



OUR SAVIOUR SCHOOL
2025-2026

Our Saviour School
Student and Family Handbook

Table of Contents

<u>OUR SAVIOUR SCHOOL AND PARISH TELEPHONE NUMBERS AND HOURS</u>	pg.5
<u>OUR SAVIOUR SCHOOL ADVISORY BOARD</u>	pg.6
<u>OUR SAVIOUR SCHOOL PARENT CLUB</u>	pg.6
<u>MISSION & EDUCATIONAL PHILOSOPHY</u>	pg.6
Mission Statement	
Vision Statement	
Philosophy, Objectives, and Purpose of Program	
<u>ADMISSION & ATTENDANCE POLICIES</u>	pgs.7-10
Non-Discrimination Policy	
Admissions	
Gender Identity	
Attendance	
Student Absences	
Attendance for Tuition Assistance	
Make-Up Work	
Make-Up Work Regarding Vacation	
Diagnostic Procedures for Identifying Truant or Chronically Truant Students	
Truancy	
<u>ACADEMICS & RECORDS</u>	pgs. 10-16
Books	
Catholic Instruction	
Field Trips	
Grading, Promotion, and Retention	
Graduation Requirements	
Homework	
Honor Roll	
Student Records	
Flagging Records of Missing Children	
Non-Custodial Parents	
Transfer of Records	
Testing	
Special Services	
<u>BUILDING OPERATIONS</u>	pgs. 16-18
Animals on School Property	
Arrival and Dismissal Procedures and Parking Instructions	
Asbestos Abatement Plan	
Building and Grounds Access Policy	
Purpose of the Policy	
Access to and Security of the School Building	
Access to and Security of the School Grounds	
Removal of Unauthorized Persons from School Grounds and Building	
Emergency School Closings	
Birthday Parties, Treats and Party Invitations	
Unauthorized Items	
<u>DISCIPLINE & CONDUCT</u>	pgs. 18-31
Statement of Respect for Dignity for All	
Building Conduct	
Conduct Specific to Junior High	
Prohibited Student Conduct	
When and Where Conduct Rules Apply	
Disciplinary Measures	
Suspension	
Expulsion	
Re-Engagement of Returning Students	
Bullying, Intimidation, and Harassment, Including Cyberbullying	
Conflict Resolution	
Corporal Punishment	
Firearms and Other Weapons Prohibition	

Firearms, Drugs, Battery, and Student Information Reporting System
Gang Activity Prohibited
Grievance Procedures
Harassment and Teen Dating Violence Prohibited
 Harassment Prohibited
 Sexual Harassment Prohibited
 Teen Dating Violence Prohibited
 Making a Report or Complaint
 Investigation Process
 Enforcement
 Retaliation Prohibited

Isolated Time Out, Time Out, and Physical Restraint
Lunch and Cafeteria Rules
Search and Seizure
 School Property and Equipment, Personal Effects Left There
 Student Searches
 Seizure of Property
 Questioning of Students Suspected of Criminal Activity

Student Appearance

Uniform Dress Code

Video and Audio Monitoring Systems

EXTRACURRICULAR & ATHLETIC ACTIVITIES

pgs. 31-38

Activities Code of Conduct
Athletic Programs
Requirements for Participation in Athletic Activities
Student Transfers
Academic Eligibility
Behavioral Eligibility
Absence from School on Day of Extracurricular or Athletic Activity
Travel for Away Games
Code of Conduct
Hazing
Game Ejections – Players, Coaches, and Fans
Athletic Grievances/Complaint Policy
Athletic Department Sponsored Activities
Practice and Playing Facilities
Participation Guidelines for Coaches
Uniforms
Practices
Academics vs Athletics
Clubs
Non-School Affiliated Teams
Student Athlete Concussions and Head Injuries

FINANCIAL MATTERS

pgs.38-40

Tuition and Fees

HEALTH & SAFETY

pgs.40-44

Anaphylaxis Prevention
Student Allergies
Communicable Diseases
Counseling and Guidance
Diabetes Care for Students
Head Lice and Nits
Illness or Injury
Immunization and Health, Eye, and Dental Examinations
 Required Health Examinations and Immunizations
 Eye Examination
 Dental Examination
 Exemptions
Vision/Hearing Program
Insurance
Medication for Students
 Self-Administration of Medication
 Administration of Medical Cannabis
 Non-Prescription Medication

Emergency Aid to Students
Safety Drill Procedures and Conduct
Toxic Art Supplies and Required Eye Protection
MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS
Acceptable Use of the School's Electronic Networks

pgs.44-49

Terms and Conditions
Acceptable Use
Privileges
Unacceptable Use
Network Etiquette
No Warranties
Indemnification
Security
Vandalism
Telephone Charges
Copyright Web Publishing Rules
Use of Email
Internet Safety

Access to Student Social Networking Passwords and Websites
Student Photographs and Names
Student Use of Cell Phones and Other Electronic Devices
Technology Vendors: Annual Notice
Unauthorized Use of Artificial Intelligence

PARENT COMMUNICATIONS & INFORMATION

.pgs.49-57

After-School Program
Change of Address and Communication Records for the School
Communications
Parent Club
Family Service Requirement
Junior High Service Hours
Parent and Teacher Conferences
Policy Making
Responsibilities of School, Parents, and Students
School Advisory Board
School Visitation Rights
Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations
Warning Signs of Child Sexual Abuse
Warning Signs of Grooming Behaviors
Warning Signs of Boundary Violations
Faith's Law Notification
Mandated Reporters
Sexual Abuse Response and Prevention Resource Guide
Sex Offender Notification Law
Sex Offender and Violent Offender Community Notification Laws

Visitors

Volunteers

FAMILY SCHOOL AGREEMENT

STUDENT SUPPLY LIST

SCHOOL CALENDAR

pgs.58-59

pgs.60-62

OUR SAVIOUR SCHOOL AND PARISH TELEPHONE NUMBERS AND HOURS

Our Saviour School Office 217-243-8621
Our Saviour Parish Office 217-245-6184

Fax: 217-408-7636 Hours: 7:40 a.m. – 4:10 p.m.
Hours: 8:00 a.m. – 4:00 p.m. (closed 12 – 1:00 p.m.)

