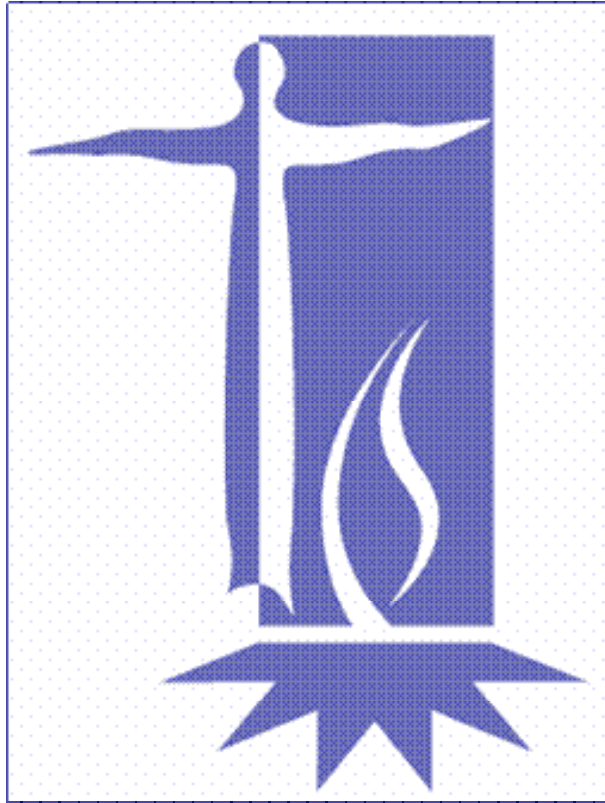


C H R I S T O U R S A V I O R  
C A T H O L I C S C H O O L  
*Fall 2009*

STUDENT AND PARENT-GUARDIAN HANDBOOK



CHRIST OUR SAVIOR CATHOLIC SCHOOL

we are one school • two campuses

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East Campus • 320 156<sup>th</sup> Street • Calumet City, IL 60409 • (708) 862-4143  
West Campus • 900 East 154<sup>th</sup> Street • South Holland, IL 60473 • (708) 333-8173  
[christoursaviorcatholicsschool.org](http://christoursaviorcatholicsschool.org)

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## **WELCOME TO CHRIST OUR SAVIOR CATHOLIC SCHOOL**

Congratulations on choosing a grade school that is committed to teaching the Catholic faith and Christian values.

In our school community the Executive Pastor, Campus Principal, Assistant Principal, teachers, parents and staff work together to provide the finest education possible for our students. In order to assist you in becoming an active and informed member of our school family, we present you with this handbook so that you, too, may strive for the high standards and academic excellence that we have set for our school. We invite you to join in the challenge and the spirit that is Christ Our Savior Catholic School.

If at any time you have questions or concerns, we encourage you to bring them to us. In this way, through dialogue, we can avert misunderstandings and confusion.

May your experience here be fruitful and rewarding.

*Ms. Cynthia C. Rogers • Campus Principal*

## **MISSION STATEMENT**

Within the evangelizing mission of the Catholic church of the Archdiocese of Chicago and the sponsoring parishes of St. Andrew the Apostle, Holy Ghost, St. Jude the Apostle, Our Lady of Knock, Queen of Apostles and St. Victor, Christ Our Savior Catholic School is called to:

- Proclaim the Gospel by serving and nurturing all students to form a strong commitment to the Gospel message and Catholic Christian values in the Catholic tradition.
- Develop among the school community a deep relationship with Jesus Christ according to the Gospel message in the Catholic tradition.
- Serve a multi-cultural, multi-racial population committed to celebrating diversity through unity.
- Lead students to foster a sense of community involvement and service to others.
- Strive for excellence in all academic programs.
- Promote strong family involvement for the success of the student.
- Be a safe and nurturing environment that addresses students' individual needs.

## VISION STATEMENT

- Christ Our Savior Catholic School seeks to develop a student who is committed to a faith life which expresses itself in service and witness in the world.
- It seeks to promote academic growth within each student.
- It seeks to promote self-directed life-long learners who esteem excellence.
- It seeks to promote students who develop through an appreciation of the arts, physical and mental well-being and a positive life-style.
- It seeks to develop students who will promote peace and justice works and be contributing members of their families and communities.
- It seeks to develop an interdependent student body that promotes cooperation, respect and acceptance of all members.

## PHILOSOPHY

In accordance with our mission, the faculty and staff of Christ Our Savior Catholic School believe:

- Catholic Education is one of the most important ways by which Christ Our Savior Catholic School fulfills its commitment to the dignity of each person and the building of community.
- That developing awareness of who Jesus is cultivates a desire to live daily by His teachings.
- That our educational programs are aimed at challenging students to reach their potential by recognizing their individual needs.
- That educating the total student prepares them for life now and in the future.
- That family involvement is crucial to the growth, development and success of the student.



East Campus



West Campus

## **SCHOOL AND OFFICE HOURS**

Office Hours – Both Campuses  
7:15 A.M. to 3:15 P.M.

Daily Schedule-Both Campuses  
7:55 A.M. Assembly  
8:05 A.M. Tardy Bell, Prayers Begin  
2:50 P.M. Dismissal

East Campus Lunch and Recess  
11:10 A.M. – 11:50 A.M Grades PS to 5  
11:55 P.M. – 12:35 P.M. Grades 6 to 8

West Campus Lunch and Recess  
11:10 A.M. – 11:50 A.M Grades K to 5  
11:55 A.M – 12:35 P.M Grades 6-8

Extended Care – Both Campuses  
6:00 A.M. to 7:55 A.M.  
3:00 P.M. to 6:30 P.M.  
No Extended Day Care on half-days of school

## **GOVERNANCE STRUCTURE**

The foundation for the governance structure of the school is mutual respect and collaboration. The six Catholic parishes of Calumet City, South Holland and Riverdale sponsor the school in order to continue the educational ministry of the Catholic Church to the students and families in the southeast suburbs.

The Executive Committee is comprised of the pastors of the sponsoring parishes. The committee will invite members of the school and community to serve on a Board of Specified Jurisdiction and serve as ex-officio members of the Board.

The Executive Committee discerns the Executive Pastor for a three-year term. He holds the juridic seat on the Board of Specified Jurisdiction and serves as juridic spokesperson to the vicar and others. He will chair the meetings of the Executive Committee. The Campus Principal is accountable to him.

The school administrative team consists of the Campus Principal and Campus Assistant Principal whose duties include the daily operation of the campuses.

## BOARD OF SPECIFIED JURISDICTION

Chairperson-Mrs. Zenovia Evans; Vice-Chairperson-Mr. Mike Nylan; Secretary-Mrs. Cathy Vaughn; Board members-Fr. Pat Lyons, Mrs. Karen Brodzik, Ms. Cindy Rogers, Mr. Harry Morris, Mrs. Robyn Dubose, Mr. Tom Knetl, Mrs. Roxanne Foster, and Tanzy Lewis.

