

## SCHOOL BOARD POLICIES

### Policy A-1 ST. FERDINAND SCHOOL DRESS CODE POLICY

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

### Policy A-2 ADMISSIONS

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

#### POLICY IMPLEMENTATION

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

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

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

### Policy A-3 DISCIPLINE

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

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

Policy A-4     STANDARDIZED TESTING

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

Policy A-5     PARENT-TEACHER CONFERENCES

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

Policy A-6     NON-CATHOLIC STUDENTS ATTENDING FULL CURRICULUM

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

Policy A-7     ABSENCE

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

Policy A-8     PUBLICATION OF SCHOOL BOARD POLICIES

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

Policy A-9     PROBATION PERIOD FOR NEW STUDENTS

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

#### Policy A-10 DRUG PROGRAM

A program on drug education encompassing Grades 1 through 8 will be implemented at St. Ferdinand's School on a continuing basis.

03-16-88, 03-21-90

#### Policy A-11 AIDS

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

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

08-16-89, 03-15-95, 03-15-00

#### Policy A-12 NO SMOKING POLICY

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

03-18-92, 02-17-93

#### Policy A-13 PARENT SERVICE PROGRAM

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

08-18-93, 04-12-00

#### Policy A-14 TRAFFIC SAFETY

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

05-19-93

#### Policy A-15 HEALTH EXAMINATION AND IMMUNIZATION(S)

For the health and safety of our students and faculty, effective October 15<sup>th</sup> of each year, any child attending or seeking to attend St. Ferdinand School without proof of having completed a health examination and immunization(s) as prescribed by the State of Illinois, shall be denied

entrance to school until documentation of required immunization(s) is received by the school office.

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

03-16-94

#### Policy A-16 GANG ACTIVITY

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

10-16-96, 05-17-00

#### Policy A-17 ILLEGAL CONTRABAND

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

05-97, 05-17-00, 08-16-00

#### Policy A-18 SEARCH AND SEIZURE

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

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

#### POLICY IMPLEMENTATION:

##### CONDUCTING THE SEARCH:

- When a search is conducted, one other authorized school personnel must be present. When possible one person must be of the same gender as the student.
- If a weapon or other substance is suspected, the school shall contact the local police department immediately.
- If a weapon or illegal drug is actually seized, the school authority must contact the local police department to report the incident and secure the contraband until the police arrive.
- Appropriate parent/guardian must be informed of the situation as soon as possible.

- If a student refuses to voluntarily empty pockets, or to open his/her book bag or purse, the student should be detained under supervision until parents are contacted and have arrived. At that point, the student again will be asked to empty pockets or open his/her book bag or purse. If the student continues to be uncooperative to his request, the principal may decide upon further disciplinary action.

08-16-00

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

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

#### Policy B-1 FAMILY AGREEMENT

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

04-21-93, 04-12-00

#### Policy B-2 TUITION

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

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

#### Policy B-3 BUDGET

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

05-16-84, 03-15-00

#### Policy B-4 MONTHLY FINANCIAL REPORT

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

10-17-84, 04-12-00

## Policy B-5 DOCUMENTATION OF SCHOOL EXPENSES

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

11-21-84

## Policy B-6 SCHOOL FUNDRAISING EVENTS

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

### POLICY IMPLEMENTATION:

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

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

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

## Policy B-7 PAYMENTS

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

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

5-17-95, 4-12-00