Our Saviour School Website: www.oursaviourshamrocks.com

Our Saviour School Administration/Faculty/Staff:

Pastor:	Father Joe Ring	jring@oursaviourshamrocks.com
Principal:	Mrs. Amy Evans	aevans@oursaviourshamrocks.com
8th Grade:	Mrs. Celeste Morrow	cmorrow@oursaviourshamrocks.com
	Mrs. Angela Davis	adavis@oursaviourshamrocks.com
7th Grade:	Mrs. Stacy Beeley	sbeeley@oursaviourshamrocks.com
	Mrs. Heather Peters	hpeters@oursaviourshamrocks.com
6th Grade:	Ms. Brianne Koleczek	bkoleczek@oursaviourshamrocks.com
5th Grade:	Mrs. Kim Anderson	kanderson@oursaviourshamrocks.com
4th grade	Mr. Ryan Whelan	rwhelan@oursaviourshamrocks.com
4th Grade:	Ms. Alana Olson	aolson@oursaviourshamrocks.com
3rd Grade:	Ms. Emma Hays	ehays@oursaviourshamrocks.com
	Mrs. Stacey Worrell	sworrell@oursaviourshamrocks.com
2nd Grade:	Mrs. Paitra Gibson	paitra.gibson@oursaviourshamrocks.com
	Mrs. Allison Graham	agraham@oursaviourshamrocks.com
1st Grade	Mrs. Jessica Arnold	jarnold@oursaviourshamrocks.com
	Mrs. Amy Dietrich	adietrich@oursaviourshamrocks.com
Kindergarten	Mrs. Stacey Chumley	schumley@oursaviourshamrocks.com
	Mrs. Julianne Strubbe	jstrubbe@oursaviorshamrocks.com
Pre-K	Mrs. Bailey Becker	bbecker@oursaviourshamrocks.com
	Ms. Haley Haarmann	hhaarmann@oursaviourshamrocks.com
	Mrs. Amy White	awhite@oursaviourshamrocks.com
Pre-K Aides	Mrs. Erika Orris	eorris@oursaviourshamrocks.com
K-8 Physical Education	Mr. Pat Gibson	pgibson@oursaviourshamrocks.com
Computers	Mrs. Betsy Brown	bbrown@oursaviourshamrocks.com
Music/Choir/Band	Mr. Sean Rose	srose@oursaviourshamrocks.com
Secretary	Mrs. Karen Burgess	kburgess@oursaviourshamrocks.com
Maintenance	Mr. Chad West	cwest@oursaviourshamrocks.com
Tech Coordinator	Mrs. Paitra Gibson	computerlab@oursaviourshamrocks.com
Athletic Directors	Mr. Pat Gibson	pgibson@oursaviourshamrocks.com
K-8 Aide	Mrs. Brandi Glaenzer	bglaenzer@oursaviourshamrocks.com
Lunch Room	Mrs. Brandi Glaenzer	bglaenzer@oursaviourshamrocks.com

Our Saviour School Advisory Board

Pastor (Ex Officio):	Father Joe Ring	
Principal (Ex Officio):	Mrs. Amy Evans	
President:	Lindsey English	
Vice President:	Sean Hynes	
Secretary:	Jill Copeland	
Members:	Juliana Laumakis	Megan Winters
	Amy Hrynewych	Baylyn McFadden
	John White	Dakota Chumley

Our Saviour School Parent Club

President:	Brittnie Morrell
Vice President:	Amy Wheeler
Secretary:	Lucy Crossin
Treasurer:	Rebecca ZuHone

MISSION & EDUCATIONAL PHILOSOPHY

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, Objectives, and Purpose of Program: 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. Students are expected to actively participate in and contribute to the Catholic mission, culture, and identity of the school and to take part in faith formation and service events.

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.

Our Saviour School is committed to building a culture founded on Gospel values. Catholic teachings will be imparted to all students and all students are expected to enhance the school's Catholic mission. To this end, parents, students, faculty, staff, and visitors are all called to ensure that all members of the community are consistently treated with dignity and respect as made in the image and likeness of God.

ADMISSION & ATTENDANCE POLICIES

Non-discrimination Policy: Our Saviour School admits students of any race, color, sex, or 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 based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

Furthermore, we do not discriminate against immigrant children lacking in legal status, as required by Plyler v. Doe. The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic children. Since the purpose of the parish school is to extend and deepen the life of faith and provide quality education, preferential admission is given to baptized Catholic children living with parents or guardians within the boundaries of Our Saviour Parish. However, consideration for admission may be given to children of non-parishioners, non-Catholics, or parishioners living outside of parish boundaries at the discretion of the pastor. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance to programs and activities.

The pastor and school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

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

1. Children entering our Pre-K 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. Kindergartners must complete a readiness test if they were not in the Our Saviour School Pre-K program.
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 Parish).
 - c. Records of any other sacraments received.
 - d. Health and Immunizations Records/See Health and Safety
 - e. Former School Records including report cards, standardized test results and IEP/ISP, if applicable. Note- Our Saviour School will check the missing kids website (www.missingkids.org) when records request are received.
 - 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 :

- o Student's ability to be successful academically and socially
- o Good attendance and punctuality
- o Parental participation and support
- o Parents stay current in their financial obligation to the school
- o 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.

Our Saviour School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance.

Gender Identity: Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

Attendance: Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

Student Absences: There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-8 only), or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at 217-243-8621 before 9:45 am to explain the reason for the absence. A School Messenger call will be sent to verify an unexcused 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 parent call.

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/or extended absences, such as vacations for more than two consecutive days. (See "Make-up Work"). Homework given in advance will be given at the teacher's discretion.

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). Homework requests should be made to the classroom teacher when the student is out more than 2 days. Books and homework will be placed in the vestibule with the child's name on it. Requests for a student's books and any possible assignments which the teacher feels are appropriate to send home at this time will be sent home. Any 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 teacher.

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 8:05 a.m. Students who arrive after 8:05 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. If repeated tardies occur arrangements will be made for the child to make up all missed time.

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 or 10th unexcused tardy 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.

Make-Up Work: If a student's absence is excused, your child will be allowed as many days as he/she was absent to make up the work.

Make-Up Work 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 developed the following vacation policy:

- 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.
- Assignments may not be given until your child returns from vacation (teacher discretion).

Diagnostic Procedures for Identifying Truant or Chronically Truant Students: State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Truancy: Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ACADEMICS & RECORDS

Books: Students are responsible for the care of their textbooks and school library books. A fee will be charged for books that are lost or damaged. Books should be brought to and from school in a book bag. Teachers may require that textbooks be covered to prevent damage. If books are damaged or not returned by the end of the year, parents will be required to

pay the replacement cost of the book. Failure to pay will result in the amount of the book being deducted from the parent's FACTS account in the summer.

Catholic Instruction: Our Saviour School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Our Saviour School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

Field Trips: The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event. 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.

Students who fail to submit proper permission 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.

Being considerate of individual parent choices, parents should only take pictures of their child on field trips.

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.

Grading, Promotion, and Retention: School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

Grading scales consists of:

Pre-K - Skills Checklists and Student Portfolios (refer to Pre-K 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.

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	
----------	----------	----------	----------	--

NOTE: Grades that are modified for accommodations will be on the report card with an asterisk (*).

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance

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.

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.

Graduation Requirements: 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.

Homework: Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy). 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.

As a guide, parents should expect to see homework on most days. Homework is important in that it provides students an opportunity to practice the skill/lesson taught to ensure they have mastered the skill. The following is an estimate of number of minutes that a parent should see for daily homework. Should a parent see a great deal more than those estimates or a great deal less than those estimates, please communicate with the classroom teacher to discuss any struggles, incomplete work, etc. that may be occurring:

Estimated Number of Minutes:

K: 10-15	3: 20-30	6: 45-60
1: 15-20	4: 30-45	7: 60
2: 20-25	5: 30-60	8: 60

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

Student Records: A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges [\$.50] per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Flagging Records of Missing Children: The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of

the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Non-Custodial Parents: The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. 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.