## EXECUTIVE STAFF

<b>Title</b>	<b>Name</b>
Executive Pastor .....	Father Patrick Lyons
Campus Principal.....	Ms. Cynthia Rogers
Campus Assistant Principal.....	Mrs. Karen Brodzik
Dean of Students - Student Counselor .....	Sister Eileen Lowe, SLW
Advancement Office Director .....	Mrs. Tanzy Lewis
Financial Director.....	Mrs. Debra Matusz
Assistant Financial Director.....	Ms. Gerry Thomas
Secretary East Campus .....	Mrs. Connie Mikolajczyk
Secretary West Campus .....	Mrs. Donna Schulz

## EAST CAMPUS TEACHING STAFF

<b>Grade</b>	<b>Name</b>
Preschool.....	Mrs. Karen Kiekenapp
Kindergarten .....	Ms. Kathy Madden
First Grade .....	Mrs. Tina Komarowski
Second Grade .....	Mrs. Tina Komarowski
Third Grade .....	Mrs. Donna Kuhlmann
Fourth Grade.....	Mrs. Ann Marie Cibak
Fifth Grade.....	Ms. Laura Metzger
Sixth Grade .....	Mrs. Therese Tobecksen
Seventh Grade.....	Mrs. Rhonda Szczepanski
Eighth Grade.....	Mrs. Joy Kopercinski

## WEST CAMPUS TEACHING STAFF

<b>Grade</b>	<b>Name</b>
Kindergarten .....	Mrs. Kimberly Lau
First Grade .....	Mrs. Jane Wolan
Second Grade .....	Mrs. Jane Wolan
Third Grade .....	Mrs. Diane Truby
Fourth Grade.....	Mrs. Nancy Gifford
Fifth Grade.....	Ms. Sandy Radecki
Sixth Grade .....	Mrs. Renae Lewis
Seventh Grade.....	Mrs. Rochelle Tucker
Eighth Grade .....	Mrs. Kimberly Lusin

## SHARED CAMPUS TEACHING STAFF

<b>Specialty</b>	<b>Name</b>
Art.....	Mrs. Avis Owen-Burns
Band .....	Mr. Patrick Mooney
Computers .....	Mr. Kevin McMillen
Music.....	Mrs. Wilma James
Physical Education.....	Ms. Kathleen Kelly
Reading Specialist.....	Mrs. Karen Brodzik
Spanish .....	Mrs. Linda Petner

## EAST CAMPUS SUPPORT STAFF

<b>Department</b>	<b>Name</b>
Aide Preschool AM.....	Mrs. Leticia Wills
Aide Preschool PM .....	Mrs. Renata Harding
Extended Day Care.....	Mrs. Toneea Donely
Extended Day Care .....	Mrs. Ann Marie Smith
Extended Day Care .....	Mrs. Geraldine Pawlowski
Extended Day Care.....	Mrs. Lynne Brown
Extended Day Care .....	Mrs. Jenny Batzek
Maintenance .....	Mr. Ronnie Crockett
Maintenance .....	Mr. Oscar Guice

## WEST CAMPUS SUPPORT STAFF

<b>Department</b>	<b>Name</b>
Extended Day Care.....	Mrs. Janice Norwood
Extended Day Care .....	Mrs. Martha Villagomez
Extended Day Care.....	Mrs. Regina Harrison
Extended Day Care .....	Mrs. Jittaun Waters
Extended Day Care .....	Mrs. Talene Cirton
Hot Lunch.....	Mrs. Marcie Medina
Hot Lunch.....	Mrs. Shelia Johnson
Maintenance .....	Mrs. Gloria Costello
Maintenance .....	Mr. T. J. Nowak

## **VOLUNTEERS**

The school welcomes volunteers to assist in a variety of capacities and for a variety of functions. All volunteers must complete the application for the Archdiocese of Chicago, pass a criminal background check and participate in VIRTUS training.

## **VISITORS**

All visitors must first report to the school office and sign in noting the time of arrival and the time of departure. Parents or guardians wishing a conference with a teacher or Campus Principal must make an appointment through the school office. Teachers may also be contacted directly. Upon entering the building, parents or guardians are asked to report to the school office before keeping their appointment. Impromptu visits, which disturb lessons or activities, are not allowed.

## **BUCKLEY AMENDMENT (CUSTODIAL AND NON-CUSTODIAL PARENT)**

The provisions of the Buckley Amendment with respect to the rights of non-custodial parents are followed. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. 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. The parent or guardian registering the student for school is responsible for tuition payments unless proof of other arrangements from the courts is given to the business office.

## **NON-DISCRIMINATORY POLICY**

Christ Our Savior Catholic School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration or hiring practices, educational policies, admission policies, loan programs, athletics, or other school administered policies.

## **ADMISSION NON-DISCRIMINATORY STATEMENT**

Schools operating under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of sex, race, color, or national ethnic origins in administration of school-administered programs.

## **AGE REQUIREMENT**

The law in Illinois mandates that students must reach the required age for the grade they are entering on or before September 1<sup>st</sup>. This cut-off date is observed with no exceptions.

## ADMISSION OF NEW STUDENTS

Students entering our school for the first time must present:

- An official copy of the birth certificate
- The baptismal record (if applicable)
- A record of compliance with local and State of Illinois health, dental and eye exam requirements
- New students moving into the area may register at any time during the school year as space allows and after an interview with the Campus Principal.

## ADMISSION OF TRANSFER STUDENTS

For admission of transfer students, parents or guardians must present the proper transfer, the previous year's report card or the current report card if the student is transferring midyear, a copy of the most current standardized test scores, and be interviewed along with the student(s) by the Campus Principal or Assistant Principal. Upon written request, all records from the previous school, including health, dental and eye exam records, are transferred.

Transfer students entering the school will be accepted on probation until all records have been received from the previous school, and they and their parents or guardians must sign a Transfer Student Agreement. Transfer students entering Grade 8 and students expelled from another school are not ordinarily accepted. Exceptions will be made at the discretion of the Campus Principal after discussion and interview with the parent or guardian and student.

## PRIORITY OF ACCEPTANCE

Priority of admission to Pre-School through Grade 8 is as follows:

1. Baptized students of *Active* parishioners with students already enrolled
2. Baptized students of *Active* parishioners now reaching school age
3. Transfer students from the local public schools whose parents or guardians are *Active* parishioners
4. Students of *Non-Active* parishioners
5. Transfer students from other Catholic schools, from schools that are merging or consolidating, from schools not offering full programs, or parishes with no schools
6. Transfer students who are new to the area whose parents or guardians join the parish
7. Transfer students who are new to the area whose parents or guardians wish to remain *Non-Active, Non Parishioner* or are *Non-Catholic*

## REGISTRATION

Registration begins in February for all students currently enrolled at the East and West campuses. The numbers compiled from the registration forms are used in knowing how many new and transferring students may be accepted. Pre-registration of new and transfer students is accepted during Catholic Schools Week in January. A current student will not be accepted for the new school year or a registration taken if tuition, fees and fundraising from the previous year are not current.

New and transferring students along with their families may begin the formal registration process at the beginning of March. The Campus Principal or Assistant Principal will interview all new students before registration and acceptance are granted. At the interview families must submit original birth certificates, current report cards (and a previous year's report card if available), and any standardized test scores.

### **REGISTRATION FEES**

Currently enrolled families - \$125 per family through March  
Currently enrolled families - \$125 per student beginning April 1st  
All new families - \$125 per student

**THE REGISTRATION FEES ARE NON-REFUNDABLE**

### **CURRICULUM**

Our curriculum is in harmony with the curriculum design and major goals of the Office of Catholic Schools and is designed to meet the varying needs and styles of the students. All areas of learning are infused with Catholic principles and values. Instruction includes the content, skills, values and processes necessary for students to master curriculum goals and objectives and the support for each student to be successful.

Christ Our Savior School provides instructional classes in Religion, Communication Arts (Reading and Literature, English, Spelling, Phonics and Penmanship), Math, Science, Social Studies, Spanish, Physical Education, Computers, Art, Music and Library Resource. Students may receive services from the school's Counselor or Reading Specialist.

