



2023 - 2024

Student/Parent Handbook & Calendar



TABLE OF CONTENTS

School and Parish Telephone Numbers and Hours	1	Liturgical Celebrations	12
Parent Club & School Advisory Board Members	1	Lunch	12
School Staff & E-mails	1	Media Release	13
Mission, Vision, Philosophy & Goals	2	Medication	13
Parents as Partners	2	Missing Children's Act	14
Academic Integrity	3	Missions	14
Admission Policy	3	Non-Custodial Parent	14
Admission/Registration Requirements	4	Non-School Affiliated Teams	14
Advisory Board	4	Parent Club	14
After-School Program	4	Parent Letter	14
Arrival Procedure	5	Personal Belongings	14
Asbestos	5	Physical Education	14
Attendance	5	Playground	14
Bullying, Cyberbullying and Textbullying	6	Police Questioning	15
Bus Procedure	6	Pregnancy/Parenting Policy	15
Child Abuse Laws	6	Promotion & Retention Policy	15
Conflict Resolution	6	Protecting God's Children	15
Corporal Punishment	6	Sacramental Policy	15
Curriculum Policy	6	School & Student Birthday Celebrations	16
Discipline	7	Search and Seizure	16
Dismissal	8	Service Hours Policy (Family & Junior High Hours)	16
Emergency Closings	9	Smoking Policy	16
Extracurricular Activities	9	Social Media	16
Family/School Agreement	APPENDIX I & II	Special Services	17
Field Trips/Class Trips	9	Sports/Extracurriculars/Activity Study Hall	17
Gangs	10	Student Files	17
Grades	10	Substance Abuse Policy	17
Graduation	10	Telephone/Cell Phones	17
Grievance Procedure	10	Testing	17
Gum/Candy	10	Textbooks	17
Gymnasium & School Facility Uses	10	Transfer of Records	17
Health and Sickness	10	Tuition & Fees	17
Homework	11	Uniforms	18
Homework Policy Regarding Vacations	11	Vision & Hearing	19
Honor Roll	11	Visitors	20
Illness or Injury	11	Water Bottles	20
Insurance	12	Weapon Policy	20
Internet Use	12	STUDENT SUPPLY LIST	20-22
Intruder Crisis Plan	12	ATHLETIC HANDBOOK	Appendix III
Junior High Events	12	SCHOOL CALENDAR	Following Handbook

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

Our Saviour School Office 217-243-8621 7:45 am - 4:15 pm
Fax: 217-245-9981

Our Saviour Parish Office 217-245-6184 8:00 am - 4:00 pm
(Closed 12-1)

Our Saviour School Website: www.oursaviourshamrocks.com

OUR SAVIOUR SCHOOL PARENT CLUB

Pastor Fr. Joe Ring
Principal Stevie VanDeVelde

Members:

President Court Hager
Vice President Amy Wheeler
Secretary Lacy Crossin
Treasurer Rebecca Zahore

OUR SAVIOUR SCHOOL ADVISORY BOARD

Fr. Joe Ring Ex Officio
Stevie VanDeVelde Ex Officio

President Scott Marshall
Vice President Lindsey English
Secretary Patty Fitzpatrick
Member Carrie Cole
Member Erin Eoff
Member Joan Ryan
Member Sean Hynes
Member Beth Knollhoff
Member Jill Copeland

OUR SAVIOUR SCHOOL - 2021-2022 STAFF

Pastor/Religion Fr. Joe Ring jrings@oursaviourshamrocks.com
Principal Mrs. Stevie VanDeVelde svandavelde@oursaviourshamrocks.com
8th grade Mrs. Celeste Morrow cmorrow@oursaviourshamrocks.com
8th grade Mrs. Beth Shade bshade@oursaviourshamrocks.com
7th grade Mrs. Heather Peters hpeters@oursaviourshamrocks.com
7th grade Mrs. Stacy Beeley sbeeley@oursaviourshamrocks.com

6th grade Mrs. Joey Fritz jfritz@oursaviourshamrocks.com
6th grade Ms. Brianna Koleczek bkoleczek@oursaviourshamrocks.com
5th grade Mr. Ryan Whelan rwhelan@oursaviourshamrocks.com
5th grade Mrs. Kim Anderson kanderson@oursaviourshamrocks.com
4th grade Mrs. Lindsey Wellenkamp lwellenkamp@oursaviourshamrocks.com
4th grade Mrs. Angela Davis adavis@oursaviourshamrocks.com
3rd grade Mrs. Stacey Worrell sworrell@oursaviourshamrocks.com
3rd grade Mrs. Stacy McQueen smcqueen@oursaviourshamrocks.com
2nd grade Mrs. Paitra Gibson paitra.gibson@oursaviourshamrocks.com
2nd grade Mrs. Amy Evans aevans@oursaviourshamrocks.com
1st grade Mrs. Amy Dietrich adietrich@oursaviourshamrocks.com
1st grade Mrs. Jess Arnold jarnold@oursaviourshamrocks.com
Kindergarten Mrs. Stacey Chumley schumley@oursaviourshamrocks.com
Kindergarten Mrs. Ashley Flynn afflynn@oursaviourshamrocks.com
Pre-K Mrs. Amy White awhite@oursaviourshamrocks.com
Pre-K Mrs. Bailey Becker bbecker@oursaviourshamrocks.com
Pre-K Mrs. Kate Mann kmann@oursaviourshamrocks.com
Pre-K Instr. Asst. Mrs. Angie Rives arives@oursaviourshamrocks.com
Pre-K Instr. Asst. Mrs. Erika Orris eorris@oursaviourshamrocks.com
Pre-K Music Mrs. Lanie Davis ldavis@oursaviourshamrocks.com
K-8 Physical Ed Mr. Pat Gibson pgibson@oursaviourshamrocks.com
Computer Teacher 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
Instructional Aide Mrs. Linda Johnson ljohnson@oursaviourshamrocks.com
Technology Coordinator .. Mrs. Paitra Gibson computerlab@oursaviourshamrocks.com
Mr. Devin Vaughn ad@oursaviourshamrocks.com
Athletic Directors Mr. Pat Gibson pgibson@oursaviourshamrocks.com
Mrs. Amy Dietrich adietrich@oursaviourshamrocks.com
Lunch Room Monitor .. Mrs. Brandi Glaenger bglaenger@oursaviourshamrock.com

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

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

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

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

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

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

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

GOALS:

1. To provide opportunities for the students to participate in liturgy, such as Mass, the reception of the sacraments, prayer, religion classes, serving at Mass and other religious functions.
2. To maintain attitudes of respect for each child.
3. To teach acceptance of responsibility and leadership needed in a democratic society.

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

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

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

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

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

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

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

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

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

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

To support the religious and educational goals of the school;

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

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

PARENT'S ROLE IN EDUCATION

We at Our Saviour School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their

children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Our Saviour School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

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

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

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

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

OUR SAVIOUR SCHOOL HANDBOOK AND CALENDAR is provided to all parents/guardians of Our Saviour School students. It is intended that parents/guardians share with the school the responsibility of helping their students understand the school's policies and philosophy and the rules and regulations that come from that philosophy. It is expected that this handbook will be discussed by the parents/guardians with their child(ren). Indication of the agreement and support of the provisions of this handbook and calendar should be designated on the sign off sheet. When completed, this needs to be returned to the school office by the end of the third week of school.

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

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

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

The following should occur:

1. Teachers are to report all incidences of academic dishonesty to the school principal.
2. This is a level 2 infraction (see discipline policy) The student may receive a zero for the assignment, quiz or test if academic dishonesty has occurred.

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

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

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

Our Saviour School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs and athletic and school-administered programs. Our school reserves all their rights as religious entities in accordance 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/.



ADMISSION/REGISTRATION REQUIREMENTS:

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

1. Children entering our 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. Exceptions to this law are subject to the judgment and approval of the school principal.
3. Students entering Our Saviour School for the first time need to furnish the following at registration:
 - a. ***Certified copy of birth certificate** (a copy will be made at registration). Parents who are unable to provide a certified copy of their child's birth certificate must submit a signed GENERAL AFFIDAVIT explaining the reason why they are unable to provide a certified copy of the birth certificate along with a Passport, Visa, or other government issued documentation showing reliable proof of their child's identity and age.
 - b. **Baptismal certificate** (if not baptized at Our Saviour Church).
 - c. **Records of any other sacraments received.**
 - d. **Health and Immunizations Records/See Health and Sickness**
 - e. **Former School Records including report cards, standardized test results and IEP/ISP, if applicable. 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.

Families can also apply for the Empower Illinois Tax Credit Scholarship through: www.empowerillinois.org

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

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

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

Areas of Board Responsibility:

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

AFTER-SCHOOL PROGRAM: This program is available to parents/guardians from 2:50 p.m. to 5:30 p.m. If a child is picked up before 3:30 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 per day
\$6.00 per day for each additional child in family

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

Fees may be paid by check, payable to Our Saviour After School Program. Fees may be turned in to 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.