Transfer of Records: Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

Testing: Students and parents or guardians should be aware that the school requires students to take certain standardized tests, including the NWEA-MAP testing, which is 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.

Parents or guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially demonstrated through the school's ability to prove its success through standardized tests. Parents or guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

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.

BUILDING OPERATIONS

Animals on School Property: In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Arrival and Dismissal Procedures and Parking Instructions: All students arriving at Our Saviour School between 7:45 a.m. and 8:05 a.m. are expected to report to their classroom. Students are allowed into the school at 7:45 a.m. and should use the east main entrance door. The school day at Our Saviour School commences with the tardy bell at 8:05 a.m.

Parents are not allowed in the classroom during arrival unless they have checked in with the office in order to drop off treats, etc.

Bus Procedures: 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, backpacks 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.

For 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 the east school parking lot to pick-up your children. If you park elsewhere, you must walk to the lot to pick up your child and cross with an appropriate school crossing guard.

Asbestos Abatement Plan: Our Saviour School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

Building and Grounds Access Policy:

Purpose of the Policy: The church, school building, and rectory along with associated grounds are an integral portion of the many facets of the parish community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Our Saviour School while respecting the use of the church by parishioners and visitors. The multi-use nature of parish facilities and grounds necessitates a continuing effort by the parish, school administration, faculty members, parents, and parishioners to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 Diocesan, Parish, School, and Agency Facilities Use.

Access to and Security of the School Building: On all school days provided by the academic calendar, the Our Saviour School building shall be available for authorized access by parents and authorized visitors from 7:45 am until twenty (20) minutes past the scheduled dismissal time. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall sign-in. Entry to the school building shall be through the front door of the school off the parking lot.

Access to and Security of the School Grounds: On all school days provided by the academic calendar, Our Saviour School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors 7:45 am until twenty (20) minutes past the scheduled dismissal time. Except for children enrolled in an after-school supplemental program, participants in school-sponsored extracurricular activities, or students engaged in other authorized school activities, no child shall be left unsupervised by a parent. Assigned faculty members shall be available from 7:45 am until the commencement of class and from the scheduled dismissal time until the completion of the dismissal process to supervise children present in the dismissal area of the school.

Removal of Unauthorized Persons from School Grounds and Building: Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal or the pastor to leave the school premises shall be considered a trespasser and may be subject to arrest.

Emergency School Closings: In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by approximately 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically cancelled. Our Saviour School **does not necessarily follow JSD 117 closings**. If you do not receive a School Messenger or

see a Facebook, TV/radio notification then please assume OSS is IN session. Our Saviour School uses an automated call system for weather-related cancellations and early dismissals.

Our Saviour School will be utilizing "Late Start" days due to extreme wind chill temperatures or icy road conditions. 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 7:45 a.m. and the last bell rings at 8:05 a.m. with the "Late Start" option, ours will open at 9:45 a.m. and the last bell will ring at 10:05 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 6:00 a.m. The principal will send out a notice via School Messenger as soon as determination has been made.

Birthday Parties, Treats, and Party Invitations: 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. Individually wrapped items or portioned items such as a donut are required rather than cake-like, pan-like items. 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 Dress Code" policy) as long as their choice of clothing follows the Non-Uniform policy.

Our Saviour School requires the inclusion of all the students in a class when exchanging cards, greetings, making plans or the like for invitations being distributed at school.

The sending of balloons, flowers or providing special entertainment on 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.

Unauthorized Items: Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students are not to bring toys or unusual items to school unless they are intended for specific use in the classroom and the teacher's permission has been obtained. The school cannot assume the responsibility for loss or damage of any unauthorized or personal items, included, but not limited to cell phones, smartphones, smart watches, and fitness devices. Those who do bring unauthorized items to school run the risk of these items being confiscated and held by the teacher or principal until picked up by a parent/guardian. Hand-held video games, portable stereos, laser pointers, pagers, etc. are not permitted at school (please see Building Conduct and Student Use of Cell Phones and Other Electronic Devices).

DISCIPLINE & CONDUCT

Statement of Respect for Dignity of All: Parents, students, faculty, and staff make up the school community and are always representatives of Our Saviour School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at Our Saviour School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration

of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

Building Conduct: The following actions and attitudes should characterize everyone studying at Our Saviour School and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk – not run – to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.
- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher (younger students typically have snack time in class). The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and spill-proof. Please use rubber caps on bottom of metal water bottles. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

Conduct Specific to Junior High: 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 & 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 extracurricular 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 half of the

required amount. 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.

Late Work: Students are expected to turn work in on time. Assignment sheets are posted in each homeroom. We realize that no one is perfect. Each student gets a "free pass" where no penalty is given for a late assignment. After that, a 5% point reduction is given for each day the assignment is late. After the third day, the assignment will not be accepted and a grade of zero will be recorded. This policy applies to each academic class and will be strictly enforced.

Cell Phones: We are all aware that our students live in a much different world than we did growing up. While there are some good aspects that this technology brings to our lives, there are also many drawbacks, especially in the classroom. Because of the learning distractions caused by cell phones, the students have three choices:

- They may leave their phones at home, or
- They must store their phones in their homeroom classroom in a teacher secured area. They will then be allowed to check their phones within the last 30 minutes of dismissal, giving them time to see if they have messages from you that affect their end of the day routine and respond to those messages, if need be, or
- They can choose to ignore this policy, and risk being caught, which will then result in a detention and the phone being confiscated and turned into the office.

Lockers: While students can place a sports bag on top of their lockers during the school day, the tops of the lockers must be cleared at dismissal.

Prohibited Student Conduct: Enrollment at Our Saviour School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable

person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, smart watch, fitness device, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, smart watches, fitness devices, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property (including any act of vandalism).
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.
- 17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply: The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures: Our Saviour School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Our Saviour School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Behavior Slips/Uniform Demerits – Behavior slips/uniform demerits will be issued in grades 4 – 8. The 3rd slip will result in a detention and every slip thereafter for each quarter.
2. Detentions – Detentions are issued by teachers or principal for violations of behavioral guidelines.
3. Notifying parents or guardians.
4. Disciplinary conference.
5. Withholding of privileges.
6. Temporary removal of the student from the classroom.
7. In-school suspension.

8. Before or after-school study or detention, provided the student's parent or guardian has been notified.
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges (if applicable).
12. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

Suspension: A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

In-school Suspensions: 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 \$110.00 will 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.

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 may 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. NOTE: per law ISP student's grades cannot be affected by suspension. 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.

Expulsion: The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

1. A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.
2. A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.

2. The parents of the student are to be granted a conference with the pastor and principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The pastor, in consultation with the principal, is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, he will also help them make arrangements for the further education of their child.
4. If the pastor decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word “misconduct” are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

For drug, alcohol and weapons violations, the local/state police will be notified of verified drug incidents.

