdiocese represent enormous diversity...our schools serve different neighborhoods, geographies, races, religions, etc. While we celebrate this diversity, we are unified in the single educational mission of Catholic education. We are ultimately part of the Body of Christ, doing our own unique part to build God’s kingdom in our time. The Eucharist, Christ’s body, is at the center of our Catholic mission.

Our schools are also part of this Body of Christ, where each student, teacher, staff member, and supporter do their part to create a beautiful whole. So too is our Archdiocese part of this Body. As we begin implementing our new strategic plan in the year ahead, we will work together to implement unified initiatives and build a stronger, brighter future for our schools. We will also enter the first phase of Renew My Church, which will call us to form relationships and realize how we contribute to a common ministry.

**Family/Student Handbook
2017/2018**

**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
Rectory – 5900 W. Barry	773-622-5900
Rectory Fax	773-622-5903

Office Hours: 7:30AM – 3:30PM, Monday - Friday

ADMINISTRATION AND STAFF

Fr. Jason Torba	Pastor
Ms. Denise Akana	Principal
Sr. Dorota Domin	DRE
Ms. Margaret Brumann	Administrative Assistant
Mrs. Mary Clemente	Lunch Coordinator
Ms. Kim Brook	Extended Day Program
Ms. Margarita Cruz	Extended Day Program
Mr. Charles Clemente	Maintenance

WEBSITE: www.saintferdinand.org/school

TEACHERS

PK3:	Ms. Patti Szadzewicz
PK4:	Ms. Marta Ostrowska
K:	Mrs. Corrie Rettelle
K:	Ms. Emily Babikan
1 st Grade:	Mrs. Lindsay Hansen
2 nd Grade:	Ms. Judy Jakubowska
3 rd Grade:	Ms. Nichole Lewandowski
4 th Grade:	Ms. Veronica Walinski
5 th Grade:	Ms. Imelda O'Connor
6 th Grade:	Ms. Mariah Harper
7 th Grade:	Ms. Freida Kokosioulis
8 th Grade:	Mrs. Andrea Sumner
Art:	TBA
Physical Ed.:	Ms. Linda Ward
Spanish:	TBA
Music:	Brother James Drangsholt
Choir:	Dr. Arkadiusz Gorecki
Library:	Mrs. Kathy DeMaira
Aides:	Ms. Kim Brook
	Ms. Silvia Medellin
	Ms. Margarita Cruz

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St. Ferdinand School Mission Statement

Our mission is to bring everyone closer to God and to challenge each student to achieve his or her highest academic potential in a world not yet envisioned.

St. Ferdinand School Tag Line

“St. Ferdinand School: Opening the door to faith and knowledge.”

St. Ferdinand School Values

- Creating a school community dedicated to teaching and practicing the faith in order to bring everyone closer to God.
- Continuing to be pioneers in academic excellence by infusing technology and innovative teaching strategies.
- Maintaining a technology rich environment that prepares each child to become a global citizen.
- Establishing a community of cultural diversity by exploring language, customs, and heritage.
- Fostering a partnership with families, school communities, and parish members.
- Providing a safe and secure learning environment.

St. Ferdinand Philosophy Statement

We at St. Ferdinand believe in Catholic education that promotes the spiritual, moral, social, and academic growth of each child. We are dedicated to creating learning opportunities for all students in accordance with their needs, backgrounds, interests, and abilities. We strive to enable students to live 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.

The ultimate goal of our efforts is to instill in our students a lifelong love of learning. We believe that all students should develop an understanding of the past and awareness of the present in order to meet the challenges of an ever- changing world and to become responsible, ethical, Catholic members of our society.

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

School Contact List

Principal	Ms. Denise Akana	Schoolx350
DRE	Sr. Dorota Domin	Schoolx352
Extended Day	Ms. Kim Brook (PM)	Schoolx361
General School Info	Ms. Margaret Brumann	Schoolx300
Boy Scouts	Mr. Vince Clemente	773-622-8067
Girl Scouts	Mrs. Joyce McGinniss	773-725-5154
Hot Lunch	Mrs. Mary Clemente	Schoolx361
Polish School	Sr. Dorota Domin	Schoolx303

GENERAL SCHOOL INFORMATION

Office Hours

The Main Office of the school is open every school day from 7:30AM to 3:30PM. 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 8:00AM. Prayer begins PROMPTLY at 8:10AM, and classes begin after prayer. Students should *not* be on school grounds before 7:50AM because there will not be supervision until 7:50AM. School is dismissed at 3:00PM for grades K-8. For Preschool, school will dismiss at 2:45PM. Children are *not* permitted in the school building before 8:00AM 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.

Children are required to leave the school grounds as soon as they are dismissed with their class. If your child is kept after 3:00PM by the school, you will be notified. Once children leave the school grounds their safety or conduct is *not* our responsibility. This includes the play area in the front of school: Once school is dismissed, students must leave school grounds and the school is not responsible for the behavior of the children.

Children not picked up within 10 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.

Recess

Students are expected to participate in recess. All grades go outside for recess. Please dress children appropriately for the weather (gloves, scarves, hats, coats, etc.). Occasionally, illness may hamper a student's ability to participate in this normal activity. A doctor's note is required to limit or excuse a student's participation in recess.