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

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

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

On days in which there is an early dismissal, the 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.

ARRIVAL PROCEDURE: All students arriving at Our Saviour School between 7:45

a.m. and 8:07 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 first bell at 8:02 a.m. and tardy bell at 8:07 a.m.

Teachers use time before school and from 7:45-8:07 a.m. for preparation time. Parents are not allowed in the classroom during arrival unless they have checked in with the office in order to drop of treats, etc. Parents should contact the teacher via email to schedule a meeting.

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

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

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

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

Student absence **must** be called into the School by 9:45 a.m. the day it takes place. A School Messenger call will be sent to verify student absence. All absences not reported by parent will be considered Unexcused until a note is sent. The telephone call does not cancel the need for a SchoolMessenger.

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.

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

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

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

Children are expected to be in their respective rooms at 8:07 a.m. Students who arrive after 8:07 are considered tardy and must be signed in at the office. A tardy will be considered an **excused tardy** when accompanied by proof of a doctor's appointment by the doctor's office. In case of habitual tardiness, parents/guardians will be contacted and arrangement for make up time will be made pupils and the teacher, it should be carefully checked by the parents/guardians. If repeated tardies occur arrangements will be made for the child to make up all missed time. If tardiness continues to be problem, missed time will be made up in multiple increments. (*Example: For each minute late, 5 minutes will be made up.*)

Excessive Absence (30) days or the equivalent of (30) days including tardies, can be cause for a student to be retained in the current grade for another year or for a required summer program before being promoted to the next grade. A letter will be sent to the parents after the student's 10th absences or 10th unexcused tardies 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 make-up plan will be devised.

Attendance for Tuition Assistance Any student receiving tuition assistance must have an acceptable attendance record from the prior school year in order to qualify for tuition assistance the next year. Acceptable attendance for tuition assistance is no more than 15 days of absences and no more than 10 unexcused tardies. In the case of a severe medical condition, the principal and/or pastor have the ability to waive this requirement, subject to appropriate medical documentation by the student's physician.

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

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

BULLYING, CYBERBULLYING & TEXTBULLYING: Our Saviour School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously.

Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. **See SOCIAL MEDIA**

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

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

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

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

CORPORAL PUNISHMENT: All persons in the employ of Our Saviour School/Parish and those acting in behalf of the parish in its programs and activities are to respect the dignity of the persons entrusted to their care. They should avoid personal indignities such as sarcasm, ridicule, nagging, calling names, and other public humiliation. Sexual harassment will not be tolerated. Such persons shall never employ corporeal punishment nor inflict physical abuse with respect to those entrusted to their care. Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, or other similar acts. Persons in the employ of this parish or acting in behalf of the parish in its programs and activities are reminded of this prohibition and the parish reaffirms that conduct of this nature is absolutely forbidden and is cause for immediate dismissal.

CURRICULUM POLICY: Our Saviour School offers quality education in all the academic disciplines required at the elementary level. Religion is taught daily as both a doctrine to be learned and a faith to be lived. Remedial and enrichment services are

available: computer education, music, art and physical education. A Family Life class will be taught in grades K-6, Human Sexuality will be taught in 7 & 8. Choir, Band and Music Programs/Competitions are considered part of the curriculum and, therefore, attendance is mandatory. If a student is not present at the winter or spring performances without a valid excuse, the student's grade may result in a letter grade being dropped.

If your student has special academic circumstances/needs, please let the principal know of these in writing. Do not speak with the current or next year's teachers as changes are made to class lists throughout the summer. Please do not include any teacher requests/recommendations though in your information sharing. Class assignments take a lot of thought and time and the principal and teachers work diligently to try to make the best learning environment for **all** our students. Thank you for understanding.

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

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

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

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

K-8th Discipline Policy - Level I

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

1. Tardiness / Not Prompt
2. Dress Code Violation - Uniform Demerit Form is issued
3. Inappropriate behavior in school or at any school function
4. Gum chewing
5. Food or drink in undesignated areas
6. Any other inappropriate behavior
7. Cell Phone / Electronic Devices
8. Disrespect of other / property
9. Not prepared for class

Consequences

Violations of Level I behaviors may result in a Behavior Report, detentions, or administrative involvement, parent contact or any other action appropriate by the teacher or principal.

Discipline Policy - Level II

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

1. Repeated violation of Level I misconduct
2. Misuse of school property
3. Forging of notes or signatures
4. Lying
5. Cheating/Academic Dishonesty
6. Skipping classes, detention, or school-related activities
7. Vulgar, obscene or abusive language/actions
8. Disrespect or disobedience - Based on Severity
9. Fighting (NOTE: Automatic minimum 1 day in-school suspension)
10. Harassment or bullying
11. Threats (All threats will be taken seriously)
12. Any other disruptive behavior.

Consequences

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

Discipline Policy - Level III

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

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

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

NOTE: The principal will notify the Illinois State Police (through SIRS) within 3 days of each incident of violence/attack against school personnel.

Detention Policy

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

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

GENERAL DISCIPLINE CONSEQUENCES

1. Behavior Report Slips

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

2. Detention

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

3. In-school Suspension

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

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

4. Out of School Suspensions

In the event of continued abuse of our Christian value system, a conference between parent/guardian and principal will be held to determine the length of the out-of-school suspension not to exceed 5 days. This suspension 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. (*See Substance Abuse Policy*)

5. Expulsion

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

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

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

Recording procedure for Classroom Consequences

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

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

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

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

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

Our Saviour School 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 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 8:07 a.m. with the "Late Start" option, ours will open at 9:45 a.m. and the last bell will ring at 10:07 a.m. Those using Jacksonville bus service in the morning, the bus will pick up 2 hours later. "Late Start" is an option to allow school districts to continue with school (while starting later) and, therefore, eliminating the use of a snow day. The decision for wind chill and ice conditions should be made by approximately 5:30 a.m. The principal will send out a notice via School Messenger as soon as determination has been made.

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

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

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

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

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

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

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

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

*** For Athletic activities - see the Athletic Handbook – Appendix III.**

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

FIELD TRIPS/CLASS TRIPS: In accordance with the direction from the Office for Catholic Education, Diocese of Springfield, Illinois, all class field trips for students of Our Saviour School will be designed so that they are *educational* in nature. All field trips are subject to the principal's discretion and approval. Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements. Alternate educational activities will be scheduled for those students at school. The decision to exclude a student from a field trip will be made by the student's teacher and the principal. Parents/guardians will be notified of this decision in advance of the field trip. Students are expected to behave in an appropriate manner. Handbook clothing requirements must be followed on field trips. No skorts allowed.

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

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

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

On the day of the trip, drivers and/or chaperones will be expected to check in with the classroom teacher to provide any necessary information and/or to pick up field trip check lists. The permission form is the only acceptable form for Our Saviour School class/field trips. Parents/guardians are requested to fill out, sign and return the form which comes home with their child(ren) in order for valid permission to be granted.

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. See back of this Handbook for a sample

Permission slip form.

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.

Due to media release restrictions, parents should only take pictures of their child on field trips.

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

GENDER IDENTITY: It is the policy of the Diocese of Springfield in Illinois that all Catholic agencies, including parishes, schools, institutions, departments, or other entities, shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person's biological sex at birth.

GRADES:

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

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

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

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

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

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 asterick (*).

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

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

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

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

HEALTH AND SICKNESS:

Examinations

All children entering Pre-K, kindergarten or sixth grade, and students new to the school are required by state law to present a new record of physical fitness. These records

must be completed, signed by the physician and parents and be turned into the Office on Registration Day in August.

Health Records

1. All children entering kindergarten or sixth grade and students transferring into Illinois from outside of the state or outside of the country must have on file by October 15 of the current year, a completed written health exam by a physician. Lead screening is a required part of the health examination for children age six years or younger *prior to admission* to kindergarten or first grade.
2. Any child not in compliance with health exams will be asked to remain at home until this exam is completed.
3. Dental exams should also be on file for kindergarten, second grade, sixth grade, and new students transferring into Illinois from outside of the state or outside of the country.
4. All kindergarteners and students transferring into Illinois from outside of the state or outside of the country are required to have an eye exam from an optometrist.
5. It is the parents' responsibility to inform the school of any physical abnormalities, such as, birth defects, allergies, epilepsy, diabetes, etc.

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

Immunizations

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

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

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

Upon returning to school, a student will be responsible that day for any tests, quizzes, or assignments made while he/she was in attendance and prior to his/her absence unless

alternate arrangements have been made with the appropriate teacher before the student returns.

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

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

Pre-K-8th Parent responsibilities, to be completed in advance of the planned vacation:

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

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

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

In the event of illness or accident during the school day, students will be cared for temporarily at the school office. If the situation warrants, parents or emergency contacts will be called. It is essential that emergency forms be up-to-date so that parents may be reached if a child becomes ill at school. Parents must make arrangements to pick a child up from school or designate someone responsible to pick up a student who be-

comes ill. No child can be sent home unattended.

