

**OUR SAVIOUR SCHOOL AND PARISH  
TELEPHONE NUMBERS AND HOURS**

Our Saviour School Office    243-8621    7:45 am - 4:15 pm  
 Fax: 245-9981  
 Our Saviour Parish Office    245-6184    9:00 am - 5:00 pm  
**Our Saviour School Website: [www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com)**

**OUR SAVIOUR SCHOOL PARENT CLUB**

Pastor ..... Fr. Tom Meyer  
 Principal ..... Stevie VanDeVelde  
*Members:*  
 President ..... Amy Wheeler  
 Vice Presidents ..... Nicole Lawson  
 Secretary ..... Jeanne Hansen  
 Treasurer ..... Kelly Hager

**OUR SAVIOUR SCHOOL ADVISORY BOARD**

Fr. Tom Meyer ..... Ex Officio  
 Stevie VanDeVelde ..... Ex Officio  
*President* ..... Courtney Bonjean  
*Vice President* ..... Bill Naeve  
*Secretary* ..... Court Hager  
 Member ..... Carrie Cole  
 Member ..... Tamara Emerick  
 Member ..... Jennifer Lutz  
 Member ..... Scott Marshall  
 Member ..... Pearl Schneider  
 Member ..... David Turner

**OUR SAVIOUR SCHOOL - 2018-2019 STAFF**

Pastor/Religion ..... Fr. Tom Meyer  
 Principal ..... Mrs. Stevie VanDeVelde    svandavelde@oursaviourshamrocks.com  
 8th grade ..... Mrs. Celeste Morrow    cmorrow@oursaviourshamrocks.com  
 8th grade ..... Mrs. Beth Shade    bshade@oursaviourshamrocks.com  
 7th grade Science ..... Mrs. Heather Peters    hpeters@oursaviourshamrocks.com  
 7th grade Literature ..... Mrs. Rita Carney    carneyr@oursaviourshamrocks.com

6th grade ..... Mrs. Kim Anderson    kanderson@oursaviourshamrocks.com  
 6th grade ..... Ms. Brienne Koleczek    bkoleczek@oursaviourshamrocks.com  
 5th grade ..... Mr. Don Jolly    djolly@oursaviourshamrocks.com  
 5th grade ..... Mrs. Stacey Worrell    sworrell@oursaviourshamrocks.com  
 4th grade ..... Mrs. Christine Schumacher    cschumacher@oursaviourshamrocks.com  
 3rd grade ..... Mrs. Becky Russotto    brussotto@oursaviourshamrocks.com  
 3rd grade ..... Mrs. Jessica Brown    jbrown@oursaviourshamrocks.com  
 2nd grade ..... Mrs. Lisa Elliott    lelliott@oursaviourshamrocks.com  
 2nd grade ..... Mrs. Amy Evans    aevans@oursaviourshamrocks.com  
 1st grade ..... Mrs. Amy Dietrich    adietrich@oursaviourshamrocks.com  
 1st grade ..... Mrs. Amanda Martin    amartin@oursaviourshamrocks.com  
 Kindergarten ..... Mrs. Stacey Chumley    schumley@oursaviourshamrocks.com  
 Kindergarten ..... Mrs. Rebecca Phillips    bphillips@oursaviourshamrocks.com  
 PreSchool ..... Mrs. Amy White    awhite@oursaviourshamrocks.com  
 PreSchool ..... Mrs. Bailey Becker    bbecker@oursaviourshamrocks.com  
 PreSchool Instr. Asst. .... Mrs. Angie Rives    arives@oursaviourshamrocks.com  
 PreSchool Instr. Asst. .. Mrs. Jessica Arnold    jarnold@oursaviourshamrocks.com  
 PreSchool Instr. Asst. .... Mrs. Dana Moore    dmoore@oursaviourshamrocks.com  
 K-8 Physical Ed ..... Mr. Pat Gibson    pgibson@oursaviourshamrocks.com  
 Computer Teacher ..... Mrs. Paitra Gibson    computerlab@oursaviourshamrocks.com  
 PreK-2nd Music/  
     Asst. Principal ..... Mrs. Polly Jones    pjones@oursaviourshamrocks.com  
 Band ..... Mr. Dave Shaffer    dshaffer@oursaviourshamrocks.com  
 Athletic Director/  
     Music/Band ..... Mr. Adam Power    apower@oursaviourshamrocks.com  
 Secretary ..... Mrs. Karen Burgess    kburgess@oursaviourshamrocks.com  
 Asst. Secretary ..... Mrs. Coni Stephenson    cstephenson@oursaviourshamrocks.com  
 Maintenance ..... Mr. Chad West    cwest@oursaviourshamrocks.com  
 Maintenance ..... Mr. Brian Wagner    bwagner@oursaviourshamrocks.com  
 Instructional Asst. .... Mrs. Linda Johnson    ljohnson@oursaviourshamrocks.com  
 Technology ..... Mr. Matthew Martin    mmartin@oursaviourshamrocks.com

**MISSION STATEMENT:** Our Saviour School teaches Roman Catholic values in a faith-centered environment. The faculty and staff assist families in the total development of their children's potential, instilling spiritual, intellectual, and physical growth. Our Saviour School prepares students to lead and serve.

**VISION STATEMENT:** Our Saviour School will become a unified school community, working collaboratively to create an innovative, vertically-aligned PreK-8 curriculum, using the standards as a roadmap, to ensure spiritual, intellectual, and physical growth for all students.

**PHILOSOPHY OF OUR SAVIOUR SCHOOL:** We believe Our Saviour School is an extension of Our Saviour Parish as one of its learning centers. In this unique setting, the primary goal is the nurturing of the religious, intellectual, social, emotional, and physical growth of the students as children of God, according to the teachings of the Roman Catholic Church, with worship as an integral part of the educational process.

We believe students learn best when they are motivated by a desire to acquire knowledge and growth in maturity; when they respect their teachers, realizing the teachers' commitment to their intellectual and moral development; when they are concerned about the feelings of their peers, and know their peers are concerned about theirs; when they have a respect for authority and enjoy the respect of the entire school staff; when they feel loved and wanted at school; when they are encouraged by parents to study and to cooperate at school; when they give of themselves in service to their school and community.

We believe teachers teach best when they are at peace with themselves; when they are motivated by their dedication to their work and by their commitment to their students; when they are free of bias and treat all their students with fairness, recognizing their differing backgrounds and abilities; when they can practice their profession free of tension, secure in the constant respect and support of their pastor, principal and fellow teachers; when they are confident of open and helpful communication with parents; when they are an integral part of a community of love.

We believe the parents and school function as partners when there is shared commitment to meet the educational needs of the children based on a spirit of love, cooperation and understanding.

We believe the school extends the parish when all members of the parish work together to provide an education for the students which integrates academic excellence, worship, and the living of the Catholic faith.

**GOALS:**

1. To provide opportunities for the students to participate in liturgy, such as Mass, the reception of the sacraments, prayer, religion classes, serving at Mass and other religious functions.
2. To maintain attitudes of respect for each child.

3. To teach acceptance of responsibility and leadership needed in a democratic society.
4. To foster love of country, respect for its heritage and loyalty to its ideals.
5. To continually strive for excellence in personnel.
6. To pursue the use of effective teaching methods and quality texts.
7. To involve parents through conferences and reports in developing the whole child.
8. To develop creative thinking through reading, discussion, writing and other expressive forms.
9. To promote mutual understanding and cooperation between public and parochial schools in activities and programs.
10. To provide for co-curricular activities such as: student council, mission promotion, athletics, science fair, academic contests, etc.
11. To encourage students to give of themselves in service to others.
12. To focus on the individual needs of the students.

**PARENTS AS PARTNERS:** As partners in the educational process at Our Saviour School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school when a child has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

## PARENT'S ROLE IN EDUCATION

We at Our Saviour School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Saviour School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Setting a good example is the best way to way to teach this. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Our Saviour School, we trust you will be loyal to this commitment. During these formative years (K-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

**OUR SAVIOUR SCHOOL HANDBOOK AND CALENDAR** is provided to all parents/guardians of Our Saviour School students. It is intended that parents/guardians share with the school the responsibility of helping their students understand the school's policies and philosophy and the rules and regulations that come from that philosophy. It is expected that this handbook will be discussed by the parents/guardians with their

child(ren). Indication of the agreement and support of the provisions of this handbook and calendar should be designated on the sign off sheet. When completed, this needs to be returned to the school office by the end of the third week of school.

Great effort has been taken to make this handbook as inclusive as possible and to keep all rules clear and practical. In the event of oversight or if there is a need to clarify by amendment or alteration, the school principal reserves the right to do so in a timely and effective way. Parents/Guardians will be notified as soon as is possible, if changes are made. **WHEN IN DOUBT about a school rule or procedure, PLEASE ASK.**

**ACCREDITATION: OUR SAVIOUR SCHOOL** is state recognized and is governed by the policy of the *Diocesan Handbook of Catholic Educational Policies*. This school handbook and calendar have been designed to uphold those policies. As of August 2018, this is our policy, anything prior to this is superceded by this writing. The principal is the final recourse and reserves the right to amend this handbook.

\*\*\*\*\*

## ACADEMIC INTEGRITY:

Academic honesty should be the goal of all students attending Our Saviour School. Cheating of any type will not be tolerated. Plagiarism, copying an author's written material, is considered cheating. Violation of this goal is deemed academic dishonesty and includes any action intended to obtain or assist in obtaining credit for work which is not one's own.

The following should occur:

1. Teachers are to report all incidences of academic dishonesty to the school principal.
2. At the time of the first offense, the teacher is to confer with the student and the student will notify the parent or guardian. The student may receive a zero for the assignment, quiz or test if academic dishonesty has occurred.

Continued occurrences of academic dishonesty will require the student, along with his/her parent/guardian, to appear before the principal and pastor and may result in expulsion.

The stealing of a test, teacher's manual or any other academic material from a teacher or student may result in suspension or expulsion.

**ADMISSION POLICY:** The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. Student admission and faculty recruitment have been and will continue to be processed without regard to race, sex or ethnic background. Children of Our Saviour Parish will not be excluded because of financial need. Any parent who foresees such a problem should discuss it with the pastor.

Our Saviour School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color,

national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs and athletic and school-administered programs.

### **ADMISSION/REGISTRATION REQUIREMENTS:**

A child must meet the academic and social requirements necessary to be considered for admission. These requirements are determined by:

1. Children entering our PreK must be 3 or 4 years of age by September 1 of the year they are seeking admittance.
2. Children entering Kindergarten must be 5 years old by September 1 of the year for which they are seeking admittance. Exceptions to this law are subject to the judgment and approval of the school principal.
3. Students entering Our Saviour School for the first time need to furnish the following at registration:
  - a. **\*Certified copy of birth certificate** (a copy will be made at registration). Parents who are unable to provide a certified copy of their child's birth certificate must submit a signed GENERAL AFFIDAVIT explaining the reason why they are unable to provide a certified copy of the birth certificate along with a Passport, Visa, or other government issued documentation showing reliable proof of their child's identity and age.
  - b. **Baptismal certificate** (if not baptized at Our Saviour Church).
  - c. **Records of any other sacraments received.**
  - d. **Health and Immunizations Records/See Health and Sickness**
  - e. **Former School Records including report cards, standardized test results and IEP/ISP, if applicable**
  - f. **Applying family, including prospective student, is interviewed by the Principal**
4. Successful completion of School Assessment/Entrance Examination taken prior too acceptance or a similar assessment taken from current school institution attending
5. Admission of students with special needs will be dependent upon the school's ability to meet those specific needs.