Students are expected to follow respectful behavior norms while at recess. Students engaging in disruptive or dangerous behavior on the playground are subject to school discipline procedures. At no time is a student allowed to leave the property. *Cell phones are NOT allowed.*

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 in the beginning of this handbook and on the school website.

Faculty Meetings

Faculty meetings are held every Wednesday. 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 MESSENGER 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 773-622-3022.

Archdiocesan Hot Lunch Program (FSP)

St. Ferdinand School participates in the Archdiocesan Lunch Program. Federal guidelines are set by the Federal Government to determine who qualifies for free or reduced cost. Families are asked to fill out the *application form and submit it to the school office as soon as possible*.

The lunch program is operated through Food Service Professionals (FSP). Each month, a menu and an order form are sent home. Please remember to return your forms and payment on time.

Lunch Guidelines

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. Fine dining and lunchroom rules include, but are not limited to:

1. Using an indoor voice
2. Staying seated during lunch at tables limited to 5 or 6 students as designated until dismissed
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, cell phones, I-Pods, etc., are not to be used or displayed either in the lunchroom or on the playground
8. Food is not to be taken out of the cafeteria
9. Students will not take other people's lunches, nor turn in someone else's lunch card
10. **Due to so many food allergies, there will be NO sharing of food allowed.**

Out of fairness to others, fast food is NOT allowed to be brought into the school for any student lunch.

It is the student's responsibility to have their lunches at school each morning. No phone calls will be made for forgotten lunches. If a child forgets a lunch, hot lunch will be provided and the family will be invoiced accordingly.

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 Administrative Assistant, Margaret Brumann, at 773-622-3022. This volunteer time may count towards your required service units.

Party Invitations/Birthdays

With so many students having food allergies we ask that no food be brought into the school for student's birthdays. Parents are welcome to provide **non-food items** for their child's birthday, for example: pencils, erasers, stickers, coloring books, highlighters, or possibly small items related to a topic currently being covered in class. Items can be sent to the office or sent with your child for distribution to his or her classmates.

Additionally, should parents desire to distribute party invitations during the school day, it is imperative that an invitation be given to *every* child in the classroom. Should parents desire to exclude any classmates, all invitations should be distributed at home and *not* in the school. Parents and other family members are discouraged from sending balloons, banners, flowers and similar items to school on their student's birthday. These items are not allowed in the classroom. As a special treat the student may have an out-of-uniform day on their birthday.

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 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 the adults you designate to pick up your child will be permitted to sign them out. Additional information is available about these programs the school office. Enrollment for these programs is available on the first day of school.



"PEACE BEGINS WITH A SMILE."

MOTHER TERESA

ACADEMIC PROCEDURES

The Teaching and Practice of Religion

Our religion education 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.

Grades

Assessment of a student's achievement and progress are based upon several factors which include attendance, class participation, accomplishment of class work and homework, ability to explain skills learned, quizzes, tests, etc.

The following grade scale is used:

A = 93 – 100

B = 85 – 92

C = 77 - 84

D = 69 – 76

U = 0 – 68

Academic Honor Rolls

We take pride in our academic success. Honor Roll applies to students in 4th through 8th grade, and there are 2 level of honor roll.

A Honor Roll: 3.50 to 4.00

B Honor Roll: 3.00 to 3.49

Curriculum

Curriculum is the “plan for learning” at St. Ferdinand School and states intended outcomes for student learning. The Office of Catholic Schools provides a Pre K – 8 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 the Common Core Standards.

Instruction is provided in English. The required areas of academic learning are: religion, reading (reading, phonics, vocabulary, spelling, and literature), language arts (grammar, creative writing,

and 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.

Constitution Test

The school provides instruction in American patriotism, the principles of representative government as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois. All students must pass an examination on these subjects to receive a certificate of graduation from 8th grade.

Health Awareness Education

The school provides health education during Physical Education, Religion and Science. If you choose for your child not to participate in Safe Environment Training, AIDS Education and Family Life Education, please contact your classroom teacher.

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 1 – 8 use the school assignment notebooks and will record each day's assignments and should be checked by parents each night. 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 when notifying the school, the work may be picked up in the school office between 2:30PM and 3:00PM.

Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. No homework shall be assigned over the weekends.

As a guide of time per night spent on homework:

Grades PK – 1: Not to exceed 20 minutes

Grades 2 – 5: Not to exceed 40 minutes

Grades 6 – 8: 60 minutes total for ALL subjects

In addition when there is an evening activity such as the Christmas Concert, no homework or home tests will be given on that day. This policy does not pertain to Sports.

Parents are encouraged to provide sufficient time and working conditions, show interest in their child's work, and cooperate with the school in doing homework effectively.

Learning Resource Services

The School Code of Illinois makes provisions for children who have special learning needs and are enrolled in parochial schools. Students' needs for support services such as counseling and social work are evaluated when school staff believe consideration is needed. 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.