### **SPIRITUAL OPPORTUNITIES**

As a Catholic school we try to expose our students to various forms of prayer and religious experiences that reflect our rich heritage. All students are required to attend weekly liturgies with their classes. Grades Kindergarten through eighth attend Mass on Holy Days and other special occasions. Pre-School students will attend Mass when determined by the teacher. Seasonal paraliturgical services are also celebrated. The opportunity to celebrate the Sacrament of Reconciliation is made available to the students.

When participating in services, all students are expected to act reverently and respectfully of Catholic Christian traditions and practices.

### **SACRAMENTAL PREPARATION**

Students in second grade prepare to receive the Sacraments of Reconciliation and Eucharist. Parents or guardians are expected to assist in this preparation by accompanying the student to Mass on Sunday, reviewing the lessons and prayers, and by attending any scheduled parent meetings throughout the year. Students will receive these two sacraments at the parish of which they and their parents or guardians are members.

Confirmation plans are determined by the parishes. Families will be notified as soon as plans are made. Parents or guardians are expected to attend any meetings for this sacrament.

Students at other grade levels who have not received the sacraments may contact the Campus Principal, Assistant Principal or Pastor to make arrangements to do so.

### **SUNDAY OBLIGATION**

As the primary teacher of your student, your attendance, as a family, at Sunday Mass is very important. Not only does it reinforce what your student is learning in school but it also helps the students understand the need for prayer and worship in family life.

Parents or guardians wishing to receive tuition rates based on active parishioner status will receive the specific policy from their home parish. We encourage those of other faiths to participate in their weekly liturgical services.

### **FIRE AND DISASTER DRILLS**

In compliance with the State of Illinois, Archdiocesan and local fire department regulations, fire, tornado and other disaster drills are conducted on a regular monthly basis. Fire and safety inspections are made regularly. Students are under the direct supervision of a teacher at the time of a drill. They are instructed on the conduct and procedures to be followed when an alarm is sounded. Students are expected to walk in silence and in an orderly manner during these drills.

### **EMERGENCY CLOSINGS**

Notification of the closing of school is made on all major radio and television stations in the listening area (WGN, WLS, WMAQ, WBBM-FM, Channel 5 and 9, and CLTV). An emergency closing could occur at any time, and every effort will be made to make decisions and broadcast this in as timely a manner as possible. Please do not call the school, convent, or rectory to check on a school closing. If there is no announcement on the radio, TV, or by personal contact, regular classes will be held.

If an emergency closing needs to take place once the day begins, parents or guardians will be notified. The parents or guardians will need to pick up their student(s) in a timely fashion.

### **RELEASE OF PUPIL FROM SCHOOL**

In the event that a student becomes ill or is injured at the school, a parent or guardian will be notified. If neither parent or the guardian can be reached, the alternate listing on the emergency form will be contacted.

The student can only be released to the immediate care of a person designated by the parent(s) or a guardian. This person must sign the student out and accompany the student out of the building.

No student will ever be released to walk home alone even if the parent gives verbal permission or calls the school as soon as the student arrives home. Therefore, it is extremely important to

arrange for at least one alternate person to assist you in coming for a student should there be an emergency. When faced with a serious emergency and a parent, guardian, or emergency contact cannot be reached, the paramedics or police shall be called and the matter placed in their hands.

### **EARLY DISMISSAL**

The Campus Principal or Assistant Principal will grant early dismissal to a pupil provided the request is made in writing by a parent or guardian.

### **TELEPHONE CALLS**

Students will not be permitted to use the school phones without consent of the Campus Principal or secretary. The school office will handle messages to students. This is done only in an emergency, as the secretary cannot leave the office unattended.

### **NEWSLETTER**

A weekly newsletter, the “Blue Note” is sent home on Thursday of each week and published on our web site. It is intended to keep parents or guardians informed of school activities and to update any calendar changes. Careful reading of the newsletter is encouraged as it is our primary source of communication between school and home.

### **PARENT AND GUARDIAN TEACHER CONFERENCES**

Formal conferences are just one of many steps we take to work with you to monitor your student’s educational program. This personal contact is a chance for you to ask questions and to give information that will help us understand your student’s needs. Conferences are scheduled twice a year, in early November and March, and throughout the year as deemed necessary by the teacher, parents or guardians. The first quarter report card will be sent home at least one week prior to conferences so that parents or guardians may discuss the report with their student before the conference with the teacher. The third quarter progress report will be discussed at the March Conference. Unless pre-arranged with a teacher, parents or guardians should not expect to confer with a teacher between 7:30 A.M. and 2:50 P.M.

### **HOMEWORK**

Homework is assigned to supplement and reinforce classroom teaching. Depending on the grade and the student’s ability level, homework assignments will range in time from fifteen minutes to two hours. Remember, homework is not always written. Each teacher establishes regulations regarding weekend completion of assignments and the acceptance and grading of late assignments.

Parents or guardians are asked to review all homework. Sometimes parents or guardians may be asked to sign and return assignments and test papers. Please cooperate, as this is another way for the teacher to communicate with you.

### **WRITTEN WORK**

All school work must be neat and legible. Teacher’s directions should be followed. Incomplete assignments, scratch-outs and cross-outs are unacceptable. Proper mechanics (capitalization,

punctuation, grammar, and correct spelling) should be used at all times. Handwriting should model the method taught in school. Credit given for assignments marked “Redo” is the decision of each teacher.

## **INTERNET USAGE AND ACCEPTABLE USE POLICY**

The students in grades K-8 will have access to the Internet through the use of the school’s technology resources in the lab with parent’s or guardian consent. Internet use and the use of the school’s technology resources is a privilege not a right. Compliance with policy and procedure and care for the technology resources is expected of all students. The inability to be compliant and exercise care in the use of the resources will result in the suspension of the student’s privilege to use the resources. **An appropriate consent form for the parents or guardians to sign and return to school is available on the school’s web site.**

## **ONLINE POLICY**

You are a student at Christ Our Savior Catholic School online, at school, or at home. If you post disparaging, damaging, or threatening comments online about Christ Our Savior Catholic School, faculty, staff, or other students or their families, disciplinary consequences will follow.

## **STUDENT PICTURES**

During the course of the year the students and their family members are photographed participating in various activities. At times these photos are published either in the print media, by display in school or other public gathering places, or on the Internet at the school web site.

Parents or guardians will be asked to sign a media release form for themselves and their student(s) and return them to the office. **Forms can be found on the school’s web site.**

## **LIBRARY**

The school library circulates books, magazines, periodicals, and maps to students in grades Kindergarten through 8 and provides reference materials and art prints for in school use. Materials are checked out for a one-week period and may be renewed if no other request for the book is pending. Normally, only one article may be borrowed weekly; exceptions may be made by the librarian in case of special class assignments.

Students are expected to return materials on time. No additional materials may be borrowed until overdue materials are returned and overdue fines paid. Lost or damaged materials must be paid in full. The school reserves the right to withhold final grades until all materials are returned or payment is made.

Students are expected to behave in an orderly and respectful manner in the library. Disorderly students will be subject to the same disciplinary actions they meet in the classroom.

Library materials are selected to meet the needs and interests of students of differing maturity levels. The librarian will direct students to age-appropriate materials when possible, but guidance

in reading is also the responsibility of parents or guardians. Fiction with YA label (young adult) is appropriate for more mature readers. Parents or guardians, who do not wish their students to borrow YA materials, or any particular work of non-fiction, should request in writing that the librarian withhold these books from their students.

## HONOR STUDENT

In order to recognize and encourage outstanding academic achievement, students in Grades 4-8 who have earned exemplary status each grading period, will be honored.

