

# SAINT SAVA ACADEMY



2018-2019

## **Parent-Student Handbook**

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## MISSION STATEMENT

**“The mission of St. Sava Academy is to provide its students with a challenging and innovative educational program that will guide them through life as respectful, resourceful, and active participants in our society.”**

More specifically, the Academy aims to:

1. Foster intelligent, independent thought that will guide our graduates through life as respectful, resourceful, and active participants in society, and
2. Enhance religious and spiritual growth through Eastern Orthodox principles.

The Academy pursues its mission by:

- Offering incentives such as recognition and awards
- Providing support through oral positive reinforcement
- Giving constructive guidance through teaching
- Modeling ethical values
- Offering a dual-language program
- Creating a feeling of community and safety through interaction and kindness
- Offering academic programs to develop intelligent, independent thought
- Placing a high priority on employing quality faculty and staff
- Investing in the professional development of faculty
- Sustaining a strong Orthodox faith-based environment with regular participation in church services, prayer, and classes

## Faculty, Staff & Administration

<b>Principal</b>		Michelle Jannakos	principal@stsavaacademy.org
<b>Preschool</b> <i>Serbian</i>		Lidija Tosic	ltosic@stsavaacademy.org
<i>Preschool English</i>		P. Katya Kostur	kkostur@stsavaacademy.org
<i>Preschool Russian</i>		Elena Sayed	esayed@stsavaacademy.org
<i>Preschool Assistant</i>		Ljiljana Majstorovic	lmajstorovic@stsavaacademy.org
<i>Preschool Assistant</i>		Velinka Stevanovic	vstevanovic@stsavaacademy.org
<i>Preschool Assistant</i>		Gordana Desnica	
<i>Preschool Assistant</i>		Ana Gligorevic	
<b>Kindergarten A</b>	<i>Serbian</i>	Svetlana Aleksic	saleksic@stsavaacademy.org
<i>English</i>		Tina Southerton	tsoutherton@stsavaacademy.org
<i>Russian</i>		Elena Sayed	esayed@stsavaacademy.org
<b>1<sup>st</sup> Grade</b>	<i>Serbian</i>	Svetlana Aleksic	saleksic@stsavaacademy.org
<i>English</i>		Tina Southerton	tsoutherton@stsavaacademy.org
<i>Russian</i>		Elena Sayed	esayed@stsavaacademy.org
<b>2<sup>nd</sup> Grade</b>	<i>Serbian</i>	Ivana Milovanovic	imilovanovic@stsavaacademy.org
<i>English</i>		P. Katya Kostur	kkostur@stsavaacademy.org
<i>Russian</i>		Elena Sayed	esayed@stsavaacademy.org
<b>3<sup>rd</sup> Grade</b>	<i>Serbian</i>	Ivana Milovanovic	imilovanovic@stsavaacademy.org
<i>English</i>		Mirjana Pavichevich	mpavichevich@stsavaacademy.org
<b>4<sup>th</sup> – 8<sup>th</sup> Grade</b>	<i>Serbian</i>	Ivana Milovanovic	imilovanovic@stsavaacademy.org
<i>Reading &amp; Language Arts</i>		Mirjana Pavichevich	mpavichevich@stsavaacademy.org
<i>Science</i>		Judy Pones	jpones@stsavaacademy.org
<i>Social Studies</i>		Mirjana Pavichevich	mpavichevich@stsavaacademy.org
<i>Russian</i>		Elena Sayed	esayed@stsavaacademy.org
<i>Mathematics</i>		Judy Pones	jpones@stsavaacademy.org
<b>Administrative Assistant</b>			office@stsavaacademy.org
<b>Art Education</b>		Olga Garklavs	ogarklavs@stsavaacademy.org
<b>Chef</b>		Petra Milosavljevic	
<b>Chef Assistant</b>			
<b>Custodian</b>			
<b>Music Education</b>		Holly Goljic	hgoljic@stsavaacademy.org
<b>Physical Education</b>		Uros Kalicanin	ukalicanin@stsavaacademy.org
<b>Religious Education</b>		HRSOC Clergy	contact@serbiancathedral.org