Library

Our school library is a learning center linked to classroom instruction. The school library supports the school's mission to produce literate and informed learners who can thrive in a digital, knowledge-based world. It sets the stage for student-initiated inquiry. Our school librarian is a co-teacher who undertakes an active role in engaging in shared instruction. All students attend library on a weekly basis.

Students do regularly check out books from the library. We ask that students do not deface or write in these books, and use reasonable precaution to keep them clean and well cared for. If a book is lost, we ask that the parent either pay for the book or replace it with a gently-used book that is in good condition.

Parent-Teacher-Student Progress 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 this important meeting. Conferences are held in both the Fall and the Spring.

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.

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. It allows parents to partner with the classroom teacher to support and encourage students to do their best before the report cards are issued.

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.

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 3 times a year at the end of the trimester. The principal reviews report cards before distribution. Report cards may be withheld for NON-PAYMENT of school tuition or fees, as stated in the school's financial agreement with parents/guardians.

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 standardized 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 can be made in the school office.*

Standardized Testing

The ACT ASPIRE tests are administered in the spring of each year to all students in grades 3 through 8 in accordance with Archdiocesan directives and local policy. These test results are distributed to the parents by the end of the school year.

Student Placement

School personnel will determine placement of a student in any program. The balance of numbers, gender, abilities, needs, and personalities are some of the factors taken into consideration.

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, signed into law in December, 1974, 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.

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. 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.

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.

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.

EXTRA CURRICULAR ACTIVITIES

Field Trips

Field trips, such as cultural experiences, are encouraged. Please return permission slips and money promptly. A child without a written permission to attend a trip remains in school for regular work and is not excused from school. Due to legal constraints, a phone call from a parent will not be accepted as sufficient permission. Please understand that not all parents can accompany their child on each trip. Chaperones will be contacted on an “as needed” basis. Field trips are privileges afforded to students; therefore, a student may be denied participation in any field trip in which he/she fails to meet either academic or behavioral standards.

- Students attending field trips **MUST** ride the bus
- Transportation and admission fees will be required
- Due to cost factors, no refunds will be given. This includes illness, or loss of privileges due to academic or behavioral reasons
- Students not attending field trips will be marked absent unless they come to school that day

Field trips enhance classroom learning and open new ideas of interest for the student. 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 students and the curriculum. Details concerning the field trip are sent to parents/guardians well in advance and include the nature of the trip, its educational value, transportation arrangements, supervision and cost per student.

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

The principal reserves the right to exclude a student from participating in a field trip. If the principal or the parent/guardian chooses not to allow the student to participate in the field trip, alternate plans for the day will be approved by the principal.

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.

While supervising a field trip, parents are not allowed to smoke or drink. Chaperones are to follow the teacher’s rules, and must watch their assigned group at all times.

Parents interested in being eligible for chaperones are urged to contact the office as soon as possible to make sure they are up to date on all requirements. ***Anyone not meeting all eligibility requirements will not be allowed to chaperone until all requirements are complete.***

Compliance Requirements for Employees and Volunteers

- eAppsDB – online application and Criminal Background Check – employees
- 689 CANTS for (Child Abuse and Neglect Tracking System) – employees and volunteers, resubmitted annually
- Code of Conduct – employees and volunteers
- Safe Environment Training: Virtus/ Protecting God’s Children and Youth – employees and volunteers
- Digital fingerprinting for all school employees hired after July 1, 2007
- 7703 Archdiocese of Chicago Application for Employment and Volunteer Service; references verified

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: *Karate, Chess, and others TBA.*

Altar Servers

Assistance at the altar by servers represents a long liturgical tradition. These servers enhance the quality of the celebration for the whole gathered assembly by taking part in processions and by ensuring that all items required for the celebration are available at the appropriate moments (Introduction to the Order of Mass, #22). Our Altar Servers are boys from grades 3 to 8, who assist the priest and the deacon at Mass.

Christmas Pageant

It is a seasonal occasion which all students demonstrate their musical performance abilities. Christmas plays a very special role in just about everyone's life. Because it's the holiday that celebrates the birth of Jesus Christ it is EXTREMELY important to Christians. We celebrate the miracle-virgin birth of the Saviour of the World. Without this birth there would be no salvation. This simple tradition gives joy to those who partake, and brings family and friends closer together.

Good Friday Living Stations

When the powerful season of Lent commences with HOLY Week our 7th grade students perform “The Living Stations of the Cross,” a dramatic reenactment of Jesus Christ carrying the cross to his crucifixion. The Living Stations take place on Good Friday at Noon in the church. Good Friday’s event is meant to help start that period of deep reflection, prayer and repentance. The impact of the stations can be strong and powerful, that individuals witnessing them can almost

feel that they are actually going through it. It's important for people to come because they feel called to and act upon that call by saying 'yes – I can spend an hour in prayer.' ”

Performing Choir:

The person who sings prays twice. This weekly opportunity enhances the liturgical and religious education of all students. Choir is available to students in grades 5-8. Students sing at least once a month at Sunday Mass. Studies have linked active music making with better language, math ability and social behavior. A recent study found that students who studied music had a higher grade point average than those who didn't. Students who study music tend to score higher on the ACT and SAT. Here's how it works: The first step is simply to sign up! The whole point of choir is for children to sing together in a fun environment. Students need not have previous experience. Choir takes the place of one period of Art and Music for the whole year.