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

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

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

A signed Parental Consent form and Student Acceptance form.

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

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

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

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

JUNIOR HIGH: 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 extra-curricular privileges.)
- Must keep a passing average in all subjects. All work must be complete and turned in. For each activity, the student must be passing the Friday before, when eligibility list is processed for IESA events. The student cannot have any missing assignments and no more than 5 incompletes, in total, NOT per class, for each quarter.
- In the case of the 8th grade year-end field trip, any student unable to participate in

this trip due to behavior or academic consequences, will receive the refund of any out of pocket paid for the trip, not to exceed 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:

1. They may leave their phones at home, or
2. 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
3. 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.

LICE: The school must be notified if a student has lice. Student must return to school with proof of treatment and no nits. Proof of treatment can be from a lice clinic, from proof of purchase of lice treatment, etc.

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

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

LUNCH: All children in grades K-8 and our full-day Pre--K students, remain at school for lunch. A hot lunch is available each school day or lunch may be brought from home. The cost for Hot Lunch will be announced at the start of the school year. (Milk only is included). Juice and extra milk may be purchased for an additional cost. Students may also purchase "extras" for a fee, with the exception of dessert. There is no re-entry to the line for extras and/or a la carte items. A la carte items are available for purchase for the 7th-8th graders only. Students must use their lunch/ID card to purchase lunch items. **NO CASH SALES ARE ALLOWED.** Only Students in grades 5-8 can use the microwaves. Each student is expected to have sufficient money in his/her lunch account to pay for the items they purchase. The student and his/her parents will be notified, by email, when his/her lunch account balance reaches \$0.00. Students will not be allowed to charge in excess of \$50.00 to their lunch account.

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.

MEDIA RELEASE: Parents/guardians who enroll students in Our Saviour School should expect that their students will frequently have pictures taken throughout the year. These pictures may be used in school promotional brochures, yearbooks, our school's Facebook page, school website, etc. Permission forms for this activity are signed upon entrance to Our Saviour School. While the school will have permission to publicly post photos of your child, other parents may not post photos of Our Saviour School students when in attendance at any school-sponsored events (i.e. field trips, classroom parties, etc.)

MEDICATION:

Prescription Medication

1. Written order from physician (detailing the name of the drug, dosage and time interval medication is to be taken) is required. Also required is a school form providing written request and permission from a parent/guardian for the school to comply with the physician's orders. These forms must be completed each school year.
2. Medication must be brought to the school in a container appropriately labeled by a physician or pharmacy and locked in the school office. The only exception is for inhalers for asthma medication, Epipens for allergies, and diabetes medication which all may be self administered/self carry with proper doctor's orders.
3. Only the person(s) designated by the principal, shall be allowed to dispense the medication pursuant to the physician's orders. Every medication given must be recorded on a medication log kept in the school office.
4. All use of intravenous or intramuscular injections must be cleared with a physician and administered by a registered nurse who is hired by the parents
5. 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.
6. 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.

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

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

NON-CUSTODIAL PARENT: In the absence of a court order, what is said in this handbook applies to any parent and legal guardian, whether or not the student lives with the parent. Our Saviour School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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

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

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

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

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

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

All students, grades 5-8, are required to dress out for P.E. classes. Appropriate (see school handbook), comfortable clothing needs to worn for all P.E. classes. If P.E. clothes are not needed, students will be informed in advance. In addition, it is recommended that 5th-8th students have a secondary pair of tennis shoes for outdoor P.E. classes. Again, students will be informed in advance (when possible) if P.E. will be outside. Any student unable to participate in class due to injury, illness, etc. will still receive a P.E. grade. Students with participation limitations will be used as scorekeepers, umpires, referees, etc. Finally, a student in grades 5-8 who fails to dress out for P.E. classes will see a negative impact on his/her P.E. grade. Each student will get 1 free "no dress" per quarter. Each additional no dress will lower a student's grade up to one full letter grade. At the end of each quarter, academic make-up assignments will be available to students with more than one "no-dress." However, academic make-up assignments will be limited to two assignments per student. Thus, if a student has more than 3 "no dresses" in one quarter, the highest P.E. grade they will earn for the quarter will be a B.

PLAYGROUND: Recess is an important part of the student's school day; it provides the opportunity for physical activity that enables the children to participate in their afternoon studies. Even during the winter, some outdoor exercise is beneficial to their health and their education. Children who have an illness that would prevent them from playing outside should stay at home until they are well, for their own sake and for the protection of the other children. Under special circumstances, a doctor may recommend that a child should return to school but remain indoors. A written note to this effect must be given to the teacher. Otherwise, all children will play outside every day that weather permits. **Please make sure your child(ren) are dressed appropriately for the weather.**

Playground Regulations:

1. *Students are to:*
 - a. Respect and respond to the authority of all supervisors.
 - b. Stay in assigned play area.
 - c. Share games and equipment and respect the rights of others.
 - d. Respect all school property.
 - e. Play with equipment as intended.
 - f. Be safety conscious at all times.
 - g. Walk to lines promptly and in an orderly fashion.
 - h. Take recess concerns to supervisor.

- i. Seek supervisor's help when a problem arises during the recess.
 - j. Enjoy their time out of the classroom and with their friends.
 - k. Follow any rules deemed necessary by the playground supervisor.
2. **Students are not to:**
- a. Play on stairs by convent or on neighboring properties.
 - b. Pick up snow for any reason or deliberately slide on icy spots.
 - c. Play tackle football.
 - d. Retrieve balls from the street, without an adult overseeing the process.
 - e. Hang on fence or basketball hoops/poles.
 - f. Do acrobatics or build pyramids (*i.e.*, for cheerleading).
 - g. Play on grass in *front* of school.
 - h. Enter school without supervisor's permission.
 - i. Intentionally kick balls at cars, buildings, or people.
 - j. Fight or have inappropriate physical contact with one another (*i.e.* pushing, tripping, *etc.*).
 - k. Engage in any activity deemed as dangerous by the supervisors.
 - l. Throw or toss rocks, snowballs, inappropriate items.

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

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

- a. the officer shall properly identify him/herself
- b. the parent(s) or guardian(s) shall be notified immediately and informed of the intent of the law enforcement authorities
- c. the student's parent(s) or guardian(s) have/has a right to be present if the conference is held in the parish/school
- d. if the student's parent(s) or guardian(s) cannot be located, authorities are not to confer with the student unless they produce a warrant
- e. if there is a warrant or if it is impossible for the parent(s) or guardian(s) to be present and they request it, the administrator should be a witness to the conference held in the parish/school.

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

PRE-K (SEE PRE-K HANDBOOK)

PROMOTION POLICY AND RETENTION POLICY: Advancement to the next

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

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

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

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

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

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

In order for a sacrament to be celebrated:

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

in the family preparation sessions prior to the child's celebration of a sacrament.

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

Each student may choose to bring a treat for his/her birthday/un-birthday. This should not include gum and should be kept reasonable and simple to distribute. **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" policy) as long as their choice of clothing follows the Non-Uniform policy. Our Saviour School encourages the inclusion of all the students in a class when exchanging cards, greetings, making plans or the like.

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

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

SERVICE HOURS POLICY:

FAMILY: A family is required to work 15 hours per year, for Our Saviour School or Parish (Pre-K-only families-5 hours per year) with the year being May 1-April 30. (Service work for RCHS DOES NOT count towards these hours.) In order for the program to be successful it is important for every family to participate. In addition, to helping ensure that the current programs in our school can continue uninterrupted, added benefits to each family will be: an increased awareness of school activities; a chance to meet new people; and an opportunity to help make sure the students continue to have an enriching educational experience at Our Saviour School.

A family may opt out of this requirement if they prefer to the comparable amount of \$150. If a family has not completed the required 15 hours of volunteer service by April 30, the remaining hours will be redeemed at \$10 an hour. Any remaining amount owed after April 30, will be paid through FACTS in the month of June. For each hour not fulfilled, we will draft \$10 per hour using the FACTS account. Regardless of single or double family parents, 15 hours per family is required. Also, 15 hours per family is required for all Our Saviour School families, regardless if they have students at Routt

Catholic High School. In case of hardship, please write a letter to the Pastor by March 31 of the service hour year end and send it to the school office in order to consider waiving the service hour requirement for the specified school year. Service hours for a family may be completed by the parents/guardians or grandparents of the student. Families will be able to sign up for the volunteer jobs at registration and as any other school need arises. New opportunities will appear in the Friday newsletter and on the website. The parent that signed the FACTS form is the parent responsible for service hour payments, however, both parents can participate in fulfilling service hours. All parents involved in service hours must complete Protecting God's Children.