## BOARD OF TRUSTEES

St. Sava Academy is non-profit organization governed by a Board of Trustees which establishes Academy policies. The Board consists of individuals with varying and diverse backgrounds which bring a unique balance of experience that supports the Academy in planning and executing its mission and goals. The Board meets at least once a month on the Cathedral/Academy premises, oversees finances, determines long-term planning, strategic development and other policies and practices for the on-going development efforts of the Academy.

The Academy Board of Trustees can be reached via e-mail at [board@stsavaacademy.org](mailto:board@stsavaacademy.org)

- V. Rev. Protopresbyter Dr. Darko Spasojevic, Cathedral Dean & Rector
- Dr. Marija Vuckovic, *President*
- Milica Popovic, *Vice President*
- Ilija Sisarica, *Secretary*
- Alexandra Mulina, *Trustee*
- Connie Kosovka Gajic, *Trustee*
- John Gypalo, *Trustee*
- Samantha Lazich, *Trustee*

## PARENT NETWORK

The Parent Network is an organization of parent volunteers whose main task is to organize and perform fundraising activities. The Parent Network meets monthly in the auditorium and will vote on matters from time to time. Meetings can be attended via Skype. Meeting minutes are distributed via email. Parent Network officers include a President, Vice President, Treasurer, and Secretary.

There are many types of activities and tasks that can utilize a broad range of talents. Volunteer opportunities are available for the following committees:

- “Meet the Teacher” Ice Cream Social
- Fall Harvest Dance
- Carson Days
- Chocolate Candy Bar Sales
- St. Sava Slava Banquet
- Field Day & Picnic
- Christmas Program & Celebration
- Easter Basket Sales
- Spring Program
- Sprint to Summer Sweepstakes
- Box Tops
- Kindergarten Graduation
- 8<sup>th</sup> Grade Graduation
- Yearbook
- School Building Repairs
- Others

All families with students enrolled at the Academy are expected to participate in fundraising and volunteer activities organized by the Parent Network. A contribution of 20 service hours for parents of full-time students (or 10 hours for parents of part-time students) is suggested. If the parent prefers to make a donation in lieu of service hours, a rate of \$20 per hour is suggested.

Emails can be sent to [pn@stsavaacademy.org](mailto:pn@stsavaacademy.org)

## TUITION RATES AND EXPECTATIONS

Tuition covers the student's academic education, textbooks, daily hot lunch, and operating expenses for the Academy.

Any students enrolled after the start of classes will be charged tuition prorated on a monthly basis based on the student's start date; however additional fees are not prorated. The first tuition payment is always due by the first day of classes. Monthly tuition payments are due by the 5<sup>th</sup> of each month beginning with the first month after the student starts attending classes. Payments can be made by check, cash, credit card, or electronic funds transfer online. When paying by check, please notate the reason for the payment in the memo line.

### REFUNDS

Generally, refunds, credits, or tuition reductions for withdrawal, absences, vacations, snow days, illnesses, or holidays are not given.

Administration, faculty and staff personnel, textbooks, lunch program, and educational resources are budgeted for based on enrollment figures in advance of the school year. Many of these costs have already been contracted and cannot be reduced if the student subsequently withdraws during the year.

Consequently, tuition for students withdrawn during the school year for any reason other than request by St. Sava Academy *remains due and must be paid in full* unless the Academy Board of Trustees agrees in writing to refund a portion of the remaining tuition. The Board of Trustees will make exceptions in rare cases of highly unusual circumstances. If the Academy requests a student withdraw, the annual tuition charges will be prorated through the end of the month in which the student withdraws. Additional Fees will not be refunded in any case.