Reading of The Passion on Palm Sunday

The 6th grade students participate in a reading of The Passion at 8:30 AM mass in church on Palm Sunday. Palm Sunday, also known as Passion Sunday, is the first day of Holy Week which ends with Easter the following Sunday. It commemorates Jesus' entry into Jerusalem prior to be crucified a few days later. Actual ceremonies typically include a procession of palm fronds which are blessed and will later be burned, their ashes used in the next year's Ash Wednesday.

School Yearbook

As members of the yearbook staff, students photograph school events and assist in the layout depicting the school year. It is distributed the last week of school.

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: Girls Basketball, Boys Basketball, Cheerleading, Girls and Boys Volleyball, Baseball and Softball. Participation includes practices and games.



STUDENT ATTENDANCE

Student Absences

Interruptions to consistent learning should be only for good reason. Daily attendance is the key to academic success and is required of all students. ***Parents are required to phone in an absence.*** This call should be made no later than 9:00AM 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 7:50AM and 8:00AM. Students who are not in their classroom by 8:05AM will be considered tardy. Parents will be contacted if student tardiness becomes a problem to be addressed to insure limited disruptions to the learning process for all students when a child is late.

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 homeroom commences at 8:00AM, arrival between 7:50AM and 8:00AM is recommended. Students are expected to quietly wait for the start of the school day.

Parents shall say goodbye outside to their children, and allow the child to make his(her) own way. Parents are asked to refrain from walking through the building with their children. 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.

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. When the intersection is clear of dangerous traffic, then walk – do not run- across the street.
3. Listen to and obey the instructions of the crossing guards and safety patrol.
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

Your compliance with our parking lot procedures will ensure a safer process for all. Please remember that children often run between cars and don't always recognize hazardous conditions or situations. Your children are active participants in your car, as such they model the behavior and attitude they see you model. Make it a good one. Parents need to exercise caution and concern when dropping off and picking up children by following these simple rules.

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 MPH).
5. Do NOT back up on our one-way streets.
6. Please cooperate with our traffic safety volunteers and respect our Safety Patrol.
7. Do not yell, swear at, or ignore the requests and procedures of our teachers and staff.

Additionally, each year the seventh grade students participate in the School Patrol System. Patrol members are at their assigned post 10 minutes (7:50AM) prior to the start of the opening session and stay 10 minutes past dismissal (3:10PM). 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.



Facilities and Construction Department

835 N. Rush Street
Chicago, Illinois 60611-2030

(312) 534-8342
FAX (312) 534-9805

DATE: 2017/2018 School Year

TO: Parents, Teachers and all other School Employees

FROM: Kevin O'Malley / Denise H. Akana

RE: Notification Letter Concerning Asbestos Content & Management Plan for Your School

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify and asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970's contains at least some asbestos in pipe insulation and structural fireproofing. We too have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damage.

Your school has been inspected and some asbestos containing materials were identified in your building. The materials are distributed in various locations and include floor tile, pipe insulation and mechanical areas not readily accessible to building occupants or students.

Your school's Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program.

A copy of the inspection report and the management plan is on file at your local school office for review if you so desire.

Sincerely,

Denise Akana

Principal

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

Uniforms can be ordered through Schoolbelles online, over the phone, or at the local Schoolbelles location. All sweaters and vests come from Schoolbelles, blouses and pants may be purchased elsewhere.

Harlem- Foster Shopping Center
7254 West Foster Avenue
Chicago, IL 60656
847-375-1394

BOYS: *Grades K-4*

White long or light short sleeve dress shirt or polo
Navy twill trousers and optional belt
Navy sweater or vest with St. Ferdinand logo

BOYS: *Grades 5-8*

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 buttoned blouse with tie
Pleated jumper or drop-waist jumper, or navy twill trousers
Navy sweater or vest with St. Ferdinand logo

GIRLS: *Grades 5-8*

- White or light blue buttoned blouse with tie
- Navy twill trousers with belt
- Navy Sweater or vest with St. Ferdinand logo

In grades K-4, Polo shirts may be worn by all students. Belts are optional for students in these grades.

In grades 5-8, all shirts need to be button down. Polo shirts can no longer be worn in these grades. Additionally, ties and belts are required as part of the uniform for both boys and girls. 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 days above 80° from the first day of school through September 30, and from May 1 to the end of the school year, 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 for grades PreK to 4th grade. Middle school switches classrooms and have an opportunity to visit the drinking fountain during passing periods (approximately every 40 minutes).

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.

Student Hair

Student hairstyles should be tasteful, simple, tidy and clean. Boys' hair should be above the collar with no designs or extreme shaving cuts to any and all parts of their head. 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 colored (black, brown, navy, white or grey), closed toe shoes are appropriate for all our students and complete the uniform. Solid colored gym shoes are also accepted in the above outlined colors. Sandals, boots, heels, etc. should not be worn. The student is out of uniform if they are wearing any other type of shoe, and will receive an out of uniform notice.

