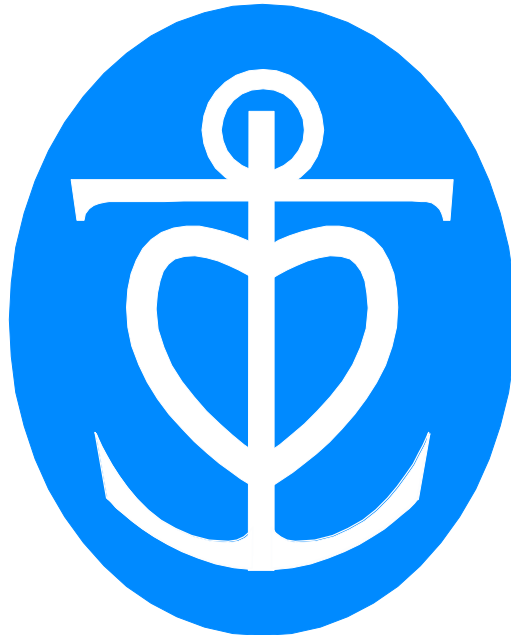


THE SCHOOL OF SAINTS FAITH, HOPE & CHARITY



PARENT/STUDENT HANDBOOK

THE SCHOOL OF SAINTS FAITH, HOPE & CHARITY

180 RIDGE AVENUE

WINNETKA, ILLINOIS 60093

WWW.FAITHHOPESCHOOL.ORG

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INTRODUCTION

MISSION

The Parish of Saints Faith, Hope & Charity's mission statement is "Led by the Spirit to live the Gospel, our mission is to be a welcoming Catholic Christian community gathered around the Eucharist, committed to life-long faith formation, justice and loving service to others." Our school mission is to provide an educational environment, which aims to develop the spiritual, academic, moral, social and athletic growth of each student. We strive to imbue our students with an atmosphere which encourages self-discipline, respect for the talents of others, and recognition of students as individuals, and exposure to sound and healthy Christian values. Our goals are:

- To develop our students' understanding of and loyalty to the teaching and heritage of the Roman Catholic faith, to help them acquire Catholic moral and spiritual values, and to provide them with opportunities for prayer and worship.
- To foster our students' understanding of knowledge and culture, encourage the powers to reason independently, solve problems, be creative, and to accept responsibility for self-evaluation and continued self-instruction.
- To help our students gain a sense of responsibility for their home, school, community and country.

Underlying all the efforts to attain these goals is the belief that each student realizes his/her God-given potential to its fullest.

PHILOSOPHY

The Saints Faith, Hope & Charity administration and faculty, in cooperation with the parents, teach the basic truths, traditions, morals, and values of our Roman Catholic faith while modeling a Christian attitude.

We acknowledge different learning styles of each student by providing opportunities for observation, exploration, problem solving, cooperation, and application.

We foster the development of each child spiritually, academically, emotionally, socially, and physically by building confidence, encouraging self-reliance, responsibility and the desire to learn.

We recognize parents as the primary educators and strive to work as a community with the parish, students, parents and faculty.

We integrate all learning by emphasizing the fundamentals of education to include experiences in the humanities and technology.

We strive to provide students with the skills necessary to meet our global society.

SCHOOL HISTORY

Founded by the Dominican Sisters of Sinsinawa, Wisconsin in the fall of 1939, the School of Saints Faith, Hope & Charity is a parochial, Catholic grade school in the Archdiocese of Chicago, educating children in the formative years of Junior Kindergarten through eighth grade. At Faith, Hope and Charity our students learn a way of life – one that weaves Catholic spiritual and moral development within academic studies and co-curricular achievement.

ACCREDITATION

The School of Saints Faith, Hope & Charity is certified by the State of Illinois and the Archdiocese of Chicago. It meets all state requirements and its education standards meet and exceed the IL State Standards requirements.

The School of Saints Faith, Hope & Charity is a member of the National Catholic Educational Association, the Illinois Association for Supervision and Curriculum Development, and numerous other educational, religious and artistic associations.

PARENT/STUDENT HANDBOOK

THE PARENT/STUDENT HANDBOOK IS INTENDED TO BE A HELPFUL REFERENCE FOR ALL PARENTS AND STUDENTS ON THE STRUCTURES, POLICIES AND PROCEDURES. PARENTS AND STUDENTS ARE RESPONSIBLE FOR UNDERSTANDING THE CONTENTS AND COMPLYING WITH ALL THE POLICIES. THE HANDBOOK MAY BE CHANGED AT ANY TIME AT THE ADMINISTRATION'S DISCRETION. ANY CHANGES WILL BE MADE KNOWN IN A TIMELY MANNER TO THE PARENTS AND STUDENTS.

ADMISSIONS

REGISTRATION

- Registration for new students entering Junior Kindergarten will begin on a published date in early November. Full day and morning options are available for Junior Kindergarten.
- Registration for returning students and siblings will begin after January 15th. A per family non-refundable registration fee is required at the time of registration. This fee is not applied toward tuition
- Applications for new students entering Grades SK-8 will begin after January 15th. A per family non-refundable registration fee is required at the time of registration. This fee is not applied toward tuition.

Registration opportunities will be announced in the parish bulletin, on Edline, and in the school newsletter (FACTS). Applications will be available from the school office or on Edline at:

[https://www.edline.net/pages/Saints Faith Hope Charity](https://www.edline.net/pages/Saints_Faith_Hope_Charity)

The documents necessary for application are:

- FHC application
- Birth certificate (copies are acceptable)
- Baptismal certificate (copies are acceptable)
- School Records (for transferring students)

ADMISSION POLICY

As a parochial school we are aware that we may not be able to meet the educational needs of all students. The Pastor and School Board have adopted the following admission policy:

In the event class size exceeds maximum enrollment, a wait list will be created. If positions within that class become available, they will be filled using the following criteria:

Siblings of existing students; first come first serve

Active registered members of the Parish

Catholics registered with another Parish

Non-Catholics

The school may decline an applicant whose placement may impair the health, security, well-being or educational process of other students, or any applicant whose special needs might not be well-served by the programs of the school. Such decisions will be made by the Administration in concert with the FHC internal learning support team to determine whether or not the school can meet the individual needs of the student.

CLASS SIZE

Generally, each grade is comprised of two classrooms with the maximum per room as indicated. Classes may be added to, split, or combined at the discretion of the Administration.

Junior Kindergarten	20 students per class
Senior Kindergarten	25 students per class
Grades 1-8	25 students per class

NEW STUDENTS

- All applicants and their parents/guardians must arrange for an appointment with the Principal and are encouraged to “shadow” in their appropriate grade.
- The Principal will evaluate all records including IEP’s (Individual Education Plan) or other reports.
- New students must meet the same requirements as enrolled students to enter the next grade level to be able to participate in extracurricular activities.
- Upon acceptance, the school will notify parents/guardians at which time all required fees must be paid and the required documentation submitted for registration to be considered complete (Birth certificate, Baptismal certificate & registration forms).
- All new students are placed on academic and behavioral probation subject to review during the first two quarters of the school year following acceptance.

SCHOOL SUPPLIES

Parents are given the option of purchasing school supplies through the PTO in the spring of each year.

DISCRIMINATION POLICY

FHC does not discriminate on the basis of gender, race, creed, color, or national and ethnic origin in administration of educational policies, scholarship programs, athletic, or other school-administered programs. We admit students who are not Catholic. Parents and students must understand participation in Catholic religious instruction, school activities, and community service related to the Catholic identity of the school are required.

ILLINOIS AGE REQUIREMENTS

- Students entering Junior Kindergarten must be 4 by August 31st of the school year
- Students entering Kindergarten must be 5 by August 31st of the school year
- Students entering First Grade must be 6 by August 31st of the school year

WITHDRAWAL OF STUDENTS

If a student withdraws from the school, the parent/guardian must notify the office in writing to request a copy of their child’s transcript. All tuition fees are non-refundable as the school’s staffing and budget are dependent upon an assumed number of students. A student’s school records will not be released until all outstanding fees and tuition payments are settled.

TUITION AND FEES

Tuition is established annually by the School Board and approved by the Parish Financial Council. Tuition and school fees are determined in the spring of each year. The School Board supports a tuition rate for Parishioners and a higher tuition rate for Non-Parishioners

Tuition can be reduced through participation in the school's SCRIP's program. See PTO Scrip information.

In addition to tuition, each student is assessed a fee for insurance, technology and educational materials. This fee also helps to offset overall field trip costs, including transportation.

TUITION BILLING & SMART TUITION PROGRAM

Timely tuition payments are crucial for managing the cash flow of the school's annual budget. Families must utilize SMART Tuition unless tuition is paid in full by August 15th. Families must complete the necessary paperwork by May 15th of the previous school year (new families by July 15th).

WALLY MARZEC SCHOLARSHIP FUND

In order to make Catholic education available to those who recognize the value of Catholic schools, a limited scholarship program is available to assist families who cannot afford the full tuition. Parents needing assistance should contact the principal to explore scholarship possibility requests.

A formal application, by each family, to verify need, is done through the TAD (Tuition Aid Data-services) ensuring total privacy. If a scholarship is awarded, it applies to the current academic year only.