**St. Sava Academy**  
**Full-time Student Tuition and Fees**  
*2018– 2019 School Year*

	<b>1 CHILD</b>	<b>2 CHILDREN</b>	<b>3 CHILDREN</b>	<b>4 CHILDREN</b>
<b>Total tuition and fees</b>	<b>\$6270 (Preschool) \$5753 (KG-4) \$5887.20 (5-6)</b>	<b>\$10320.00</b>	<b>\$14824.25</b>	<b>\$14824.25 (4<sup>th</sup> child free) <i>Courtesy of Hilandar Foundation sponsorship</i></b>
<b>Registration Fee</b>	\$200.00	\$400.00 \$3273.60	\$600.00 \$4694.00	\$600.00 \$4694.00
<b>First payment</b>	\$2003.10 (PS) \$1832.50 (KG-4) \$1876.77 (5-6)			
<b>8 monthly payments (Oct-May)</b>	\$508.36 (PS) \$465.06 (KG-4) \$476.30 (5-6)	\$830.80	\$1191.28	\$1191.28

1. Tuition and fees include a daily hot lunch.
2. The first tuition payment, 33% of total tuition owed and as outlined above, is due in full by Monday, **August 27, 2018**.
3. Tuition payments cover our teachers' salaries and the day-to-day operations of the school. Therefore, it is very important that payment be made promptly, by the **5th of each month**. Payments received after this date will result in a **\$25.00 Late Fee per month**. Tuition for each month will be prorated and will be non-refundable.
4. There will be a \$50 processing fee for refund requests on paid registration.
5. There will be a \$35 fee for checks or other payments returned for insufficient funds.



**2018-2019  
St. Sava Academy  
Preschool Tuition Rates**

<b>2 days</b>	<b>Total Tuition</b>	<b>\$3,096.50</b>
	Registration Deposit	\$ 200.00
	First Payment (Aug)	\$ 955.85
	8 Monthly Payments (Oct-May)	\$ 242.58
<b>3 days</b>	<b>Total Tuition</b>	<b>\$4,436.30</b>
	Registration Deposit	\$ 200.00
	First Payment (Aug)	\$1,397.97
	8 Monthly Payments (Oct-May)	\$ 354.79
<b>4 days</b>	<b>Total Tuition</b>	<b>\$5,822.30</b>
	Registration Deposit	\$ 200.00
	First Payment (Aug)	\$1,855.35
	8 Monthly Payments (Oct-May)	\$ 470.86
<b>5 days</b>	<b>Total Tuition</b>	<b>\$6,270.00</b>
	Registration Deposit	\$ 200.00
	First Payment (Aug)	\$2,003.10
	Monthly Payments (Oct-May)	\$ 508.36

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- Tuition and fees include a daily hot lunch.
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  - Payments received after this date will result in a **\$25.00 late fee per month**. Tuition for each month will be prorated and will be non-refundable.
  - There will be a \$50 processing fee for refund requests on paid registrations.
  - There will be a \$35 fee for checks or other payments returned for insufficient funds.

### Family Financial Account Expectations

The Academy maintains a financial account for each family that tracks charges due and payments made. The Academy relies heavily on timely payments to ensure the ongoing operations of the school. The financial account must be current in order to receive school records, diplomas, and transcripts. If a payment due remains delinquent for sixty days or more without approval from the Academy School Board, the student(s) may not be admitted to school until the account has been brought current.

### Preschool Make-up Days

Due to a high demand for our preschool program, the Academy is unable to offer make-up days for days missed due to sickness, vacations, or for other reasons.

### Registration and Official Enrollment

Students can register for the following school year if the family financial account is current. Any payments received, regardless of notation, will be first applied to past due balances. To register, a registration form must be filled out and submitted with a registration fee. The registration form must be filled out each year. An early registration discount is available each year and is applied to the tuition charges of the school year being registered.