Physical Education (Gym) Class Uniform

All students are required to wear gym uniforms to participate in PE. Plain white, black, brown, grey or navy gym shoes are recommended. Please make sure that the shoes do not light up. For safety and loss prevention, jewelry should not be worn on assigned gym days.

Gym 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.

On gym days, students are to come to school wearing their gym uniforms instead of their regular school uniform.

Out of Uniform Days including picture days, dances and extracurricular events

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

GIRLS: No low-cut blouses or tops, no short shorts or skirts, and no pants/shorts with writing or slogans across the backs. All shirts are required to have sleeves; no strapless shirts or tanks tops are allowed.

BOYS: No “baggy” shorts, and no shorts or sweats with writing across the back. T-shirts must contain school-appropriate images/slogs. Any shirts promoting violence or violent or illegal activities is prohibited.

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.

NOTE: Because of the constant changing nature of fashion, the school reserves the right to classify any style of dress as inappropriate.

STUDENT HEALTH

Information forms will be sent home from the school for the parent's completion at the start of the school year.

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 form 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 Forms:

An emergency form will be distributed to parents during the first week of school. The form 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 form.

Additionally, parents/guardians are requested to list any allergies/health conditions on the emergency form. It is important that the school is aware of any allergies or health conditions your child(ren) may have in case of any emergency.

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

The school requires students to receive an eye examination when enrolling in kindergarten and when enrolling for the first time. Each student shall present proof, before October 15th of the school year, of having been examined by a qualified physician or licensed optometrist within the previous year in accordance with the School Code.

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.

The school requires students to present proof of having received such immunization. According to School Code, we require students in kindergarten and in the second and sixth grades to have a dental examination. Each of these students shall present proof, before May 15th of the school year, of having been examined by a dentist.

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, second grade, and sixth grade 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 vision 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.

2. 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.
3. 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.

The School retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization 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.

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/Guardian Conduct

Parents/guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

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 email 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.

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.

Newsletters & Calendars

Each week, a newsletter is sent home with students. This will contain the calendar for the month, as well as any important information and programs that families need to know. This weekly newsletter is our primary means of communicating school events and information to families. Weekly newsletters will also be placed on the school website.

We also use SchoolMessenger to send out school blasts. The most frequent forms of school blasts will be emails, but occasionally you will receive a phone blast.

Copies of all information will be sent to non-custodial parents upon written request. The request letter from the non-custodial parent should include their current address and an indication of which items they wish to receive.

Telephone Calls

Emergency calls may be made to and from the school office, not to students' cell phones. Only in an immediate emergency will students be instructed by teacher to call home using their own personal cell phones for more immediate and expedient communication to family members.

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.

In order to regulate the number of incoming calls, we ask that parents and family members do NOT call the office asking to speak with your child or asking to relay non-urgent messages.

Distribution of Non-School Related Information

Any organization or parent/guardian wishing to send information home via school mail ***must*** send a copy of the note or notice to the school office prior to distribution. All information that is sent home must have Ms. Akana's initials on it, including all electronic emails. Any requests for money, parties, gifts, etc. must first be approved by the principal.

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 / BEHAVIOR MANAGEMENT

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 follow these guidelines:

- Show quiet respect for ourselves and our Lord when praying and use quiet respect when passing in halls
- Respect all they encounter, within the school and within the community; using kind language and gestures with all they meet
- Remain silent and alert during any disaster drill, cooperate with their teachers, moving quickly without running
- Be neatly attired and groomed in a complete uniform each day
- Prepare for class, learn in class, and enrich the learning atmosphere by active engagement
- Have books covered at all times and keep them clean and protected
- 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

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).

A disciplinary referral notice will be issued if a student partakes in any of the following behaviors: lack of cooperation, mischief, involved in rumors or gossip, distracting or disturbing others, lack of class materials, not following lunch/ playground rules, tardiness to class, out of uniform, taunting, being rude or discourteous, being restless or inattentive, using inappropriate language, or any other behavior deemed as disrespectful or disruptive. 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, fundraisers, 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 6:45AM to 7:45AM and/or 3:00PM to 4:00PM. A supervising teacher will be responsible for detentions, and the school will arrange a time with the parents that the student will serve detention.

Failure to return a signed acknowledgement of detention or an unexcused absence from detention could result in an additional detention, and/ or parent phone conference. 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

- 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 not allowed.
- 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.

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

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.

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 also require the full cooperation of the parent community by enforcing school rules, including our street parking regulations and parking lot use. Disrespect by students and/ or family members towards school, faculty, staff, and/ or lack of parental/guardian cooperation may result in the exclusion of the child from school.

Cell Phones and Telephone Use

Students are **not** allowed to use cell phones during the school day.

If a cell phone is confiscated during the school day, a parent must pick up the item in the school office and pay a fee of \$25.

Student's use of the telephone during the school day is restricted to emergency circumstances and must go through the school office. Students are not allowed to make or change after school social arrangements.

Students are not allowed to use any phone to call for forgotten gym clothes, homework, books or forgotten lunches.