SCHOOL POLICIES AND PROCEDURES

UNIFORM POLICY

GIRLS

Junior Kindergarten: No Uniforms required

Grades SK-4: Columbia Plaid Jumper, maximum two inches above the knee
(*Dennis Uniform Co.*)
Shorts optional, but if worn – Navy or Black shorts (ONLY) underneath jumper

White blouse (short or long sleeved), White Turtleneck, or Classic white short sleeved polo shirt (no snap buttons, no capped sleeves)

Navy Blue Cardigan Sweater w/ FHC monogram OR Oval heart/anchor logo
(*Lands' End*)

Grades 5-8: Columbia Plaid Skirt, maximum two inches above the knee (*Dennis Uniform Co.*)
Shorts optional, but if worn – Navy or Black shorts (ONLY) underneath skirt

Classic white short or long sleeved polo shirt (no snap buttons, no capped sleeves)
or White Turtleneck

Navy Vest, Cardigan Sweater or Crewneck Sweater w/ FHC monogram OR Oval heart/anchor logo (*Lands' End*)

Grades 5-8: *Gym Uniform*: FHC P.E. Shirts and Shorts (*purchased through PTO*)

Grades SK-8: Solid Navy Blue, Black or Dark Green knee socks (mandatory)
Black or Navy Tights (optional for cold weather)
Shoes: Athletic or School shoes (no clogs, sandals, open toes or open heels)

Jewelry can be worn with the option of one (1) chain w/ a religious medal or cross, one (1) ring per hand; one (1) watch; and only post earrings may be worn (no dangling or hoop earrings)

BOYS

Junior Kindergarten: No Uniforms required

Grades SK-6: Navy Blue or Khaki pants (no cargo pants)

Grades 7-8: Khaki pants (no cargo pants)

Grades SK-8: Classic white short or long sleeved polo shirt (no logo) **or** White Turtleneck

Navy Vest or Crewneck Sweater w/ FHC monogram (mandatory) – (*Lands' End*)

Belts – Navy Blue, Brown or Black

Socks – Dark crew or white crew

Grades 5-8 *Gym Uniform*: FHC P.E. Shirts and Shorts (*purchased through PTO*)

**Undershirts are fine under school uniform shirts, but MUST be solid white – no printing
All shirts must be tucked in, for both boys and girls**

WARM WEATHER OPTION

Warm Weather Option: May 1st – October 1st

- Boys & Girls wear Classic Navy Blue Shorts – knee length (no cargo); uniform shirts, belts, socks and shoes must be worn with the shorts; white crew socks for Boys & Girls may be worn with shorts only
- Girls may wear Navy Chino Skorts (*Lands' End*)

** Lands' End Link – www.landsend.com/school – School Number: 9000-4958-6

** Dennis Uniform Link – www.dennisuniform.com – School Number: G9RGV

GYM UNIFORMS

Gym uniforms are required of all students in grades 5-8. These may be purchased through the PTO.

ACCEPTABLE OUT OF UNIFORM ATTIRE (SPIRIT DAY)

During an out of uniform day all students' clothing must be appropriate for a school environment.

Spirit Day is held the last Friday of each month (with a few exceptions). Student may wear jeans or acceptable sweatpants (**NO flannel or tear-away pants**) with an FHC shirt. These days are designed to show school spirit.

Any form of dress that is deemed inappropriate will be determined by the Administration. The Administration's judgment will be considered final. A person who violates this policy must call home for their school uniform. He/she may be prohibited from out of uniform days in the future.

ARRIVAL/DISMISSAL PROCEDURES

The health and welfare of all our students is of utmost importance. The school provides direction and parameters to insure every child's safety. We require all after school plans, activities, and arrangements must be made before your child comes to school each morning. Any changes in dismissing your child other than to their parent/guardian must be in writing.

AUTOMOBILES:

- A.M. Drop Off:
 - Children arriving by car should not arrive before 8:05 a.m. Drop off on Ridge Avenue must be made from the southbound direction ONLY.
 - Drop off on Linden Avenue must be from cars in the Bell Tower Circle ONLY.
- P.M. Pick Up:
 - RIDGE AVENUE
 - This is for grades JK & SK and ALL siblings of JK & SK students only
 - Pick up on Ridge Avenue must be from the southbound direction only.

LINDEN AVENUE

- Pick up from the school parking lot may be made only from cars entering the lot on Linden Avenue, south of the church.
- All cars will enter the church parking lot from Linden, forming three lines facing north toward the gym. You will follow directions from the staff member on duty as you wait to pick up your child through the Bell Tower circle. A "family name card" must be placed in the front window of each car, your name will be called and families will be dismissed from the west gym doors. You will exit the bell tower turning right (northbound only).
- When using the parking lot to pick up, please DO NOT LEAVE your vehicle.
- For safety reasons, students should never enter the car pool line to get into a car – they should wait in the gymnasium until their name is called.

WALKING/BIKE RIDING

- Students who are walking home must exit the premises using the walkway between the playground equipment and the school – no exceptions. With the large number of cars entering the parking lot, it is highly dangerous to have students walking in between cars or loitering around the entrance on Linden. A disregard of this policy can result in disciplinary action.
- All bicycles must be walked on FHC property.

LOITERING

- No students may loiter on street corners of Ridge, Hill, Linden or Sunset waiting for car rides.
- Parents may not park on Linden and wait for children. Exiting these spaces causes disruption to the carpool line and encourages loitering of students on street corners.
- Faith, Hope & Charity is not responsible for the safety of any student who is picked up in a non-designated school place.
- Faith, Hope & Charity will not inform students of parental intentions to meet a child at a place that is not part of school procedures.

BICYCLES:

- Students in grades 3-8 ONLY are permitted to ride bikes to school, assuming they practice caution and safety.
- Bikes must be walked on parish and school property at all times before, during and after school. This includes the lunch hour.
- Skateboards, roller blades, and scooters, of any kind, are prohibited on FHC property during school hours. **NO EXCEPTIONS!**
- **ALL STUDENTS ARE STRONGLY URGED TO WEAR HELMETS.**

COMMUNICATION PROCEDURE

The administration feels strongly that good communication between the school and parents is crucial. Teachers and administration may be contacted via telephone or email. Parent phone calls and emails will be returned within 48 hours.

EXTENDED DAY PROGRAM

The school offers an extended day program to those parents who need to drop off children early or pick them up late. There is a charge per hour for this service and it will be billed directly from the school office. In order for the school to have appropriate staff available to supervise children in this program the school office requires 24 hour notice.

USE OF STUDENT PHOTOS & VIDEOS POLICY

It is expressly forbidden for any student to upload any school related photos or videos onto internet websites such as You Tube, My Space, Facebook, etc.

CHILD ABUSE REPORTING

Educators are mandated by law to report to the State of Illinois Department of Children and Family Services (DCFS) any allegations or suspicions of child abuse and neglect.

ANIMAL POLICY

Do not bring your dogs onto school property.

ATTENDANCE

ABSENCE PROCEDURE

- The School Nurse is responsible for daily attendance. If your child will be missing school, or will be tardy, please contact the School Nurse's voice mail to leave a message by 9:00 a.m. the morning of the absence – **847-446-0031 ext. 510**. A parent may also send an email to the nurse's office before 9:00 a.m. Please write "ABSENCE" in the subject line of your email. After 9:00 a.m., a phone call will be placed to the student's home to verify the absence.
- When reporting an absence please leave the following information:
 - Child's name
 - Child's teacher
 - Reason for absence
 - Expected duration of absence
- Please do not send verbal messages regarding absences with siblings.
- Students who are absent from school due to illness for any part of a day are not allowed to participate in athletics or extracurricular activities that day.
- If you know in advance of an extended period of time that your child/ren will be absent, please contact the School Nurse and homeroom teacher.
- Students are responsible for and expected to make up all school work due to an absence.
- The attendance record is part of a student's permanent files. Any student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.

TARDINESS

- Being on time is a necessary part of a student's development. Students are expected to be on time for classes during the school day. Students who enter a class late create a disruption and interfere with the learning of others
- Those students not in the classroom seated and ready for school when the bell rings will be considered tardy.
- Tardies are reported on the official school report cards. They become part of a student's permanent record.
- Students arriving late to school are to report directly to the Health Office to receive a tardy slip.

RELEASE OF CHILD TO PARENT/GUARDIAN DURING THE SCHOOL DAY

- All students must be "signed out" when leaving school except at recess/lunch where a permission form is on file in the school office.
- Parents are encouraged to schedule doctor/dental appointments outside regular school hours. Students leaving during the day must have a note from a parent, and be picked up and returned by the parent/guardian for appointments.
- Students in Grades 4-8 may sign themselves out; students in Grades JK-3 must have a parent or older sibling sign them out.

RELEASE OF CHILD TO NON-PARENT

- Per the Archdiocese of Chicago Policies and Procedures Handbook, Policy No. 154.1, adopted on 11-26-06 and effective 7-1-97, "a student shall not be released to anyone other than the parent/guardian without the expressed written permission of the parent/guardian."

RELEASE TO NON-CUSTODIAL PARENTS

- In cases of divorce or separation, the School Administration must have on file the CURRENT CUSTODIAL STATUS of each child with regard to legal custody. This also applies to Guardianship when the child is residing with persons other than the natural parents. Any restrictions regarding visitation in any of the above situations must be a notarized legal document.
- FHC abides by the provisions of the Buck Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

LEAVING SCHOOL WITH ANOTHER FAMILY POLICY

- Per the Archdiocese of Chicago Policies and Procedures Handbook, Policy No. 154.1, adopted on 11-26-06 and effective 7-1-97,

“A student shall not be released to anyone other than the parent/guardian without the expressed written permission of the parent/guardian.”

After School Play Dates

Play dates are to be arranged *before* school. No child may call home to arrange play dates or to obtain a note. Please send your child to school with a dated and signed note in order to leave school with another family. This procedure is consistently adhered to for the safety of the children and liability reasons.

ILLNESS DURING THE SCHOOL DAY

- An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card.

RECESS/LUNCH/BIRTHDAYS

- If your child wishes to walk home for lunch on a regular basis, a permission form must be completed and on file in the school office.
- Lunch and recess are divided into grade level periods to accommodate all the students. The time period for lunch and recess is 40 minutes.
- Forgotten lunches may be dropped off in the wicker bin in the school front hall.
- Milk is available at a cost per year with a choice of 2% white or 1% chocolate.
- Students returning late from lunch/recess will be marked tardy for the afternoon.

FOOD POLICY – ADOPTED FEBRUARY 2010, REVISED APRIL 2012

Food Policy

In an effort to promote a healthy relationship with food to every student and to accommodate our students with food allergies and food related medical conditions, the School of SS Faith, Hope & Charity has adopted a revised food policy.

Birthday Celebrations:

- Food birthday treats are not allowed in the classroom.