Re-Engagement of Returning Students: The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work.

Bullying, Intimidation, and Harassment, Including Cyberbullying: Because Our Saviour School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying – including cyberbullying – will be addressed swiftly. Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
3. Substantially interfering with the student’s or students’ academic performance; or
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes

the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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 resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. Parent or guardian contact will be made as necessary.

Corporal Punishment: Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Firearms and Other Weapons Prohibition: A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "Billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the school administration or pastor on a case-by-case basis.

Firearms, Drugs, Battery, and Student Information Reporting System: Our Saviour School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

Gang Activity Prohibited: A "gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Grievance Procedure: Complaints from students, parents, and other legitimate sources about the operation of the school will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The pastor. In fairness to both parties, the principal and/or pastor will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The pastor's decision will be binding and final on all concerned.

Harassment and Teen Dating Violence Prohibited:

Harassment Prohibited - No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited - The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited - Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint - Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Principal, Teacher, or Pastor, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process: Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement :Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited: Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Isolated Time Out, Time Out, and Physical Restraint: Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Lunch and Cafeteria Rules: All children in grades Pre-K-8 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 \$3.15. (Milk 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 7th-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. Any student who can get a la carte food will lose this privilege if they have an outstanding lunch balance. Once the bill is paid the privileges return.

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. The parent signed the FACTS form is the parent responsible for lunch payments. Any outstanding lunch balance over \$50 at the end of 1st semester will be paid through FACTS on or around January 5th to zero the account. Any outstanding lunch balances over \$10 or where the student is not registered for the next year, will be paid through FACTS during the month of June.

Specific lunch room rules include:

- 7/8 are allowed to get up to throw trash away but should not linger to talk to the other students. Grades 4-6 dump trash when they are dismissed.
- Everyone should sit 3 to a table
- Students should not be out of their seats without permission - please raise your hand before going to the restroom, getting straw, etc.
- A la carte items are to be purchased when you go through the line the first time. Grades 7-8 can get a la carte - but cannot do so once they have gone through the line.
- Grades 5-8 can use the microwave.
- Students should not buy a la carte items for friends, nor should they buy extras to take home (such as Propel packets).
- The younger students K-3 have gone to the bathroom BEFORE they go to lunch - so those students should NOT be asking to go to the restroom while at lunch (unless it is an emergency).
- Grades K-3 sit at assigned seats - alphabetical order by homeroom. Students 4-6 will be in an assigned spot by homeroom. 7/8 sit assigned seats by grade level.
- Students should not be sharing food - hot lunch or cold lunch.
- If a student eating cold lunch wants a milk, then they should get a milk and proceed through the lunch line to pay for it.
- Students should sit on their bottoms while at the lunch table, not on their feet.

Search and Seizure: In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students: School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches: School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make

a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property: If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity: When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that the school principal or a designee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Student Appearance: The dress code for Our Saviour School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Our Saviour School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Uniform Dress Code: All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

Specific uniform requirements include:

Pre-K: Pre-K students (boys and girls) are to wear the Pre-K logo tee as their uniform top. Orders for the Pre-K 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 Pre-K students may wear a long-sleeved shirt under their Pre-K logo short-sleeved tee. Pre-K students may wear any color socks.

K-8 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.

K-8 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 "jeggings-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, often referred to as walking shorts) or navy blue capris; No spandex style shorts or capri are acceptable, pants with belt loops must be worn with a black, blue or brown belt. Leggings or shorts (during August, September, October, April, and May) are to only be worn under uniform jumpers/skirts. Leggings and tights must be navy in color.

Shoes - Pre-K-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). Sandals, clogs, and slippers (including the Ugg or off brand Uggs) are NOT acceptable.

Socks - Socks must be solid white, navy, or black, and they must match each other. A small emblem is acceptable but no large stripes or patterns.

Grades 7 and 8 Shoes- Tied shoes, loafers, slip-ons with backing; shoes must have backs and have hard soles and not appear as leather-like tennis shoes. No moccasins. Canvas style shoes will be allowed that are a solid gray, navy blue, tan, or brown in color. Sandals, clogs, slippers, tennis shoes and sneakers are NOT allowed.

Hair -All students' hair should be neat and clean. Hair should not be in the face. No extreme or excessive hair color or styles. No facial hair

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

Make-up & Nails - 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. Nail polish is acceptable. However, nail length may not exceed 1/4 inch beyond the nail tip. Facial decorations: students are not allowed to come to school with any sort of face embellishments, such as, face paint, face stickers, or face jewelry. 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 student's 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, 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 or shorts, sweatpants, yoga pants, or leggings, except for the Parent Club approved sweatpants. 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. Clothing must not be disruptive to the school environment. No heeled boots.

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 or shorts, sweatpants, yoga pants, or leggings, except for the Parent Club approved sweat pants. Shorts can be worn during August, September, October, April and May but be walking length and can be jean, khaki or uniform shorts. No heeled boots. 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.

Video and Audio Monitoring Systems: A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

EXTRACURRICULAR & ATHLETIC ACTIVITIES

Activities Code of Conduct: This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

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 Extracurricular activities. Our Saviour School is part of the Morgan County conference.

Athletic and Extracurricular Programs: Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the pastor and local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

Inappropriate language and/or behavior from adults will not be tolerated at Our Saviour School athletic contests. Anyone displaying such behavior will be subject to dismissal by the Our Saviour School supervising authority. Participation in Our Saviour School athletics is voluntary. This privilege, extended to all eligible students, involves certain requirements and responsibilities within the different sports that are available.

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.

Requirements for Participation in Athletic/ Extracurricular Activities: A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. Comply with all the rules and regulations set forth by IESA, as well as those contained in the Our Saviour School student handbook.
2. Maintain academic and behavior eligibility,
3. Pay a sports fee of \$75.00 per sport played by the first day of practice. (Any other needed fees must be paid by the first game or the deadline date established by the Head Coach.)
4. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within 395 days of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
5. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
6. Proof the student is covered by medical insurance.
7. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.
8. Students cannot start practice for a subsequent sport until a previous sports season is complete.
9. Students are expected to attend games and practices. Family emergencies, doctor's appointments, and illnesses are all considered excused absences. All other reasons must be checked with the coach at least 2 days in advance.

Unexcused absences (as defined by each coach) result in:

Practices: 1st Offense - 1 game: may dress, but will not play
 2nd Offense - 1 game; NO dress
 3rd Offense - Dismissed from team; no awards given.

Game: 1st Offense - 1 game; NO dress
 2nd Offense - Dismissed from team; no awards given.

If a student is dismissed from practice, it will be treated as an unexcused absence.

Student transfers: Effective with the start of the 2020 - 21 school year, a student who transfers after the first day of practice in a given activity will be allowed to join the team for his or her new school only if he/she did not try out, practice, or participate in a contest for the previous school. They would still need to sit 11 days before participating in a contest for the new school.

Academic Eligibility: Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IESA and this Code, the most stringent rule will be enforced.