Books and Property

Your cooperation is requested in maintaining textbooks in a usable condition. The cost of providing schoolbooks are considerable and each family benefits financially when we are able to keep these costs low by maintaining the condition of the textbook. In order that book fees be kept nominal, it is necessary that the cost of replacement and repair be held to an absolute minimum. Proper care will extend the useful life of each book and result in a lower cost for the schoolbook program. All books and workbooks should be covered at all times.

Water damage to books and the pasting of book covers to the books, while although common, is usually impossible to repair. Please use fabric covers for the books, and do not glue or tape

covers to books. The use of a book bag is strongly encouraged. If each book were cared for as though the user had paid full purchase price for it, we are confident that damage would be greatly reduced.

Students are asked to take pride in keeping school property in good order: Desks, furniture, books, electronic equipment, etc. Students should not mark or intentionally cause damage to school property. Students are required to pay for all damage to school property for which they are at fault.

Plagiarism

Plagiarism is stealing someone else's ideas or information and presenting it as your own. The near-instant availability of information has made the quick "cut and paste" technique common in schools when students write essays or research papers and projects. This is, legally and morally, a form of stealing. The legal and moral considerations, as well as the ways to plagiarize, are too many to include here and beyond the scope of this handbook. The following brief list is taken from www.plagiarism.org, to which all students, parents, and teachers are directed for full information on the subject.

- Plagiarism is pretending that someone else's ideas or work is yours.
- Plagiarism is stealing, period.
- Make sure to read the link to understand how plagiarism work, and how to avoid it.

Summary:

- All of the following are considered plagiarism:
- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

Source: http://www.plagiarism.org/plag_article_what_is_plagiarism.html

Serious Delinquent Situations and Sanctions

The possession of and/or use of alcohol, weapons of any type, smoking materials, illegal drugs, drug paraphernalia, and illegal use of controlled substances by any St. Ferdinand Parish School student a serious delinquent situation. The parent will be notified immediately and the school

will notify the proper law enforcement officials. Any violation of this rule may result in suspension and possible exclusion of the student.

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.

BULLYING/HARASSMENT POLICIES AND PROCEDURES

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through **any** form of electronic communication or social media, the Internet or written communication;

- **Emotional** which includes, but is not limited to, intimidation , rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which **includes**, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes: any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.) any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media)

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles , at school bus stops waiting for the school bus , or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal.

Schools have the responsibility for developing educational programs that address bullying at all grade levels. Parents/guardians, teachers, staff, administrators, and the community must work together in preventing bullying.

STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT

- 1. INTERVENTION:**The inappropriate/unacceptable conduct should be stopped immediately.
- 2. INVESTIGATION:** The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.
- 3. DETERMINATION:** Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.
- 4. RESPONSE:** Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

Non-Violence

The environment of a Catholic school should be one where respect for individuals prevails. Acts of violence, threats, etc. should be reported. Careful investigation of alleged behavior will be

taken. Every effort will be made to provide assistance for the person being mistreated as well as the person alleged to be mistreating. After careful consideration and investigation, it is possible that a course of action could result in an intervention resulting in the removal of the offending party from school. During the intervention process, the pastor/principal, in consultation with the Office of Catholic Schools, retain local decision-making responsibility. Information deemed necessary and as circumstances warrant will be shared with the appropriate authorities.

Weapons

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure school:

- Students shall not carry, possess, or use weapons or firearms in school, or on school premises.
- Weapons include, but are not limited to the following: knives, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.
- Firearms (handgun, rifle, or shotgun) are defined as a weapon from which a shot is discharged by gunpowder.

School authorities have the right to inspect and search lockers, desks, parking lots and school campus property. Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

Toy weapons are not allowed at school at any time for any reason.

Pornographic Materials

Any student bringing pornographic materials into the school will be immediately suspended and after an investigation could face expulsion. This will include materials printed on home or library computers or accessed through the Internet.

Drugs and Alcohol

Faculty, staff, and students are **not** allowed to use prohibitive drugs or substances (*i.e. alcohol, illicit drugs, non-therapeutic use of prescribed drugs, misuse of solvents and other dangerous substances*) at, or during any school or school related activities, whether held on school properties or at locations off-campus.

Any student who brings drugs or alcohol into the school will be immediately turned over to the Chicago Police. Any child who comes to school under the influence of drugs or alcohol will be sent by ambulance to the hospital, as both can be potentially fatal for a child.

Any student attempting to sell a substance that is or alleged to be drugs or alcohol will be turned over to the Chicago Police Department and expelled.

We will not tolerate drugs or alcohol in our school. Children may not have any type of pill, medicine, or drug in school. See medication policy for further clarifications.

When a child is suspected of being a potential drug or alcohol user, faculty members will document observations and submit observations to the principal. The principal confronts the student by stating the observations and the principal will notify the parents of the observations. The school assists the parents and the student and suggests alternatives on how to get counseling and evaluation through a family physician, a social service organization, or a drug-abuse agency available to the school in the local community.

Confidentiality of information including education records will be handled in accordance with Archdiocesan policies. Release of information to counselors, therapists, or any person treating or monitoring a student's drug problems is with a formal consent of the parents.



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.

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 7:45PM 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. Board Meetings are not the time to debate amongst people, and respectful behavior is expected of everyone present at the Board Meetings.