**\*Our Saviour School maintains copies of these records. Parents needing copies should obtain these forms from their original source.**

At registration, parents/guardians are expected to furnish information regarding their child's birth date, residence, phone number (home and parents'/guardians' work) and emergency data.

Parents/guardians need to have on file a signed agreement of certification of Medical Insurance and Indemnity agreement as requested by the Diocese of Springfield. (Forms will be made available to parents/guardians with registration materials.)

In the event of limited space, registration for students of Our Saviour School parish families will be given first preference. Parents/guardians will be formally notified by letter indicating whether the applicant is or is not accepted for open class spots. If waiting lists are needed, confirmation of available space will be made in August, or sooner, if possible.

Note that all new students enter this Catholic School on a provisional basis of one semester which will be monitored/reviewed/determined by the principal and pastor and takes into account the following:

- Student's ability to be successful academically and socially
- Good attendance and punctuality
- Parental participation and support
- Parents stay current in their financial obligation to the school
- Parents and previous school have disclosed all information beneficial to the student's success at this Catholic School

After satisfactorily completing the provisional period the student will continue to be held to the policies and standards of the school as outlined in the student handbook and subject to appropriate disciplinary action.

Families can also apply for the Empower Illinois Tax Credit Scholarship through: [www.empowerillinois.org](http://www.empowerillinois.org)

**ADVISORY BOARD:** This Board is an advisory body consisting of the following 11 members: the parish pastor, the school principal, both *ex-officio* and 9 others. The purpose of the Board is advisory and consultative in nature. The Board meetings are on the school calendar. They may also meet at other times as deemed necessary.

All meetings of the Board are open to members of the parish and/or parents/guardians of school children. Any concern or suggestions of parishioners are welcome. (*See Grievance Procedure*) Written requests or issues to be addressed by the Board will be accepted by the Advisory Board president. Such a request should be submitted to the Board president 5 days prior to the School Board meeting.

Minutes of past meetings are available upon request from the Board secretary.

### **Areas of Board Responsibility:**

1. Mission
2. Planning
3. Policy Formation
4. Finances
5. Development/public relations/marketing
6. Evaluation of the Board effectiveness
7. Evaluation of Principal/Board relationship
8. Search for Principal

**AFTER-SCHOOL PROGRAM:** This program is available to parents/guardians from 2:50 p.m. to 5:30 p.m. If a child is picked up before 3:30pm, they will not be charged. We want to provide the children with a safe, healthy and happy environment in which to grow. This program is set up to be “flexible” in order to meet the needs and the interests of the children. For further information, call the school secretary. Sign up for this program is available at fall registration or at any time by calling the school office.

**General Information:** The Our Saviour After School Care Program will run from the time school is dismissed until 5:30 p.m. Monday through Friday. Daily activities will include a snack, outdoor play, group games, etc.

**Fees are:** \$8.00 per day  
\$4.00 per day for each additional child in family

We ask that parents/guardians pay fees on Mondays for the upcoming week.

Fees may be paid by check, payable to Our Saviour After School Program. Fees are to be turned in by the parent or person picking up the child to the Director of the Program. If fees are not received by Monday, **a \$2 per day late fee may be assessed.** In the event of frequent abuse of this policy your child may be dropped from this program. A one week advanced notice of this possibility will be given. Children must be picked up by 5:30 p.m.

Persons responsible for picking up a child **MUST** sign the child out. No child will be allowed to leave on his/her own without a signed permission form. If leaving for school activities a permission form signed by the parent must be given to the program director. Children will **ONLY** be dismissed to their parents/guardians or persons listed on the enrollment application. If a person other than those listed will be picking up a child, arrangements must be made in advance with the Program Director.

Children are accepted on a trial basis only, to make sure the program will be able to meet your child’s needs. We reserve the right to dismiss any child from the program if he/she cannot abide by the program guidelines or is continually disruptive toward the director and other students. Any discipline problems will be discussed with the parent and dismissal will be used only as a final alternative. Any problems or concerns should be directed to the Director of the program.

It is preferable for a schedule of when your child will be attending the program be given to the director on Monday for that week. This is **IMPORTANT TO INSURE THE SAFETY OF YOUR CHILD.**

The program is set up to be flexible in order to meet the needs and the interest of the children. Most of all, we want to provide the children with a safe, healthy and happy environment in which to grow. Any problems or concerns would be directed to the director.

No electronic devices may be used while attending After School (phone, iPod, Kindle, etc.). No toys from home (game boys, dolls, etc) will be allowed into the program.

On days in which there is an early dismissal, the program will not meet.

**ARRIVAL PROCEDURE:** All students arriving at Our Saviour School between 7:30 a.m. and 8:00 a.m. are expected to report to the gym (PreK students report to the PreK Classroom for supervision by PreK Staff) unless arrangements with the school office or classroom teacher have been made to the contrary. Students are allowed into the school at 7:30 a.m. and should use the east main entrance door. The school day at Our Saviour School commences with first bell at 8:07 a.m. and tardy bell at 8:12 a.m. Supervision is provided in the school gym until dismissal to classrooms at 8:00 a.m. No cell phones or electronic devices are allowed in the Gym. Students arriving between 8:00 a.m. and 8:12 a.m. are to report directly to the classroom. Students arriving after 8:12 a.m. are to check in the school office *before* going to their classrooms.

Parents/guardians of students who are dropped off before 7:30 a.m. will be issued two warnings about this infraction. Students are not permitted to leave the school grounds without permission or without being signed out by a responsible adult. Infractions of this regulation are subject to consequences for behavior outside the classroom.

**ASBESTOS:** Our Saviour Grade School has completed the Asbestos Management Plan in accordance with federal government regulations and a copy is on file at the school office for public inspection. Regulations require that this notification be made annually to all parents/guardians and staff.

**ATTENDANCE:** Our Saviour School meets the state requirements of 176 days of pupil attendance or 880 hours of instructional time, including religion classes. Daily attendance is **required.** Children who are sick, feverish, or in need of medicine at regular intervals are expected to stay home to recover and to receive proper rest and attention. Persistent coughs and colds contaminate and distract other students as well as make the child himself/herself uncomfortable and unable to concentrate. *No awards* will be given for perfect school attendance; therefore, students need not feel pressured to attend school *when sick.*

**Absence from school is always detrimental to the progress of the student.** Class discussion and lectures cannot be repeated and scheduling make-up tests can be very difficult. Every effort should be made to schedule vacations and appointments to coincide with school vacations and holidays. *Advanced written notice to the principal and teacher is required for extended absences, such as vacations for more than two consecutive days. (See “Homework Policy Regarding Vacations”). Homework given in advance will be given at the teacher’s discretion.*

It is the expectation of Our Saviour School that students’ attendance be consistent to provide the highest level of learning possible. We will follow state law as our guideline to truancy which states that each time your child is tardy and/or absent without a valid reason, it is considered unexcused. If your child has a medical condition that is causing significant absences, please obtain a doctor’s excuse to verify that the absence from school is necessary.

Student absence **must** be called into the School by 9:45 a.m. the day it takes place. A

SchoolMessenger call will be sent to verify student absence. All absences not reported by parent will be considered Unexcused until a note is sent. The telephone call does not cancel the need for a SchoolMessenger. All absences not reported by parents will be considered unexcused.

A parent's/guardian's interest in obtaining the child's work while absent due to illness will be forwarded to the classroom teacher(s). Requests for a student's books and any possible assignments which the teacher feels are appropriate to send home at this time, **if made by 9:00 a.m.**, may be picked up from the secretary's desk at 2:30 p.m. Requests made after 9:00 a.m. will be honored **if possible**.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Students who need to leave at times during school for doctor appointments, funerals, etc., or who will need to leave before the school day is over must bring a note from their parent/guardian to the school principal.

Students unable to participate in P.E. class for reasons related to health or injury must provide a written explanation by their physician. Students should also provide documentation from their physician when they are released from medical care and are able to participate fully in P.E. without restriction.

Children are expected to be in their respective rooms at 8:12 a.m. Students who arrive after 8:12 are considered tardy and must be signed in at the office. A tardy will be considered an **excused tardy** when accompanied by proof of a doctor's appointment by the doctor's office. In case of habitual tardiness, parents/guardians will be contacted and arrangement for make up time will be made pupils and the teacher, it should be carefully checked by the parents/guardians. If repeated tardies occur arrangements will be made for the child to make up all missed time. If tardiness continues to be problem, missed time will be made up in multiple increments. (*Example: For each minute late, 5 minutes will be made up.*)

**Excessive Absence** (30) days or the equivalent of (30) days including tardies, can be cause for a student to be retained in the current grade for another year or for a required summer program before being promoted to the next grade. A letter will be sent to the parents after the student's 10th absences in the school year. After 10 excused or unexcused absences, further absences may be required to be accompanied by a doctor's note (this excludes prearranged days). Continued absences may result in a principal-parent conference. A makeup plan will be devised.

**Attendance for Tuition Assistance** Any student receiving tuition assistance must have an acceptable attendance record from the prior school year in order to qualify for tuition assistance the next year. Acceptable attendance for tuition assistance is no more than 15 days of absences and no more than 10 unexcused tardies. In the case of a severe

medical condition, the principal and/or pastor have the ability to waive this requirement, subject to appropriate medical documentation by the student's physician.

**Written Notes** The following require written notes from a parent/guardian:

- Appointments during the school day or early dismissal
- Early release from school for any event outside of school

**BULLYING, CYBERBULLYING & TEXTBULLYING:** Our Saviour School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. **See SOCIAL MEDIA**

**BUS PROCEDURE:** For the safety of all on the bus, the following must be observed:

1. All children must ***sit in their places*** until the bus has stopped at their corners.
2. Children may ***talk quietly*** with those in the seat with them, but they may not call or yell to anyone on the bus.
3. Keep all objects out of the aisles, i.e. band instruments, back packs etc.
4. ***No eating or drinking*** is permitted on the bus or throwing of any articles whatsoever.
5. Bus equipment, the ***bus driver*** and ***other students*** must be ***treated with respect***; the driver's regulations must be obeyed.
6. Only regularly assigned bus riders are allowed to ride the bus unless approved in advance by the principal.
7. ***Those who will not comply*** with these rules will ***forfeit their right to ride*** the bus and will have to find other means of transportation.

**CHILD ABUSE LAWS:** Our Saviour School abides by the Child Abuse laws of the State of Illinois. These laws mandate that all cases of suspected abuse and/or neglect be reported to Child Protective Services. Our Saviour staff members complete the Illinois Department of Children & Family Services Mandated Reporter Training yearly.