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

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

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

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

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

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

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

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

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

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

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

Students are not to threaten or defame others in the school/parish community or use

the name or logo of Our Saviour School/Parish in a "blog" or in other online communication. Due to overriding safety issues, students violating this rule are subject to disciplinary action and consequences by the school, whether such conduct takes place inside or outside of school. The school may request students to show online content to the teacher/principal in the case of a social media investigation. Any misuse of Faculty/Staff photos in a social media post will result in a minimum of 1 day in-school suspension. If Jacksonville Police Department becomes involved in a social media incident, then OSS must remove itself and JPD will pursue any penalties/punishments.

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

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

SPORTS AND ACTIVITIES STUDY HALL: Sports and Activities study hour will begin in August. This study hour is for students in grades 5-8 who are involved in **Our Saviour sponsored school activities (practices, Chess Club, etc.) which begin at 4:00 p.m.** There is a \$2.00 fee each day with the money going to the supervising teacher. Please be sure your child has this amount each day. Snacks will be available for purchase and students *may* be allowed to buy a soda from the machine. As always, respectful behavior is expected at all times. Athletes will be released at 3:50 p.m. to change for practice and Chess Club members will be released at 4:00 p.m. This program is offered to provide safe coverage for our students. Students can choose to stay at school with this program, go to After School, or go home. This study hour is only offered on 2:50 dismissal days. **Payment is required on the day attended.**

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

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

Incidents of involvement outside of school time will be dealt with in a discretionary way and/or case by case incidence. The local/state police will be notified of verified drug instance and the principal will notify the Illinois State Police through SIRS of any verified drug instances.

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

Cell Phones and Electronic Devices (Smart Watch, Fitness Devices, etc.)

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

TESTING: NWEA-MAP testing will be administered throughout the year to provide a means to monitor individual student growth, for grades K-8. In addition, a faith assessment is given to students in grades 5 & 8.

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

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

TUITION AND FEES PRE-K-8: A \$40 technology fee for Pre-K-4 and \$80 technology fee for 5-8 grade, will be assessed through F.A.C.T.S. All fees and tuition must be paid before report cards are given to the student at the end of the school year. 8th grade students whose outstanding fees & tuition are not paid up before graduation will not receive a diploma or official transcript until what is owed is satisfied. Tuition refunds are prorated and made through the Parish office. General Service fees are not refundable.

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

First child	\$4500	Third child	\$1800
Second child	\$4500	Fourth child	\$1100
2. **K-8 Tuition for students of other religious faiths:**

First child	\$5350	Third child	\$1800
Second child	\$5350	Fourth child	\$1100

3. Pre-K Tuition

3 Year Old Full Day-M/T/W/TR/F \$4500 each student

4 Year Old Full Day-M/T/W/TR/F \$4500 each student

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

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

*Technology Fee is non-refundable

*Cleaning/Supply fee of \$30 for PreK-8 in addition to tuition and is non-refundable.

This fee eliminates parents having to purchase wipes, copy paper, kleenex, etc.

4. F.A.C.T.S. Fee (if applicable) \$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. OPTION 2:

- a. All OPTION 2 accounts will be processed through F.A.C.T.S., via **semi-annual** automatic withdrawals from a parent's checking or savings account.
- b. One automatic withdrawal will be made by F.A.C.T.S. in **July** (5th or 20th-parents' choice) for one-half of the total balance due, and the second withdrawal will be made in **December** (5th or 20th).
- c. A \$15 processing fee will be assessed by F.A.C.T.S. on all OPTION 2 accounts.

3. OPTION 3:

- a. All OPTION 3 accounts will be processed through F.A.C.T.S., via **monthly automatic** withdrawals from a parent's checking or savings account.
- b. These **monthly automatic** withdrawals will be budgeted over **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.

Applications for tuition assistance are available online through F.A.C.T.S.

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:

A) Any refund of tuition will be determined by the principal and pastor.

B) 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:

A) Tuition charges will be prorated on a daily basis.

B) General service fees and F.A.C.T.S. fees will not be prorated and are non-refundable.

4. 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 arbitrator to resolve financial arrangements between divorced or separated parents.

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

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 \$10 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.

UNIFORMS: Pre-K-8

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 capris 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 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, slippers 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 gray, 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. In compliance with Senate Bill 0817, Our Saviour School will not prohibit hairstyles associated with race, ethnicity or hair texture.

Jewelry - Girls: only one earring per ear and earrings should be no bigger than a dime. 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.** 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 pant.** Shorts can be worn during August, September, October, April and May but be walking length and can be jean, khaki or uniform shorts. Now 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.

VISION/HEARING PROGRAM: All students entering Kindergarten are required by law to have a vision test and have proof of exam. Vision screening will be done, as mandated for the students in grades, second and eighth grades, new students to Our Saviour School, and all special education students and any teacher request. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **IF** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned.

Vision screening is **NOT** an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

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

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

WATER BOTTLES: If water bottles are allowed in the classroom, they must be spill-proof. Please use rubber caps on bottom of metal water bottles. No coffee, tea or soda pop allowed in the bottle - **only water.**

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

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

Our Saviour School is mandated by law to report the presence/visibility of a firearm on school premises to law enforcement officials and to the Illinois State Police via SIRS.

OUR SAVIOUR SCHOOL - SUPPLY LIST 2023-2024

Convenient kits containing the core items for each grade are available May through July 15 th from MWSC. They are a local company that donates a portion of your purchase to the school. Order direct from mwsupplycentral.com and your personally labeled kit will be waiting for you at school when you meet your teacher.

3 YEAR OLD Pre-K

- 3 - Crayola Classic Crayons (Box/24)
- 6 - Elmer's Glue Sticks (0.21 oz/Each)
- 1 - Elmer's School Glue (4 oz Bottle)
- 1 - 2 Pocket Folder (Solid Color, to be used for portfolio-please write your child's name inside)
- 1 - Package of Googly Eyes (approx. 100, Assorted Sizes 10mm and Larger)
- 1 - Package Pompoms for Crafts (approx. 90, Any Color, Any Size)
- Change of clothes (navy pants, socks, and underwear) **we will have extra uniform shirts available if needed**
- Small blanket (please no sleeping bags) and small stuffed animal for rest time - these items will be left at school.

4 YEAR OLD Pre-K

- 2 - Crayola Classic Crayons (Box/24)
- 3 - Crayola WASHABLE Markers Broad Line (Box/10, Any Color)
- 2 - Crayola WASHABLE Markers Fine Line (Box/10, Any Color)
- 6 - Elmer's Glue Sticks (0.21 oz/Each)
- 1 - Package of googly eyes (approx. 100, Assorted Sizes 10mm and Larger)
- Change of clothes (navy pants, socks, and underwear) **we will have extra uniform shirts available if needed**

New students ONLY

- 1 - Two Pocket Folder (solid color to be used for portfolio-please write your child's name inside)

KINDERGARTEN

- 1 - Book bag
- 3 - Crayola Classic Crayons (Box/24)
- 2 - Crayola Markers Broad Line (Box/10, Classic Colors)
- 2 - Crayola Markers Fine Line (Box/10, Classic Colors)
- 4 - Expo Dry Erase Markers (Chisel Tip, Assorted Colors)
- 12 - Elmer's Glue Sticks (0.21 oz/Each)
- 1 - Eraser (Pink Pearl)
- 1 - Fiskars Scissors (5-inch, Blunted-tip)
- 4 - Two Pocket Folder (Any Colors, to be left at school)
- 3 - Notebook (approx. 100 page, Wide Ruled, Composition, Not Spiral)
- 1 - Zippered Pencil Bag (or fabric cosmetic bag, no boxes)
- 1 - Book/Binder Rings (1 Inch Size, Approx. 8 per Package)
- 1 - Gallon Ziploc Style Bags (Box/approx. 40)
- 1 - Sandwich or Snack Ziploc Style Bags (Box/approx. 100)

1st GRADE

- 12 – Ticonderoga #2 Wooden Yellow Pencils
- 2 – Crayola Colored Pencils (Box/12)
- 2 – Crayola Classic Crayons (Box/24)
- 2 – Crayola WASHABLE Markers Broad Line (Box/10, Classic Colors)
- 4 – Expo Dry Erase Markers (Chisel Tip, Assorted Colors)
- 16 – Elmer's Glue Sticks (0.21 oz/Each)
- 1 – Elmer's School Glue (4 oz Bottle)
- 2 – Eraser (Pink Pearl)
- 1 – Fiskars Scissors (5-inch, Pointed-tip)
- 1 – Plastic Two Pocket Folder (Any Color)
- 2 – Two Pocket Standard Folder (Any Colors)
- 1 – Zippered Pencil Bag
- 1 – Plastic Pencil Box
- 1 – Sticky Notes (3X3)
- 1 – Gallon Ziploc Style Bags (Box/approx. 40 – NO ZIPPER PULLS)
- 1 – Sandwich Ziploc Style Bags (Box/approx. 100)
- 1 – Duck Brand Clean Release Painter's Tape (1-inch x 60yd Roll)