- To make the “A” Honor Roll a student must have a 3.7 - 4.0 grade point average.
- To make the “B” Honor Roll a student must have a 3.00 - 3.6 grade point average.

D’s and F’s automatically eliminate a student from the honor roll. Art, Gym, Music, Computers, and Spanish grades are averaged together as one combined grade when calculating the GPA. Any checks, detentions or suspensions exclude a student from the Honor Roll.

Eighth grade honor medallions are awarded at the eighth grade honors banquet based on the following criteria:

**A gold medallion** is earned when a student is on the A honor roll (3.7 or higher) for three of any four quarters. Check marks and detentions exclude a student from honor roll status.

**A silver medallion** is earned when a student is on the B honor roll (3.0 to 3.6) for three of any four quarters or for any combination of A or B honor roll for three of four quarters. Check marks and detentions exclude a student from honor roll status.

**A bronze medallion** is earned when a student has no D’s or F’s, nor more than three C’s per quarter, no check marks and no detentions for three of any four quarters.

## PRESIDENTIAL AWARD FOR ACADEMIC EXCELLENCE

A student must achieve a grade point average of 3.5 or higher for any three quarters of the eighth grade. Each quarterly GPA must be at least 3.5, and no check marks or detentions are permitted.

## PRESIDENTIAL AWARD FOR ACADEMIC ACHIEVEMENT

A student must achieve a grade point average of 3.0 or higher for any three quarters of the eighth grade. Each quarterly GPA must be at least 3.0, and no check marks or detentions are permitted.

## PROGRESS REPORTS

Progress reports are sent to all students in Grades K-8 midway through the marking period. The report must be signed and returned to school. Any teacher or parents or guardians may initiate a conference regarding the Progress Report.

## REPORT CARDS

Report cards are issued quarterly in Grades Kindergarten through Grade 8, preschool receives a report card beginning the second quarter. The grading scale is:

- A 93-100 Superior
- B 85-92 Above Average
- C 75-84 Average
- D 70-74 Below Average
- F 69-Below Failure
  - (+ One point away from next higher grade)
  - (- One point away from next lowest grade)

Kindergarten and Pre-School are graded with a different legend.

Kindergarten Scale: 3 Outstanding Work • 2 Satisfactory Progress • 1 Needs Improvement

N Not covered at this time • M Skill has been mastered

Pre-School Scale: N Needs Improvement • S Satisfactory • X Not Taught At This Time

## CONSEQUENCES FOR MISSING ASSIGNMENTS

Primary, missing assignments will be handled at the discretion of the teacher. Intermediate and Junior High, a parent notice will be issued for each missing assignment. Signed notices are due the following day attached to the completed homework. Points will automatically be deducted from the late assignment. Any assignment not completed and returned the following school day will receive a grade of zero (0%). Extra credit assignments to improve a grade are not given to students who do not complete regular classroom and homework assignments.

## ATTENDANCE AND ABSENCES

Regular attendance is essential for a student's academic growth and development. If your student must be absent from class:

1. Please call the school office before 9:00 A.M.; requests for homework should be made at this time.
2. Send a note with your signature the next day your student attends class. The note should explain the absence so your student may be re-admitted to class. (For example: My student was ill with a fever.)
3. Specify if the absence is caused by a communicable disease because a note of admission from a physician is required after a five (5) day absence due to a contagious disease.

If your student is to be released early from school for an appointment or because of a family emergency, please send a note stating date, time, and reason for the early release time. A parent or guardian must come to the office for the student and sign the student out of the building.

## **EMERGENCY CARDS**

Each student is to have on file in the main office a completed emergency contact card. The card should list all work numbers, pager, home and cell phone numbers of the parents or guardians, as well as the complete information for at least two other adults who could be called for a student emergency if a parent or guardian cannot be reached. It is the responsibility of the parents or guardians to keep the school informed of all current contacts and phone numbers as well as medical conditions of each student (i.e. allergic reactions).

## **ABSENCE AND COMPLETION OF WORK**

Homework will be available for pick-up after 2:50 P.M. in the Extended Day Care Room on the day or days of a student's absence if requested by the parent or guardian by 9:00 A.M. that morning. Brothers or sisters may carry texts and assignments home. Students are responsible for completing class work and homework assignments missed due to absence. The homeroom teacher will decide upon a reasonable time for completion of the work. Students should ask teachers about tests and quizzes.

## **EXTENDED ABSENCES**

If the absence is for a family vacation, please consider the academic standing of the student and the consequences of such an absence on the student's further achievement. Teachers will **NOT** give extended assignments or tests prior to departure. When a student returns, he or she will have a reasonable number of days to make up missing work. The Campus Principal and teacher must be notified in writing by the parents or guardians of any vacation taken during regular school sessions.

## **EXTRA CURRICULAR ACTIVITIES ELIGIBILITY**

Students participating in any extra-curricular activity, fine arts, sports, etc., must maintain a "C" grade average. Failure to maintain a "C" average will exclude a student from participation in the activity for a two week period. The homeroom teacher will recheck the grade point average after two weeks and submit it to the Campus Principal. The Campus Principal will notify the student and coach of their status.

In some instances, a below "C" average student may remain in activities. The administration and staff will make a decision for these students on an individual basis. Persons in charge of the various activities will receive a list of the students who are no longer eligible to participate. Eligibility to play sports, attend after-school field trips or activities etc., will be based on that day's attendance in school.

## **FIELD TRIPS**

Field trips and like activities are structured to supplement or reinforce classroom instruction. Written parents' or guardians' permission, adequate supervision, and appropriate precautions to insure the health and safety of students are integral parts of such experiences.

Students not attending a field trip either by personal or teacher choice should remain at home for the day. Tickets and fees are calculated based on the number of students in the class. Students, who back out of a trip after tickets are ordered, will be required to pay for the ticket.

## **BAND**

When a student leaves for band lessons, the student is responsible for all the work missed during the class period they were away.

## **EXTENDED DAY CARE PROGRAM**

This program offers before and after school care for regularly enrolled students preschool through grade eight. Payments for the program must be kept current. If payments are not made within one week of billing, the student will be excluded from the program and report cards and or progress reports will also be withheld until all financial obligations are met. Since this program is an extension of the school, students may also be excluded from attending classes if financial obligations are not met.

The program serves only students enrolled in Christ Our Savior Catholic School and legally can operate only on days when school is in session. There is no afternoon Extended Day Care on half-days. A weather emergency or any other emergency, which causes school to be cancelled, will result in the cancellation of Extended Day Care.

## **LUNCH**

The Archdiocesan Hot Lunch program is offered on a daily basis after Labor Day. Order forms will be sent home monthly. Students have the option of ordering hot lunch or bringing a lunch from home. Fast food delivered to school is not allowed. Delivery of “forgotten” lunches is to be made to the school office by 11:00 A.M. Special lunches sponsored by the school are not part of any government funded program and cannot be offered at free or reduced rates.

## **NOON RECESS AND PLAYGROUND SUPERVISION**

All students participate in a recess period during the lunch break. The playground is supervised by volunteers and teacher aides who have full responsibility for the students and may discipline them or refer them for discipline if the need arises.

Each student should come with proper attire for the weather for these outdoor periods. Students must play in an area designated by grade. Potentially dangerous games or activities are never allowed. For example: tackle football, handball, and baseball bats are never allowed. “Nerf” type balls are to be used for outdoor and indoor play.