Minimum standards for Our Saviour students will be the following:

1. Student must be passing in all subjects.
2. As in the IESA manual, there will be a weekly eligibility check determined by measuring the student's performance on a cumulative basis from the beginning of each quarter through the date on which the check is made in that same quarter.
3. If student is ineligible, they must have the opportunity to improve their failing grade the following week in order to be eligible for the next game.

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.

Student-athletes are expected to maintain academic standards and meet behavioral guidelines established by the Our Saviour School handbook. In addition to rules contained elsewhere in the Our Saviour School Athletic Handbook, the following rules shall apply to determine student eligibility based on academic, behavioral and other matters:

1. To be considered eligible and in good standing to participate in athletics a student must be receiving a passing grade in all subjects and behavior in each class or subject must be deemed satisfactory.
2. A student will be considered ON PROBATION for athletic purposes if their most recent academic report reflects any one or a combination of the following:
 - One failing grade in any class or subject.
 - One incomplete in any class or subject.
 - Below satisfactory conduct in any class or subject.
3. Probation for a student-athlete shall consist of the following:
 - A one week period during which the student works to improve his/her grades and/or conduct which led to the probation.
 - The student will be ineligible to participate in any games or contests during the period of probation but is still considered a full, participating member of the athletic team.
 - Ineligible students will be allowed to participate in practices.
 - During the period of probation, the student is encouraged to seek extra help from the teachers in courses where he/she is struggling either before or after school. The student's focus during the period of probation shall be on improving performance or conduct in the areas which led to the probation.
 - A period of probation may be extended for a second or third occurrence (with the third occurrence being removed from the team) if a student fails to make improvement during the initial week of probation. The additional week shall be considered a separate period of probation. For example, if a student is on probation for two consecutive weeks before the student's grades become satisfactory, the probation shall be counted as two separate periods of probation.
 - A student may only be placed on probation two times during any season. If an athlete's grades or conduct are unsatisfactory for a third time during a season, the athlete's privilege to participate on the team will be revoked.
 - For eligibility and probationary purposes, a "season" begins on the first practice date.
 - A coach or the principal may place an athlete on probation for violation
 - of other rules regarding an athlete's conduct contained in this handbook or the Our Saviour School Student Handbook.
4. A student placed on suspension from school will not be permitted to participate in any athletic practice or contest until the suspension is successfully completed. After completing the suspension, the athlete will be placed on probation. If an athlete is placed on suspension for a second time during a season, the student will be dismissed from the team and no awards will be given.
5. Eligibility is reported each week to the principal. On Friday, the principal will notify the athletic department, students and parents (via a letter home through the student) of the student having failed to meet eligibility requirements or having been placed on probation. The period of probation will begin the following Sunday.

Ineligible student's attendance at games will be at the discretion of the coach.

Behavioral Eligibility: Should a student's behavior become such that it negatively affects his/her, or other students' learning experiences or safety, or doesn't support the integrity of the school's philosophy, the teacher, principal and coach will enforce a behavioral ineligibility. The consequences will follow that of academic eligibility.

Absence from School on Day of Extracurricular or Athletic Activity: A student must be in attendance from 10 a.m. on, in order to participate in a school activity or practice. There may be some instances, a doctor's appointment, a funeral, etc., where an afternoon absence does not prohibit a student from participating in a school activity or practice. If they are absent

on the day following a game or activity, they must report to the coach before they will be allowed to participate in the next scheduled game or activity.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated sponsor, or coach.

Athletes leaving early are expected to turn in their assignments and to get the next day's assignments before they leave. If they are to take a test, they are to take the test earlier in the day or the next day. Prior arrangements should be made between the athlete and the teacher.

Travel for Away Games: Parents are responsible for providing transportation to and from all away contests. Meeting and departure times will be coordinated through the individual head coaches.

Code of Conduct: This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

The student shall:

1. Follow the school rules and policies on student discipline including policies and procedures on student behavior;
2. Act in a sportsmanlike manner;
3. Not violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
4. Not haze or bully other students;
5. Follow the written rules for the extracurricular or athletic activity;
6. Behave in a manner that does not disrupt or adversely affects the group or school;
7. Not be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff, faculty, staff, or administration;
8. Not falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.
9. Maintain a neat and clean appearance when representing an athletic team.
10. Not ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
11. Not ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
12. Not ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
13. Not use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
14. Not attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a detrimental effect on the student's or students' physical or mental health;

3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Game Ejections – Players, Coaches, and Fans: Our Saviour School will abide by the IESA policies regarding player, coach and spectator ejections from an event. In addition, Our Saviour School reserves the right to implement further penalties for ejections if necessary.

A player ejected from a contest will miss the next two contests at the grade level in which the ejection occurred, as well as any other contests the player is eligible to participate in at another grade level. In addition, the player must complete the National Federation of State High School Associations' Sportsmanship Course. A second ejection will require a 5 game suspension and a \$100 fine. (Player ejections may lead to removal from the team.)

For coaches who are ejected, they will serve an automatic two-game suspension for the first offense and a five game suspension for the second offense. The coaches who are ejected, will serve the two-game suspension at the level at which the ejection occurred and all other contests in the interim and will be required to complete the NFHS Sportsmanship course and pay a \$100 fine. A second offense will result in a five-game suspension and a \$250 fine. (Coach ejections may lead to removal of the coach from the coaching position for the remainder of the season and jeopardize future coaching opportunities at Our Saviour School.)

A fan who is ejected will be required to watch the NFHS Sportsmanship video before he/she can return to watch contests. Furthermore, Our Saviour School will be held responsible for any fan that is ejected by requiring that fan to watch the NFHS Sportsmanship video prior to returning to watch contests and provide proof to the IESA Office that the video was viewed. (Fan ejections may lead to a temporary, or permanent barring of that fan from all home Our Saviour School events and activities.)

Athletic Grievance/Complaint Policy: In the area of Athletics, it seems that the biggest concerns revolve around questions or concerns not being taken directly to the coaches. This first contact is extremely important so that thoughts are shared initially with the person that can best answer questions and address a situation that needs to be dealt with

Problems involving athletic teams and parent/coach manners will be handled in the following ways:

1. When an athlete has a concern, he or she should ask the coach to discuss it with them as the first step in the grievance policy.
2. Parent goes to the coach involved, and asks for a meeting between the parents, coach(s), and student.
3. If the problem is not solved through this meeting with the coach(s), the parents may ask for a meeting with the Athletic Director.
4. If the problem is not solved after meeting with the Athletic Director, the parents may ask for a meeting with the Principal and Athletic Director.
5. If the problem is not solved after meeting with the Principal and the Athletic Director, the parents may ask for a meeting with the Pastor, Principal and Athletic Director.

To ensure fairness and accuracy to all involved, NO STEPS CAN BE SKIPPED! We hope there will be no problems involving your child's athletic career. However, if one arises, please follow the above steps.

NOTE: No discussion concerning any problematic situation(s) may occur immediately following athletic contests. Meetings can be scheduled the following day to remedy the issue(s) at hand.