2nd GRADE

- 36 – Ticonderoga #2 Wooden Yellow Pencils
- 1 – Crayola Colored Pencils (Box/12)
- 2 – Crayola Classic Crayons (Box/24)
- 2 – Crayola WASHABLE Markers Broad Line (Box/10, Classic Colors)
- 8 – Expo Dry Erase Markers (Chisel Tip, Assorted Colors)
- 24 – Elmer's Glue Sticks (0.21 oz/Each)
- 2 – Eraser (Pink Pearl)
- 1 – Fiskars Scissors (5-inch, Pointed-tip)
- 1 – Ruler with inches and centimeters
- 4 – Two Pocket Standard Folder (Any Colors)
- 2 – Notebook (70 page, Wide Ruled, Spiral)
- 2 – Zippered Pencil Bag
- 1 – Quart Ziploc Style Bags (Box/approx. 25)
- 1 – Book Cover for 9" x 11" Textbook (stretchable fabric, jumbo size)

3rd GRADE

- 4 – Paper Mate Red Pens
- 12 – Ticonderoga #2 Wooden Yellow Pencils
- 1 – Crayola Colored Pencils (Box/12)
- 2 – Crayola Classic Crayons (Box/24)
- 2 – Crayola WASHABLE Markers Broad Line (Box/10, Classic Colors)
- 8 – Elmer's Glue Sticks (0.21 oz/Each)
- 1 – Elmer's School Glue (4 oz Bottle)
- 2 – Eraser (Pink Pearl)
- 1 – Pencil Topper Eraser (Approx. 10 per Box)
- 1 – Fiskars Scissors (5-inch, Pointed-tip)
- 1 – Plastic Red Two Pocket Folder (No Prongs)
- 1 – Plastic Blue Two Pocket Folder (No Prongs)
- 1 – Plastic Green Two Pocket Folder (No Prongs)
- 1 – Plastic Yellow Two Pocket Folder (No Prongs)
- 2 – Notebook (70 page, Wide Ruled, Spiral)

- 2 – Notebook (100 page, Wide Ruled, Composition, Not Spiral)
- 1 – Zippered Pencil Bag
- 1 – Three Ring Binder (1-inch, Any Color)
- 200 – Filler Paper (Wide Ruled / Punched Sheets)
- 1 – Set Multiplication Flashcards
- 1 – Set Division Flashcards
- 1 – Set of Earbuds for Computer/Chromebook
- Last Name beginning A-L**
- 4 – Sticky Notes (3"x3")
- Last Name beginning M-Z**
- 16 – Expo Dry Erase Markers (Chisel Tip, Assorted Colors)

4th GRADE

- 20 – Ticonderoga #2 Wooden Yellow Pencils
- 2 – Crayola Colored Pencils (Box/12)
- 1 – Crayola WASHABLE Watercolor Set (8 Colors)
- 1 – Crayola Classic Crayons (Box/24)
- 2 – Crayola WASHABLE Markers Fine Line (Box/10, Classic Colors)
- 1 – Highlighter (Chisel Tip, Yellow)
- 6 – Elmer's Glue Sticks (0.21 oz/Each)
- 1 – Eraser (Pink Pearl)
- 1 – Fiskars Scissors (5-inch, Pointed-tip)
- 1 – Red Two Pocket Standard Folder
- 1 – Blue Two Pocket Standard Folder
- 1 – Green Two Pocket Standard Folder
- 1 – Yellow Two Pocket Standard Folder
- 1 – Two Pocket Standard Folder (Any Color)
- 1 – Notebook (70 page, Wide Ruled, Spiral)
- 1 – Zippered Pencil Bag
- 100 – Filler Paper (Wide Ruled / Punched Sheets)
- 200 – Index Note Cards (Ruled / 3"x5")
- 1 – Sticky Notes (3"x3")
- 1 – Quart Ziploc Style Bags (Box/approx. 25)
- Last Name beginning A-L**
- 4 – Expo Dry Erase Markers (Fine Tip, Assorted Colors)
- Last Name beginning M-Z**
- 4 – Expo Dry Erase Markers (Chisel Tip, Assorted Colors)

5th GRADE

- 24 – Mechanical Pencils
- 1 – Crayola Colored Pencils (Box/12)
- 1 – Crayola WASHABLE Markers Broad Line (Box/10, Classic Colors)
- 1 – Crayola WASHABLE Markers Fine Line (Box/10, Classic Colors)
- 4 – Expo Dry Erase Markers (Chisel Tip, Assorted Colors)
- 2 – Sharpie Permanent Marker (Black, Ultra Fine Point)
- 4 – Highlighter (Chisel Tip, Assorted Colors)
- 4 – Elmer's Glue Sticks (0.21 oz/Each)
- 1 – Fiskars Scissors (7 1/4-inch, Pointed-tip)
- 1 – Trapper Style Zippered Binder (2-inch)
- 3 – Two Pocket Three Hole Folder (Any Color)

- 3 – Notebook (70 page, Perforated, Wide Ruled, Spiral)
- 2 – Notebook (100 page, Perforated, Wide Ruled, Composition, Not Spiral)
- 2 – Zippered Pencil Bag (3 Hole)
- 1 – Paperclips (Box/approx. 100, Small)
- 400 – Filler Paper (Wide Ruled / Punched Sheets)
- 300 – Index Note Cards (Ruled / 3"x5")
- 1 – Set of Earbuds for Computer/Chromebook
- 2 – Sticky Notes (3"x3")

Band Students – after student decides on instrument

- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)

6th GRADE

- 24 – Mechanical Pencils
- 1 – Crayola Colored Pencils (Box/12)
- 1 – Crayola WASHABLE Markers Broad Line (Box/10, Classic Colors)
- 1 – Crayola WASHABLE Markers Fine Line (Box/10, Classic Colors)
- 4 – Expo Dry Erase Markers (Chisel Tip, Assorted Colors)
- 2 – Sharpie Permanent Marker (Black, Ultra Fine Point)
- 4 – Highlighter (Chisel Tip, Assorted Colors)
- 4 – Elmer's Glue Sticks (0.21 oz/Each)
- 1 – Fiskars Scissors (7 1/4-inch, Pointed-tip)
- 1 – Ruler (Metric)
- 1 – Three Ring Binder (1 inch)
- 5 – Binder Dividers
- 3 – Two Pocket Three Hole Folder (Any Color)
- 4 – Notebook (70 page, Wide Ruled, Spiral)
- 1 – Notebook (100 page, Wide Ruled, Composition, Not Spiral)
- 1 – 3 Subject Notebook (150 page, Perforated, Wide Ruled, Spiral)
- 2 – Zippered Pencil Bag
- 450 – Filler Paper (Wide Ruled / Punched Sheets)
- 300 – Index Note Cards (Ruled / 3"x5")
- 1 – Set of Earbuds for Computer/Chromebook

Band Students

- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)

7th GRADE

- 1 – Red Pen (Medium Point)
- 36 – Ticonderoga #2 Wooden Yellow Pencils
- 1 – Crayola Colored Pencils (Box/12)
- 2 – Expo Dry Erase Markers (Chisel Tip, Black)
- 4 – Highlighter (Chisel Tip, Assorted Colors)
- 1 – Eraser (Pink Pearl) – High Quality Pencil Topper Erasers are Acceptable if Student Prefers
- 5 – Notebook (70 page, Perforated, Wide Ruled, Spiral)
- 1 – 3 Subject Notebook (150 page, Perforated, Wide Ruled, Spiral)
- 1 – Zippered Pencil Bag (not boxes)
- 200 – Index Note Cards (Ruled / 3"x5")
- 2 – Book Cover for 9" x 11" Textbook (stretchable fabric, jumbo size)
- 1 – Expanding Accordion File with Elastic Closure (at least 7 slots for full-size pa-

pers)

Band Students

- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)
- **All bookbags and P.E. bags MUST be able to fit in the lockers.

8th GRADE

- 24 – Ticonderoga #2 Wooden Yellow Pencils
- 1 – Crayola Classic Crayons (Box/24)
- 1 – Crayola WASHABLE Markers Fine Line (Box/10, Classic Colors)
- 1 – Highlighter (Chisel Tip, Yellow)
- 4 – Notebook (70 page, Perforated, Wide Ruled, Spiral)
- 1 – 3 Subject Notebook (150 page, Perforated, Wide Ruled, Spiral)
- 100 – Index Note Cards (Ruled / 3"x5")
- 1 – Zippered Pencil Bag (not boxes)
- 2 – Book Cover for 9" x 11" Textbook (stretchable fabric, jumbo size)

Choose an Organizational Tool:

- 1 – Expanding Accordion File with Elastic Closure (at least 7 slots for full-size papers)
- or 1 – Trapper Style Zippered Binder (2 inch)
- or 5 – Two Pocket Folders

Band Students

- Woodwinds – 1 box of #2 reed (write your name on the box)
- Brass – 1 bottle of valve oil (write your name on the bottle)
- **All bookbags, P.E. bags, etc. MUST be able to fit in the lockers.