- All student birthdays will be recognized to the entire student body after the weekly Wednesday all-school mass.
- The student celebrating his/her birthday may be “out of uniform” on the day of his/her birthday or other mutually agreed upon day.
- Students with birthdays occurring over a school break may celebrate their half-birthday or other date as coordinated by the student’s parent and teacher.

PTO sponsored Special Lunches, Retreat Lunches and Holiday Parties:

- Menu must be approved by the teacher and school nurse at least 1 week in advance to avoid confusion regarding allergies or dietary restrictions.

Lunchroom:

- Special lunches for **your child only** may be brought into school. Please do not pass out extra food to other children.

Classroom Instruction:

- Before a student with food allergies or food related medical conditions consumes or handles any food for a project in the classroom, the teacher will discuss the project with the school nurse and contact the parents to determine safety.

No other treats may be brought into school.

SCHOOL EMERGENCY PROCEDURES

The school practices emergency procedures as designated by the State of Illinois and the Archdiocese of Chicago including:

- Fire Drills
- Disaster Drills
- School Lockdown
- The School meets all requirements for the Fire Department as well as state regulators for the use of Heart Defibrillators.

SCHOOL CLOSING

- In the event of an **emergency school closing** during a school day families will be notified by the school’s instant alert phone system. Early or late dismissals will also be posted on Edline.
- In the event of bad weather or other events necessitating a school closing or a late start, such information will be broadcast over local media and on Edline.

VISITORS

For the safety of our school, all visitors are to enter through the school’s main entrance and proceed to the office to sign in and obtain a visitors badge. The name badge is to be worn at all times while in the school. Teachers and students are told to report any visitors in the halls without a visitor’s badge. All parents and visitors must adhere to this procedure.

SCHOOL SECURITY

School doors are always locked. The school utilizes a buzzer and camera system, which allows the office to identify all visitors prior to admitting them. Exterior doors are never to be propped open during school hours.

PARENTS IN THE CLASSROOM

Teachers may request assistance from parent volunteers in the classroom or library for activities or projects. As a parent volunteer, the rule of confidentiality must be respected. Younger siblings **may not** accompany classroom parent volunteers. ALL parent volunteers must abide by the Archdiocese's Compliance Guidelines.

TELEPHONE USAGE-CELL PHONES

- If for reasons of safety, a student brings a cell phone to school, they are to remain in backpacks and are not to be turned on or used during the school day. Since most phones have a camera capability, they are not allowed in classrooms, hallways, locker rooms, or restrooms.
- Students' use of cell phones during school hours will result in having their phone confiscated. Students may use the school office phone with teacher permission.

TELEPHONE USAGE-SCHOOL PHONE

- Students may only call home with a note from a teacher. Junior high students, with a note, may only call home during their lunch period (unless they are calling home for a forgotten lunch).
- Students may not call home during the day for a play date note.

FORGOTTEN ITEMS FROM HOME

- Class time will not be interrupted to deliver forgotten items. If your child calls home for a forgotten item please drop it off on the shelf outside the office. Your child may pick up the item in between classes.

VALUABLES

- Students are discouraged from bringing large amounts of money, electronic devices (including Game Boys, CD players, iPods, etc.), jewelry, trading cards, or valuable items to school.
- The school is not responsible for lost or stolen items.

ACADEMICS

The Administration along with the internal learning support team of FHC School determines whether or not the school can meet the educational needs of each individual student.

RELIGIOUS FORMATION

- All students plan and attend a weekly School Mass.
- All classes participate in a retreat.
- Students in Grades 5-8 may participate in the altar server program.
- A routine of prayer before class in the morning and again before dismissal is followed. Blessings are said before meals.
- All grades (SK-8) have age appropriate service projects throughout the school year.
- Upper Grade students prepare meals for an area soup kitchen throughout the year.

FAMILY LIFE

- Family Life is taught in accordance with the teachings of the Catholic Church in grades 3 through 8.
- Parents are highly encouraged to review ALL content provided in the parent connection.

SACRAMENTS

- Reconciliation/First Communion- Grade 2
- Confirmation- Grade 8

PRAYER PARTNERS

In order to foster a sense of family and commitment between the students, each year an older student is paired up with a younger student to serve as their mentor and prayer partner for the school year. This teaches the older children the responsibility of being a mentor while providing the younger children with role models. It helps to foster a feeling of the school as family. Prayer partners usually sit together during the school masses and have other special times during the year

HOMEWORK POLICY

Homework is an important asset for reinforcing or enriching academic skills. Parents are encouraged to foster systematic study habits in their children. Homework is the student's work and responsibility, not the parents. Time commitments dedicated to homework vary from grade to grade.

PROGRESS REPORTS

- Progress reports are given for grades 5-8.

REPORT CARDS

- Report cards are distributed at the end of each quarter.
- The accompanying envelope must be signed and returned to school.

GRADING SCALE

Junior Kindergarten- 1st Semester of 3rd Grade*

E – Emergent

D – Developing

S – Secure

4th Grade- 8th Grade

A – 100-93

B – 92-85

C – 84-77

D – 76-69

F – 68 or below

* 3rd Grade receives “letter grades” 2nd semester of 3rd grade

PARENT/TEACHER CONFERENCES

- Formal academic conferences are held twice a year.
- The first parent-teacher conference is mandatory. Parents are encouraged to request an appointment for additional conferences to discuss their child’s progress or behavior whenever the need arises.

ACHIEVEMENT TESTING

Standardized tests are administered to grades 2-7 in early March. The exact dates and times will be posted on the school calendar.

SCHOOL RECORDS

The Office of Catholic Schools of the Archdiocese of Chicago has adopted Guidelines for School Records. These Guidelines describe parent/guardian rights to a child’s records maintained by the Archdiocese of Chicago Catholic Schools. These rights include:

- Right to inspect: Following local school procedures, the parent/guardian has the right to look at all of a child’s records maintained in the child’s permanent record.
- Right to prevent disclosures: The school will not disclose anything to third parties from a child’s records, unless (a) the parent/guardian consents in writing prior to the disclosure, or (b) the information is directory information which the parent/guardian has not requested be kept confidential, or (c) the request for the information meets one of the limited circumstances described in the Guidelines.
- Right to request correction: The parent/guardian has the right to present evidence that the school should amend any part of a child’s record, which the parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the student’s rights. If the school decides not to change the record, the parent/guardian may insert an explanation into the record.
- The school requires twenty-four hours for a request to review records.

GRADUATION

Students in eighth grade must complete the following requirements to be eligible for graduation:

- Pass all subjects and the Illinois and United States Constitution tests.
- The student must return all school property prior to graduation. Replacement costs will be charged for any lost or damaged books and property.
- All financial obligations must be paid. This includes tuition, diploma, and yearbook fees etc. A student's diploma will be withheld until all financial and academic obligations are met.

CURRICULAR ACTIVITIES AND STUDENT SERVICES

LIBRARY

- Grades JK-4 have weekly scheduled library time. All other grades use the library as designated by the classroom teacher.
- Checking out books from the library is a privilege and the student's responsibility to treat library materials with respect and return materials on time.

STUDENT SERVICES

LEARNING LAB

The Learning Lab provides educational opportunities for students needing additional assistance.

SPEECH THERAPY

A part time speech therapist is on staff. Referrals for speech therapy are made by the teacher through the Learning Lab.

VISION AND HEARING

Screenings are conducted by the school's health office department each school year.

LANGUAGES

Either French or Spanish classes are taught in grades JK-8.

FIELD TRIPS

Field trips are an important part of the school program. They provide students with opportunities to see real-life applications of what they are learning.

- A permission slip including cost, location, and date will be sent home in advance of the trip.
- A signed permission slip from a parent/guardian is required for any school-sponsored off campus trip.
- A student who does not have a signed permission slip will NOT be allowed to attend the trip.

EXTRA~CURRICULAR ACTIVITIES

ATHLETICS

INTRAMURAL SPORTS

- The school's intramural athletic program includes Grades 1-8, offering boys and girls a variety of sports. The basic purpose of the program is to introduce the children to the fundamentals of various sports and games in a relaxed and fun-filled atmosphere.
- The intramural program is expressly designed to be non-competitive. The teams are balanced as fairly as possible with respect to the players' ability levels, and equal practice time is made available to all teams.
- The program is conducted after school, some evenings and on Saturdays.
- The program's content is flexible, varying from year to year depending on grade size and interest level in a particular sport or game, the program may include:
 - Girls Volleyball Grades 5-8
 - Girls Basketball Grades 1-4
 - Boys Basketball Grades 1-4
 - Boys Flag Football Grades 2-4

INTER-SCHOLASTIC SPORTS

- There are inter-scholastic athletic teams in Varsity Football (Grades 7&8), Junior Varsity Football (Grades 5&6), Girls' Volleyball (Grades 5-8), Boys' and Girls' Basketball (Grades 5-8). Cooperation and good sportsmanship are encouraged through competitive team sports.
- The school athletic policy calls for equal play in Grade 6 (JV Football emphasis is placed on reasonably equal playing time for all participants), guaranteed play in Grade 7 and reasonable playing time in Grade 8. For more information, please obtain a copy of the school athletic policy from the athletic committee or the athletic director.

ELIGIBILITY: GRADES 5-8

Proper school behavior, respect of both others and others' property, good citizenship and sportsmanship are to be practiced on a daily basis whether in school or at a sporting event outside the FHC campus.

Any student who receives a "C-" in an academic subject will be placed on athletic probation for one week. During this time, the student's academic progress will be monitored and if grade is a C or better, the student will be reinstated on the team. The Principal will notify the coaches regarding eligibility. The Principal/ Athletic Director reserves the right to remove an individual from a program should a situation occur that warrants it.

COMMITMENT

- All parents must attend a mandatory meeting at the beginning of each sport.
- Regarding playing time, all athletic teams (both interscholastic and intramural) in Grades 1-6 call for equal playing time. For JV football, because of the nature of the sport, the emphasis is placed on reasonably equal playing time for all students. In Grade 7 the policy is guaranteed play, but not necessarily equal time. In Grade 8, it is competitive with reasonable playing time for all student athletes. The varsity football policy is also competitive, however the coaches' goal is to ensure each player plays a minimum of one play per game. Coaches are responsible for consistently and equally enforcing these guidelines for all team members.