**CONFLICT RESOLUTION:** The faculty and administration teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to solve conflicts. If a conflict arises, the faculty and administration will treat the involved parties with fairness. Parent/guardian contact will be made as necessary.

**CORPORAL PUNISHMENT:** All persons in the employ of Our Saviour School/Parish and those acting in behalf of the parish in its programs and activities are to respect the dignity of the persons entrusted to their care. They should avoid personal indignities such as sarcasm, ridicule, nagging, calling names, and other public humiliation. Sexual harassment will not be tolerated. Such persons shall never employ

corporeal punishment nor inflict physical abuse with respect to those entrusted to their care. Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, or other similar acts. Persons in the employ of this parish or acting in behalf of the parish in its programs and activities are reminded of this prohibition and the parish reaffirms that conduct of this nature is absolutely forbidden and is cause for immediate dismissal.

**CURRICULUM POLICY:** Our Saviour School offers quality education in all the academic disciplines required at the elementary level. Religion is taught daily as both a doctrine to be learned and a faith to be lived. Remedial and enrichment services are available: computer education, music, art and physical education. A Family Life class will be taught in grades K-6, Human Sexuality will be taught in 7 & 8. Choir, Band and Music Programs/Competitions are considered part of the curriculum and, therefore, attendance is mandatory. If a student is not present at the winter or spring performances without a valid excuse, the student's grade may result in a letter grade being dropped.

**DISCIPLINE:** The Staff at Our Saviour School is committed to helping students grow in self-discipline and responsible Christian behavior. All discipline is aimed at showing children what they have done wrong, giving them ownership of the problem and giving them options to solve their own problems while leaving their dignity intact.

Each Our Saviour School faculty and staff member is an authority in the school. The students should be aware of this, and each faculty and staff member has the responsibility to act accordingly. If a faculty or staff member finds a child who cannot be encouraged to behave by another method, the problem will be discussed with the principal.

All Our Saviour students are expected to foster Gospel values by:

- Respecting Authority
- Respecting Others, Their Rights and Opinions
- Respecting Property
- Respecting Responsibilities
- Respecting School Environment

#### **K-8th Discipline Policy - Level I**

A Level I infraction involves misbehavior which interferes with orderly classroom procedures or orderly operation of the school. These include but are not limited to such acts of misbehavior as the following:

1. Tardiness
2. Dress Code Violation
3. Inappropriate behavior in school or at any school function
4. Gum chewing
5. Food or drink in undesignated areas
6. Any other inappropriate behavior

#### **Consequences**

Violations of Level I behaviors may result in a Behavior Report, detentions, or admin-

istrative involvement, parent contact or any other action appropriate by the teacher or principal.

#### **Discipline Policy - Level II**

A Level II infraction involves misbehavior so frequent or serious that it disrupts the learning climate of the school. These infractions include but are not limited to such acts of misbehavior as the following:

1. Repeated violation of Level I misconduct
2. Use of tobacco products
3. Misuse of school property
4. Forging of notes or signatures
5. Lying
6. Cheating
7. Skipping classes, detention, or school-related activities
8. Vulgar, obscene or abusive language/actions
9. Disrespect or disobedience
10. Fighting
11. Harassment or bullying
12. Threats (All threats will be taken seriously)
13. Any other disruptive behavior.

#### **Consequences**

Violations of Level II behaviors may result in parental contact. In addition, Level II violations may result in any of the following: school detention, possible parent/principal conference, school service, restitution of damages, one-to-three day in-school suspension, suspension of school privileges, or any other action deemed appropriate by the administration.

#### **Discipline Policy - Level III**

A Level III infraction involves acts which violate the integrity of the school and which are potentially harmful to other persons or property and, in some cases, against the law. Parental contact will be made and, when appropriate, law enforcement authorities will be notified. These include, but are not limited to, such acts of misconduct as the following:

1. Repeated acts of Level II misconduct
2. Vandalism
3. Theft
4. Verbal or physical intimidation of another person
5. Initiating a false alarm or bomb threat
6. Refusal to conform to school authority
7. Assault or Battery
8. Threats (All threats will be taken seriously)
9. Any other harmful activity

#### **Consequences**

Violations of Level III behaviors may include a conference with the student, parent,

and principal, in-school suspension, out-of-school suspension, financial restitution, restriction of student activities, referral for counseling, continuation in school under a probation contract, request to withdraw from school, expulsion, or any other action deemed appropriated by the administration.

### **Detention Policy**

Ordinarily, discipline problems are handled by the teacher, with more serious matters being referred to the principal. The parents/guardians are called when it is deemed necessary.

A detention may be issued by any faculty or staff member for chronic minor misbehavior, single instances of serious misbehavior or conduct unbecoming a student in a Catholic School. A student who receives a detention must have the detention slip signed by a parent and return the slip the next day. If this slip is not returned, students will call home for it. All forms will be kept on file for the school year. The principal is always the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

## **GENERAL DISCIPLINE CONSEQUENCES**

### **1. Behavior Report Slips**

Behavior Report Slips will be issued for repeated Level I infractions. The third Behavior Report Slip will result in a detention, and every behavior thereafter.

### **2. Detention**

Detentions are issued by teachers or principal for violations of behavioral guidelines. Examples can be found throughout the levels of the discipline plan. Parent conference after 4th detention.

### **3. In-school Suspension**

In-school suspension will be a supervised situation in which the offender is isolated from the rest of the school body. The student's parents/guardians will be notified, or a meeting resulting from the offense. If a substitute teacher is required, then a fee of \$100.00 may be assessed.

The student will be given the daily assignments and will be expected to complete the work and turn it in at a designated time. Any missed test or quiz will be made up the next day back in the regular classroom. Missed work and instruction will be the student's responsibility. Assignments will be graded the same as for those who attended the regular classes.

Lunch and restroom breaks will be scheduled to be taken under supervision with no contact with other students. The student will not attend special classes such as computer, physical education, music, or art and will take an incomplete for the day the class is missed. The student will not be allowed to attend any special program, field trips, parties, assemblies, etc. which might be scheduled on the day(s) of the suspension, nor will the student be allowed to participate in a scholastic or athletic event held after school on the day of the suspensions.

In-school suspension may be from 1-3 days for Level II or III offenses.

### **4. Out of School Suspensions**

In the event of continued abuse of our Christian value system, a conference between parent/guardian and principal will be held to determine the length of the out-of-school suspension not to exceed 5 days. This suspension will carry with it the removal from any extracurricular sports, academic, or school activity participation for one semester of the student's membership in that activity. Any grade for assignments and exams will be recorded at the lowest passing grade once they are completed to teacher satisfaction. Out-of-school suspension is determined on a case-by-case evaluation. An out-of-school suspension further restricts the student from being present on school property and from attending any school related activity. Suspension may also be a consequence for substance abuse. (*See Substance Abuse Policy*)

### **5. Expulsion**

Should a student further challenge our Catholic philosophy and behavior expectations, that student may be dismissed from Our Saviour School. Negotiations for the return and reinstatement of the student to Our Saviour School may be an option to be evaluated by the pastor and principal in communication with the student and the parents/guardians.

A student who is accused of a serious wrong may be placed on a home study program pending the outcome of adjudication or investigation. The student will be expected to do his assigned school work at home and may be required to meet with a counselor before receiving permission to return to school.

For drug, alcohol and weapons violations, the local/state police will be notified of verified drug incidents. See "Substance Abuse Policy and/or Weapon Policy".

### **Recording procedure for Classroom Consequences**

At teacher's discretion, recording of offenses will start over

- a. Daily for grades PreK-2
- b. Monthly for grade 3
- c. Quarterly for grades 4-8

**Off-Campus Behavior** - when a student's behavior off campus disregards local or state ordinances and/or reflects negatively on the integrity of our Christian expectations it may affect continuation of a representative position. The principal reserves the right to discipline students for off-campus conduct that would negatively impact our beliefs and expectations.

**DISMISSAL:** Students begin preparation for dismissal at 2:45 p.m. All students are dismissed at 2:50 p.m. We will dismiss car lot after buses are safely dismissed. All cars park in our east school parking lot to pick-up your children. If you park elsewhere, please walk to the lot to pick up your child.

**EMERGENCY CLOSINGS:** On days when it may be necessary to close school the



information will be announced by the local radio stations and calls to parent numbers will go out through School Messenger. We ask that parents/guardians listen to the radio for school announcements. In the event of an early dismissal, our School Messenger system will be used.

Our Saviour School will be utilizing “Late Start” days due to extreme wind chill temperatures or icy road conditions. As we coordinate with Jacksonville School District and Rount Catholic High School, on late start days, school will begin **two (2) hours later than usual** and buses will run their regular routes unless otherwise noted. Whereas our doors typically open at 7:30 a.m. and the last bell rings at 8:12 a.m. with the “Late Start” option, ours will open at 9:30 a.m. and the last bell will ring at 10:12 a.m. Those using Jacksonville bus service in the morning, the bus will pick up 2 hours later. “Late Start” is an option to allow school districts to continue with school (while starting later) and, therefore, eliminating the use of a snow day. The decision for wind chill and ice conditions should be made by approximately 5:30 a.m. The principal will send out a notice via School Messenger as soon as determination has been made.

**EXTRACURRICULAR ACTIVITIES:** All academic, athletic and music programs and activities require students to be in good class standing in order to participate. We follow IESA policies for all IESA activities.

There will be a fee to participate in a sport, Band, Mixed Choir, and other Extra-curricular activities.

**A student must be in attendance at school from 8:30 a.m. on, in order to participate in a sport or other academic/school activity that day/evening. Exceptions such as doctor’s appointment, funeral, etc. may be granted by the principal. Documentation for such events may be required. If the student is absent the day following a game or activity, he/she must report to the principal for a decision regarding participation in the next scheduled game or activity.**

Cooperative and respectful participation is a requirement for any student participating in any school-sponsored activity or event. Students are expected to comply with the rules and procedures set by the moderator of the activity as well as school policies. Lack of compliance may result in disciplinary measures or dismissal from the activity.

Parents who require interpreters or special needs consideration for school activities, programs, events, etc. need to advise the school office a week ahead of time, if they are planning to attend, so that proper arrangements can be made.

To the best of our ability (barring unforeseen circumstances, i.e., emergency closing of school, holidays, etc.) eligibility reports will be made on Friday. Notice of eligibility will be given to the athletic director who will forward reports to the respective coaches. Ineligible students will be informed in writing and in person when possible. Students are responsible for giving ineligibility information to parents/guardians.

Our Saviour School students participating in school sponsored athletic activities are to abide by the handbook of policies and practices which they will receive prior to participation in sport’s season.

Our Saviour School parents attending school sponsored athletic events whether on campus or off are expected to display themselves in a Christian demeanor. Those who become disrespectful or abusive, especially toward coaches, referees, players, or other authorized personnel will be subject to repercussions as stated in the Athletic Handbook.