Diocese of Springfield in
Illinois

Family School Agreement
Alternate Plan for Families Practicing Other Faith Traditions

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

Father/Adoptive Parent/Legal Guardian's Name Signature

Mother/Adoptive Parent/Legal Guardian's Name Signature

Student's Name Grade Signature

Student's Name Grade Signature

Student's Name Grade Signature

Student's Name Grade Signature

Student's Name Grade Signature

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

Pastor's Signature _____
Principal's Signature

Appendix II



Diocese of Springfield in Illinois

Family School Agreement - Basic Plan

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life;
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation;
- active involvement in the various parish ministries, each according to his or her time and talents;
- a respect for and cooperation with those who actually provide Catholic education - the priests, parishioners, and all school personnel - and their policies;
- each family to live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

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

Father/Adoptive Parent/Legal Guardian's Name _____ Signature _____

Mother/Adoptive Parent/Legal Guardian's Name _____ Signature _____

Student's Name _____ Grade _____ Signature _____

Student's Name _____ Grade _____ Signature _____

Student's Name _____ Grade _____ Signature _____

Student's Name _____ Grade _____ Signature _____

_____ Parish accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. In order that cost not be a barrier for your children to receive a Catholic education, the Parish is committed to help pay tuition through the use of public and/or private scholarships, as adopted by our Fourth Diocesan Synod. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Pastor's Signature _____

Principal's Signature _____

APPENDIX III

Our Saviour's School
ATHLETIC HANDBOOK
2023-2024

PURPOSE

The purpose of the Our Saviour Athletic Handbook is to provide athletes, parents, and coaches with all the information they will need concerning athletic programs, eligibility, training, rules, discipline, practice schedules, etc. It is not a contract, but is generally intended to describe the activities and present rules and procedures for participation and related involvement. The students are subject to the rules and regulations contained in the Our Saviour handbook, which is governed by the Diocesan Handbook, as well as the athletic handbook.

PHILOSOPHY

The administration of Our Saviour School believes that interscholastic athletics are an integral part of the total school curriculum and should be well coordinated to enhance our school. Participation can be a part of the total educational experience, contributing to the individual's health, physical skills, emotional maturity, and moral values. A sound athletic program teaches the participants the values of sportsmanship, cooperation, competitiveness, and responsibility. Our Saviour School's athletic programs encourage maximum participation within the limits of the staff's ability to administer a program of fundamentals and competitiveness.

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.

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 **may** 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 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.

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 cheerleader, 12 competitors and 4 alternates. All interested sideline cheerleaders will learn the competition routine and those with skills to 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.

AFFILIATIONS

Our Saviour School is a member of the Morgan County Conference. We are also the members of the IESA and follow all their rules and regulations. IESA eligibility rules are available at www.iesa.org.

TOURNAMENT HOST

Our Saviour Grade School takes advantage of the opportunities given to us by the Morgan County Conference and the IESA to host tournaments to generate extra revenue for the athletic programs.

Parents and athletes are encouraged to assist with the tasks of hosting such a tournament. The athletic director makes and distributes a schedule of workers. Total support allows for the schools to successfully host a tournament and to be asked to host in future years as well.

PRACTICE/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

golf course. 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.

REQUIREMENTS FOR PARTICIPATION

Before a student may participate in athletics, he/she must:

1. Comply with all the rules and regulations set down in the Diocesan Handbook, as well as those contained in the Our Saviour School student and athletic handbooks.
2. Maintain academic and behavior eligibility.
3. Meet all requirements set by the Illinois Elementary School Association and Our Saviour School.
4. Have a valid physical examination by a doctor. Appropriate forms must be turned in to the athletic office to be kept on file. The physical is good for one year from the date on the physical. No copies will be issued from Our Saviour School. A student cannot practice until the physical is on file in office.
5. Have proof of accident insurance on file in the athletic office. Insurance is offered through Our Saviour School.
6. Submit a copy of his/her birth certificate to the office at Our Saviour School. (This should have been submitted prior to starting school at Our Saviour.)
7. Fill out, sign the information sheet at the back of this handbook, and return.
8. 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.)
9. Fill out, sign the Concussion Form, and return it to the athletic office. This is a requirement by the State of Illinois.
10. When traveling to away games, Athletes must dress appropriately. (See the student handbook for acceptable attire on non-uniform school days.)
11. If a current student decides to join a team after the official 1st practice, they must join within the first week of practice and complete a week of practice and/or game attendance

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.

TRANSPORTATION - 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.

COSTS

Each athlete will pay \$75.00 per sport. This will be due when practice begins and must be paid prior to the 1st practice. Normally the students will provide their own outfits for practice. School supply packs, which may include T-shirts, shorts, etc. may be offered. These are ordered and purchased through the school by the individual voluntarily. Athletic shoes are the responsibility of the athlete. The coach may order shoes for the participants who must pay for them before receiving them.

Any camps or clinics attended by athletes or cheerleaders are the financial responsibility of the participants as well as any state appearance (travel, lodging, food, etc.).

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.

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.

RESPONSIBILITIES

An athlete's greatest responsibility is to be a credit to his/her parents, school and community. Therefore, an Our Saviour School athlete should be in good standing academically and behaviorally and:

1. Display outstanding sportsmanship.
2. Display a high standard of social behavior.
3. Display proper respect for those in authority. This includes Routt/Our Saviour School administrators, teachers, coaches, officials, and all other school's administration, teachers, and coaches.
4. Display a positive spirit of cooperation.
5. Maintain a neat and clean appearance when representing an athletic team.
6. Behave in a manner that is complementary to the athletic program and the school.
7. Use proper language. Profanity is not tolerated on or off the playing field.
8. Abide by all school rules and regulations, which govern the student body.
9. Be responsible for the care and return of all equipment and uniforms. Uniforms will be collected at the last game of the season or the last meeting of the team.
10. Be responsible for the care and maintenance of all facilities including the gymnasium, locker rooms, and field.

LOCKER ROOMS

Each athlete is responsible for his/her personal items and the upkeep of the locker room. The locker room should remain free of clothes and debris. Repeated offenses to locker room rules will result in loss of locker room privileges.

At the conclusion of practice, all personal items are the responsibility of the athlete. The coach and/or AD will walk through the locker room daily to check its condition. Items left unsecured will be put in the lost and found.

Athletes are reminded that visiting teams use the locker room during high school and Jr. High school home games. PE students also use the locker room. If at any time items are removed from the locker room without the athlete's permission, the principal or AD should be notified.

INJURIES

If an athlete injures himself/herself at practice or during an athletic contest, the athlete should immediately make the coach aware of his/her injury. The coach must notify the parents as soon as possible.

Physician mandated injury or illness should not penalize playing time.

If an athlete has an injury requiring a doctor's care he/she will not be allowed to participate until the student is released to participate by the doctor. This should be in written form and given to the coach or athletic director before participation.

If the student has a medical excuse from PE, he/she will not be allowed to participate in athletics until completely released by the doctor.

ACADEMIC ELIGIBILITY SYSTEM

Regulations established by the IESA govern age, semester of attendance, dates of child enrollment, absences from school, non-school team participation, acceptance of awards, and attendance of sports clinics, postseason participation, and academic requirements.

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.

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.

GAME EJECTIONS - PLAYERS, COACHES, AND FANS

Our Saviour School will abide by the IESA policies regarding player, coach and spectator ejection 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.)

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.

ELIGIBILITY AND PROBATION

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:
 - a. One failing grade in any class or subject.
 - b. One incomplete in any class or subject.
 - c. Below satisfactory conduct in any class or subject.
3. Probation for a student-athlete shall consist of the following:
 - a. A one week period during which the student works to improve his/her grades and/or conduct which led to the probation.
 - b. 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.
 - c. Ineligible students will be allowed to participate in practices.
 - d. 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.

- e. 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.
 - f. 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.
 - g. For eligibility and probationary purposes, a "season" begins on the first practice date.
 - h. 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.

SCHOOL SUSPENSIONS

Students 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 may sit out his/her next contest, as stated in the behavior policy section of the team rules.

ATTENDANCE AT SCHOOL

A student must be in attendance from 10a.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.

EARLY DISMISSAL FOR CONTESTS

At various times, athletes may need to be excused from school early to participate in an athletic contest. The athletic director and coach of the team are to notify the

principal and teachers in advance, with the time of dismissal and the names of the participants.

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

AWARDS

Conference awards will be distributed at an assembly by the coach and/or Athletic Coordinator. Any other banquets or parties to celebrate a season may be held at the coach's discretion.

TEAM RULES

Each coach/sponsor is responsible to carry out the minimum-standard team rules set forth by the Our Saviour School Athletic Department. The coach/sponsor must make sure each team member has a written copy of the team rules before or on the first day of practice. Parents and athletes must sign a form indicating that they have read and understood the rules before a student may practice. The principal and the athletic director before their issuance must approve additions to these rules by individual coaches.