- Commitment and dedication are vital components when participating in team sports. The athletic director and coaching staff request each parent and athlete attempt to arrange schedules to fulfill these important requirements. From time to time there may be competing interests which affect a child's attendance at practices or games, to ensure fairness to all, the following guidelines regarding absences will be implemented by the coaching staff.

Absences will be excused under these circumstances:

- Death in the family
- Doctor's appointment
- Family vacation centered around a major holiday such as Thanksgiving
- Illness
- Tutoring
- Eighth graders are excused from games the night before high school exams
- A student who is ill and misses all or part of a school day may not participate in games or practices on the day they are ill.

Unexcused absences will result in:

- Non-participation for the next interscholastic competition of that sport for a missed game.
- A partial suspension from participation in that sport for a missed practice.
- Any and all extraordinary absences will be taken under consideration by the athletic director, the coach(es) and the administration.
- If a player is not in uniform, it will result in non-participation in that particular sport for the day.
- These guidelines will be consistently and equally enforced for all team members.
- Uniforms must be returned in the condition received.

FEES

Fees for the Interscholastic sports vary by sport based on league fees, equipment and uniform costs. Registration forms with costs are published at the start of each season.

CHEERLEADING

All 5th - 8th grade girls are invited to be cheerleaders for the football season – 5th & 6th for JV Football and 7th & 8th for Varsity Football.

AFTER SCHOOL ENRICHMENT

- The PTO offers an After School Enrichment program. The program is designed to take further advantage of our school's resources and to provide another form of interaction among students of different grades.
- Two six week sessions are offered in the fall and spring. The classes offered vary from session to session.

CULTURAL ENRICHMENT

These programs, sponsored and paid for by the PTO, are designed to complement the school's curriculum. PTO Cultural Enrichment Coordinators arrange for the presentation of programs, in coordination with the administration and faculty. Programs presented are tailored to each grade, or groups of grades, and traditionally support the curriculum.

CHESS

This is an after school activity, organized by a PTO volunteer and run by the Chess Wizard program. It is open to all students, from first time chess players to veterans. The group typically meets in two sessions, fall and spring, and does NOT conflict with After School Enrichment. Specific information about sign-up and dates of the sessions will be forthcoming.

COMMUNICATION WITH PARENTS/GUARDIANS

WHERE SHOULD QUESTIONS BE DIRECTED?

- Questions about the School's policies may be directed to the School Board President or to the School Principal.
- Questions about the Anchors with Heart Fund or other School fundraising activities should be directed to the School Board President or a member of the School Board Development Committee.
- Questions about sports teams or athletics matters or policies may be directed to the Athletic Director or the Athletic Committee. Please **do not** raise athletics related matters with the School Principal, unless you have first attempted but been unable to contact the Athletic Director or the Athletic Committee.
- Questions about the PTO or PTO sponsored programs may be directed to the PTO President.

COMMUNICATING WITH TEACHERS AND ADMINISTRATION

- The school welcomes communication from parents. You may choose to communicate via e-mail, phone, note, or conference. Staff makes every effort to respond to you within 48 hours.
- With regard to communications on certain athletics matters, parents and guardians are requested to observe the "24 hour cooling off rule". Parents and guardians are requested to refrain from speaking with coaches, the Athletic Director or anyone else regarding a try-out related matter or result, any game related incident or any other matter relating to athletics or sports teams that has generated an adverse emotional response or created a difficult or hostile situation, until at least 24 hours have elapsed after the fact.

COMMUNICATION PROCEDURE

If a concern or grievance between parent/guardian or a student with a teacher or school administrator should arise the following procedure shall apply:

- The first level of communication would be for the parent/guardian or student to contact the teacher or Principal to discuss the situation.
- If the concern is not resolved, the parent/guardian will meet with the school Principal.
- If the concern is still not resolved, the parent/guardian or student will meet with the Pastor.
- Parents and guardians are always welcome to contact the Catholic School Office of the Archdiocese of Chicago if the above steps have still not produced a satisfactory resolution.

EDLINE

- Faith, Hope & Charity utilizes a web-based program called Edline as its primary resource for facilitating communication about a child's school work and activities. Edline is a safe and easy way for educators, parents, and students to share information. It provides a consolidated view into school work and activities. See https://www.edline.net/pages/Saints_Faith_Hope_Charity.
- Every class and school organization has a secure homepage where all necessary information is available.
- Every student, parent, teacher, and administrator receives a unique user account for personalized security, permission, and access, which is essential for making private information available for individual students and their parents. It is the individual's responsibility to register and maintain/update their account with Edline. In the interest of ongoing security, it is recommended that parents do not share their parent codes with their children and that children not share their codes with other students.
- As a web based program, Edline is accessible 24/7 from any computer with internet access.

EMAILS

The most efficient method of communicating important information to parents is via Edline. One feature of Edline is the ability to send school-wide emails to parents. The majority of all communication from school will be delivered through Edline and email. In order to prevent redundancy, school wide emails will be administered centrally from the school office. Any emails sent out to the entire parent population MUST be submitted to the administration for approval and sent out via the FHC email administrator.

Please note that the school email list cannot be used for personal use or for commercial, political or advocacy purposes.

Parents are responsible for ensuring that a valid email address is on file with the school to facilitate effective communication, and are requested to notify the email administrator of any changes in their primary e-mail address.

FACTS

- FACTS is the school's weekly newsletter which keeps parents informed on school happenings and upcoming events. It also includes a message from the Principal on timely issues and periodically reviews specific classroom projects or programs.
- Any information that you wish to be included in FACTS must first be approved by the school office, by no later than Wednesday afternoon. FACTS will be available on Edline every Friday.

FRIDAY FOLDERS

- Each student is given a Friday Folder on the first day of school. During the week the teacher places information or school work that needs to go home. Information in this folder is a "must-read" each week. Signed Friday Folders are to be returned to school on Monday with your child.

SCHOOL DIRECTORY

A comprehensive School Directory is published each school year which includes such information as school personnel, family listings, School Board and PTO membership, and school calendar. ***This directory is for the sole and exclusive use of school families and is not to be shared, distributed or accessed by any entity outside of the school community.***

PARENT/STUDENT HANDBOOK

The Parent/Student Handbook includes official Archdiocesan and school policies, procedures and other school related information. Periodic amendments are distributed to school families to update this handbook as necessary.

CURRICULUM NIGHT

Typically held in mid-September, Curriculum Night is an important opportunity for parents to meet the teachers and learn more about the curriculum for their children.

HEALTH AND SAFETY

HEALTH & DENTAL FORMS

- State law requires a physical exam and immunization certificate for all children new to the school and those entering Junior Kindergarten, Senior Kindergarten, and Grade 5. New in May of 2006, is the dental requirement for Sr. Kindergarten, 2nd and 6th grades. These forms will be sent to you in June, and are also available in the Health Office.
- Evidence should be documented that the child has been immunized against diphtheria, pertusis, tetanus, polio, measles, mumps, rubella, Hepatitis B, HIB, and chicken pox. Two doses of measles vaccine are required for every child above the Junior Kindergarten level.
- As of January 1993, all children between the age of 6 months and 6 years are required to be screened for lead poisoning, but in 2005 this was made mandatory.
- New in 2005 is the diabetes screening documentation on the physical exam form
- As of September 1998, children entering Kindergarten and 5th Grade are required to have proof of a Hepatitis B series. This is a series of three injections, the first and second must be at least 4 weeks (28 days) apart and the last must be at least four months after the first, and two months after the second.
- As of September 1997, children 59 months and under entering Junior Kindergarten must have at least one HIB at or after 15 months of age.
- As of July 2002, children entering Junior or Senior Kindergarten must show proof of having received immunization against chicken pox on or after their 1st birthday, or other proof of immunity ie: having had the disease.

ALL PHYSICAL AND IMMUNIZATION REPORTS ARE DUE TO THE SCHOOL HEALTH OFFICE BEFORE THE OPENING DAY OF SCHOOL

EMERGENCY INFORMATION CARDS

- Emergency file cards contain pertinent confidential student information including known medical problems, family work, home and cell phone numbers, and emergency contacts in the event a student becomes ill or is injured while at school. They are sent to the parents and posted online as well.
- These cards are to be filled out completely on both sides and returned to the Health Office by the first day of school each year.
- Please notify the school of any changes during the year.
- In addition to these cards, the Archdiocese of Chicago established a new form in September of 2002, which must be completed annually for each child in the school. The form is titled The Medical Information and Emergency Notification Form.

EMERGENCY DISCLOSURE OF INFORMATION

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

MEDICATION POLICY

Although administration of medication is normally a home function, provision may be made for students who require medication during the school day. The following are necessary for medication to be provided at school. These requirements are for prescription as well as nonprescription (over the counter) medications:

- The Archdiocese of Chicago established a new form in September of 2002 which must be signed by the physician. The form includes the student's name, the order from the physician with the name of the medication, the dosage, the intended effect of the medication, the expected side effects, if any, and other medications the child is taking. The reverse side of this form must also be completed by the parent who authorizes the school administration or their appointees to administer a specific medication to the student.
- Any medication must be brought to the school by a parent or other responsible adult and must be in the original container, properly labeled with the directions, name of the drug, and the child's name. Prescription medication must also have the doctor's name on the bottle. Never send medication to school in a baggie, envelope, or lunch box/bag.
- All medications are stored in the Health Office in a locked cabinet. The school nurse will administer all medications, or if not available, a designated administrator or substitute nurse will administer medications. Children must NEVER carry or take medication on their own, except in the case of inhalers for asthma for which there is a separate form filled out by the physician which is on file in the Health Office allowing for self-administration of this medication.
- Tylenol and/or Advil cannot be administered without the Archdiocesan forms for medication administration being completed by both the physician and the parent as documented above and a fresh bottle of medication brought in each year with the student's name on it.