**\* For Athletic activities - see the Athletic Handbook for further requirements.**

**FAMILY SCHOOL AGREEMENT: See Appendix I & II at end of this book**

**FIELD TRIPS/CLASS TRIPS:** In accordance with the direction from the Office for Catholic Education, Diocese of Springfield, Illinois, all class field trips for students of Our Saviour School will be designed so that they are *educational* in nature. All field trips are subject to the principals discretion and approval. Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements. Alternate educational activities will be scheduled for those students at school. The decision to exclude a student from a field trip will be made by the student’s teacher and the principal. Parents/guardians will be notified of this decision in advance of the field trip. Students are expected to behave in an appropriate manner.

For participation in the annual class trip, eighth grade students must maintain a given academic and behavioral standard set forth by their teachers. No more than two detentions during the 4th quarter and passing grades in all subjects will be required.

When possible, school bus transportation will be provided, especially for trips in excess of 60 miles, one direction. The cost of bus transportation will be passed on to the student as part of the field trip fee.

In the event of car transportation, all drivers will be licensed and 25 years of age or older. **Current proof of insurance and seatbelts for each passenger will be required.** In order for chaperones to focus their full attention on the supervision of our school students on the field trip, younger brothers and sisters or other nonstudents are NOT to accompany a parent on a field trip.

On the day of the trip, drivers and/or chaperones will be expected to check in with the classroom teacher to provide any necessary information and/or to pick up field trip check lists. The permission form is the only acceptable form for Our Saviour School class/field trips. Parents/guardians are requested to fill out, sign and return the form which comes home with their child(ren) in order for valid permission to be granted. No authorization by phone or in some other written form will be accepted. Students who fail to submit a proper permission form will not be allowed to go on the trip. In the event the original form is lost or destroyed, one can be obtained in the school office or from the classroom teacher.

**Unless specified on the permission slip or by the classroom supervising teacher,**

**field trip chaperones may not purchase any items for their group on the trip.**

**Field trip chaperones who will accompany students on trips that encompass the school lunch period are asked not to park on the school black top areas which are used as a playground during the lunch recess time.**

**GANGS:** Our Saviour School will not tolerate the display of gang symbols, activities or the use of related language. Such displays will be subject to disciplinary action.

**GRADES:**

**Academic Reporting:** Report cards are given out four times a year on a quarterly basis for students in grades K - 8.

Parent-teacher-student conferences are formally scheduled, after 1st Quarter, each year for all students in grades PreK - 8. Other conferences may be called to address concerns throughout the year.

Current grades are available online between quarterly reports to alert parents/ guardians and students to progress or deficiencies in subjects, conduct and effort prior to the issuance of report card grades. Parents/guardians are to contact the teacher(s) with regard to their concerns or questions and in the hopes of working with the teacher to improve the student's achievement and cooperation before the end of the grading quarter.

Grades, special education reports etc. are matters of confidentiality and will not be sent home with siblings or an adult other than a parent, unless contact has been made with the teacher or the office.

Documentation of such will include the educational services of available outside support personnel. Parents/guardians may be asked to sign a contractual statement with the school which makes explicit the reasons and conditions for the conditional admission, promotion and/or retention.

**PreK - Skills Checklists and Student Portfolios (refer to PreK Handbook)**

**Grade K-2** uses the following grading scale:

O = Excellent

S+ = Good

S = Satisfactory

S- = Needs Improvement

N = Needs Improvement

U = Unsatisfactory

P = Passing but below grade level

**Kindergarten also uses a Skills Checklist:**

- = Exceeds Expectations; + Meets Expectations; - = Developing;
- / = Does not meet Expectations; N/A = Not assessed this quarter.

subject to the principal's discretion and approval.

**Grade 3-8** uses the following grading scale:

A+ 99-100	B+ 91-92	C+ 83-84	D+ 75-76	F Below 70
A 95-98	B 87-90	C 79-82	D 72-74	
A- 93-94	B- 85-86	C- 77-78	D- 70-71	

**GRADUATION:** 8th Grade students completing all grade requirements will be eligible to participate in Graduation. Social promotions are not granted. They must pass the U.S. and IL Constitution, prior to Graduation. 8th Graders information will go to Routt Catholic High School unless the parents specify, in writing, that they do not want it to go there.

**GRIEVANCE PROCEDURE:** Any parent/guardian and/or student who has a grievance must first discuss the grievance with the teacher, if such discussion is appropriate to the nature of the grievance, as soon as possible. If the grievance still exists, the parent/guardian and/or student are entitled to bring the grievance to the principal. the principal may involve the pastor if deemed necessary or appropriate. The principal's decision, in consultation with the pastor, will be binding and final on all concerned.

**GUM/CANDY:** Students may not chew gum on the premises. Candy may be brought to school for special occasions and is to be eaten in the lunchroom or in other areas and at times as designated and supervised by the teacher or person in charge.(See behavior expectations and consequences.) Chewing gum as recommended for orthodontic treatment must be in written form from the dentist, specifying length of time for this necessity. Gum will be dispensed by the classroom teacher as needed. Students are not to keep gum on their person.

**GYMNASIUM AND SCHOOL FACILITY USE:** Use of Our Saviour School's gym or other rooms for times when not assigned to Aftercare, PSR, school athletic games and practices must be requested from the school principal 1 week in advance. Approved users must sign a contract which will be kept on file in the principal's office.

**HEALTH AND SICKNESS:**

**Examinations**

All children entering PreK, kindergarten or sixth grade, and students new to the school are required by state law to present a new record of physical fitness. These records must be completed, signed by the physician and parents and be turned into the Office on Registration Day in August.

**Health Records**

1. All children entering kindergarten or sixth grade and students transferring into Illinois from outside of the state or outside of the country must have on file by October 15 of the current year, a completed written health exam by a physician. Lead screening is a required part of the health examination for children age six

years or younger *prior to admission* to kindergarten or first grade.

2. Any child not in compliance with health exams will be asked to remain at home until this exam is completed.
3. Dental exams should also be on file for kindergarten, second grade, sixth grade, and new students transferring into Illinois from outside of the state or outside of the country.
4. All kindergarteners and students transferring into Illinois from outside of the state or outside of the country are required to have an eye exam from an optometrist.
5. It is the parents' responsibility to inform the school of any physical abnormalities, such as, birth defects, allergies, epilepsy, diabetes, etc.

In the event of one diagnosed case of a communicable disease such as measles or polio, any student who is not protected by immunization shall be immediately excluded from school. This exclusion shall be in effect for 21 days following the last reported case or until the student can show proof of immunity.

### ***Immunizations***

All students must be in compliance with Illinois State regulations concerning immunizations. Any child not in compliance by October 15 of the current school term will not be allowed to attend school until such immunizations have been received.

Parents or guardians who object to health examinations or immunizations on religious grounds must present a signed statement detailing the specific grounds for the objection. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must provide the school with a signed statement.

**HOMEWORK:** The assignment of homework flows from the nature of the material under study in school. Therefore, though homework might not be assigned daily, it provides the parents/guardians with an opportunity to follow what and how their child(ren) are doing in school. Cooperation of the parents/guardians in supervising homework is a vital element in the learning process of the child. Written work is not the only type of homework; study and oral assignments are also given. Whatever type is assigned, the children should realize early that homework is their responsibility and must be done consistently with emphasis on completeness, accuracy and neatness. In case of illness or excused absence, a student will be allowed as many days as he/she was absent to make up the work starting with the day of return to school.

Upon returning to school, a student will be responsible that day for any tests, quizzes, or assignments made while he/she was in attendance and prior to his/her absence unless alternate arrangements have been made with the appropriate teacher before the student returns.

**HOMEWORK POLICY REGARDING VACATIONS:** It is preferable that family vacations be scheduled during days in which Our Saviour School is not in session. Understanding that there may be rare situations when this is not possible, OSS has de-

veloped the following vacation policy.

Parent responsibilities, to be completed in advance of the planned vacation:

- Send a letter, or call each child's teacher; set up a time to meet.
- Follow-up each letter/call with a visit to each teacher to collect a homework outline.
- Ask questions if clarification is necessary regarding the outline.  
*Note:* The parent, not the student, shall make the required teacher contacts to ensure effective communication and direction.
- It is possible that the homework outline received may not reflect *all* of the assignments your child will miss, but it will allow your child to remain fairly current and prepared to complete any remaining assignments in a timely manner.
- Your child will be allowed as many days as he/she was absent to make up the work.

**HONOR ROLL:** Honor Roll is for 7th and 8th grade students. High Honors is straight A's. Honors is all A's and B's. Honor Roll is done quarterly.

**ILLNESS OR INJURY:** *Children should never be sent to school ill. Requests for children to stay indoors during recess or P.E. periods because of illness are not allowed unless prescribed by a physician. If a child is too sick to follow the normal schedule, he/she should be kept home until well. It is highly recommended that students with a temperature, or stomach flu, should be kept home for 24 hours.*

In the event of illness or accident during the school day, students will be cared for temporarily at the school office. If the situation warrants, parents or emergency contacts will be called. It is essential that emergency forms be up-to-date so that parents may be reached if a child becomes ill at school. Parents must make arrangements to pick a child up from school or designate someone responsible to pick up a student who becomes ill. No child can be sent home unattended.

If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge may arrange for the student to be taken to the doctor or hospital for treatment. ***This action on the part of any personnel does not obligate the person, parish, or school to assume financial responsibility for the treatment of the student.***

**INSURANCE:** School insurance will be offered at the beginning of each year. Each student is required to be covered by health insurance, as required by the Diocese of Springfield in Illinois. The cost is small compared to the potential cost of medical care, and parents are encouraged to take advantage of this service if they do not have adequate coverage from another source. Insurance forms are available at registration. A record of parental intent must be kept at the office. Therefore, we must have your choice of whether or not you take the insurance in writing with the appropriate parent signature.

**INTERNET USE:** To have access to the Internet at Our Saviour, students must have the following on file:

A signed Parental Consent form and Student Acceptance form.

Rules and regulations about the use of the computers and the internet will be discussed with each class by the computer teacher at the beginning of the school year.

All students, teachers and staff are bound to the Diocesan Information Technology and Social Media Policies.

**INTRUDER - CRISIS PLAN:** Many steps have been put in to place to help be prepared if such an incident occurs. We will practice Lock Down Drills during the school year. Police may be present in our building during these drills to assist us in making our plans as complete as possible.

A separate Crisis Plan is shared and reviewed annually with Staff. Direction will be taken from Jacksonville Police Department with any crisis situation.

**JUNIOR HIGH EVENTS:** Many special field trips and activities are planned towards the end of the school year for the Jr High. Jr. High students must demonstrate appropriate behavior and classroom achievement in order to earn the privilege to participate. Therefore, beginning second semester, a Jr. High student:

- May not receive more than one detention of any kind or more than 3 behavioral reports, per quarter (3rd and 4th) or the student will forfeit the next trip or special activity.
- In the event of continued disobedience or abuse of behavior expectations, the student's participation in future special activities or field trips may also be denied. (Any severe disciplinary action, deemed necessary by the principal, may also deny the student extra-curricular privileges.)
- Must keep a passing average in all subjects. All work must be complete and turned in. For each activity, the student must be passing the Friday before, when eligibility list is processed for IESA events. The student cannot have any missing assignments and no more than 5 incompletes, in total, NOT per class, for each quarter.