Along with the minimum-standard team rules listed below, the sale, possession, purchase, consumption, or being under the influence of a controlled substance are prohibited at all times. A controlled substance includes, but is not limited to intoxicants, drugs, steroids, narcotics, tobacco substance, or alcohol. The penalties for violation of the substance abuse policy are specifically covered in the school handbook.

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.

OUR SAVIOUR TEAM RULES

1. ELIGIBILITY

A player declared academically ineligible three times during an individual sport season, not necessarily consecutively, will be dismissed from the team, and no awards will be given.

2. BEHAVIOR POLICY

An Our Saviour School Student's main commitment is to his/her academic experience and faith development. Because of the desire to help each student grow as a total human being, a student's behavior could impact his/her eligibility

to participate in extracurricular activities. Should a student's behavior become such that it negatively affects his/her, or the other students' learning experience, the teacher, principal and coach will enforce a behavioral ineligibility policy.

3. PHYSICAL & FEE

Sports physicals and the sports participation fee must be paid PRIOR to the 1st practice. An athlete cannot practice until both requirements are met.

4. EXCUSED ABSENCES

Family emergencies, doctor's appointments, and illness are all considered excused. Other reasons must be checked with the coach at least 2 days in advance.

Student Athletes must be at school by 8:30 a.m. except for situations noted on this handbook and approved by the principal.

5. UNEXCUSED ABSENCES

(As defined by the individual coach)

Practice - 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.

6. UNIFORM/PRACTICE GEAR POLICY

Any article of clothing from an individual's uniform, or practice gear, which is destroyed or lost, will become the individual's financial responsibility to replace.

7. MUST BE AT PRACTICE 5 MINUTES BEFORE THE SCHEDULED PRACTICE TIME - (Excused tardy as defined by head coach; unexcused tardy results in extra conditioning.)

8. DISMISSAL FROM PRACTICE FOR INDIVIDUALS WILL BE TREATED AS UNEXCUSED ABSENCE.

- * Head coach has the last word on all matters concerning dress code.
- * Individual coaches may add to these rules if desired.
- * The head coach will handle tardiness and/or leaving early (practice).

9. STUDENTS CANNOT START PRACTICE FOR A SUBSEQUENT SPORT UNTIL PREVIOUS SPORTS SEASON IS COMPLETED.

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 <i>Parent Club—"Pack the Place" at Leo's Pizza</i>	3	4	5
6	7	8	9	10	11	12
13 <i>OSS and RCHS Blessing of the Backpacks—10:30 Mass</i>	14	15 8:20 Holy Day Mass, Teacher's Institute, RCHS/OSS Faculty Lunch and Pre-K—8 Meet and Greet—2:30—6 pm	16 <i>Pre-K—8 Meet and Greet—8:30—4:30</i>	17 ** <i>K—8 Early Dismissal—2 pm Blessing of the Classrooms—12:30 pm No JSD pm bus</i>	18 ** <i>K—8 Early Dismissal—2 pm No JSD pm bus</i>	19
20	21	22 <i>Pre-K begins 5th Grade Instrument Rental Night—6:30 pm—Band Room</i>	23 <i>Opening Mass with RCHS—8:20 am—</i>	24	25	26
27 <i>Youth Mass—10:30 am Mass</i>	28	29	30 <i>Mass—8:20 am</i>	31		

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Spirit Wear Day</i>	2 <i>Family Fun Festival</i>
3 <i>Family Fun Festival</i>	4 <i>Labor Day—No School</i>	5 <i>Advisory Board—6:15 pm</i>	6 <i>Mass—8:20 am Parent Club—"Pack the Place" at Leo's Pizza</i>	7	8	9
10	11 <i>Finance Council—5:15 pm</i>	12	13 <i>Hearing and Vision testing</i>	14 <i>Hearing and Vision testing</i>	15 <i>SIP—11:30 dismissal - Grandparents Day Mass—8:20 am. No JSD pm Bus</i>	16
17	18	19	20	21	22 <i>Mass w/RCHS—8:20 am Dismissal (after parade). RCHS Homecoming—Spirit Wear Day (purple or green). No JSD PM Bus</i>	23
24 <i>Youth Mass—10:30 am—Parent Sacramental Meeting for 3rd grade parents- 11:30 - Upper convent</i>	25	26	27 <i>Mass—8:20 am No JSD pm Bus</i>	28 <i>Picture Day—non-uniform day. Sport pictures for baseball, softball, golf, cross country and girls BB</i>	29	30

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Non-uniform for a Cause—Volley for the Cure - Wear pink for \$1</i>	3 <i>Blessing of the Pets over Announcements — 8:10 am Advisory Board—6:15 pm</i>	4 <i>Mass—8:20 am Mission Mass with 4th Graders at The Cathedral. Parent Club—"Pack the Place" at Leo's Pizza</i>	5 <i>No JSD pm Bus</i>	6 <i>Teacher Institute</i>	7
8	9 <i>Columbus Day—No School</i>	10	11 <i>Mass—8:20 am</i>	12 <i>Parent Club—6 pm—Art/Science Lab</i>	13 <i>1st Quarter Ends Spirit Wear Day</i>	14
15	16	17	18 <i>Mass—8:20 am</i>	19 ** <i>Dismiss at 2 pm Report Cards Home K—8 P/T Conferences—3-6:30 pm No JSD pm Bus</i>	20	21
22 <i>Youth Mass—10:30 am—Parent Sacramental Meeting for 3rd grade parents - 11:30 - Upper convent</i>	23 <i>Red Ribbon Week</i>	24 <i>Red Ribbon Week</i>	25 <i>Mass—8:20 am Red Ribbon Week No JSD pm Bus</i>	26 ** <i>Dismiss at 2 pm K—8 P/T Conferences—3-6:30 pm Red Ribbon Week No JSD pm Bus</i>	27 <i>No school Pre-K—8 grade</i>	28
29	30	31 <i>Black and Orange Day</i>				

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Mass with RCHS— 8:20 am Parent Club—"Pack the Place" at Leo's Pizza	2	3 Non-uniform for a Cause—Bring \$1 and Wear Blue	4
5 Parent Sacramental Meeting for 3rd grade parents- 11:30 - Up- per convent	6	7 Picture Retake Day Advisory Board—6:15 pm	8 Mass—8:20 am	9	10 Veteran's Day Assem- bly—2:00 pm—RCHS Dome/Red/White/Blue Day	11
12	13	14	15 Mass—8:20 am	16	17 Spirit Wear Day	18
19 Parent Sacramental Meeting for 3rd grade parents- 11:30 - Up- per convent	20 Mass—8:20 am Finance Council— 5:15 pm	21 Non-uniform Day for a Cause—Food Pan- try	22 Thanksgiving Break— no school	23 Thanksgiving Day— no school	24 Thanksgiving Break— no school	25
26 Youth Mass— 10:30 am	27	28	29 Mass—8:20 am No JSD pm Bus	30		

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>Penance Service—4th Grade—8:20 am</i>	5 <i>Penance Service—5th grade—8:20 am</i> <i>Advisory Board—6:15 pm</i>	6 ** Christmas Pgm—Pre-K at 6 & K—4 at 6:30—Our Saviour Parish. Rehearsal—2:00 pm. Parent Club—"Pack the Place" at Leo's Pizza	7	8 <i>Holy Day Mass with RCHS—8:20 am</i> <i>3rd Grade Retreat</i>	9
10	11 <i>Penance Services—7th Grade—8:20 am and 8th Grade at 9:15 am</i>	12 <i>Penance Service—6th Grade—8:20 am</i> <i>Confirmation—The Cathedral</i>	13 <i>Mass—8:20 am</i>	14 <i>Parent Club—6 pm—Art/Science Lab</i>	15 <i>Faculty/Staff Christmas Party</i>	16
17	18 <i>Student Council Pajama Day—Bring \$1 wear school-appropriate PJ's for Food Baskets</i>	19 ** Christmas Program for Band/Choir—6:00 at Our Saviour Gym. Rehearsal—2:00 pm	20 8:20— <i>Mass Red and Green Day 2:00 Christmas Assembly. End of 2nd Qtr</i>	21 <i>Christmas Break—no school</i>	22 <i>Christmas Break—no school</i>	23
24 <i>OSS Youth Mass at 4:00 pm Mass</i>	25 <i>Christmas—no school</i>	26 <i>Christmas Break—no school</i>	27 <i>Christmas Break—no school</i>	28 <i>Christmas Break—no school</i>	29 <i>Christmas Break—no school</i>	30
31						