Athletic Department Sponsored Activities: Sports/Activities be offered for fifth, sixth, seventh and eighth grade Our Saviour School students. Sports include: Boys' Baseball, Girls' Softball, Boys' Basketball, Girls' Basketball, and Girls' Volleyball, Boys' and Girls' Cross Country, Boys' and Girls' Track and Cheerleading. Golf and Bowling are offered to students in grades 5 through 8.

The following roster minimum/maximum expectations will be utilized based on the numbers. After the first week of practice.

Golf: Golf will be open to 5th through 8th grade students. IESA allows up to 6 participants at Sectional, per school. Minimum would be 1-6 golfers without making a cut prior to Sectional competition. If more than 6 on the team, then scoring averages established at team practices would determine our school representatives at the Sectional event. (Boys and Girls limits are the same.)

Baseball: IESA allows 18 players on the post-season roster. Minimum would be 15 players (7th and 8th graders). If we do not have 15, then opportunity would be granted to all interested 6th graders, with the understanding that 18 players would then make up the roster (or the regular season and post-season alike. All 7th and 8th graders would be on the roster. All 6th graders would practice for 2 weeks with the team, then the coaching staff would determine which 6th graders would fill out the remaining roster spots. Once the 18 player roster is set, all team members are equal. That is, grade level would not dictate playing time.

Softball: IESA allows 18 players on the post-season roster. Minimum would be 15 players (7th and 8th graders). If we do not have 15, then opportunity would be granted to all interested 6th graders, with the understanding that 18 players would then make up the roster for the regular season and post-season alike. All 7th and 8th graders would be on the roster. All 6th graders would practice for 2 weeks with the team, then the coaching staff would determine which 6th graders would fill out the remaining roster spots. Once the 18 player roster is set, all team members are equal. That is, grade level would not dictate playing time.

Cross Country: Cross Country will be open to 5th through 8th grade students. IESA allows up to 7 participants at Sectional, per school. Minimum would be 1-7 runners without making a cut prior to Sectional competition. If more than 7 on the team, then recorded times established at team practices and regular season meets would determine our school representatives at the Sectional event. (Boys and Girls limits are the same.)

Boys Basketball: 7th Grade: IESA allows 15 players on the post-season roster. Minimum would be 12 players. If we do not have 12, then opportunity would be granted to all interested 6th graders, with the understanding that 15 players would then make up the roster for the regular season and post-season alike. All 7th graders would be on the roster. All 6th graders would practice for 2 weeks with the team, then the coaching staff would determine which 6th graders would fill out the remaining roster spots. Once the 15 player roster is set, all team members are equal. That is, grade level would not dictate playing time.

Boys Basketball: 8th Grade: The same guidelines would apply to the 8th grade team, except, 7th graders would be promoted if needed. If the 7th and 8th grade total number does not total our 12 player minimum, then 6th graders would also be promoted and the IESA 15 player roster would be applied.

Girls Basketball: 7th grade: IESA allows 15 players on the post-season roster. Minimum would be 12 players. If we do not have 12, then opportunity would be granted to all interested 6th graders, with the understanding that 15 players would then make up the roster for the regular season and post-season alike. All 7th graders would be on the roster. All 6th graders would practice for 2 weeks with the team, then the coaching staff would determine which 6th graders would fill out the remaining roster spots. Once the 15 player roster is set; all team members are equal. That is, grade level would not dictate playing time.

Girls Basketball: 8th Grade: The same guidelines would apply to the 8th grade team, except, 7th graders would be promoted if needed. If the 7th and 8th grade total number does not total our 12 player minimum, then 6th graders would also be promoted and the IESA 15 player roster would be applied.

Girls Volleyball: 7th grade: IESA allows 15 players on the post-season roster. Minimum would be 12 players. If we do not have 12, then opportunity would be granted to all interested 6th graders, with the understanding that 15 players would then make up the roster for the regular season and post-season alike. All 7th graders would be on the roster. All 6th graders would practice for 2 weeks with the team, then the coaching staff would determine which 6th graders would fill out the remaining roster spots. Once the 15 player roster is set, all team members are equal. That is, grade level would not dictate playing time.

Girls Volleyball: 8th Grade: The same guidelines would apply to the 8th grade team, except, 7th graders would be promoted if needed. If the 7th and 8th grade total number does not total our 12 player minimum, then 6th graders would also be promoted and the IESA 15 player roster would be applied.

Track and Field: Track and Field will be open to 6th through 8th grade students. Regular season practices and meets will offer each athlete the opportunity to earn the right to compete at the IESA Sectional meet. The track coaches will determine

which events our athletes will compete in at regular season meets, with every eligible athlete getting to participate in each regular season meet. Sectional competition will be based on results at meets and practices during the regular season, i.e., fastest times, farthest throws/puts, longest & highest jumps, etc.

Bowling: Bowling will be open to 5th through 8th grade students. IESA allows up to 6 participants (4 bowlers and 2 alternates) at Sectional, per school. In order to field a team, per IESA requirements, there must be a minimum of 4 bowlers on the roster. Minimum would be 1-6 bowlers without making a cut prior to Sectional competition. If more than 6 on the team, then scoring averages established at team practices would determine our school representatives at the Sectional event. (Boys and Girls limits are the same.)

Cheerleading: IESA allows up to 12 members with 4 alternates. If we do not have 16, 6th graders will be granted the opportunity to participate. If interest exceeds 16, 6th graders will be evaluated for two weeks, then coaching staff will determine which 6th graders will fill the remaining spots. All eligible cheerleaders will cheer sideline boys b-ball games, be rostered and learn the Cheer division material. For sideline at basketball games, no more than 12 participants will be allowed on the sideline at one time; a separation of game duties will be delegated as constituted by squad size. IESA and ICCA small Routine division allows a maximum of 16 cheerleaders, 12 competitors and 4 alternates. All interested sideline cheerleaders will learn the competition routine and those with skills that exceed 78% of the mandatory required scoresheet skills {IESA Routine Rubric} will participate on the competition floor and others will be rostered as an alternate. A minimum score of 78% is required to qualify for ICCA state series. Coaches will decide on rostering by November 15.

Practice and Playing Facilities: The Our Saviour School gymnasium is considered the home for the Jr. High volleyball and basketball teams and the site for all Jr. High games and practices, However, when there are no conflicts with high school activities, some Jr. High games may be scheduled at Routt Catholic High School. The Our Saviour School baseball team plays at the Alumni Baseball Field on Vandalia Street. The Our Saviour School softball team plays at the Jacksonville YMCA. The bowling team practices at the Bowl Inn. The track and cross country teams do not host any home track meets, but may practice at non-school properties and facilities. The golf team practices at The Links and K's Creek golf courses. All athletes are asked to respect and take care of these facilities so we can continue to play at them. We thank the organizations that give us the opportunity to play on their fields. Home games require Parent help with various game day necessities. Parent/player gate and concession duty schedules will be distributed at the beginning of each specific season.