In the case of the 8th grade year-end field trip, any student unable to participate in this trip due to behavior or academic consequences, will receive the refund of any out of pocket paid for the trip, not to exceed \$90. This rule is in place due to the fact that a number of items have to be prepaid by the school based on the number of students expected to attend the trip.

**LITURGICAL CELEBRATIONS:** Students (grades K - 8) participate in Mass (8:20 a.m.) on a weekly basis.

Parents/guardians are encouraged to attend all liturgical celebrations. In addition to liturgies, students participate in a variety of prayer services throughout the year; notice of which will be given ahead of time whenever possible.

**LUNCH:** All children in grades K-8 and our full-day PreK students, remain at school for lunch. A hot lunch is available each school day or lunch may be brought from home. The cost for Hot Lunch will be announced at the start of the school year. (Milk only is included). Juice and extra milk may be purchased for an additional cost. Students may also purchase "extras" for a fee, with the exception of dessert. There is no re-entry to the line for extras and/or a la carte items. A la carte items are available for purchase for the 6th-8th graders only. Students must use their lunch/ID card to purchase lunch items. **NO CASH SALES ARE ALLOWED.** Each student is expected to have sufficient money in his/her lunch account to pay for the items they purchase. The student and his/her parents will be notified, by email, when his/her lunch account balance reaches \$0.00. Students will not be allowed to charge in excess of \$50.00 to their lunch account. Once a student's account exceeds \$50.00 in charges, the student will be served a sandwich, piece of fruit, and a carton of milk for a minimum charge.

Any parent wanting to visit during lunch needs to have approval from the main office. Students are required to pick-up after lunch and are to clean up any messes. Silverware will be placed in the appropriate tub and the paper products will be thrown away. Trays should be dumped and placed neatly in the window. Courteous manners and behavior toward staff and cafeteria workers is expected. Throwing food is prohibited. Students who abuse cafeteria rules and privileges will be issued appropriate consequences. School lunch is a federally regulated program. Because of this, **students are not to bring soda pop** for their lunch. **Parents may not bring lunches or drinks from carry-out restaurants.** Quantities, ingredients, variety of items and cost are all controlled by federal standards.

**MEDIA RELEASE:** Parents/guardians who enroll students in Our Saviour School should expect that their students will frequently have pictures taken throughout the year. These pictures may be used in school promotional brochures, yearbooks, our school's Facebook page, school website, etc. Permission forms for this activity are signed upon entrance to Our Saviour School.

#### **MEDICATION:**

##### *Prescription Medication*

1. Written order from physician (detailing the name of the drug, dosage and time interval medication is to be taken) is required. Also required is a school form providing written request and permission from a parent/guardian for the school to comply with the physician's orders. These forms must be completed each school year.
2. Medication must be brought to the school in a container appropriately labeled by a physician or pharmacy and locked in the school office. The only exception is for inhalers for asthma medication. After completion of a school form, students may keep inhalers with them as long as they are concealed and restricted form access to other students.
3. Only the person(s) designated by the principal, shall be allowed to dispense the medication pursuant to the physician's orders. Every medication given must

be recorded on a medication log kept in the school office.

4. All use of intravenous or intramuscular injections must be cleared with a physician and administered by a registered nurse who is hired by the parents.

### ***Non-prescription Medication***

Non-prescription medication includes aspirin, non-aspirin, antacids, or other over-the-counter drugs. The school cannot dispense non-prescription medication. If a student needs non-prescription medication, a parent or person designated by the parent must come to school to administer the medicine.

No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.

If a child needs medication, the parent will be called, and he/she assumes the responsibility to bring the child medication or take the child home.

**MISSING CHILDREN ACT:** Upon notification by appropriate authorities of a person's disappearance, Our Saviour School shall flag the record of that person in such a manner that whenever a copy of, or information regarding, the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the appropriate authorities any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the appropriate authorities that the missing person has been recovered, the school or other entity shall remove the flag from the person's record.

**MISSIONS:** Part of the students' training is to make them aware of the responsibility for caring for those less fortunate than themselves. In light of this, children are encouraged to support missions on a voluntary basis.

**NON-CUSTODIAL PARENT:** In the absence of a court order, what is said in this handbook applies to any parent and legal guardian, whether or not the student lives with the parent. Our Saviour School abides by the provisions of the Buckley 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. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**NON-SCHOOL AFFILIATED TEAMS:** For recreational teams, the "Our Saviour School" and/or "Shamrocks" cannot be used unless permission is given from the principal AND all students for that particular grade level are invited to participate.

**PARENT CLUB:** All parents/guardians of students in Our Saviour School are members of the Parent Club. All parents/guardians are encouraged to attend the Parent Club meetings which are listed on the school calendar. Parent Club meeting attendance will be counted as Service Hours.

**PARENT LETTER:** Each week a school newsletter from the principal will be sent electronically, unless otherwise requested, to the family. This letter is intended to keep parents/guardians informed of school activities. It serves as a reminder for events and provides for any changes that might be necessitated by a variety of circumstance throughout the year. **This letter can also be found on the school website.** Parents/guardians are welcome to send items in for additions to this newsletter.

**PERSONAL BELONGINGS:** Students are discouraged from bringing personal articles from home as the school cannot assume the responsibility for loss or damage. Those who do so run the risk of these items being confiscated and held by the teacher or principal ***until picked up by a parent/guardian.*** Only on occasion and for use on an assignment or in a program may personal items be brought to school and only with explicit permission of the teacher.

**PHYSICAL EDUCATION:** The Our Saviour Physical Education program is based on participation/effort, behavior, and skill level. Participation/Effort and behavior will have a greater impact on a student's grade than skill level. Students will be introduced to a variety of age/grade appropriate skills, games, sports and activities.

All students, grades K-8, are required to have a clean pair of tennis shoes for indoor P.E. classes. This requirement begins on September 11th. In addition, it is recommended that students in grades K-5 wear a different pair of tennis shoes to school on their scheduled P.E. days (see below) to accommodate outdoor P.E. classes. Dress shoes worn for outdoor P.E. classes can create discomfort and safety issues. Shoes must be worn at all times in P.E. classes (unless otherwise instructed by the teacher.)

All students, grades 5-8, are required to dress out for P.E. classes. Appropriate (see school handbook), comfortable clothing needs to worn for all P.E. classes. If P.E. clothes are not needed, students will be informed in advance. In addition, it is recommended that 5th-8th students have a secondary pair of tennis shoes for outdoor P.E. classes. Again, students will be informed in advance (when possible) if P.E. will be outside.

Any student unable to participate in class due to injury, illness, etc. will still receive a P.E. grade. Students with participation limitations will be used as scorekeepers, umpires, referees, etc. Finally, a student in grades 5-8 who fails to dress out for P.E. classes will see a negative impact on his/her P.E. grade. Each student will get 1 free "no dress" per quarter. Each additional no dress will lower a student's grade up to one full letter grade. At the end of each quarter, academic make-up assignments will be available to students with more than one "no-dress." However, academic make-up assignments will be limited to two assignments per student. Thus, if a student has more than 3 "no dresses" in one quarter, the highest P.E. grade they will earn for the quarter will be a B.

**PLAYGROUND:** Recess is an important part of the student's school day; it provides the opportunity for physical activity that enables the children to participate in their afternoon studies. Even during the winter, some outdoor exercise is beneficial to their

health and their education. Children who have an illness that would prevent them from playing outside should stay at home until they are well, for their own sake and for the protection of the other children. Under special circumstances, a doctor may recommend that a child should return to school but remain indoors. A written note to this effect must be given to the teacher. Otherwise, all children will play outside every day that weather permits. **Please make sure your child(ren) are dressed appropriately for the weather.**

### **Playground Regulations:**

#### **1. Students are to:**

- a. Respect and respond to the authority of all supervisors.
- b. Stay in assigned play area.
- c. Share games and equipment and respect the rights of others.
- d. Respect all school property.
- e. Play with equipment as intended.
- f. Be safety conscious at all times.
- g. Walk to lines promptly and in an orderly fashion.
- h. Take recess concerns to supervisor.
- i. Seek supervisor's help when a problem arises during the recess.
- j. Enjoy their time out of the classroom and with their friends.
- k. Follow any rules deemed necessary by the playground supervisor.

#### **2. Students are not to:**

- a. Play on stairs by convent or on MacMurray's property.
- b. Pick up snow for any reason or deliberately slide on icy spots.
- c. Play tackle football.
- d. Retrieve balls from the street, without an adult overseeing the process.
- e. Hang on fence or basketball hoops/poles.
- f. Do acrobatics or build pyramids (*i.e.*, for cheerleading).
- g. Play on grass in *front* of school.
- h. Enter school without supervisor's permission.
- i. Intentionally kick balls at cars, buildings, or people.
- j. Fight or have inappropriate physical contact with one another (*i.e.* pushing, tripping, *etc.*).
- k. Engage in any activity deemed as dangerous by the supervisors.
- l. Throw or toss rocks, snowballs, inappropriate items.

**POLICE QUESTIONING AND APPREHENSION:** When students become involved with law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school, if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- a. the officer shall properly identify him/herself
- b. the parent(s) or guardian(s) shall be notified immediately and informed of the intent of the law enforcement authorities

- c. the student's parent(s) or guardian(s) have/has a right to be present if the conference is held in the parish/school
- d. if the student's parent(s) or guardian(s) cannot be located, authorities are not to confer with the student unless they produce a warrant
- e. if there is a warrant or if it is impossible for the parent(s) or guardian(s) to be present and they request it, the administrator should be a witness to the conference held in the parish/school.

**PREGNANCY/PARENTING POLICY:** Our Saviour School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. Our Saviour School equally assert the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the pastor, to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well being.

### **PRESCHOOL (SEE PRESCHOOL HANDBOOK)**

**PROMOTION POLICY AND RETENTION POLICY:** Advancement to the next grade in Our Saviour School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

For the purpose of determining retention at the 7th and 8th grade level, the following criteria will be used: A student compiling a failing yearly average in two of the six academic subject areas (History, Literature, Writing Skills, Science, Religion and Math) will be considered for retention. In any case, before a student is retained, efforts must have been made to inform parents of the possibility. Such efforts may take the form of progress reports, teacher emails, phone calls, conferences, letters from the teacher or principal, etc.

**PROTECTING GOD'S CHILDREN:** Attendance at the Diocesan required "Protecting God's Children" program and compliance with Diocesan Policy on Sexual Abuse of Minors is required for parents and others who volunteer and/or attend classroom parties, field trips, etc.

Since Service Hours are expected, all parents need to attend. A list of "Protecting God's Children" sessions can be found in the Catholic Times, on the diocesan website ([www.dio.org](http://www.dio.org)), or by calling the school office.

**SACRAMENTAL POLICY:** We believe that the content taught at each grade level is important and needs to be taken seriously. There is always more to learn and understand regarding our Catholic faith and the sacraments we celebrate. The celebration of a sacrament is not a statement of completion.