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Christmas Break—no school</i>	2 <i>Christmas Break—no school</i>	3 <i>Teachers' Institute Parent Club—"Pack the Place" at Leo's Pizza</i>	4 <i>Students Return to School No JSD Bus</i>	5 <i>Spirit Wear Day Report Cards Home No JSD Bus</i>	6
7	8 <i>No JSD Bus</i>	9 <i>Advisory Board—6:15 pm</i>	10 <i>Mass—8:20</i>	11	12 <i>Non-uniform for a Cause—Bring \$1 for United Way</i>	13
14	15 <i>MLK Day—No School</i>	16	17 <i>Mass—8:20 Pre-K P/T Conferences—3:45—6:00 No Pre-K After School Care</i>	18 <i>Pre-K P/T Conferences—3:45—7:00 pm. No Pre-K after school care</i>	19 <i>No Pre-K</i>	20
21 <i>Parent Sacramental Meeting for 2nd grade parents- 11:30 - Upper convent</i>	22 <i>Finance Council—5:15 pm</i>	23 <i>Sports Picture Day for Volleyball, Cheer, Boys Basketball, and Speech</i>	24 <i>Mass—8:20</i>	25	26	27
28 <i>CSW Opening Mass/ Youth Mass—10:30 am</i>	29 <i>CSW</i>	30 <i>CSW</i>	31 <i>CSW No JSD pm Bus</i>			

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 CSW	2 CSW Closing Mass— 8:20 am—CSW Faculty Appreciation— 11:30 Dismissal No JSD pm Bus	3 CSW
4	5	6 Advisory Board—6:15 pm	7 Mass—8:20 am Parent Club—"Pack the Place" at Leo's Pizza	8	9 Student Council Souper Bowl—bring a can of soup and wear your favorite team colors/jersey	10
11 Parent Sacramental Meeting for 2nd grade parents- 11:30 - Upper convent	12 Burning of the palm branches—5th grade—12:30 pm	13 ** Burying Allelu- ia's—2:00 pm	14 Red/White/Pink Day Ash Wednesday Mass—8:20 am	15 No JSD pm Bus	16 SIP—11:30 Dismissal Routt placement test for 8th graders No JSD Bus	17
18	19 President's Day—No School	20 Penance Service—5th Grade—8:20 am	21 Mass—8:20 am	22 ** Stations—2:10 pm	23	24
25 Youth Mass—10:30 am	26 Penance Services— 3rd—8:20 am and 4th—9:15 am	27 Open House for Pre-K 5:00 pm and New/Prospective K—8 Students—6 pm—OSS Gym Spirit Wear Day	28 Mass—8:20 am Registration Begins No JSD pm Bus	29 ** Stations—2:10 pm		

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Non-uniform for a Cause—Bring \$1 for Parent Club End of 3rd Qtr</i>	2
3 <i>Parent Sacramental Meeting for 2nd grade parents- 11:30 - Upper convent</i>	4 <i>No JSD Bus possibly</i>	5	6 <i>Mass—8:20 am Parent Club—"Pack the Place" at Leo's Pizza</i>	7 <i>Parent Club—6 pm— Art/Science Lab</i>	8 <i>Play Spirit Wear Day Report Cards Home</i>	9 <i>Play</i>
10	11 <i>Penance Services— 7th Grade—8:20 am and 8th Grade—9:15 am</i>	12	13 <i>Mass—8:20 am</i>	14 ** <i>Stations—2:10 pm</i>	15 <i>SIP—11:30 Dismissal Green/White Day No JSD pm Bus</i>	16 <i>St. Patrick's Day Parade</i>
17 <i>1st Reconciliation for 2nd grade—after 10:30 Mass</i>	18 <i>Penance Service— 8:20 am Finance Council— 5:15 pm</i>	19 <i>Sports Pics for Music, Band, Scholastic Bowl, Bowling Track and Chess. 6:30-1st Reconciliation for 2nd grade</i>	20 <i>Mass—8:20 am Registration Ends</i>	21 ** <i>Stations—2:10 pm</i>	22 <i>Scholarship Forms and tuition Assistance Due in FACTS</i>	23
24 <i>Palm Sunday Youth Mass—10:30 am Mass</i>	25 <i>No JSD Bus</i>	26 <i>No JSD Bus</i>	27 <i>Mass—8:20 am No JSD Bus</i>	28 <i>Living Stations—1:45 pm No JSD Bus</i>	29 <i>Good Friday—No School</i>	30
31 <i>Easter</i>						

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Easter Break—no school</i>	2 <i>Easter Break—no school</i>	3 <i>Easter Break—no school</i> <i>Parent Club—"Pack the Place" at Leo's Pizza</i>	4 <i>Easter Break—no school</i>	5 <i>Easter Break—no school</i>	6
7	8	9	10 <i>Mass—8:20 am</i>	11	12 <i>Spirit Wear Day</i>	13
14	15	16	17 <i>Mass—8:20 am</i> <i>No JSD pm Bus</i>	18	19	20
21	22	23 <i>8th Grade Retreat</i>	24 <i>Mass—8:20 am</i>	25	26 <i>Emergency Day</i>	27
28 <i>Youth Mass—10:30 am Mass</i>	29 <i>Faculty Retreat</i>	30				

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Mass—8:20 am— May Crowning Parent Club—"Pack the Place" at Leo's Pizza	2 ** 2:00 Rehearsal for Spring Sing. Pre-K— 6:00 pm and K-3 – 6:30 pm at Our Sav- iour Parish	3 Spirit Wear Day No JSD Bus possibly	4
5	6	7	8 Mass—8:20 am No JSD pm Bus	9	10 SIP—11:30 Dismissal No JSD Bus possibly	11
12	13	14 ** 2:00 Rehearsal—5-8 Band and Choir and 3rd & 4th grade re- corders—6 pm—OSS Gym	15 Mass—8:20 am—OSS 8th Grade and RCHS Sr Recognition Mass	16	17 8th Grade Awards—8:30 am, practice, luncheon & graduation—6 pm— OSP. Last day of Pre -K. No JSD Bus ??	18
19	20 Mass—8:20 am— K-7 Awards—9:30 am SIP—11:30 Dismissal Finance Council— 5:15 pm No JSD pm Bus	21 Emergency Day	22 Emergency Day	23 Emergency Day	24 Emergency Day	25
26 Youth Mass—10:30 am Mass	27 Memorial Day—no school	28	29	30	31	

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 <i>Parent Club—"Pack the Place" at Leo's Pizza</i>	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 <i>Finance Council— 5:15 pm</i>	25	26	27	28	29
30						

Field Trip Release/Request Form

WHO:

WHEN:

WHERE:

TIME:

ACTIVITY:

PURPOSE:

BRING:

COST:

Cut and return lower portion

We request that our child _____ be allowed to go on the field trip to _____ on _____ scheduled to depart at _____ and return at _____ because we believe this trip will benefit our child both educationally and spiritually.

We understand that all rules of conduct and standards of behavior, as deemed by the Organization will apply to this trip and we have discussed these with our child. In consideration for making the arrangements for this trip, we hereby release and save harmless the Organization and all its employees from any and all liability arising to my child as a result of this trip.

Our Child has been informed that he/she is to abide by the rules and regulations including the directions and instructions from the school=s administrators, instructors, and supervisors as imposed on students while participating in the program or activities. This shall include his/her participation in the planning and information sessions and meeting all the prerequisites prior to his/her participation in the activity or program.

In the event that our child fails to abide by the rules and regulations imposed on the student while participating in the program or activities, disciplinary action may either require that he/she not participate in the program or activity, or that I will be contacted to have him/her picked up or transported home at my own expense.

We also understand that it may not be financially feasible for the Organization to provide transportation for all those who are going on this field trip. Therefore, we understand that some participants may be traveling by bus or by privately owned vehicles. With this knowledge, we hereby consent to our child traveling to, from, and during this trip in either of these manners.

We further understand that the Organization is not responsible for any damages or accidents that may result from our child=s actions or the actions of others. To the greatest extent possible, we release the Organization and the Diocese of Springfield in Illinois, and all those acting on their behalf, from all liability for damages to or caused by our child as a result of this trip and we agree to indemnify them for any such damages.

In the event of an emergency, we hereby grant permission to the adults supervising the program or activity, or any licensed hospital or physician, to authorize immediate emergency medical treatment for our child. Additionally we give permission to transport our child for emergency medical treatment. We wish to be advised prior to any further treatment by the hospital or doctor.

Field Trip Release/Request Form - Page 2

We hereby also give our consent for photographs of our child to be taken and released.

We hereby also give consent for our child to receive emergency medical care during this trip. We hereby also give our consent for photographs of our child to be taken and released.

Emergency Contact/Medical Information:
Date: _____

Daytime phone: () _____

Address: _____ Home phone: () _____

Other Contact Person: _____ Phone: () _____

Medical Insurance Company: _____

Company Address: _____ Policy Number: _____

Medical Conditions/Allergies: _____

Family Doctor: _____

Phone: () _____

Signature of Parent/Guardian: _____

Date: _____

Please note:

- Chaperones must have attended "Protecting God's Children".
- Unless specified on the permission slip or by the classroom supervising teacher, field trip chaperones may not purchase any items for their group of students on the trip.
- In order for Chaperones to focus their full attention on the students, younger siblings or other non-students are not to accompany the chaperone.

_____ Yes, I can drive. My vehicle will hold _____ students in seatbelts.