Questions or comments should be directed to the Board as a whole during the Comment section of the agenda. When recognized by the President, those wishing to comment should stand and identify themselves. Once the parent or legal guardian is recognized, that person has one opportunity to express an opinion limited to a specific amount of time. There will be no debate between/among parents and/or School Board members. Parents (or legal guardians) should have an understanding that new issues will not be handled at the meeting but will be placed, if appropriate, on future agenda.

The School Board retains jurisdiction over issues regarding recommending 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.

Family-School Association

The St. Ferdinand Family-School Association is composed of parents. 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 as needed 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!

Sports Council

The Athletic Program of St. Ferdinand School is an extension of the academic program and its philosophy. It exists to instruct children in the fundamentals of different sports and teach them the value of teamwork and sportsmanship. Parents are invited to be on the Sports Council and lead the direction of the Athletic Program.

Parent Ambassadors

Parent Ambassadors are our face outside the school. They represent us in situations when we can't be in many places at once and help us in all initiatives we undertake.

Parent Ambassadors assist with school-related questions, answering inquiries from a parent's perspective. Parent Ambassadors assist in the retention of current families, as well as enrollment efforts. They reach out to families by phone/email, attend/work various school events, and assist new families in getting acquainted with the school.

If you are interested in becoming a Parent Ambassador, please contact the school office for more information.

ADMISSION 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 programs. St. Ferdinand may admit students who are not Catholic provided that these students will not displace Catholic students and that both students and parents clearly understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

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, along with the annual registration fee. Registration is considered complete once the registration form and fee have been received, and all financial obligations for the current school year have been paid. Each family will then receive a tuition contract, listing all tuition and fees. This contract is to be signed and returned to the office. You will receive a copy to keep for your records.

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. Such documentation must be submitted within 30 days of enrolling the student. 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. Each family must also set up an account on FACTS management for tuition payments.

Students entering Preschool, Kindergarten, or 1st grade must be their respective ages by September 1 of the current year:

PreK-3: 3 years old; PreK-4: 4 years old; Kindergarten: 5 years old; 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.

Schools in the Archdiocese follow the guidelines set forth by the City of Chicago, Cook County and the State of Illinois. The school requires students to receive health examinations within one

year prior to entering kindergarten or first grade; upon entering the sixth grades; and prior to entrance into any preschool class.

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.

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.

School Records

The school is required to keep a full and accurate record of each student's attendance, health, academic progress and directory information.

Withdrawal

Families withdrawing students should notify the principal as soon as possible. Written copies of transfer students' records must be requested within 14 days of enrollment; we will send records of students transferring to other schools within 10 days of the request. 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/Raffle

Each St. Ferdinand family has a \$300 per family fundraising obligation fee included in their tuition rate which will provide the family with 30 raffle tickets. A monthly raffle drawing will be held during St. Ferdinand School Board Meetings October through May (December's drawing will take place at St. Ferdinand's Annual Christmas Program).

1st prize \$300

2nd prize \$200

3rd – 5th prizes \$100 each

All prize winners' tickets will be returned to the drawing for additional chances to win throughout the school year.

Parent Service Program

Each family is required to actively support St. Ferdinand School by fulfilling 10 hours in the Service Program during the academic year as found in School Board Policy A-13. A \$250.00 deposit will be collected at the beginning of the year and returned in May if the requirement is completed. Deposits will be forfeited and not be returned if the service hours have not been completed.

Volunteers are valuable in a variety of ways: ushers, lecturers, Eucharistic Ministers, lunch parents, library helpers, special events coordinators, fund raising organizers, sport program volunteers, Book Fair Committee (Fall or Spring); Living Stations Costumes/Set Helpers, Marketing Committee, recess supervisors, School Board members, etc. 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.

Delinquent Tuition Policy

Financing Catholic education is a challenge for both parents and school administrators. It is the desire of St. Ferdinand School to do the best we can to help families who encounter legitimate financial difficulties. We urge families who have a hardship to discuss it with the Business Office as early as possible. At the same time, it is important that fairness govern the assistance offered for all the families who work so hard to provide their children an education at St. Ferdinand School.

A delinquent account represents not making the required monthly payment for two invoice cycles.

Accounts with insufficient payment will result in the student(s) not attending school until a sufficient amount of the tuition balance is paid and a formal tuition agreement meeting is held with the Business Office Manager.

Exclusion Dates

Exclusion dates for unpaid delinquent accounts will be as follows:

October 25, 2017

January 17, 2018

March 21, 2018

If a family does not comply with the tuition installment plan and carries an insufficient tuition balance throughout the year, the Parish Finance Council will determine the family's eligibility to re-register.

FACTS

Tuition is handled through the FACTS management system. Each family is required to register on FACTS for a payment plan prior at the time of registration. With your FACTS account, you can view your payment activity online, change payment methods if necessary, make additional payments, and view previous or upcoming payments.