The religious education of each child is an important aspect of the child's learning. The celebration of the sacraments must be considered important within the context of community and family. This can happen only if the child and his/her family are involved in the preparation process.

***In order for a sacrament to be celebrated:***

1. A child must be baptized in order to receive any other sacrament in the Catholic Church. A child who has not been baptized, in addition to attending classes at his/her particular level, would also receive additional formation in preparation for receiving the sacraments of initiation.
2. The child should have a record of consistent attendance from grades 1 - 8. Each year builds on the other and all are necessary for the Christian formation of the child.
3. Children who enter the sacramental preparation program of Our Saviour Parish, with the intent of receiving a sacrament during the year, must have received religious formation either in a parochial school or religious education program of another parish.
4. Parents/guardians should be practicing their faith, serving as the primary teachers and role models for their children. The parents/guardians should take part in the family preparation sessions prior to the child's celebration of a sacrament.

**SCHOOL AND STUDENT BIRTHDAY CELEBRATIONS:** At various times during the year, students may be provided with room parties to celebrate certain holidays or events. Treats for such will be kept simple.

Each student may choose to bring a treat for his/her birthday/un-birthday. This should not include gum and should be kept reasonable and simple to distribute. When possible, individually wrapped items are best to share with other students. Food that needs refrigeration or freezing should be brought to the classroom at a time arranged by the teacher. There is no facility at the school for storage of such perishable items. Parent(s)/guardians should make a point of consulting the teacher first about parties and treats. Precautions for health and safety should always be considered.

On birthday/un-birthdays, students may choose to have a non-uniform day (see "Uniform" policy) as long as their choice of clothing follows the Non-Uniform policy. Our Saviour School encourages the inclusion of all the students in a class when exchanging cards, greetings, making plans or the like.

The sending of balloons, flowers or providing special entertainment on the school premises for a student's birthday or special event is highly disruptive and not consistent with the school philosophy. Such actions by parents or others are not permissible. Please always check with the school principal before making arrangements at school for non-school related activities.

**SEARCH AND SEIZURE:** For the safety and welfare of everyone in the school, Our Saviour School retains the right to conduct searches of school property and/or student property on school grounds when there is reasonable cause. Contraband found may be seized and appropriate authorities notified. Property owned by the parish/school can be searched without notification or explanation with reasonable cause to do so.

**SERVICE HOURS POLICY:**

**FAMILY:** A family is required to work 15 hours per year. (PreK-only families-5 hours per year) with the year being May 1-April 30. In order for the program to be successful it is important for every family to participate. In addition to helping ensure that the current programs in our school can continue uninterrupted, added benefits to each family will be: an increased awareness of school activities; a chance to meet new people; and an opportunity to help make sure the students continue to have an enriching educational experience at Our Saviour School.

A family may opt out of this requirement if they prefer to the comparable amount of \$150. If a family has not completed the required 15 hours of volunteer service by April 30, the remaining hours will be redeemed at \$10 an hour. Any remaining amount owed after April 30, will be paid through FACTS in the month of July. For each hour not fulfilled, we will draft \$10 per hour using the FACTS account. Regardless of single or double family parents, 15 hours per family is required. Also, 15 hours per family is required for all Our Saviour School families, regardless if they have students at Rott Catholic High School. In case of hardship, please write a letter to the Pastor by March 31 of the service hour year end and send it to the school office in order to consider waiving the service hour requirement for the specified school year. Service hours for a family may be completed by the parents/guardians or grandparents of the student.

Families will be able to sign up for the volunteer jobs at registration and as any other school need arises. New opportunities will appear in the Friday newsletter and on the website. The parent that signed the FACTS form is the parent responsible for service hour payments, however, both parents can participate in fulfilling service hours. All parents involved in service hours must complete Protecting God's Children.

Those current families wishing to receive tuition assistance must complete their required service hours (in the form of volunteering hours/items, not paying for incomplete hours) from the prior year in order to be considered for tuition assistance for next year.

**JUNIOR HIGH SERVICE HOURS:** Each Our Saviour Jr. High student is expected to complete and provide lists of activities to fill *20 service hours as a 7th grade student and 20 service hours as an 8th grade student. (Total of 40 hours)* Any junior high student not completing 20 service hours by May 1 is subject to not being able to participate in any end of the year field trips or 8th grade trip and instead will report to school to complete service hours helping teachers or administration.

To assist students with service hour options, below are some ways to serve others. However, this is not limited to these items:

**SERVICE WITHIN YOUR FAMILY** - Volunteering to be of service to family work projects such as, yard work, cleaning the garage, cleaning the basement, washing the car, etc.

**SERVICE WITHIN THE SCHOOL COMMUNITY**- serving as Patrol, volunteering at school and fundraising efforts

**SERVICE WITHIN THE PARISH COMMUNITY** - serving in a liturgical ministry, such as, server, children's choir, church member, etc. Assisting with parish social activities, such as picnics, breakfasts, childcare, Family Fun Festival, or fundraisers. Assisting with Parish projects.

**SERVICE WITHIN THE NEIGHBORHOOD COMMUNITY** - babysitting free for needy families, visiting and helping the elderly or shut-ins (mowing the lawn, shoveling snow, raking leaves, washing windows), helping with neighborhood clean-up projects)

**SERVICE WITHIN THE LARGER COMMUNITY** - visiting convalescent centers, nursing homes, hospitals, collecting and delivering food for the poor, serving meals in the soup kitchen

The Service Hour form is on the website and must be completed, including the required signature of the event coordinator.

(Any 8th grade student that completes over 100 hours of service will be recognized at the 8th grade Awards Assembly.)

**SMOKING POLICY:** Our Saviour School is a non-smoking environment.

**SOCIAL MEDIA:** Engagement in social media may result in disciplinary actions if the content of the student's posts includes defamatory comments regarding the school, the faculty, other students or the parish, whether conduct occurs inside/outside of school.

Students are not to threaten or defame others in the school/parish community or use the name or logo of Our Saviour School/Parish in a "blog" or in other online communication. Due to overriding safety issues, students violating this rule are subject to disciplinary action and consequences by the school, whether such conduct takes place inside or outside of school.

**\*All students, teachers and staff are bound to the Diocesan Information Technology and Social Media Policies.**

**SPECIAL SERVICES:** Speech, special education, and remedial reading programs are available through state and federal funds. Students receive these services from District #117. Referrals are made by classroom teachers in agreement with the parent(s) and approved by the school principal. Academic testing and some remedial services are also available at Our Saviour School.

**SPORTS AND ACTIVITIES STUDY HALL:** Sports and Activities study hour will begin in August. This study hour is for students in grades 5-8 who are involved in **Our Saviour sponsored school activities (practices, Chess Club, etc.) which begin at 4:00 p.m.** There is a \$2.00 fee each day with the money going to the supervising teacher. Please be sure your child has this amount each day. Snacks will be available for purchase and students *may* be allowed to buy a soda from the machine. As always, respectful behavior is expected at all times. Athletes will be released at 3:50 p.m. to change for practice and Chess Club members will be released at 4:00 p.m. This program is offered to provide safe coverage for our students. Students can choose to stay at school with this program, go to After School, or go home. This study hour is only offered on 3:00 dismissal days.

**STUDENT FILES:** Parents/guardians who wish to view their student's school records may submit their written request to the principal 24 hours in advance.

**SUBSTANCE ABUSE POLICY:** Any student found smoking or in possession of drugs, tobacco or alcohol, or participating in any way with drugs, tobacco or alcohol while at school or at a school related or sponsored activity will be suspended and may be dismissed from school after a hearing with the parents/guardians, principal and pastor. Included, herein, are any harmless or look-a-like drugs or medication brought to school, displayed, distributed or promoted as providing a specific effect or aid to improvement of skill or ability. Any such substance construed as abusive or dangerous in nature and which is observed as potentially harmful in essence or intent to the welfare of any student is prohibited, and the user, distributor or one in possession will be suspended and may be subject to expulsion.

Incidents of involvement outside of school time will be dealt with in a discretionary way and/or case by case incidence. The local/state police will be notified of verified drug instance.

**TELEPHONE:** Students will be discouraged from using the school telephone except in emergencies. Calling for forgotten lunches, assignments etc. will not be honored as a rule.

***Cell Phones and Electronic Devices (Smart Watches, etc.)***

It is recommended that cell phones not be brought to school. If students choose to bring cell phones to school, they are to be turned off, and in a location specified by the teacher, from the time they are on school property in the morning until after 3:00 p.m. Phones that are out or ringing during these stated times will be taken and kept by the principal until picked up by the student's parent. Students misuse of cell phones have caused interruptions to the school day and will be taken from the student if in their pockets. If a student continues to have problems following this school policy, additional consequences will be issued. If an emergency should arise causing the student to feel like he/she must use their cell phone during these stated times he/she must first get permission from a teacher before doing so. Our Saviour School will not accept responsibility for any cell phones brought to school. Communication with your student throughout the school day should take place via the School Office.



**TESTING:** Iowa Assessment tests may be given to students in grades 3 through 8 in the spring of the year as determined by the Diocese of Springfield. NWEA-MAP testing will be administered throughout the year to provide a means to monitor individual student growth, for grades K-8. In addition, a faith assessment is given to students in grades 5 & 8.

**TEXTBOOKS:** Students are responsible for the care of their textbooks/library books. If a book is lost or damaged, the price of a new book or a fine must be paid by the student. Parents should strive to instill a sense of responsibility in their children by helping them take good care of their school books and materials.

**TRANSFER OF RECORDS:** Our Saviour School maintains up-to-date permanent records on each student. If a student transfers to another school, Our Saviour School releases school records within ten school days in compliance with Diocesan Policy. The school maintains inactive files of school records in compliance with Diocesan Policy.

**TUITION AND FEES PREK-8:** A \$30 technology fee per student, PreK-8, will be assessed through F.A.C.T.S. All fees and tuition must be paid before report cards are given to the student at the end of the school year. 8th grade students whose outstanding fees & tuition are not paid up before graduation will not receive a diploma or official transcript until what is owed is satisfied. Tuition refunds are prorated and made through the Parish office. General Services fees are not refundable.

1. **K-8 Tuition for Catholic families:** (Parish & Non-parish)

First child	\$3,310
Second child	\$3,310
Third child	\$1,045
Fourth child	\$350 (Book fee only)

2. **K-8 Tuition for students of other religious faiths:**

First child	\$4,300
Second child	\$4,300
Third child	\$1,045
Fourth child	\$350 (Book fee only)

3. **Preschool Tuition**

3 Year Old (Half Day – M/T/W/R/F):	\$1,875 each student
3 Year Old (Full Day – M/W/F):	\$2,150 each student
3 Year Old (Full Day – M/T/W/R/F):	\$3,310 each student
4 Year Old (Half Day – M/T/W/R/F):	\$1,875 each student
4 Year Old (Full Day – M/T/W/R/F):	\$3,310 each student

\*\*Families with a child in preschool will **not** receive the tuition discount on the 3rd/4th children for the 2018-19 preschool year if the preschool student is in half day M/T/W/R/F or full day M/W/F.\*\*

\*Textbook Fee: this \$350 fee for full day / \$175 fee for half day or M/W/F is included in the tuition charges listed above

\*Snack Fee: \$50 fee in addition to the tuition charges

4. **F.A.C.T.S. Fee (if applicable)** No Fee -Annual Payment Plan (Option 1)  
\$10 - Semi Annual Payment Plan (Option 2)  
\$43 - Monthly Payment Plan (Option 3)

**The following payment options are in effect for the 2018-2019 school year:**

1. **OPTION 1:**

- a. One payment for the *total* tuition and fees, due on July 5, 2018.
- b. There will be no processing fee assessed on OPTION 1 accounts.