FIRST AID PROCEDURES

- First Aid, when administered, will be handled in accordance with the American Red Cross Standard First Aid and American Heart Association CPR guidelines.
- If a situation is deemed serious, parents and/or the Winnetka paramedics will be contacted as soon as possible. Winnetka paramedics are required to take patients needing emergency hospital care to the nearest facility, which is Evanston Hospital.

PREVENTATIVE DISEASE TRANSMISSION MEASURES

In an effort to decrease the likelihood of classroom transmission of diseases, please observe the following rules:

- **Your child should be fever free for 24 hours before returning to school.** He/she should also have been retaining food without discomfort or vomiting for 24 hours in the case of a gastrointestinal virus.
- If your child misses the morning session of classes due to illness, please keep him/her home for the entire day. A few more hours of rest will do them good and make for a fresh start the next day.
- A change of clothing is recommended for Junior and Senior Kindergarten children. Underwear, pants, or sweatpants are suggested. Please bring them to school in a plastic bag marked with the child's name.
- Please notify the school Health Office if your child is diagnosed with a communicable disease such as strep throat, scarlet fever, or chicken pox. These diseases are no longer reportable to the Health Department; however the school continues to send letters to parents alerting them to these diseases.

STUDENT INSURANCE

- Under Chicago Archdiocese regulations, all students attending FHC must carry student accident insurance. The premium for this insurance is automatically included in the consumable materials fee.
- This policy is secondary to any other accident insurance the student may already have.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

- Students have the right to a safe environment on school property and at school activities.
- Students have the right to respect from peers, teachers, and staff at Faith, Hope & Charity.

STUDENT RESPONSIBILITIES

It is the responsibility of each student to:

- Practice Christian charity to all classmates, schoolmates and adults.
- Know and obey rules and laws which govern their conduct while at school or on school property and to expect consequences for any inappropriate behavior.
- Respect the rights of other persons who may have different points of view.
- Respect other persons and the property of others in the school setting and at school activities.
- Be in complete uniform each day. Shirts are to be tucked in at all times.
- Be in homeroom by 8:15 a.m. and be on time for all classes.
- Address any elders, priests, principal, teacher, other staff members, substitute teachers, parents and guests courteously in any area of the school.
- Be neat and tidy in the classrooms and hallways and respect the school and church property.

GENERAL BEHAVIOR

LUNCHROOM

- Follow the fundamental rules of etiquette in the lunchroom and speak in a voice audible only to those immediately seated together.
- Be neat and tidy in the lunchroom. Clean the table and pick up and dispose of all trash.
- Enter and dismiss in an orderly manner.
- Food may not be brought outside during recess.

PLAYGROUND

- Abstain from contact games of any kind.
- Remain in the designated play area.
- Remain on the playground or school premises.
- Line up immediately in an orderly manner in the appointed area when the end of the recess period is announced.
- Keep away from the bike racks and bikes at all times.
- Throwing snowballs is never allowed.
- Return all playground equipment to the Storage Shed
- Students may not leave school property to retrieve playground equipment-ask the adult on duty.

SCHOOL WIDE BEHAVIOR

The administration at FHC School seeks to assure a climate in the school which is appropriate for learning and which assures the safety and welfare of personnel and students.

- At FHC, parents, students, faculty, and administration cooperate in the education process and in the development of well-rounded Christian young people. FHC provides an atmosphere in which students are expected to experience and practice Christian social principles in their relationships with others.

- Each student will be held accountable for his/her actions.
- Inappropriate behavior that interferes with the educational process will not be tolerated.
- Bullying will not be tolerated.
- Student's lockers, backpacks, and desks are considered school property and the school has the right to examine them and their contents. The school reserves the right to inspect them at anytime.
- Harassment of any kind (verbal, physical, sexual, etc.) which is reported will be thoroughly investigated by the principal and appropriate action will be taken.
- Gum is not allowed at school or on the school grounds.
- Leaving School Grounds or Classroom without teacher permission is prohibited.
- Being disrespectful to teachers or staff will not be tolerated.
- Using profane or offensive language or gestures will not be tolerated.
- Indecent materials brought onto school property is prohibited.
- Violation of Acceptable Internet Use Policy/ Cyber bullying will not be tolerated.
- False activation of fire alarms/ Calling 911 is prohibited.
- Cheating, Plagiarism or Forgery – Infractions may be met with suspension, failing grade for that quarter, and possible expulsion.
- Possessing matches/lighter, cigarettes, or any form of tobacco on school property is prohibited.
- Chemical Abuse – The possession of any illegal substances is prohibited.
- Destruction of Property – Intentional damage to school or personal property is prohibited. Parents will be responsible to repair or replace damaged property.
- Possession of any kind of weapon on school property is prohibited.

SCHOOL WIDE DISCIPLINE POLICY & STUDENT/PARENT CODE OF CONDUCT

The School of Ss. Faith, Hope & Charity strives to achieve academic excellence and instill Catholic values. The school believes that to create an optimal learning environment, it is essential that the school community be safe, nurturing and inclusive. In creating and maintaining such an environment, the school has a mission to partner with entire school community and parents in particular, in the task of educating the whole child. By definition, the word discipline means: *training expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement*. Without discipline, there is no order; without order, we cannot succeed in our mission. Children thrive by having clear and consistent boundaries, and it is our objective to provide these boundaries for our students.

The School of Ss. Faith, Hope & Charity holds all students to a high standard of behavior in all environments: classroom, lunchroom, playground, and off-campus settings. Students will receive positive reinforcement for appropriate behavior and consequences for inappropriate behavior. Students are expected to be respectful, helpful, and supportive to their classmates, teachers and visitors on campus.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation students' behavior may falter. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security. Students are to be responsible for their actions, and consequences are necessary when they make bad choices. Students have the right to know these consequences before they act.

At The School of Ss. Faith, Hope, and Charity, students are expected to exhibit **CHRISTIAN** behavior at all times, to show **RESPECT** for self, authority, classmates and school property, and to be **RESPONSIBLE** for their own learning and actions. Students will honor the privilege of their Catholic education by carrying out these three values and following The Student Code of Conduct and Student Expectations.

The School of Ss. Faith, Hope & Charity is a part of the Archdiocese of Chicago, and therefore adheres to the following guidelines:

Inappropriate behavior on the part of a student may call for corrective response. Whatever measure is used, it must be a logical consequence of a student's behavior and must be appropriate to the nature and degree of the misconduct. Justice and fairness must be tempered with respectful kindness.

Progressive Discipline

The School of Ss. Faith, Hope & Charity endorses the concept of progressive discipline. Progressive discipline means an approach that uses a range of different prevention strategies, supports and escalating consequences. These strategies, supports and consequences are designed to be developmentally and age appropriate, and include opportunities for learning that reinforce positive behaviors and assist students in making good choices; and in appropriate cases, provide the student with the opportunity to reflect on and remedy inappropriate behavior before the imposition of more severe consequences.

Progressive discipline may include early and/or ongoing intervention steps or strategies such as (but not limited to) the following:

- Personal interview with student conducted by teacher or staff member
- Contact with parent/guardian
- Verbal reminders
- Review of expectations
- Written assignment with a learning component
- Consultation with principal
- Volunteer service to the school community
- Conflict mediation and resolution

Progressive discipline may also include (but will not be limited to) the following corrective steps and consequences:

- Meeting of student's parent(s)/guardian(s) and student with principal
- Loss of privileges, including participation in athletic activities
- Detention after school with communication to and cooperation of parent/guardian
- Written statement of expected behavior
- Withdrawal from class
- Restitution for damage
- Suspension or probation
- Expulsion.

These steps and consequences are provided as examples. The appropriate disciplinary response will be determined in each case by the principal, faculty and staff using the information at hand at the time of the incident.

The school believes that progressive discipline is most effective when communication between the school and the student's parent(s)/guardian(s) regarding the student's behavior and expectations for the student is candid, courteous and constructive.

In cases of serious misconduct, the principal may determine in his or her discretion that the response required in the circumstances is not compatible with the use of progressive discipline.

In all cases of inappropriate student behavior, the school will consider, in evaluating the response to be made and attendant consequences (a) any mitigating factors (such as the absence of any past inappropriate behavior or discipline and/or provocation of the student committing the inappropriate behavior due to, for example, bullying or due to harassment related to race, ethnicity, disability, religion, etc.), (b) the nature, frequency and severity of the behavior and (c) the impact on the school environment and community as a whole.

After School Detention

A student who is given a detention must:

- bring a detention slip home to have signed by his or her parents, and return the slip to school the following day;
- stay at school until 3:50 pm on a determined day to complete a behavior reflection packet.

Detentions will be served after school on Mondays and Wednesdays. If a student cannot attend on the assigned day, he or she will report to detention on the next possible date and will have to stay 10 minutes longer (i.e. until 4:00 pm).

Students who receive more than three detentions in one calendar quarter will be required to attend a meeting with their parents, teachers, the school principal, and possibly the pastor. School administration will decide the next level of consequence.

Loss of Athletic Eligibility

Inappropriate behavior may result in a student's athletic eligibility being revoked.

Students and parents should also be aware of the following FHC Athletic Handbook provision:

“Proper school behavior, respect of both others and others' property, good citizenship and sportsmanship are to be practiced on a daily basis whether in school or at a sporting event outside the FHC campus.

Any student who receives a “C-“ in an academic subject will be placed on athletic probation for two weeks. During this time, the student's academic progress will be monitored and if the grade is a C or better, the student will be reinstated on the team. The Principal will notify the coaches regarding eligibility. The Principal/ Athletic Director reserves the right to remove an individual from a program should a situation occur that warrants it.”

Suspensions

A suspension involves being temporarily dismissed or excluded from attending regular classes. Parent notification will occur before a suspension is implemented. School administration will determine the length of the suspension depending upon the nature, severity and frequency of the behavior, and its impact on the school environment and community. A student who is suspended loses eligibility for athletic events during the suspension and for merit awards during that quarter. Tests missed during a suspension will be recorded as a zero. Suspensions will become part of a student's permanent record.

There are two types of suspensions:

- **In-School Suspension**

An In-School Suspension requires the student to attend school, but he/she is kept separated from usual classes and activities while under the supervision of a staff member.