Students are not allowed to bring personal games, toys, etc. to school. Personal items brought to school will be confiscated and given to the Campus Principal for parent pick-up. The school assumes **NO RESPONSIBILITY** for these items if broken or lost. Gum, candy, or food of any type is not allowed on the playground. Throwing of snow on school or parish premises or on route to and from school is strictly prohibited.

## **LOCKERS, STUDENT DESKS AND SCHOOL PROPERTY**

Lockers are provided by the school for the students' use. All lockers and student desks and all contents therein are considered property of the school and are subject to search at any time.

Lockers and desks should be kept clean. Desks, school furniture and textbooks are all items a student is responsible for keeping in good condition. Defacing school property of any kind by writing on, scratching on, or carving on will be considered vandalism, and a student's family will be charged a fee to pay for the damage. Any damage done to school property, including but not limited to building, grounds, equipment, furniture, washrooms, walls, whether accidental or intentional, will require complete payment for repairs.

Backpacks, book bags and all other carrying bags, including purses must be stored in the lockers for the entire day. Students are not permitted to carry any of the objects with them throughout the school day or between classes.

## **FORGOTTEN ITEMS**

After 8:00 A.M. items such as lunches, homework, notebooks, and textbooks, band instruments, etc. must be brought to the school office. Office personnel will see that these items are delivered to the student. For safety reasons, no one may return to a classroom after 2:50 P.M. to retrieve forgotten items.

## **LOST AND FOUND**

Any article turned in as lost will be kept in the lost and found for a one month period after which it will be given away. Please mark all clothing and other articles with full names.

## **HEALTH RECORDS AND IMMUNIZATION**

Illinois State Law requires physical and dental examinations for all students entering preschool, kindergarten, and fifth grade. Students registering from an out-of-state school are also required to have physicals. Dental exams are required for all students entering kindergarten, second and sixth grades. Eye exams are required for students entering Kindergarten or school for the first time before October 15th of the school year.

Students must also be immunized against measles, mumps, rubella, polio, whooping cough, diphtheria, and tetanus before entering school. In 1997, the state passed a law that requires Pre-School and fifth grade students to receive the Hepatitis B shots. The school nurse reviews health records annually. Parents or guardians will be notified if their student is not in compliance with the law. Non-compliance will result in exclusion the 1st day of school.

## **MEDICATION**

If medication is necessary to maintain the student in school, parents or guardians are asked to consult their physician in order to determine if the administration of the medication can be scheduled for outside of school hours. If this is not possible and parents or guardians, or a responsible adult appointed by the parents or guardians, cannot come to school and administer the medication, the parents or guardians must adhere to the following regulations:

A written order for administration of the medication must be obtained from the student's licensed doctor. This order must include: student's name, date of birth, licensed doctor's phone emergency phone number, name of medication, dosage, frequency and time of administration, date of prescription and date of order, discontinuation date, and diagnosis requiring medication.

All medication must be brought to school in the original packages or appropriately labeled container that includes the following: student's name, prescription number, medication name, dosage and administration routine along with any other pertinent information.

A request shall be submitted to the Campus Principal asking that the medication be allowed during school hours whether the medication is prescription or non-prescription (including cough drops, non-aspirin, throat lozenges, over-the-counter allergy medicine, etc.). This request must include the above information. Please see School Medication Procedures on web site or request form from office.

Ordinarily, a responsible adult, not a student, should deliver medication to the school. The medication will be stored in the office. Students may not have medication in their possession with the exception of an asthma inhaler and only if a parent or guardian has submitted the proper papers for the student to carry the inhaler.

## **SCHOOL AND STUDENT RECORDS**

The Archdiocese of Chicago has adopted Guidelines for Student Records maintained by the school. Parents or guardians have the right to:

- Inspect (look at) the student's permanent record that includes report cards, health records, attendance records and biographical information.
- Prevent disclosure to any third parties except by written consent. This excludes any information contained in a directory which you have not explicitly directed the school to keep confidential, a request from a school to which the student is transferring, or any other circumstance described in the Guidelines for Student Records.
- Request correction for information a parent or guardian may believe to be inaccurate. The school maintains the right not to amend the record. The school will insert a signed statement from a parent or guardian that documents the request for the correction.
- At the age eighteen the student obtains all the above rights.
- If you wish to examine your student's school records, please contact the school office for an appointment.

## **SPECIAL SERVICES**

Students may be eligible to receive assistance for remediation of a reading disability or counseling and guidance through the school's Reading Specialist or Counselor. This will be determined on an individual basis. They may also apply to the public school district for services such as speech therapy and psychological testing. When deemed necessary, the parent or guardian or school with the cooperation and consent of all parties may initiate requests for assessment and psychological testing.

Teachers may recommend students to the school's Intervention Team to assist in accommodating students' needs. The Intervention Team is made up of the Reading Specialist (Moderator), the Campus Principal, homeroom teacher, counselor, and one teacher from each unit level.

## **TESTING**

Standardized aptitude and achievement tests and Terra Nova testing are administered in the spring to grades one through seven. Individual report forms as well as all-school profile sheets are sent home. Other diagnostic and "criterion referenced" testing is administered throughout the year. The school reserves the right to add to the list of grades to be tested.

## **TUITION**

Tuition may be paid in three ways:

- in full on fee days in August to receive a 3% discount
- in two equal installments, the first installment due August 15<sup>th</sup> and the second installment due December 15<sup>th</sup>
- in ten (10) payments due on the 15<sup>th</sup> of each month from August to May, the final (tenth payment) is due on May 15<sup>th</sup>

A Tuition and Mandatory Fundraising Contract will be signed on Fee Day by all families. The first half of the mandatory fundraising obligation (\$200 of the \$400 obligation) will be due by the end of the 1st semester, January 9th, 2009. If not paid by January 9th the \$200 will be added to the February 15th tuition payment. The second half, \$200 will be due by April 30th, 2009. Any balance for the remaining obligation will be added to the May 15th tuition.

Christ Our Savior Catholic School does not require service or volunteer hours nor does the school offer any remuneration toward tuition or fundraising for volunteering one's services to the school. For a family who has a student graduating, all tuition payments, fees, and graduation expenses must be paid by May 15<sup>th</sup>. Caps and gowns will be withheld until all accounts are settled.

All final late payments, those after May 15<sup>th</sup>, must be made in cash, money order, or certified check. The final report card or school records will be withheld until the total balance is paid.

All bills and fees including fundraising obligations not paid by May 15<sup>th</sup> will be considered late. A late fee of 10% will be assessed between May 15<sup>th</sup> and June 1<sup>st</sup> for any unpaid balance. After June 1<sup>st</sup>, a 20% late fee will be assessed on any unpaid balance. The final report card and school

records will be withheld until the total balance is paid. No money will be collected on the last day of school.

No tuition account (tuition, extended day care or fundraising) may be more than one (1) month in arrears. If accounts are not brought up-to-date, students will be excluded from school and all non-obligatory (band, athletics, etc.) enrichment programs.

A 10% penalty on any unpaid amount of tuition will be assessed at the end of the first semester. The first semester Report Card will be withheld until payment is made, and all future progress reports and report cards will also be withheld until accounts are up to date.

### **PERSONAL CHECKS**

Any NSF checks will be considered non-payment. No checks may be put “on hold.” Returned checks are assessed a \$30.00 fee. If there is one (1) NSF check written, all payment types must be paid by cash, money order, or certified check for the remainder of the year.