2. **OPTION 2:**

- a. All OPTION 2 accounts will be processed through F.A.C.T.S., via **semi-annual** automatic withdrawals from a parent's checking or savings account.
- b. One automatic withdrawal will be made by F.A.C.T.S. in **July** (5th or 20th-parents choice) for one-half of the total balance due, and the second withdrawal will be made in **December** (5th or 20th).
- c. A \$10 processing fee will be assessed by F.A.C.T.S. on all OPTION 2 accounts.

3. **OPTION 3:**

- a. All OPTION 3 accounts will be processed through F.A.C.T.S., via **monthly automatic** withdrawals from a parent's checking or savings account.
- b. These **monthly automatic** withdrawals will be budgeted over **eleven** months, beginning in July, 2018 and ending in May 2019.
- c. A \$43 processing fee will be assessed by F.A.C.T.S. on all OPTION 3 accounts.

Applications for tuition assistance are available online through F.A.C.T.S. The following policies, adopted by the Our Saviour Board of Education will remain in effect for the 2018-2019 school year:

1. School policy regarding the refund of tuition/fees if a student is withdrawn from Our Saviour School:  
A) Any refund of tuition will be prorated on a daily basis.  
B) The \$350.00 per full day student/the \$175.00 per half day or M/W/F pre-school student Textbook Fee is non-refundable as well as any applicable F.A.C.T.S. fees and technology fees.
2. School policy regarding "Special circumstance" cases:  
Any person seeking a payment arrangement other than our three standard options because of financial difficulty can request to meet with the Pastor in person to discuss possible alternatives. No one other than the Pastor has the authority to approve an alternative payment arrangement.
3. School policy regarding tuition/fees if a student enrolls in Our Saviour School after the start of the school year:  
A) Tuition charges will be prorated on a daily basis.  
B) General Service fees and F.A.C.T.S. fees will not be prorated and are non-refundable.
4. School policy regarding Tuition Contract & Responsible Party

We, at Our Saviour School, understand that families dealing with divorce or separation may face certain difficulties. All efforts are made to assist these families with the registration process whenever possible. However, with the numerous problems that can arise in divorce cases, the school cannot act as arbitrator to resolve financial arrangements between divorced or separated parents.

A student's tuition cannot be split onto two separate contracts. The full tuition amount will appear on one contract, and the person or persons who sign that **contract will be considered the responsible party.**

5. School policy regarding "Service Hours":

Effective starting October 2016, those service hours not completed for the school year recently ended will be paid through F.A.C.T.S. in the month of July. For each hour not fulfilled, we will draft \$10 per hour using the F.A.C.T.S. account.

6. School policy regarding "Tuition Assistance":

For the 2018-19 School Year, preschool students enrolled in the full day, 5 days a week program will be eligible for tuition assistance. Those preschool students enrolled in the half day, 5 days a week or full day, M/W/F programs will **not** be eligible for tuition assistance.

#### **UNIFORMS: PreK-8**

**PreK** - PreK students (boys and girls) are to wear the PreK logo tee as their uniform top. Orders for the PreK uniform tees happen upon enrollment and on an ongoing basis through the school year. The shirt may be short or long sleeved or a crew or hooded sweatshirt. For the bottoms, the boys and girls may wear any comfortable bottom that is navy blue in color. The key is clothing that is fit for play, ease and comfort. The PreK students may wear a long sleeved shirt under their PreK logo short-sleeved tee.

**Boys** - White or hunter green woven or knit shirts with collars; no emblems or insignias except the school emblem; plain white t-shirts may be worn under the uniform shirt; shirts may be long or short sleeved; shirts must be tucked in so that the waistband is visible; navy blue pants must be of traditional material; walking length navy blue shorts may be worn in August, September, October, April, and May; no safari type or cargo pants or shorts with pockets attached to the outside may be worn; students in Pre K-2 do not have to wear belts; Grades 3-8 pants having belt loops must be worn with a black, blue or brown belt. No oversized belt buckles.

**Girls** - White or hunter green woven or knit shirts with collars; no emblems or insignias except the school emblem; blouses or shirts may be short or long sleeved - no cap sleeves; shirts must be worn comfortably loose and colored undergarments cannot be visible; blouses must be tucked in so that waist- band is visible; in grades K-4 the regulation plaid jumper or navy pants may be worn; in grades 5-8 the regulation plaid skirt or **LOOSE FITTING** navy blue pants may be worn (no "jogging-style" pants are allowed...when in doubt, please do not send your child in those pants); length of skirt/jumper should be no shorter than 3 inches above the knee (leggings must be worn with skirts November-March); in August, September, October, April,

and May girls may choose to wear navy blue shorts (must be no shorter than 3 inches above the knee) or navy blue capris; pants with belt loops must be worn with a black, blue or brown belt. Leggings are to only be worn under uniform jumpers/skirts. Leggings and tights must be navy in color.

**Shoes** - PreK-6 may wear tennis shoes or other shoes with a sturdy sole and back on the heel. Flat heeled boots are acceptable, but due to safety, no boots with heels (including cowboy boots).

**Socks** - Socks must be solid white, navy, or black, and they must match each other. Socks need to be at least ankle high. A small emblem is acceptable but no large stripes or patterns.

**Grades 7 and 8** - must wear dress shoes as is expected in the high school; there should be differentiation between the heel and sole; shoes must have backs and have hard soles and not appear as leather-like tennis shoes. No moccasins.

**Hair** - All students hair should be neat with bangs above the eyebrows. Hair should not be in the face. No extreme or excessive hair color or styles. Boy's hair should be above and not touching the shirt collar.

**Jewelry** - Girls: only one earring per ear and earrings should be no bigger than a dime. Boys: no earrings allowed.

**Make-up** - light, natural foundation is acceptable for girls in grades 7 & 8 with a slight touch of blush or mascara if desired; If make-up is too heavy the student will need to wash it off;

**No eyeliner, eye shadow, or lipstick.** Anyone wearing it will be provided make-up remover with which to remove it.

**Sweatshirts/sweaters** - any worn in class or Mass must be navy blue with OSS emblem or no emblem at all; no hoods on sweatshirts or on sweaters worn in class.

**Violations of uniform code** - students will be gently reminded of uniform violations the first week of school; after the first week of school a class log will be kept of violations; three violations for a student will result in the student missing the next non-uniform day. Such violations (but not limited to these) might be untucked shirts, skirts/shorts that are too short (skirts/shorts that are too short will also require changing to appropriate length clothing), and make-up/jewelry violations. Violations will start over quarterly. *Since uniforms are a part of our school it is the students' responsibility to follow these expectations - not the responsibility of the teachers to repeatedly remind them.*

**Non-uniform days** - for birthdays/unbirthdays, special field trips, etc. students are expected to wear appropriate, acceptable clothing with no beer/cigarette advertisements, music groups, inappropriate words or phrases; no tank tops, including "cold shoulder" tops, spaghetti straps, or shirts that show the tummy; there should be no rips or tears in clothing; hats are not to be worn in classes, at lunch, or in church, unless the privilege is granted for a special purpose. **No athletic pants, sweatpants, yoga pants, or leggings.** Shorts can be worn during August, September, October, April and May but be

walking length and can be jean, khaki or uniform shorts. Skirts and shorts - no shorter than 3 inches above knee.

**Spirit Days** - only designated spirit sweatshirt/t-shirts that say Our Saviour School or Shamrocks or clothing of shamrock green and white may be worn; jeans, khakis, or uniform pants on these days are acceptable. On these days, tennis shoes may be worn. No team names (NFL, etc.) are appropriate for Spirit Wear. Jr. Irish football is acceptable. **No athletic pants, sweatpants, yoga pants, or leggings.** Shorts can be worn during August, September, October, April and May but be walking length and can be jean, khaki or uniform shorts. Skirts and shorts - no shorter than 3 inches above knee.

**P.E. class dress guidelines - Grades 5-8:**

- Plain colored t-shirt with sleeves
- Athletic Shorts
- Sweatshirts/sweatpants
- Wind pants/jackets

**Gym shoes, all grades** - separate gym shoes are to be brought to school to be worn during P.E. classes.

Items may not be tattered or torn. No inappropriate wording or advertisements. Tennis shoes designated for gym class.

**Grades K-4** do not change clothing but do need tennis shoes designated for gym class.

**VISION/HEARING PROGRAM:** All students entering Kindergarten are required by law to have a vision test and have proof of exam. Vision screening will be done, as

mandated for the students in grades, second and eighth grades, new students to Our Saviour School, and all special education students and any teacher request. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **IF** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is **NOT** an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

State law also makes it mandatory that hearing screening be done on children in pre-school, kindergarten, first, second, third, any child with a known hearing problem, new students to Our Saviour School, all special education and any teacher request.

**VISITORS:** All those who come to the school during the day, for whatever reason, should report to the school office, sign in and wear a visitor's badge.

**WEAPON POLICY:** An item viewed in the eyes of the school administrator as a weapon\* shall be confiscated, and the student will be subject to disciplinary action and/or expulsion from school. All threats will be taken seriously.

\*A weapon could be any instrument, tool, device or bodily part that can cause bodily harm to an individual and/or cause damage to personal property.

Our Saviour School is mandated by law to report the presence/visibility of a firearm on school premises to law enforcement officials.

## OUR SAVIOUR SCHOOL - SUPPLY LIST 2018-2019

### 3 YEAR OLD PreK - SUPPLY LIST 2018-2019

2 – rolls of paper towels  
1 – BOX Crayola crayons (any size)  
8 – Elmer’s glue sticks  
1 – Package Crayola Washable markers – broad tip (any color)  
2 – Package Crayola Washable markers – skinny tip (any color)  
2 – containers Clorox wipes  
3 – boxes 5 oz. Dixie paper cups (not bathroom cups)  
2 – Packages baby wipes  
2 – reams of white copy paper (500 count)  
1 – package googly eyes (any size)  
1 – package paper plates (cheap white ones)  
1 – solid color folder (to be used for portfolio-please write your child’s name inside)  
Change of clothes (navy pants, socks, and underwear)  
\*\*we will have extra uniform shirts available if needed\*\*

**FULL DAY STUDENTS** – small blanket (please no sleeping bags) and small stuffed animal for rest time – these items will be left at school.