- **Out-of-School Suspension**

An Out-of-School Suspension bans the student from the school entirely for a specified amount of time.

Expulsion

In extreme cases of misconduct such as those listed below, the school administration reserves the right to expel (i.e. permanently remove from school) a student.

The use of suspension or expulsion will be supported in cases of serious infractions or misconduct occurring on school property, during a school related activity or event or in other circumstances where an infraction or misconduct impacts the school environment or community.

Examples of infractions and misconduct for which a suspension or expulsion may be imposed include but are not limited to the following:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing or selling (or encouraging others to possess or sell) illegal or restricted drugs, alcohol or tobacco
- Being under the influence of alcohol or illegal or restricted drugs
- Swearing at a teacher or another person in a position of authority
- Committing an act of vandalism causing damage to school property or property located on school premises
- Bullying
- Committing physical assault on another person that causes bodily harm
- Engaging in behavior of a sexual or sexually suggestive nature, or other lewd behavior
- Committing robbery or theft
- Possessing or using a weapon, including a firearm (real or otherwise) or knife, or possessing or using other dangerous items, including firecrackers, fireworks or handcuffs or any other school-banned items
- Any act considered by the principal to be damaging to the school community and/or to the physical or mental well-being of other students or members of the school community
- Activities on or off school property that cause the student's continued presence at school to be an unacceptable risk to other members of the school community (or to their physical or mental well-being)
- Demonstrating through a pattern of behavior that the student has not benefited from the instruction available to him or her, and has repeatedly resisted making changes to his or her behavior that would enable the student to benefit from the instruction available and thrive in the school environment.

These types of misconduct are provided merely as examples of behavior that may warrant suspension or expulsion. They are not the only types of misconduct that may warrant such a response. The appropriate disciplinary response will be determined in each case by the principal, faculty and staff using the information at hand at the time of the incident.

The STUDENT Expectations and Code of Conduct

It shall be a condition of enrollment at The School of Ss. Faith, Hope & Charity that students behave in a manner, both on and off campus, which is consistent with the Christian principles of

the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any handbook of the school and those detailed below. Students are expected to respect themselves as well as the people and property around them. It is the student's responsibility to conduct himself or herself in a manner that contributes to a positive school environment.

Respecting Yourself

As a Faith Hope student...

- I will dress according to the dress code on full-uniform and PE uniform days.
- I will not chew gum in school or at school functions.
- I will not leave school grounds or a school event for any reason without proper supervision.
- I will do my homework when it is assigned and ask for help when I need it.
- I will give my parents all notices and information sent home from school.
- I will get tests and assignments signed when asked.
- I will represent FHC in a positive way during all extra-curricular events including, but not limited to, sporting events, dance classes, retreats, field trips, after school enrichment, and community events.
- I will not engage in any of the types of misconduct listed in the school Discipline Policy or similar inappropriate behavior.

Respecting Students and the Classroom

As a Faith Hope student...

- I will respect the differences in others.
- I will treat others the way I expect and would like to be treated myself.
- I will treat others with kindness.
- I will help all students (not just my close friends) when necessary.
- I will not use vulgar or inappropriate language (verbal or written).
- I will respect the personal space of others.
- I will respect the learning environment of the school by being quiet in the hallways.
- I will walk in a single file line on the right side of the hallway and walk in an orderly fashion up and down the stairs.
- I will respect my classmates by not defacing, damaging, stealing, or plagiarizing others' schoolwork, physical or intellectual property.
- I will do my part in assigned group projects.
- I will do my best to include others in play, conversations, activities and social events and will avoid gossip.
- I will remember that we all make mistakes, and I will not laugh or tease when others make one.
- I will use words, not violence, to resolve conflicts.
- I will read and follow the FHC Anti-Bullying policy.
- I will not be a bully or be a bystander to harassment if I observe or witness unkind or unfair treatment of others.
- I will report all cases of bullying or cyber bullying to a teacher or other adult.

Respecting Teachers, Staff, Clergy and Volunteers

As a Faith Hope student...

- I will arrive at school on time each day. After being tardy 5 times, I will be required to serve a detention.

- I will respect teachers, substitute teachers and other adults who are giving of their time and talent to help me.
- I will treat lunch room/cafeteria/playground/field trip servers and supervisors with respect.
- I will greet adults properly and respectfully.
- I will sit in my assigned seat (when seats are assigned) both in the classroom and cafeteria.
- I will wait quietly in a single file line outside the classroom until the teacher is ready to begin instruction.
- I will line up quickly and quietly at the bell.
- I will be on time and prepared for class when class begins.
- I will listen, follow directions, and complete assignments neatly and on-time.
- I will be prepared by bringing required materials to class.
- I will respect authority.
- I will not talk when the teacher is talking and be respectful when my classmates are speaking in class.
- I will be responsible for work missed due to absence.
- I will return signed tests and progress reports.
- I will take my report card seriously and strive to improve as a student.
- I will display academic honesty and will not cheat, nor will I copy or plagiarize the work of others.

Respecting Property

As a Faith Hope student...

- I will do my part to help keep school property, the cafeteria, the Church and parking lot clean, inside and out.
- I will not write on any furniture or walls, or in any shared textbooks.
- I will respect and take care with all classroom materials, instruments and supplies, including those loaned to me.
- I will respect and take care not to damage the playground equipment, outdoor toys and athletic supplies used at the school and at school athletic events and return items to their proper locations.
- I will respect and keep tidy the classroom during indoor recess.
- I will follow the rules for the outside play area (e.g. 6-8th graders not allowed on playground equipment).
- I will respect the property of others by taking care not to damage and by keeping clean, tidy and picked up at off-property and school sponsored events.

Respecting Faith

As a Faith Hope student...

- I will respect God's House at Mass.
- I will not disturb other students or adults in prayer.
- I will participate in Mass by responding, singing, and praying.
- I will participate in prayer as it is incorporated in my school day.
- I will respect those of a different faith or different religious beliefs.

Respecting Technology

Faith Hope has an Acceptable Use Policy, and as a Faith Hope student...

- I will read, sign and follow the Acceptable Use Policy.
- I will ask permission to bring personal technology to school (e.g. ipads, laptops, e-readers).
- I will not use my ipod or cell phone during school hours.

- I will not use audio or video taping features without permission and supervision of teachers.
- I will not use technology (e.g. e-mail, texts, IMs, social networks) to spread gossip, harass or complain about other students, neighbors or friends.
- I will not use technology (e.g. e-mail, texts, IMs, social networks) to spread gossip, harass or complain about any teachers, parents or administrators at the school.
- I will not use technology (e.g. e-mail, texts, IMs, social networks) to bully others or spread offensive communications and/or threats to personal safety.

I acknowledge that my teachers have reviewed and familiarized the students with the Student Expectations and Code of Conduct. **I understand that I am responsible for my actions and when necessary consequences will apply.**

The PARENT Expectations and Code of Conduct

The students' interest in receiving a quality, morally based education can best be served if students, parents, and school officials work together. At The School of Ss. Faith, Hope & Charity, it is a privilege to work with parents in the education of their children because parents are the primary educators of their children. Therefore, it is the parents' right and duty to become the primary role models for their children's lives---physically, mentally, spiritually, emotionally, and psychologically. Parents are also attentive observers and listeners when it comes to their children's behavior and attitudes about school. The Code of Conduct and Expectations for Parents include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, after school clubs, performances, etc.).

As a Faith Hope Parent...

- I will strive to feed my child a balanced, nutritious diet and allow for them to get the proper amount of sleep.
- I will strive to empower my child to live out gospel values in daily life.
- I will strive to get my child to school on time and picked up on time at the end of the day.
- I will work with my child to make sure they are dressed according to the school dress code.
- I will work with my child to make sure they complete their assignments on time.
- I will actively participate in school activities such as Parent-Teacher Conferences.
- I will familiarize myself with school policies and protocols regarding student safety and discipline, as well as the Student Code of Conduct.
- I will abide by the "24 hour cooling off rule" pertaining to athletics matters, as set out in the school Communication Policy.
- I will encourage my child to follow school rules.
- I will see that my student pays for any damage to school books or property or the property of others on school premises due to carelessness or neglect on the part of my student.
- I will notify the school with a written note when the student is absent or tardy.
- I will notify the school office of any changes of address or important phone numbers.
- I will meet all financial obligations to the school.
- I will inform the school of any special situation regarding my student(s) well being, safety, and health and complete and return to the school any requested information promptly.
- I will read school notes, newsletters and communications and show interest in my student's total education.
- I will support and cooperate with the discipline policy of the school, and emphasize with my child the importance of discipline as a tool for learning.
- I will work courteously and cooperatively with the school to assist my student(s) in meeting

the academic, moral, and behavioral expectations of the school.

- I will respect the differences in others and refrain from gossiping about other children or parents at the school, and I will stress with my child the importance of standing up for the weak and vulnerable.
- I will not publicly make derogatory, disparaging, defamatory or threatening statements about the school, its staff or students or post any such statements on social or other media.
- I will *constructively and respectfully* express any concerns I may have about the school's operation and its personnel. I will not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.

As per the Archdiocese of Chicago Office of Catholic Schools Handbook, if the partnership between home and school is no longer viable, the school reserves the right to require the parent/guardian to either remove their child(ren) from the school or not accept registration for the next school year.

BULLYING

Bullying is defined as “any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated over time.”

Bullying behaviors include but are not limited to the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's possessions/property
- Ganging up on someone including threatening someone else and frightening that person enough to make him or her do what the bully wants
- Name-calling, teasing, making offensive remarks, or joking about a person's religion, gender, ethnicity, sexual orientation, socioeconomic status, or the way they look.
- Spreading rumors or stories about someone, telling others about something that was told to you in private, and excluding others from groups.

Students at FHC will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

Teachers and staff at FHC will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly to bullying reports
- Look into all reported bullying incidents
- Provide practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member or the school administration
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying

CYBER BULLYING

- Neither the technology of FHC nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called “cyber bullying” are unacceptable.

- Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail message, instant messages, text messages, digital pictures or images, or web site posting (including blogs).
- Cyber bullying shall also include the creation of a web page, blog, text or other electronic communication in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
- Community members who feel they have been victims of such misuse of technology should not erase the offending materials from the system. They should print a copy of the material and immediately report the incident to the school administration.
- What students do off-campus that detrimentally impact a school or program's reputation or students who defame others in the school community (parish personnel, school personnel, or students) are subject to school consequences – even if the misconduct occurs outside the school.

REPORTING BULLYING

- FHC expects students, parents and others who witness or become aware of an instance of bullying or retaliation involving a student to report it. Reporting of a bullying instance may be made to
 - A classroom teacher;
 - The school principal;
 - A Parish priest;
 - A FHC School Board member
- Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.
- Students, parents and others may request assistance from a staff member to complete a written report. After reporting the harassment, all parties are to keep the information confidential.
- There are no express time limits for initiating a report of bullying, however every effort should be made to bring the complaint to the attention of the school as soon as possible while memories are fresh and witnesses continue to be available.

INTERNET USE POLICY

All Internet activity will pass through our firewalls and content filters. This appliance will provide protection to the internal network from outside intrusion and will provide content filtering of inappropriate sites. Each user is required to sign the Acceptable Use Policy, which must also be signed by a parent or guardian before access to the Internet is granted. These policies will be discussed with the students at the beginning of the school year. Parents or guardians will also give explicit permission for student photos and/or work to be posted on the school web page by signing the Publicity Permission Form. NO names or information revealing a child's identity will be used on the school's website.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The supervising faculty member is expected to give each student instruction regarding proper use of the network.

THE FOLLOWING ARE EXAMPLES OF INTERNET MISUSE:

- Sending, displaying, downloading or printing obscene/pornographic messages or pictures
- Using obscene language
- Using harassing, insulting, or harmful language including, but not limited to, ethnic, racial, and sexual slurs
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Trespassing in another student or teacher's folders, work, or files
- Using the network for commercial purposes
- Playing games online, using "chat" rooms to socialize or use instant messaging
- Knowingly propagate a virus or worm on the school's network
- Using someone else's password
- Installing unauthorized software on school computers
- Students shall not download any music or video clips from the Internet unless permitted by a classroom teacher
- Violating copyright laws by unauthorized copying of software.
- Students should not post, share or transmit the personal information (names, phone numbers, and addresses) of any FHC student, teacher, administrator or staff member.
- Posting photos of students or staff.

The school reserves the right to restrict access to other areas that may not be specifically covered in the above list but may be deemed to be contrary to the best interests of the student and school.

PARENT ORGANIZATIONS

SCHOOL BOARD

The FHC School Board is comprised of up to 9 members of the parish, each serving a three-year term, the Pastor, and the Principal. In addition, there is a representative from the PTO and a faculty member present at each meeting. The School Board meets the first Tuesday of every month in the Parish Activity Center. Notice of all meetings is printed in the parish bulletin, FACTS and on Edline. Meetings are open to all members of the parish and to all parents of our school students. Monthly School Board Minutes are available on Edline.

The committees represented on the School Board are as follows:

- Technology
- Development (Anchor Fund, Alumni relations)
- Marketing & Communication
- Nomination Committee
- Finance
- School Improvement

PARENT TEACHER ORGANIZATION (PTO)

The PTO helps to enhance the learning experiences at FHC through its varied programs and activities. All school parents are members of the PTO. Voluntary parent dues, donations and support of PTO-sponsored fundraisers help the PTO fund its many programs and activities. The PTO encourages participation by all parents and a volunteer sign-up sheet is mailed to each family in the spring for the next school year. During the school year, parents can contact the Volunteer Coordinator to find out about current volunteer opportunities. Any member of the PTO is eligible to hold office. Suggestions for nominations of officers for the school year should be directed to the Nominating Committee by March 1st of the previous year. The slate of officers is published in April in the school's weekly newsletter – FACTS, and election by a show of hands takes place at the May "State of Your School" Address. The duly elected officers assume responsibility at this time.

Meetings are usually held on the second Friday of the month. Parents are given a list of meeting dates, times and places at the beginning of the school year and are reminded of upcoming meetings in FACTS. A listing of current PTO board members may be found in the school directory. Your involvement and ideas are encouraged and are necessary to help make this organization a continued success!

PTO OFFICERS & COMMITTEES

PRESIDENT

Oversees all aspects of the PTO and meets with the Administration on a regular basis

VICE PRESIDENT

Assists President; PTO liaison to the School Board and the Women's Guild and attends their monthly meetings; Chairs Nominating Committee in the spring, for upcoming year; assumes the role of President the following year.

SECRETARY

Distributes PTO meeting agenda, takes and distributes minutes of all PTO meetings.

TREASURER

Handles all PTO finances; prepares annual budget and monthly financial reports; handles check-out at Teacher Appreciation Party.

ASSISTANT TREASURER

Assumes the role of treasurer the following year.

SCRIPS GIFT CARD COORDINATORS

Oversees and coordinates weekly sale of gift cards through order forms and online orders, including the input of program/order data. Computer skills are a plus. This ongoing gift card program will be the PTO's main fundraising initiative, next to the Teacher Appreciation Party (TAP).

Coordinate publicity for Scrips program throughout the year. Work directly with Co- Coordinators to help market the Scrips program to school families, via FACTS, Back to School Fair, Back to School Night, Monthly and Quarterly updates, etc.

Scrip Distribution Coordinator - Coordinates weekly distribution of gift cards with the monthly "Distribution Volunteers".

HOSPITALITY COORDINATORS

Responsible for organizing and providing refreshments for several school events per year and for providing breakfast and/or lunch to teachers on conference and Institute days; manages a committee of volunteers who donate weekly snacks for faculty meetings and provide other assistance.

ROOM PARENT COORDINATORS

Work with President and Principal to assign Room Parents; prepare room parent volunteer sheets for all classes for Back-to-School Fair; hold organizational meeting with assigned room parents before the start of school; manage Room Parents throughout the school year.

VOLUNTEER COORDINATOR

Maintains volunteer database; updates, distributes and accumulates information from blue volunteer sheets in the spring and from signup sheets after Back-to-School Fair. Provides list of all volunteers to the respective committee chairs.

WELCOME FAMILY COORDINATORS

Assign FHC families to be "hosts" to new school families; organize a new family cocktail party in the fall; keep in contact with, and ensure host families keep in contact with, all new families throughout their first year at school. Act as liaison to new families in order to answer questions and inform them of upcoming school events. Deliver "welcome" treat at start of school year and seasonal treats during the year.

CULTURAL ENRICHMENT COORDINATORS

Research, choose and schedule a series of academic, fine arts and cultural programs for presentation to students; attends showcase in fall. This is a two year commitment.

SPIRITUAL LIFE COORDINATOR

Works with school principal and clergy to promote spiritual aspects of the school; assists teachers and students in planning weekly Masses and service projects; helps to coordinate

school-wide responses to natural disasters; assists volunteer parents in retreat planning for all grades.

TEACHER APPRECIATION PARTY CHAIRPERSON(S)

Organizes fundraising party; coordinates invitations, food, decorations, entertainment, set-up and take down; organizes auction for Teacher Appreciation Party. It goes without saying that whoever holds this position receives the full support of the PTO, and the past TAP chairs.

- AUCTION CHAIRS (Silent and Live) –Solicits and organizes auction items
- DECORATIONS CHAIRS – Responsible for party atmosphere/décor and set-up
- 6TH GRADE PARENT GIRLS COORDINATOR – Responsible for costumes, management, and transportation of 6th grade girls on party night
- PARTY VOLUNTEERS – Help as needed with set-up, spotting during auction, clean-up
- AD BOOK CHAIR – Responsible for publication of Raffle and Ad Book
- COMPUTER INPUT– Inputs items for Raffle and Ad book; generates thank you notes
- CLASS GIFT COORDINATORS – Coordinates with room mothers to plan each Class Gift

BACK-TO-SCHOOL FAIR CHAIRPERSONS

Plan and organize Back-to-School Fair which be held at the beginning of the new school year; work directly with Room Parent Coordinators.

AFTER SCHOOL ENRICHMENT

Coordinates After School Enrichment program including classes, teachers, enrollment, parent volunteers and materials.

SCHOOL AMBIENCE COORDINATOR

Coordinate volunteers to help decorate and make improvements to the school building and environment; coordinate wreath volunteers. Responsible for assisting our faculty to keep their

ROOM PARENT

Each homeroom has a room parent. Room parents are to assist teachers with any social or educational activities. Teachers will inform room parents of activities. You may not be a room mother for 2 consecutive years. Room parent responsibilities include:

- Organizing & manning class volunteer signups at Back to School Fair
- Conducting lottery for class volunteer signups
- Organizing beginning-of-the-year parent party
- Organizing holiday parties and end of year parties
- Soliciting parent volunteers for classroom projects
- Weekly reminders of lunchroom/recess duty
- Initiate any phone calls necessary for informing parents of events such as weather closings or emergency situations.

BOOK FAIR COORDINATORS

Responsible for holding fall Book Fair at The Book Stall. Work with our librarian to prepare lists of recommended books by grade. Work shift at The Book Stall during the fall Book Fair, helping with selections and orders. Two year commitment.

CHESS CLUB PARENT

Coordinates and organizes after school Chess Club with Chess Wizards.

ART COORDINATORS

Coordinate and schedule art volunteers.

Art Volunteers: Assist Art teacher in preparing and mounting artwork to be displayed and help to display art around the school. May also assist with online publishing of student artwork.

Art Show Volunteers: Assist in setting up display of school students' artwork for spring art show.

LIBRARY COORDINATOR

Coordinates and schedules library volunteers for school librarian, Kathy Romano.

Library Volunteers: Assist school librarian, Kathy Romano, as needed (shelve books, help with check out, etc.), read to younger grades; JK–5th grade only;

WELCOME FAMILY VOLUNTEERS

Acts as host for a new school family; contact and meet your new family before the school year begins. Be available to answer any questions your new family may have. Attend new family cocktail party in the fall. Keep in contact with your new family throughout the school year to keep them apprised of upcoming school events.