Participation Guidelines for Coaches: Coaches will be given authority to determine starting line-ups, substitution patterns, amount of playing time for each student-athlete, any changes throughout the season, and determining A and B squads when necessary. When 7th or 8th grade teams consist of too few numbers to ensure adequate substitution of players, students from the grade level below may be brought up to complete the roster.

Playing time will be determined by coaches. All members of the team are to receive equal practice time. Players are to be treated fairly and coaches should make every effort to make the athletic experience a positive extension of the overall education program at Our Saviour School.

Uniforms: The school provides uniforms for all athletic teams. These are purchased on a rotating basis. Uniforms will be assigned to individual athletes. Individuals are responsible for the possession, care and maintenance of the uniform assigned to him/her. If for any reason a player chooses to quit, the uniform must be returned so the coach can reassign it. When possible, uniforms will be collected immediately after the last game of the season. If not possible, students are requested to return the uniforms promptly. If an athletic uniform is lost, stolen or damaged, replacement will be the responsibility of the player/parents involved. Reimbursement will be paid to Our Saviour School athletics.

Student athletes may modify their athletic or team uniform for the purpose of modesty of clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preference.

Practices: Practices are normally held before or after school with the ending time determined by the coach. Practices may be scheduled at other times at the discretion of the coach or the availability of the gymnasiums. Coaches are expected to set a normal ending point for practice so that the players and parents can plan accordingly. If on a particular night, practice will end at different times than normal or scheduled for a different time, the players should be told that fact the day before.

The gymnasiums are busy during the seasons and when applicable, monthly schedules will be given to the coaches, parents, and students for planning purposes.

Students are not allowed to remain at Our Saviour School after school dismissal to await a practice unless they are signed up for the Sports Study Hour (\$2.00 per day), Our Saviour School After Care Program, or unless some other arrangement for supervision is provided. (Parent or teacher sponsored study hall). Any student not respecting this risks losing playing time. This is a safety and liability issue. Sports Study Hall is only available to students with a 4:00 practice time. **Payment is required on the day attended.**

Decisions on canceling contests in the case of inclement weather, bad road conditions, etc. will be made by the administration and athletic director. If school is dismissed early due to bad weather, all athletic practices will be canceled. Normally contests will be canceled on days when no school is held because of bad weather. The administration and the athletic director will make the decision.

Practices/Open Gyms on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted unless approved by the Principal.

Academic vs. Athletic: Athletes involved in multiple athletic and academic areas juggle tough decisions on how to handle schedules. Academics and fine arts take priority over athletics when it comes time for contest or performance. If it is for a grade, it takes priority over athletics. Communication between student and coach is important in these situations in order to maintain good order. The Our Saviour Athletic Department will do everything it can to avoid these types of scheduling conflicts.

Clubs: All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

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 of the same sex for that particular grade level are invited to participate.

Student Athlete Concussions and Head Injuries: Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition. Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school's interscholastic athletic participation. The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

FINANCIAL MATTERS

Tuition and Fees:

A \$40 technology fee for Pre-K-4th grade and \$100 technology fee for 5th -8th grade will be assessed through F.A.C.T.S. Tuition refunds are prorated and made through the Parish office. General Service fees are not refundable.

- 1. **Pre K-8 Tuition**
First child \$5,700 Third child \$ 2,100

Second child \$5,700 Fourth child \$ 1,400

2. Other Fees:

* Athletic Fee (per sport); \$100.00

*Textbook Fee: this \$400 fee is included in the tuition charges listed above

*Snack Fee: \$50 fee in addition to the tuition charges - Pre-K Only

*Technology Fee (listed above) is non-refundable

*Cleaning/Supply fee of \$30 for PreK-8th and is in addition to tuition and is non-refundable. This fee eliminates parents having to purchase wipes, copy paper, Kleenex, etc.

5. **F.A.C.T.S. Fees:** \$5 Fee -Annual Payment Plan (Option 1)
 \$15 - Semi-Annual Payment Plan (Option 2)
 \$50 - Monthly Payment Plan (Option 3)

The following payment options are in effect:

1. OPTION 1:

- a. One payment for the *total* tuition and fees, due on July 5.
- b. A \$5 processing fee will be assessed by F.A.C.T.S. on all OPTION 1 accounts.

2. OPTION2:

- 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 \$15 processing fee will be assessed by F.A.C.T.S. on all OPTION 2 accounts.

3. OPTION3:

- 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 **twelve** months, beginning in July, and ending in June.
- c. A \$50 processing fee will be assessed by F.A.C.T.S. on all OPTION 3 accounts.

Tuition Assistance: Applications for tuition assistance are available online through F.A.C.T.S. In the spring, the principal will communicate information on needs-based scholarship and the enrollment packet will include detailed information on how to apply for tuition assistance.

Policies for Tuition Assistance/Tuition Payments: The following policies, adopted by the Our Saviour Board of Education are in effect:

1. School policy regarding the refund of tuition/fees if a student is withdrawn from Our Saviour School:
 - Any refund of tuition will be determined by the principal and pastor.
 - The \$400.00 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:
 - Tuition charges will be prorated on a daily basis.
 - General service fees and F.A.C.T.S. fees will not be prorated and are non-refundable.
4. While the F.A.C.T.S. system allows for semi-annual and monthly payments, the tuition commitment is for the entire year.
5. 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 an arbitrator to resolve financial arrangements between divorced or separated parents. The **person or persons who authorize the F.A.C.T.S. account will be considered the responsible party(ies).**

6. School policy regarding Service Hours: Service hours not completed for the school year recently ended will be paid through F.A.C.T.S. in the month of June. For each hour not fulfilled, we will draft \$20 per hour using the F.A.C.T.S. account.
7. School policy regarding Tuition Assistance: Pre-K students are not eligible for tuition assistance.

HEALTH & SAFETY

Anaphylaxis Prevention: While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Student Allergies: Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Our Saviour School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

Communicable Diseases: The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling and Guidance: The school utilizes community counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The administration makes contacts to community counselors to those students who require additional assistance.

Diabetes Care for Students: If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Head Lice and Nits:

The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school office or nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal, proof of treatment is given and the child is determined to be free of the head lice and eggs (nits).

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.

Immunization and Health, Eye, and Dental Examinations:

Required Health Examinations and Immunizations:

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination:

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination:

All students entering kindergarten, second, and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions:

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

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 requests. 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 grade/group will be screened. State law also makes it mandatory that hearing screening is done on children in Pre-K, kindergarten, first, second, third, and any child with a known hearing problem, new students to Our Saviour School, all special education students and any teacher requests.

Insurance: It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

Medication for Students: Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. 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.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Medication must be brought to the school in a container appropriately labeled by a physician or pharmacy and locked in the school office, except for those that may be possessed by student (see self-administration of medication).

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

Self-Administration of Medication: A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis: In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours. As required by law, the school allows a nurse or administrator to administer medical cannabis infused products to registered patients, while on school premises, while at school sponsored activities or before or after normal school activities, including while student is at before school or after school care. However, administration must not disrupt the educational environment or expose the product to other students. Any student with prescribed medical cannabis must have on file: written authorization from parent or guardian specifying the time or circumstances in which the product must be administered, a copy of the registry identification card of the student (as a registered qualifying patient) and the parent/guardian (as a registered designated caregiver), with yearly reauthorization from parent/guardian.