### 4 YEAR OLD PreK - SUPPLY LIST 2018-2019

2 – ROLLS PAPER TOWELS  
1 – BOX Crayola Crayons (any size)  
8 – Elmer’s glue sticks  
2 – Packages Crayola Washable Markers – Broad tip (any color)  
1 – Package Crayola Washable Markers – Skinny tip (any color)  
2 – containers Clorox Wipes  
3 – boxes 5 oz. Dixie paper cups (not bathroom cups)  
2 – packages baby wipes  
2 – reams of white copy paper (500 count)  
1 – box glue dots (small or medium size)  
1 – box Ziploc bags (sandwich or snack size)  
Change of clothes (navy pants, socks, & underwear)  
\*\*We will have extra uniform shirts available if needed\*\*

#### **New students ONLY**

1 – solid color folder (to be used for portfolio – please write your child’s name inside)

**FULL DAY STUDENTS** – small blanket (please no sleeping bags) and small stuffed animal for rest time – These items will be left at school

### KINDERGARTEN - SUPPLY LIST 2018-2019

3 – boxes of Crayola Brand 24 count crayons  
2- sets of Crayola Brand Classic Colors Broad-tipped markers  
2-sets of Crayola Brand Classic Colors Fine-tipped Markers  
1- zippered ladies’ fabric cosmetic bag or canvas pencil case (no boxes)

4- pocket folders (to be left at school)-any color  
8- Glue Sticks  
1- eraser-Sanford/pink pearl  
1-Box of Kleenex  
3 -Clorox wipes  
1- Pkg. Napkins  
1- Box Gallon size Zip Lock Bags  
1- Box sandwich size or snack size Zip Lock Bags  
1-Container unscented wet wipes  
3- Ream white copy paper 500 count  
1-Bottle Tacky Glue  
1-Box med. Sized Glue Dots  
1-Old Adult T-shirt to be left at school for painting  
4-Pk. Expo Dry Erase Markers (pencil size)  
Gym Shoes (to be left at school)  
Book bag  
**\*\*Please mark every supply with the child’s name in permanent marker.**  
**\*\*Additional supplies may be needed.**

### 1st GRADE - SUPPLY LIST 2018-2019

1 - 4 oz. Elmers white glue  
3 - Large Pink Erasers  
1 - plastic folder (homework)  
3 - folders (design of your choice)  
1 - Fabric Pencil case  
2 - Boxes Crayons  
2 - Colored pencils 12/set assorted colors  
2 - Washable Colored markers wide tip-8/Set  
1 - Pencil Box - plastic  
1 - Pkg. Dry Erase Markers 4/Pack  
8- Glue sticks  
1 – Box of Kleenex  
3 - Clorox wipes  
Last names A-L – sticky notes (3X3), 1 roll of paper towels  
Last names M-Z -1 container of unscented wet wipes, gallon Ziploc storage bags  
(no zipper pulls)  
3- Reams white 500 count copy paper  
1 - Scissors - Fiskars Academic or 5"  
2 - Pkg. Index Cards with pre-punched hole punched (3X5)  
1 – box of #2 Ticonderoga wooden yellow pencils

## **2nd GRADE - SUPPLY LIST 2018-2019**

2 - Boxes Crayons 24/Box  
2 - Pencil cases-fabric  
4 - 2 Pocket folders  
1 - Scissors 5" (Fiskars or Academic Brand Scissors)  
15 - Glue sticks .21oz.  
1 - 4 oz. School glue  
2 - Pink erasers-large  
2 - Washable Classic colors Markers  
1 - Spiral notebook wide rule 70 ct.  
1 - 1 Box Kleenex  
3 - Clorox wipes  
1 - Box ziplock storage bags-Quart size - 25 count  
12 - Wooden pencils #2  
3- Reams of white 500 count copy paper  
1 - roll Paper Towels  
2 - 4 pk. Dry Erase Markers  
1 - ruler with inches and centimeters  
Last names Letters A-M - 1 (50 count) paper plates  
Last Names Letters N-Z - Brown paper lunch bags

## **3rd GRADE - SUPPLY LIST 2018-2019**

10-12 - Wooden Pencils #2  
2 - Large Pink eraser  
4 - PLASTIC 2 pocket folders (No prongs) red, blue, green, yellow  
3 - Notebooks - 70 Count - wide ruled  
8 - Glue Sticks  
1 - Box Crayons - 24/box  
1 - Colored pencils set of 12/Asst. Colors  
1 - Box of Kleenex  
1 - Broad tip markers classic colors 8/set  
1 - Durable zippered pencil case  
3- Reams (**500 sheets each**) white copy paper  
1 set Multiplication flashcards  
1 set Division flashcards  
1 set Dry Erase markers (not narrow)  
1 Package 3x5 index cards color (any color)  
1 package paper towels  
3 - Clorox wipes  
Wide ruled paper 200 + count

## **4th GRADE - SUPPLY LIST 2018-2019**

1 - Box of Kleenex  
3 - Clorox wipes  
1- Lysol wipes or Wet Ones wipes (for people)  
6 - Wooden #2 Pencils  
2 - Medium point Red Pens  
1 - Pink eraser (Large)  
1 - Chisel Tip Yellow Highlighter

2 - Fine tip Washable Classic color Markers 8/set  
3 - Spiral Notebooks 70 count  
2 - Colored Pencil 12/set assorted colors  
5 - 2 pocket folders - blue, red, yellow, green choice  
1 - Dry Erase Markers fine tip 4/pack asst. Colors  
1 - Crayons 16/box  
1 pencil case - fabric or heavy plastic with zipper  
1 water color set - 8 color  
3-Reams white 500 ct. ea. copy paper  
Last names A-L - Ziplock bags - quart  
Last names M-Z - Gallon Zip Loc bags  
1 roll paper towels  
6 - glue sticks  
1 - pair of scissors  
1 pkg. 3X3 post it note pads  
2-pkg note cards  
A-L 1 Pkg. coffee filters (used for serving snacks)  
M-Z 1 Pkg. wide lined notebook paper

### **For Music**

\$6.00 for Recorder and Book to be sold at Registration.

## **5th GRADE - SUPPLY LIST 2018-2019**

2 - Sharpie Fine point black marker  
12 - pencils  
1 pkg. Papermate erasable black pens  
1 - Pencil case-nylon/fabric -3 hole  
4 - 2 Pocket folders (3 holes)  
2 - Wide rule filler paper-200/pack  
4 - Spiral notebooks - 70 count  
2 - Stick on Notes 3"X3"  
4 - Red medium point Papermate pens  
1 - Classic Color washable markers - wide tip 8/set  
1 - Watercolor paint set 8/color PRANG (if needed)  
1 - Colored pencils 12/Assorted colors  
1 - School glue 4 oz. White  
1 or 2 Glue Sticks  
1 - Box of Kleenex  
1 - Scissors Pointed 7 1/4"  
1 - Vinyl binders 1" - 3 ring  
1 - Dry Erase -chisel 4/pack  
3 -Clorox wipes  
1 - highlighter  
1 - Last names A-L - Paper plates 9"-100 count and 1 pkg - Ziploc Storage bags - Quart size and cups  
1 - Last names M-Z - Paper Towels and Gallon Size Ziploc Storage bags and napkins  
1 - Trapper  
3- Reams white copy paper - 500 Count

*5th Grade contd. next pg.*

**5th Grade Contd.**

After student decides on an instrument

**Band Students**

- Flutes – 1 roll paper towels
- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)
- Percussion: 1 package of pencils

**6th GRADE - SUPPLY LIST 2018-2019**

- 6 - 2 Pocket folders (3 holes)
- 24 - Pencils
- 4 - Spiral Notebooks 70 count wide rule-perforated
- 3 - Filler Paper Wide rule 200/pk.
- 1 - Dry Erase Chisel Tip markers/4 pk.
- 1 - Washable classic colors wide tip markers - 8/set
- 1 – glue stick
- 1 – Box of Kleenex
- 3 – Clorox wipes
- 1 - Colored pencils 12/set assorted colors
- 1 - Scissors-pointed tip 7 1/4"
- 1 - highlighter
- 1 - nylon or fabric pencil case
- 1 - composition notebook (designated for science lab book-not spiral)
- 1 - Trapper 2"
- 1 – 1” 3 ring binder
- 3-Reams white 500 count copy paper
- 5 – binder dividers
- 1 – Metric Ruler

**Band Students**

- Flutes – 1 roll paper towels
- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)
- Percussion: 1 package of pencils

**7th GRADE - SUPPLY LIST 2018-2019**

- 1 – organizational tool such as a binder,Trapper or accordion file, or folders
- 1 - Filler paper wide rule 200/pk.
- 6 - Spiral Notebooks with perforation
- 24 - Wooden #2 pencils
- 1 - Medium point red pens
- 1 – set colored pencils
- 1 - Large pink eraser or top eraser
- 1 - Cloth Pencil bag/pouch (no boxes)
- 1 – Box of Kleenex
- 2 - Chisel tip Yellow highlighter

- 3 - Reams white copy paper (500 count pkg.)
- 1 - Composition book for Writing Skills
- 3 - Clorox wipes

**Band Students**

- Flutes – 1 roll paper towels
- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)
- Percussion: 1 package of pencils

\*\*All bookbags and P.E. bags **MUST** be able to fit in the lockers.

**8th GRADE - SUPPLY LIST 2018-2019**

- 2 - 2 pocket folders with 3 ring binder holes
- 6 - Spiral notebooks with perforated pages
- 1 - 2"- 3-ring binder or trapper (optional)
- 24 - #2 pencils
- 1 - Classic Color Markers 8/set optional
- 1 - Small pkg. Crayons (optional)
- 1 – Box of Kleenex
- 3 - Clorox wipes
- 1 - cloth pencil pouch (optional)
- 1 - Highlighter
- 3 - Reams white 500 ct. copy paper
- 1 - 100 ct. loose leaf paper
- 1 – pkg. note cards
- Last Name A-G – napkins
- Last Name H-0 – 1 roll paper towels
- Last names P-Z – 4 oz bottle of glue or glue sticks

**Band Students**

- Flutes – 1 roll paper towels
- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)
- Percussion: 1 package of pencils

\*\*All bookbags, P.E. bags, etc. **MUST** be able to fit in the lockers. Students have been talked to about this. There is no extra storage space for bags and nothing may be put on the top of lockers.



**Catholic Diocese of Springfield in Illinois**  
**Family School Agreement – Alternate Plan for Churchgoing Families of**  
**Other Faiths**

As parents we ask \_\_\_\_\_ School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

\_\_\_\_\_  
Father / Adoptive Parent / Legal Guardian's Name      Signature

\_\_\_\_\_  
Mother / Adoptive Parent / Legal Guardian's Name      Signature

\_\_\_\_\_  
Student's Name      Grade      Signature

\_\_\_\_\_  
Student's Name      Grade      Signature

\_\_\_\_\_  
Student's Name      Grade      Signature

\_\_\_\_\_  
Student's Name      Grade      Signature

\_\_\_\_\_  
Student's Name      Grade      Signature

\_\_\_\_\_  
School accepts your request for a Catholic education and your commitment live in accord with biblical teaching. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

\_\_\_\_\_  
Pastor's Signature      Principal's Signature

\_\_\_\_\_  
School Year