SANTA'S BREAKFAST

Help set-up, clean-up, cook or handle check-in at the breakfast; all proceeds benefit the school's Learning Lab.

SCHOOL SUPPLIES CHAIRPERSON(S)

Organizes sale of school supplies in late spring of preceding school year for distribution to the students on the first day of school.

BULLDOG WEAR CHAIRPERSON

Orders, markets, sells and delivers FHC Bulldog Wear at the Back-to-School Fair in early September; sells remaining inventory at Homecoming Tailgate and fall parent-teacher conferences; runs additional discretionary sales.

CHRISTMAS PROGRAM HELPERS

Assists Music teacher with costumes, props, dance steps, staging, decorations, etc. for Christmas program.

MUSIC HELPERS

Assists Music teacher with girls' chorus and boys' school choristers activities including measuring, organizing and transporting choir robes and chaperoning field trips.

SPORTS PARENT

Assists Coach as needed (this might include help with uniform distribution and retrieval or in the PE classes with recording student progress); liaison for Park District information;

HOSPITALITY VOLUNTEERS

Assists Hospitality Coordinators; this may include baking and running errands.

SCRIPS COLLECTION/DISTRIBUTION VOLUNTEERS

Volunteers needed for a one month commitment (involving 1 or 2 days per week) to assist with distribution of Scrips gift cards. Two people will be assigned for each month of the school year (feel free to volunteer in pairs). This job consists of working with the Distribution Coordinator to organize all gift card purchases on a weekly basis and facilitating their distribution, either through the Friday folder or the carpool line.

SNACK DONORS

Donate and deliver to school a light snack for teachers at weekly Faculty Meetings on Tuesdays after school.

PLAYGROUND VOLUNTEERS (For grades 1 through 8)

Assist faculty members on the playground during lunch recess periods; volunteers will be assigned on a weekly basis. Teachers will be stationed on the playground and in the lunchroom each day. Parent volunteers are simply there to assist the teachers as they supervise the children playing/eating. This is a great low key, short term volunteer opportunity for those who like to help with the children.

SENIOR KINDERGARTEN LUNCH and PLAYGROUND SUPERVISION

Supervise in the Kindergarten lunch room while the children are eating and on the playground for lunch recess. Volunteers assigned on a weekly basis. If you cannot volunteer on any day of your assigned weekly period, please be prepared to find a replacement volunteer.

4TH OF JULY PARADE

Executes entry in Winnetka's 4th of July Parade! Manages FHC banner; needs to submit application and provide marchers.

FAMILY AWARENESS NETWORK REPRESENTATIVE

Represents FHC on the New Trier Township Chapter of Parent Alliance for Drug and Alcohol Awareness.

WINNETKA EARLY CHILDHOOD ALLIANCE REPRESENTATIVE

Represents FHC at monthly meetings; must be willing to participate in short-term projects (i.e. Community Safety Committee and TV Tune Out Week).

PARENT EDUCATION CONSORTIUM REPRESENTATIVE

Represents FHC at monthly meetings at The Book Stall. This consortium coordinates and publicizes speakers, authors, etc. for parent education.

FUNDRAISING

ANCHOR FUND

BLARNEY BASH

SCRIPS PROGRAM

CHRISTMAS FUND

This fund is not sponsored by the school or PTO. Donations are sought, via a letter mailed in early December, by a family who volunteers to organize the collection of money. Funds collected are divided equally among all teachers and staff as a Christmas gift. While families are free to give individual Christmas remembrances to teachers and staff, there will be no other organized collection for Christmas gifts to teachers. This process was adopted to make the Christmas gift-giving equitable among all teachers, including “specials” teachers and non-homeroom teachers.

BULLDOG WEAR

In order to foster school spirit, the PTO sells bulldog wear to the students and their families, typically in the first month of school. Bulldog wear changes from year to year based upon styles but typically includes t-shirts, sweatshirts, shorts and other items with our bulldog or FHC logo. Every child needs at least one piece of bulldog wear for spirit days which are out of uniform days once a month. All proceeds from the sale of bulldog wear goes to the PTO’s fundraising budget.

BOOK FAIR

Sponsored by the PTO and the Book Stall in Winnetka, the book fair is typically held in November. On the day of the Book Fair, a portion of all proceeds on books sold to FHC families and friends will be given back to the school. This is also a great opportunity for friends and families to purchase much needed books and donate them to our school library.

EXTRA SCHOOL ACTIVITIES

WELCOME BACK COFFEE

This is a PTO sponsored event which is held on the first day of school for all parents in the courtyard (or gym if inclement weather). After dropping children in their new classrooms, it is an opportunity for parents to socialize and for new parents to meet other people. Pre-school children are welcome.

BACK TO SCHOOL FAIR

This must-do event for all families is typically held within the first 2 weeks of school (right after school drop-off). The Fair is in the school gym. This is the time to take care of back-to-school matters and sign up for all PTO volunteer activities. Do not miss this chance to volunteer for your child(ren)'s classroom activities, such as field trip chaperones, holiday party volunteers, spiritual retreat helpers, etc. This is also your opportunity to order your yearbook(s), sign up for Scrip and order the all important BULLDOG WEAR which your children will want for Spirit Days. In addition, you can turn in any school or PTO forms not yet submitted. Aside from all you can accomplish at the Fair, it is a great time to meet new and old families! Pre-school children are welcome to attend. Refreshments and coloring tables are provided.

NEW FAMILY GATHERING

Each year the PTO sponsors a party welcoming the new families to the school. Attendees include new families and their FHC host families and PTO officers. This provides new families an opportunity to meet other FHC families in a casual and fun environment.

HOMECOMING & SPIRIT WEEK

Various activities take place throughout the week:

Parent Volleyball Game - Thursday evening, 7th grade parents vs. 8th grade parents in the gym.

Spirit Day - The culmination of spirit week is Friday. All students come to school in blue and white attire (some even paint their hair and faces!) FHC's cheerleaders greet students at the school entrances with special surprises (students may want to bring in \$1-2 to buy spirit items). The school is festively decorated with blue and white streamers and the children's posters.

Pep Rally - At approximately 2:15 p.m. on Friday, a Pep Rally is held in the gym. All parents and family are welcome to attend. Poster and candy jar contest winners are announced.

FHC Tailgate - Friday evening around 5:30 p.m. tailgating begins in the school parking lot. Pizza, homecoming cookies and soft drinks can be pre-ordered. No alcoholic beverages, please.

Homecoming Game - At about 7:00 p.m., cars file out of the lot in parade fashion and head to the Homecoming varsity football game.

MOTHER/SON BINGO NIGHT

Held in the fall, the mother/son chili bingo gives mother's a special opportunity to have a night out with their son/sons and to meet/socialize with other FHC Moms. Grades 1-8 participate.

SPIRIT DAY

The last Friday of the month is Spirit Day. Students may show their school spirit by donning their appropriate Bulldog wear of FHC T-shirts, sweatshirts, with jeans, khakis, or acceptable sweatpants (no flannel or tear-away pants) instead of uniforms!

HARVEST DAY

The annual Harvest Day festival is held on a Sunday in October in the parish athletic field across Linden Avenue from the church. All proceeds from this event, which is sponsored by the parish Sharing Committee, are donated to one of the sharing parishes, Children of Peace School in Chicago. The day begins with the Children of Peace School choir singing and doing the readings at the morning mass. After mass, everyone congregates on the parish athletic field for the festivities. This family oriented fair includes games for all ages, pumpkin, face and cookie decorating, food, bake sale, homemade apple cider, DJ music and prize drawings. FHC students volunteer to help with various activities.

HALLOWEEN

Students are allowed to come to school dressed in the costume. No masks or weapons of any kind, are allowed. Costumes are kept on throughout the day so be sure they are comfortable or easy to remove, if desired. A parade of all students takes place in the school parking lot at 2:15 p.m. All parents are invited to attend the parade, as it is a great photo op and fun to see all the creative costumes. Following the parade, a party is held in each classroom that is organized by parent volunteers.

SANTA'S BREAKFAST

Held in early December, proceeds benefit the Learning Lab.

CHRISTMAS CONCERT

Performed in December, the school wide Christmas concert gives each class an opportunity to perform Christmas songs onstage for school families and friends. Grades 1-8 participate in the concert.

CATHOLIC SCHOOLS WEEK

We celebrate our Catholic School environment along with Catholic Schools across the nation every January. Each year the week centers on a specific theme and begins with a Catholic Schools Week Mass celebration on Sunday. Special activities are planned throughout the week in celebration of our Catholic identity. We also host an Open House for prospective parents during this week. This is the last week in January.

MARDI GRAS

Celebrated on Fat Tuesday, it is organized by the 8th grade and French students. It is an out of uniform day where students wear Mardi Gras related clothing/accessories.

MAY CROWNING

The entire school participates in a religious service in honor of Mary. The eighth grade students recite the readings for the service and participate in the crowning of the Virgin Mary. The second grade students act as the honor guard for our 8th graders in their Communion attire.

DADDY/DAUGHTER DINNER DANCE

Held in May, the Daddy/Daughter dinner dance is an opportunity for the fathers and daughters at FHC to have a special evening together. Girls in grades 1-8 participate.

TRACK AND FIELD DAY

The 7th graders serve as the team captains and the remaining student population is divided equally among the teams. The day's events include:

- All school mass
- Track and Field events
- Special Lunch
- Ice Cream treats
- Awards Ceremony

8TH GRADE PLAY

Held in May, the 8th grade produces and performs a play which is performed twice – once during the day for the school children and again at night for family. Parents help building the sets, stage crew, make up, making the costumes and supervision.

8TH GRADE RETREAT

Students in 8th grade attend on overnight Retreat prior to receiving the Sacrament of Confirmation.

7TH GRADE CLASS TRIP

Each spring the 7th grade goes on an overnight class trip to Springfield, Illinois – our state's capital.

8TH GRADE CLASS TRIP

Each May, the 8th grade visits Washington, D.C. – our nation's capital.