Financial Assistance

Financial assistance is available to families who demonstrate authentic need. Families seeking financial assistance must apply using FACTS as an independent review agency. This is very similar to the process private high schools and universities use. The fee for processing the FACTS Grant and Aid Application is \$25, and assessed through FACTS. FACTS will determine the family's need, and the family will be asked to pay a portion of the cost of the education. The grant allocations are also based on the available scholarship money. In order to be considered for next year's tuition, families should submit those materials as soon as possible. St. Ferdinand School is unable to provide any child with a full scholarship. *If you receive a scholarship, you must still re-apply through FACTS Grant & Aid every year, even if the scholarship is "renewable."* The FACTS application is available online. To apply please use (<https://online.factsmgt.com/signin/424S1>).

Catholic Education Scholarship Program for New Students

The Archdiocese of Chicago, through the Office of Catholic Schools, is coordinating a financial assistance program, the Catholic Education Scholarship Program, in conjunction with the Archdiocese's To Teach Who Christ Is Capital Campaign. The primary goal of the program is to award need-based assistance to families who are committed to enrolling in our Catholic school but who may need some help in covering the cost of tuition.

Families enrolling their children in an Archdiocese of Chicago school (K-8) for the first time in the upcoming fall who demonstrate financial need will receive first priority in consideration for the Catholic Education Scholarship Program.

If a new student is transferring from another Archdiocesan school and would like to be considered for these funds, all tuitions and fees at the previous institution must be current and the student must be in good standing academically.

Assistance will be based on demonstrated need using the financial assistance application – this process is similar to how private high schools and colleges assess and administer financial aid grants. **Families must submit all materials to our preferred independent review agency, FACTS. Applying for the Catholic Education Fund Scholarship does not guarantee funds will be awarded.**

This process is confidential and a family's personal financial profile is shared only with the principal and tuition manager.

Funds are limited so families are encouraged to fill out an application immediately.

Grants will be committed for three years, assuming a student remains in good standing and continues to demonstrate financial need, based on annual submissions of financial aid forms. Renewals beyond three years will be considered as needed.

Grants will be paid through and administered by the Office of Catholic Schools (OCS).

To apply, please sign in to your FACTS account (<https://online.factsmgmt.com/signin/424S1>) and fill out the Grants & Aid Application. All required forms must be submitted in order for an application to be considered complete.

Money Brought to School

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.

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.

Education Tax Credit Information

“Effective January 1, 2000, an Illinois resident who is the parent or guardian of one or more qualifying students is eligible to take a tax credit on his Illinois Individual Income Tax Return for qualified education paid at an Illinois elementary or secondary school. This income tax credit is 25% of the qualified education expenses. The total credit shall not exceed \$500.00. In general, qualified education expenses are the amounts paid in excess of \$250.00 for tuition, book fees, and lab fees at the school where the student is enrolled during the regular school year.” (Illinois Department of Revenue – FY 2000-17)

The parent/guardian will need a calendar year receipt from the school(s) the children attend. The receipt(s) must include the name and address of the school; name and address of the parent/guardian who made the payments; names of the children attending; amount of tuition, book fees and lab fees; and the total paid.

The parent/guardian has the responsibility of filling in their own Social Security Number and that of the students, if the school does not have this information.

Keep in mind that this receipt is attached to you *Illinois State Tax Return* and **cannot** be deducted on your federal form.

Any questions may be directed to Catholic Conference of Illinois at 217-528-9200 or email at cciedu@compuserve.com. The Illinois Department of Revenue can be reached at 1-800-732-8866 or 217-782-3336. Their website is www.revenue.state.il.us for forms / further information.

TECHNOLOGY

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.

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 communications including videos/photographs, and threats.

The amended Juvenile Court Act (effective January 1, 2011) prohibits a minor under the age of 18 from electronically distributing or disseminating any material that depicts another minor nude or engaged in any sexual or lewd conduct.

The possession of sexually explicit images of minors on any device is prohibited regardless if any state laws are violated or not. Parents/Guardians and the police may be contacted to investigate all involved in sexting. Cell phones may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Students will be disciplined for sexting and each case will be referred to local law enforcement to determine whether or not criminal charges are appropriate.

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

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.

Our Parish Patron Saint

St. Ferdinand of Castile



St. Ferdinand Catholic Community is dedicated to our patron St. Ferdinand of Castile (c. 1199-1252). A wise ruler and an excellent administrator, Ferdinand III was known as “the Bull” from which our parish athletic teams derive their nickname. St. Ferdinand became the king of Castile at the age of 18, and then, after the death of his father, assumed the kingship of Seville, where he governed for twenty years. He died on May 30, 1252 and was buried in the habit of a friar minor at the Cathedral of Seville; he was declared a saint (canonized) in 1671. He is the patron saint of engineers. During his life, St. Ferdinand led and defended his people, built up the Church, and achieved peace among various groups. Ferdinand founded the University of Salamanca. Ferdinand’s feast day is celebrated on May 30, our traditional memorial day for soldiers. His life and work serve as a daily reminder for us to be united with one another in building up the Kingdom of God here on the northwest side of Chicago and wherever we may go.

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.

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.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Students Signature

Date

Students Signature

Date

Students Signature

Date

****PLEASE SIGN AND RETURN THIS FORM TO THE SCHOOL AFTER YOU
AND YOUR CHILD(REN) HAVE REVIEWED THE HANDBOOK****