Even if a student is not taking medication at school, parents should inform the school of any current medications.

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, essential oils, 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.

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration. However, due to skin allergies, the student may not share sunscreen with other students. Students must be able to apply their own sunscreen in order to bring it to school. Sunscreen should be applied with a teacher present.

Emergency Aid to Students: Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Safety Drill Procedures and Conduct: Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Toxic Art Supplies and Required Eye Protection: Toxic art supplies are not used.

MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

Student Laptop Assignments (Grades 5th – 8th): OSS students will receive:

Windows Laptop

Power Adaptor

Specific laptop rules include:

1. Always follow the proper procedure for laptop care. Place laptop on desk, not lap, avoid touching screen: use no cleaner on the computer screen.
2. Outside the classroom, secure the laptop appropriately.
3. Carry the computer with the lid closed and with two hands.
4. When storing the laptop, ensure it is stored so that it will not be damaged.
5. Obtain authorization from a teacher if media streaming is required.
6. Refrain from putting decorative items such as stickers on the computer or carrying case.
7. At no time leave the laptop unsecured.
8. During the school day, limit laptop use to tasks assigned by the teacher.
9. Carry the laptop anywhere in the school except to the lunchroom or restrooms.
10. Students must follow all copyright laws.
11. Avoid plagiarism on all assignments.
12. Release no personal information via the laptop unless required to do so by the teacher.
13. Select an alternative laptop background (or use school-appropriate photos if desired).
14. Take the laptop home to complete assignments and charge at home too. However, staff and or parents may revoke this privilege.
15. Visit no social networking site: some Internet sites are already blocked.
16. Fully charge the laptop for school each day.
17. Install no additional software.
18. Protect your laptop: avoid deliberate destruction, vandalism, and tampering.
19. Engage in no instant messaging through any social media.
20. Cyberbullying is prohibited.

21. A fee for a lost laptop or excessive damage to the laptop will be charged.

All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

Acceptable Use of the School's Electronic Networks: All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions: The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use: Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

Privileges: Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use: The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

No Warranties: The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security: Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges: The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules: Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

Use of Email: The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

Internet Safety: Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

Access to Student Social Networking Passwords and Websites: School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Student Photographs and Names: Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

Student Use of Cell Phones and Other Electronic Devices: The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watches, fitness devices, audio or video

recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's accommodation plan; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this policy are subject to the following consequences:

22. First Offense – The device will be confiscated by school personnel. A verbal warning will be assigned. Parent must pick-up the student's device in the school office.
23. Second Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office.
24. Third Offense – The device will be confiscated. A detention will be assigned. The student's parent or guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school.

Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act: Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information

- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

Unauthorized Use of Artificial Intelligence: “Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

PARENT COMMUNICATIONS & INFORMATION

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 3:30 p.m., 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: \$12.00 for the 1st child and \$6.00 per day for each additional child in the 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 may be turned into the school office in an envelope designated "After School Program". 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. After 2 late pick-ups, administration has the right to terminate after school care.

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. If leaving for school activities, a permission form signed by the parent must be given to 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, After-School Program, 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.

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 After School Program WILL NOT meet.

The parent that signed the FACTS form is the parent responsible for After-School payments. Any outstanding After-School balance over \$50 at the end of 1st semester, the balance will be paid through FACTS on or around January 5th. Any outstanding After-School balance over \$10 or where the student is not registered for the next year will be paid through FACTS during the month of June.

Change of Address and Communication Records for the School: It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student's needs at this transitional time.

Communications: Open communication between home and school is essential for a child's school success. Classroom teachers communicate through classroom newsletters, electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using TeacherEase system, emails, or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and scheduled appointments after school, so they cannot always be available on a "walk in" basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the pastor.

The administration will also keep parents informed of school news through a frequent newsletter that is sent home and in the Church bulletin during the school year. The newsletter and other flyers with pertinent information will be emailed to parents, or hard copies will be sent home with the youngest child in the family upon request. Additionally, the school newsletter is available on the school website, oursaviourschool.com, and the Church bulletin is available on the parish website, oursaviourparish.org.

At Our Saviour School the norms for communications are based on decorum and the Golden Rule. This is the frame for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful. These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

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.

Family Service Requirement: A family is required to work 15 hours per year for Our Saviour School or Parish (Pre-K-only families 5 hours per year) with the year being June 1 – April 30. (Service work for Routt Catholic High School does not count towards these hours.) For the program to be successful it is important for every family to participate.

A family may opt out of this requirement if they prefer to the comparable amount of \$300. If a family has not completed the required 15 hours of volunteer service by May 30, the remaining hours will be redeemed at \$20 an hour. Any remaining

amount owed after May 30, will be paid through FACTS in the month of June. For each hour not fulfilled, we will draft \$20 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 of if they have students at Routt Catholic High School. Service hours may be earned by:

- Class Field trip
- Class Snacks
- Scrip Office
- Athletics Concession/Gate Workers
- Maintenance only (mowing, painting lines, etc.) on Jr. Irish field – No Coaching
- Class Parties
- Participation in Parent Club
- Helping with teacher luncheons
- Dreams Ticket sales (1 service hour for every 5 tickets sold)-
- Pie Sales
- Dreams
- Family Fun Festival events

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.

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.)

Parent and Teacher Conferences: Parent-teacher-student conferences are formally scheduled, after 1st Quarter for K – 8 students each year. Pre-K conferences are scheduled after 1st semester. Other conferences may be called to address concerns throughout the year.

Policy Making: The policies of the administration and educational mission of Our Saviour School are enacted and thereby formalized by the Pastor. The School Advisory Board is advised of the formation of such policies by the Principal, the Pastor, or other members of the Board. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

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. In **the event about a school rule or procedure, PLEASE ASK.**

Responsibilities of School, Parents, and Students: Our Saviour School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

School Responsibilities: When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

Parent Responsibilities: When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
7. To know who your child's teachers are and to observe mandatory parent-teacher conference dates and any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote Our Saviour School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

Student Responsibilities: When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel
3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

School 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.

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

School Visitation Rights: The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations: Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse: Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age

- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors: School employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

Warning Signs of Boundary Violations: School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role

- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos and videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification: *Employee Conduct Standards* - Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

Mandated Reporters: All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sexual Abuse Response and Prevention Resource Guide: The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Sex Offender Notification Law: State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on

school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Sex Offender and Violent Offender Community Notification Laws: State law requires schools to notify parents or guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) department website. The ISP website contains the following:

1. Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>
2. Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>
3. Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Visitors: All visitors, including parents and siblings, are required to enter through the front door of the building and utilize the phone to speak with the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Volunteers: Volunteers represent and serve the Church and School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at (Catholic School Name) should be addressed to the administration.

All school volunteers must complete "Protecting God's Children" course before volunteering. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building office or principal. Volunteers are required to check in and out at the main office.