### **FUNDRAISING**

There is a mandatory fundraising fee of \$400.00 NET assessed to all families. The fundraising committee, Pastors, and Campus Principal will determine the fundraisers for the year. The first half of the mandatory fundraising obligation (\$200 of the \$400 obligation) will be due by the end of the 1st semester, January 9th, 2009. If not paid by January 9th the \$200 will be added to the February 15th tuition payment. The second half, \$200 will be due by April 30th, 2009. Any balance for the remaining obligation will be added to the May 15th tuition. If a family raises in excess of \$400.00 NET, 80% of the overage is applied to their tuition account, either the current year’s or if the current year is paid in full, next year’s tuition. If a family transfers from Christ Our Savior Catholic School, the overage on the tuition account, if paid in full, remains in the school’s account and is not refunded to the transferring family.

### **PAYMENTS**

When making payments, please write separate checks for each category: tuition, hot lunch, milk, field trips, Student Council-sponsored fund raisers, books clubs, etc. All of these are separate accounts and the money must be deposited separately.

### **ARRIVAL AND DISMISSAL**

- Students not enrolled in early Extended Day Care may arrive no earlier than 7:45 A.M. for the beginning of the school day.
- Students who arrive earlier than 7:45 A.M. must make use of the Extended Day Care Program for supervision.
- Dismissal is at 2:50 P.M. Students who are not met at dismissal are automatically brought to the Extended Day Care Program at 3 P.M.

## EAST CAMPUS

Upon arrival at school, students are to wait outside their designated entrance until the 7:55 A.M. bell.

1. Pre-school, Kindergarten, and Grade One: Front (east) #1 doors
2. Grades two and three: South side #2 doors of school
3. Grades four thru eight: North side #7 doors of school

In inclement weather students will be allowed to wait inside the school hall or gym until the bell rings. Except for preschool, parents or guardians may not walk students into the building after the first day of school.

For the designated entrance of the east and south doors, drivers should use 156<sup>th</sup> Street (one way going east) and drop students off on the school side of the street. Parked cars should not block the driveway to the entrance at any time so that priests may leave for emergency calls.

For the designated entrance of the north side doors, drivers should use 155<sup>th</sup> Street (one way going west) and drop students off on the school or church side of the street. Parents or guardians should not drive into the north door parking lot before 3:15 P.M. for the safety of the students.

Drivers should always have students exit the vehicle on the sidewalk side for safety. Students may then walk to their designated entrance. For obvious safety reasons, vehicles should not enter the parking lot to pick up or drop off students.

At dismissal time the same street areas are used for pick-up. Drivers should form a **single line** along the curb to pick up students. For safety, be sure students enter vehicles from the sidewalk not the street side. All students who walk to and from school must use the sidewalks and cross the streets where the School Crossing Guards are assigned. Walkers leave the building through their assigned exits. Since students walk across the parking lot, it is **IMPERATIVE** that there is no vehicular traffic in these lots at this time.

## WEST CAMPUS

All drivers must use the West Parking Lot and enter from the South Cottage Grove Drive and exit from the north Cottage Grove Drive. All drivers proceed to form a single line along the curb heading North following the directives of the volunteers for the traffic flow.

Students will exit the vehicles on the curbside only after each vehicle has come to a complete stop when directed by the volunteers. Drivers who choose to park must do so facing the school and all students and adults must use the crosswalk to proceed to the school doors following the directives of the volunteers. The curbside and shoulders of 154<sup>th</sup> Street may not be used for school drop-offs as per the regulations of the South Holland Police Department; this regulation is enforced by the Police Department.

The circular driveway is closed to vehicular traffic in the morning and the afternoon. It is a passageway for students and the East Lot is only for faculty parking.

All students who walk to school must use the sidewalks and cross the streets where the School Crossings Guards are assigned.

At dismissal all drivers **MUST USE** the West parking lot to meet students. Vans, minivans, SUV's and pick-up trucks are asked to park in the last row because of the height of these vehicles. Vehicles enter from the South Drive from Cottage Grove and park facing East and exit from the North Drive onto Cottage Grove. All vehicles move forward and to the left to exit. Vehicles do not back-up. Students and students accompanied by adults walk in the clearly marked walking zone and walk behind cars to approach vehicles. Parking or standing along the curb is prohibited, as is parking or pick-up along East 154<sup>th</sup> Street.

Students who walk home at dismissal exit from the West door and walk in the direction of their home along the sidewalks and paths of the school building and cross at the designated crosswalk where Crossing Guards are assigned.

## **UNIFORMS**

### **Preschool**

- No uniform is required or
- Navy blue or khaki walking shorts<sup>1</sup> or dress slacks<sup>2</sup>
- Navy blue or khaki polo shirt with school logo<sup>3</sup>
- Polo shirt must be tucked into shorts or slacks
- Boys and Girls: A belt must be worn with shorts and slacks
- Gym: no uniform is required; white gym shoes required or
- Navy blue shorts or sweat pants with school logo
- Navy blue T-shirt or sweat shirt with school logo

### **Kindergarten through Grade 3 – Girls**

- Navy blue and khaki plaid jumper
- White blouse with rounded (Peter Pan) collar
- Navy blue button-down sweater or
- Navy blue or khaki walking shorts or dress slacks<sup>3</sup>
- Navy blue or khaki polo shirt<sup>4</sup> with school logo
- Polo shirt must be tucked into shorts or slacks
- Navy blue button-down sweater or
- Navy blue sweatshirt with school logo may be worn over polo shirt

### **Kindergarten through Grade 3 – Boys**

- Navy blue or khaki walking shorts or dress slacks<sup>3</sup>
- Navy blue or khaki polo shirt with school logo
- Navy blue button down sweater or
- Navy blue sweatshirt with school logo may be worn over polo shirt
- Boys and Girls: Polo shirt must be tucked into shorts or slacks; a belt must be worn with shorts or slacks
- Gym-Boys and Girls: Navy blue shorts or sweat pants with school logo
- Navy blue T-shirt or sweatshirt with school logo; white gym shoes<sup>5</sup>

### **Grades 4 through 8 Girls**

- Navy blue and khaki plaid skirt or short or<sup>3</sup>
- Navy blue or khaki walking shorts or dress slacks  
(dress slacks should not be flare-leg, boot cut, or other jean-like styles as they are not acceptable. Only “Docker” type slacks should be worn.)
- Navy blue or khaki polo shirt with school logo
- Polo shirt must be tucked into shorts or slacks
- Navy blue button-down sweater or
- Navy blue sweatshirt with school logo may be worn over polo shirt

### **Grades 4 through 8 Boys**

- Navy blue or khaki walking shorts or dress slacks<sup>3</sup>
- Navy blue or khaki polo shirt with school logo
- Navy blue button down sweater or
- Navy blue sweatshirt with school logo may be worn over polo shirt
- Boys and Girls: Polo shirt must be tucked into shorts or slacks; A belt must be worn with shorts or slacks
- Gym Boys and Girls: Navy blue shorts or sweat pants with school logo
- Navy blue T-shirt or sweatshirt with school logo
- White gym shoes

<sup>1</sup> Walking shorts (knee-length) may be worn in the months of August, September, October, May and June. Gym shoes may be worn **ONLY** when uniform shorts are worn or on gym days.

<sup>2</sup> Dress slacks may be worn all year round. No flares, hip-huggers or bell bottom pants.

<sup>3</sup> When walking shorts or dress slacks are worn, the polo shirt should be the opposite color of the pants (Ex. Navy blue slacks with a khaki polo or khaki pants with navy blue polo). Girls wearing skirts or shorts may wear either color of polo shirt.

<sup>4</sup> All students wear Christ Our Savior Catholic School polo shirts with the school logo. Polos should be neither baggy or tight. Only one button may be unbuttoned. A single plain colored white t-shirt without writing, symbols or pictures may be worn under the dress code shirt. Shirts must be tucked in.

<sup>5</sup> On gym days students wear their gym clothes all day. Shoes – solid color, both uniform and gym shoes may not be of the style that convert to rollers and be black, navy, dark brown or khaki (soft-soled). Socks - solid color, white, navy, brown or khaki; top of socks must be above the ankle.

## **DRESS UP OR DRESS DOWN DAYS**

On special announced event days or for certain field trips, students are permitted to wear non-uniform clothing. Special dress days will be announced in the weekly newsletter. All jewelry and make-up rules apply on dress up or dress down days.

Acceptable casual clothing as directed by the Campus Principal for these days may include jeans, sports-type outfits, sweat suits, leggings, with a long cover-up top, dresses, casual pants, capri pants, skirts, or split skirts; skirts should be no more than four inches from the floor when kneeling. NO SHORTS may be worn unless they are the uniform shorts.

Tight fitting clothing, spandex, tank tops, midriff tops, clinging tops, tube tops, hip huggers, short shorts, see-through attire, muscle shirts, and T-shirts depicting wrestling, skateboarding, violence, musical groups, or T-shirts with provocative or vulgar messages or promoting alcoholic beverages or drugs **ARE NOT ALLOWED**. Sleeveless shirts or tops are unacceptable. At no time should any skin around the midriff be visible.

Gym shoes may be worn on assigned days. Clogs and strapless sandals should not be worn to school at any time; they pose a safety hazard. On “Dress-up Days” students are expected to wear their “Sunday Best.” This may not include sweats, sport outfits, gym shoes, jeans, T-shirts, tank tops, etc. Chains from belt loops to pockets are not permitted. All clothes should fit appropriately; the waist and crotch area are to be worn in the traditional manner.

Parent or guardian notices will be issued for failure to comply with the dress code. After the second offense, students will receive a demerit and could possibly lose the dress down privilege for future events. If your student is dressed inappropriately on either a dress down or dress up day, you will be called to bring appropriate clothing to school. This is not meant to be an embarrassment, but meant to alleviate the problem of inappropriate dress.

## **GROOMING**

Each student is expected to take pride in his or her own appearance. Good personal hygiene habits should be practiced. Neat clean uniforms should be the order of the day. Hands and fingernails should be kept clean. Boy’s hair is to be neat and trimmed as follows: cut above the hairline in the back, above the eyes in front and above the bottom of the ear. Girls’ hair should also be worn in a neat style. Moussed hair, razor cuts, surfer cuts, and any other extreme styles or fads are not

allowed. Students' hair should be of a natural color (no dyed hair). For all students, hair is to be appropriate for school, not causing distraction or undue attention. Letters, symbols or designs cut into the hair are unacceptable. Head covering of any kind is not worn in the school building at any time. Ornate hair ornaments are not permitted; those worn should be small and simple. If a student does bring a small purse to school, it must remain in the locker until dismissal at 2:50 P.M.

No make-up, including lip gloss, Vaseline or nail polish is to be worn. For students with a problem, Chap Stick is allowed. For health reasons Chap Stick should never be shared with another student. Perfume or cologne, as well as scented body lotions, is not allowed. This includes dress down days as well as school-endorsed functions whether these are on school premises or not.

Students may wear two pieces of jewelry to school. (One pair of small post-earrings constitutes one piece of jewelry). Earrings are to be worn in pairs. Boys are not permitted to wear earrings. A tattoo (permanent or temporary), body writing, and body piercing, except for earlobes, are not allowed.

### **GYM REQUIREMENTS**

- No jewelry is to be worn on gym days for obvious safety reasons.
- Hair should be worn out of the facial area.
- Other than a water bottle, nothing else should be brought into the gym.
- Water bottles must have attached lids; no screw top lids.

### **PERSONAL CARE**

Students entering school, beginning with Pre-School, must be completely toilet trained. This means they must be able to take care of themselves completely, or they will be asked to leave the program. It is not the teacher's responsibility to aide or assist a student in using the bathroom.

### **PARTY TREATS AND INVITATIONS**

We do not allow students to have birthday parties during the school day. Parties are to be held on student's own time. Birthday treats are allowed but must be simple (i.e. cupcakes, cookies, ice cream bars, ice cream cups, Popsicles, or doughnuts) and only one treat should be brought. No treats that require plates or silverware are to be brought to school. If birthday treats are brought to school, they are to be offered to the entire class.

Party invitations may be passed out at school only if everyone in the class is invited. If only a few students are to be invited, invitations must be distributed in another manner, i.e. mail.

## **CONFLICT MANAGEMENT**

Every effort is made on the part of school personnel to relate to everyone with courtesy, fairness and justice. As in all human relations, occasions will arise when, due to a lack of communication or understanding, a difference of opinion may occur between school personnel and parents or guardians. At such time, we urge you to follow this procedure in a calm and timely manner.

- arrange an appointment to speak with the person with whom there is a problem, dispute or issue
- discuss the matter; try to gain an understanding about the circumstances and consequences
- try to arrive at an acceptable resolution to the problem
- if the results are unsatisfactory, then the matter should be brought to the proper authority:
  1. matters of teachers and staff, the Campus Principal
  2. matters of curriculum or education, the Campus Principal
  3. matters of spirituality, Campus Principal then Pastor
  4. matters of finance, Finance Manager or Assistant Finance Manager then Pastor
  5. matters of communication, the Campus Principal

## **CHILD ABUSE AND NEGLECT**

The Abused and Neglected Child Reporting Act (P.A. #81-1077) requires that school personnel, having reasonable cause to believe that a student known to them in their professional capacity may be an abused or neglected student, report to the Illinois Department of Child and Family Services.

## **TARDINESS**

The bell rings at 7:55 A.M. and the tardy bell at 8:05 A.M. All students, Pre-School through Eighth grade, should have reported to class and be ready to begin prayers at the 8:05 A.M. bell. Since tardiness interferes with a student's progress and is a disturbance to the teacher and other students, it should be carefully checked. Those late because of dental or medical appointments will have an "excused tardy," but it is a tardy nonetheless. However, with proof of a doctor's visit, students will not lose their perfect attendance

## **TRUANCY**

A student who is absent from school for any day or part thereof without the knowledge and consent of parents or guardians or school authorities is considered truant. Truancy is cause for disciplinary action. The student shall be re-admitted only after a conference between the Campus Principal and/or Assistant Principal and a parent or guardian.

## **CHEATING**

Any student observed cheating or whose work evidences copying or plagiarism will be given a zero for the assignment, test etc. The parents or guardians will be notified and a detention will be issued.

## **GANGS**

Gang related activities have no place in the Catholic School that is fostering a gospel based spirit. The following activities shall be constituted as violations and are subject to disciplinary action:

1. Any conduct on school premises that may be gang-related.
2. Any conduct that may be gang-related during school-sponsored events or activities.
3. Students wearing clothing or symbols that may, in the manner they are displayed, be gang-related. This includes, but is not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing.
4. The display of signs or symbols on paper, notebooks, textbooks, or other possessions that may be gang-related.

## **WEAPONS**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs,” bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

## **HARASSMENT, BULLYING AND INTIMIDATION**

Students have a right to feel safe and secure in their school environment. Therefore, any physical, verbal, or sexual harassment, bullying, or intimidation will not be tolerated. Physical harassment, bullying, or intimidation includes: continual hitting, kicking, spitting, punching, shoving, and pushing which causes physical or emotional harm.

Verbal harassment, bullying, or intimidation includes: name calling, note writing, or racial or ethnic remarks. Sexual harassment includes: inappropriate or unwelcome touching, sexual comments, and note writing about a student that includes sexual comments. All infractions will be dealt with immediately on an individual basis.

## **SUBSTANCE ABUSE**

Any student(s) found to be in the possession of, using, or selling any illegal substance (drugs, non-prescription and prescription medication, alcohol, tobacco, or any paraphernalia) either on school property or at school-sponsored events will be suspended pending a school investigation. It is expected that the school, during school hours, will be alcohol and drug free. A conference with the Pastor, Campus Principal, parents or guardians, student, and other appropriate persons shall be arranged if an instance occurs.

If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by parents or guardians. When pastoral and rehabilitative measures have been exhausted with no success, the Campus Principal may choose continued suspension or expulsion.

Police notification shall be made at the appropriate time, as directed by law. We reserve the right to inspect all school or personal property.

School authorities are allowed to inspect and search places such as lockers, desks, parking lots and other school property, as well as personal effects, left in those areas by students without notice to or consent of student and without search warrants. Such violations can be reported to the local police. Depending on the violation circumstances, students will be recommended for counseling (cost provided by parent), suspended or expelled. Discipline actions will be based on student age and weapon(s) involved.

## **DETENTION, DEMERITS AND SUSPENSION**

Improper behavior, based on the age of the student and the severity of the infraction, could result in a verbal warning, demerit, a detention, a conference with the teacher, a conference with the teacher and Campus Principal, and/or Assistant Principal, an in-school suspension, an out of school suspension, or an expulsion.

Any teacher, staff member, or adult working in the school has the authority to correct or issue demerits or detentions. Three demerits will result in a detention. However, serious infractions may result in immediate detention or suspension.

Improper behavior includes, but is not limited to: excessive talking in class, disturbing or annoying another student(s), disturbing another class, failure to follow directions given by an adult with authority, not coming prepared for class, (textbooks, pens, pencils, paper, etc.), missing assignments, chewing gum on school property, fighting, inappropriate or unwelcome touching, damage to school property (restitution required), damage to another student's property or taking things from another student (restitution required), improper language, possessing or producing improper printed materials, disrespect, impolite behavior, spitting anywhere on school property, cheating, physical contact or inappropriate verbal exchange with a teacher or other school personnel, weapons-real or look-alikes and any other behavior deemed inappropriate. Public display of inappropriate affection between students at school or school-endorsed functions i.e. dances, sporting events, skating parties etc. is highly inappropriate. Students observed by school or school related staff, engaging in inappropriate displays of affection will be subject to the school's

discipline policy. This means parents' or guardians' notices or detentions may be issued. Serious or repeated inappropriate behavior could lead to suspension.

A notification of the reason for a detention or demerit will be sent home with the student. This notification must be signed by a parent or guardian and returned to school the next day to the teacher who issued it. If a detention or demerit is not signed and returned the next school day, the teacher will contact the parents or guardians. The teacher or Campus Principal will determine the day and time for the detention.

With the third (3) detention within a Semester, the student will lose all privileges (i.e. field trips, parties, dances, movies, picnic, etc.) for the remainder of the semester.

With the fourth (4) detention within a Semester, a conference will be held with the parents or guardians, teacher, and Campus Principal.

With the fifth (5) detention within a Semester, the student will serve an in-school suspension. With the sixth (6) detention within a Semester, the student will serve an out-of-school suspension.

Christ Our Savior Catholic School does not allow the following articles to be brought to school: Walkman, Discman, Watchman, Game Boy, Game Gear, radios, radio controlled toys, personal CDs, personal computer software, beepers, talk about, palm pilots, or laser pointers and other items deemed inappropriate by the Campus Principal. If any of the above are confiscated, they will be returned to a parent or guardian only.

Bringing a cell phone to school or the Extended Day Care Program is strongly discouraged. If a cell phone is brought to school or Extended Day Care, it must be kept in a student's book bag, switched off, and not carried around. Students with a cell phone on their person will be issued a demerit and have the phone confiscated until a parent or guardian picks it up. The school assumes no responsibility for the cell phone. The phone is the sole responsibility of the student.

## **SUSPENSION OR EXPULSION**

Suspension is the isolation of the student from some or all school activities. The student may be required to report to school during the normal school hours but be separated from the ordinary classes and be expected to continue schoolwork; or, the student may be barred from school entirely.

Suspension is ordinarily invoked to prevent disruption of the school environment or to assist the affected student in overcoming a disciplinary problem. A suspension may be imposed at school or at school functions held off school premises. During an in-school suspension, class work, make-up work, and supplemental work will be provided.

If an out-of-school suspension is invoked, the privilege of attending school or all school-related activities is withdrawn. The student may not re-enter the school building at any time during the

suspension. A suspended student is personally responsible for material and assignments covered in class during the enforced absence.

All books must be taken home at the time of suspension. Assignments will be given in the same manner as for absences due to illness (at 2:50 P.M.). All assignments are due, completed, on the day of return. Students are not permitted to make-up tests or quizzes; a grade of “F” is given for any test or quiz that is missed due to suspension.

Expulsion may also be considered and invoked for grave offenses. Archdiocesan Guidelines will be followed if such action becomes necessary. The Campus Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule or procedure for just cause at their discretion.

## **DISCIPLINE**

One of our main goals is to develop a Christ-like attitude in our students. We attempt to provide an atmosphere and the encouragement needed for growth and self-discipline. A system of positive rewards, awards, and activities is used to encourage and promote good behavior. Corporal punishment is never acceptable.

Each department has specific rules and consequences to maintain discipline. These are explained and posted in each classroom. Parents or guardians are made aware of these rules during parent or guardian night.

## **GRADUATION**

Upon the satisfactory completion of Eighth grade, students are invited to participate in activities that give evidence to the culmination of their personal, social and academic development at Christ Our Savior Catholic School. Participation in any Graduation activity, including the ceremony itself, is a student privilege not a right, and that privilege may be revoked as a disciplinary action, if the offenses are serious as determined by the Campus Principal.

## **HIGH SCHOOL APPLICATIONS**

All formal applications for high school (parochial, public and private) will be completed by the Eighth grade teachers in a timely manner. These applications require report card grades, standardized test scores, attendance, effort and cooperation marks and as such stand as written communication.

All requests need to be submitted at least one week before the deadline set by the high school. Further written recommendations will only be fulfilled if a high school requests this in writing to the school.

## **ATHLETIC BOARD**

The Christ Our Savior Athletic Board is made up of members who strive to encourage, develop, promote, support, maintain, administer, and govern a sound athletic program for all eligible students.

## **ATHLETICS**

Every student participating in a sports program will receive a set of rules and regulations from the coach or coordinator. Parents, guardians and students should read, sign, and return the agreement to the appropriate person. Proper behavior and good sportsmanship is expected at all times of every student participating in the program. Violation of the rules could result in the loss of the privilege of participation as well as disciplinary action by the school principal. Student athletes or cheerleaders must maintain a grade point average of 2.0 or better to participate. Students who fall below a 2.0 GPA will be monitored on a biweekly basis.

Any student participating in athletic activities must have proof of adequate insurance coverage and a current physical examination.

## **AMENDMENT STATEMENT**

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep the parents or guardians informed of all changes. However, some changes might be made immediately due to circumstances. Statements may also be added to or deleted from this handbook.

## **CAMPUS PRINCIPAL'S RIGHT TO AMEND**

Statements in this handbook are subject to amendment for just cause. The school will make every reasonable effort to keep the parent or guardian informed of all changes as soon as practical and as promptly as possible.

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