Registered students are not officially enrolled until (1) the Registration Form is completed, (2) the registration fee is paid, and (3) the Financial Account Contract is signed.<sup>1</sup>

## **ADMISSION POLICY**

St. Sava Academy admits students of any race, color, religion, national origin, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the Academy. St. Sava Academy does not discriminate on the basis of race, color, religion, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, and athletic and other school-administered programs.

### Preschool Admission

When seeking admission to the preschool program, the child must be three (3) years of age at the time of enrollment. Preschoolers must be fully potty trained.

### Kindergarten Admission

When seeking admission to kindergarten, the child must be five (5) years old on or before September 1 of the year the child proposes to enter school.

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<sup>1</sup> See form in Appendix A, Ex. 1

Kindergarten-8<sup>th</sup> Grade Transfer Student Requirements

- 1. Student records and/or a copy of the most recent evaluation (report card) must be on file before the student is formally admitted to school.
- 2. An Official St. Sava Academy registration form, a birth certificate and a baptismal certificate, if applicable, must be submitted prior to the first day of classes.
- 3. Students must meet the immunization, dental, and vision requirements as mandated by the Illinois State Board of Education.
- 4. If an incoming student’s parents are separated or divorced, a copy of the legal custody document must be submitted and the Confidential Custody Form completed.<sup>2</sup>

**SPECIAL EDUCATION**

St. Sava Academy does not provide special education services. However, school faculty will endeavor to identify students with suspected special needs and collaborate with parents to obtain special education services from Chicago Public Schools or through a private vendor chosen by the family.

Please contact the principal for more information on procedures in addressing special education needs.

**SCHOOL DAY SCHEDULE**

School Hours

- School Day: 8:15 a.m. – 3:15 p.m. (3:10 Preschool/Pre-K Dismissal)
- School Office: 7:30 a.m. – 4:00 p.m.
- Principal: 8:00 a.m. – 3:30 p.m. (*other hours available by appointment*)
- Teachers: 8:15 a.m. – 3:30 p.m.

Daily Routine

- 7:50 a.m. – 8:10 a.m. Students congregate/line-up
- 8:10 a.m. Students depart for classroom
- 8:15 a.m. School day officially begins
- 10:50-11:20 a.m. Preschool & Pre-K lunch
- 11:20-11:45 a.m. Preschool & Pre-K recess
- 11:20-11:50 a.m. Kindergarten-8<sup>th</sup> grade lunch
- 11:50am-12:15pm Kindergarten-8<sup>th</sup> grade recess
- 3:10 p.m. Preschool & Pre-K dismissal
- 3:15 p.m. Kindergarten – 8<sup>th</sup> Grade dismissal

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<sup>2</sup> See Confidential Custody Form in Appendix A, Ex. 2

### Permission to Leave School Grounds

No student is permitted to leave the school grounds without the permission of the principal. If a parent wishes for a child to leave for an important reason, a phone call, e-mail or note requesting this permission, with explanation, must be given to the school office to be forwarded to the principal no later than by 8:30 a.m. the day of the requested early dismissal.

## ARRIVAL AND DISMISSAL

*Since safety is our number one priority for all children of St. Sava Academy, we ask everyone to follow some parking lot drop-off and pick-up etiquette procedures. We thank everyone in advance for their understanding and cooperation.*

1. When dropping off your child in the morning, **please park your vehicle in a marked parking spot** and walk your child/children to the main building door or to their class line. **Do not park next to any of the orange traffic cones.** Likewise, **do not block any passages** whether it is for vehicles or pedestrians. This will be strictly enforced. **Violators are subject to ticketing.** Please be reminded, it is all about the **safety of our children!**
2. School doors are open beginning at 8:00 a.m. Students are expected to congregate in the main building hallway until classes line up. If no staff member is present, please do not leave your child/children unattended, instead please take your child/children to the 1<sup>st</sup> mobile unit school office.
3. If you and your child/children arrive after 8:30 a.m., please escort your child/children to their classroom. Please be reminded that the main building doors are locked at 8:30 a.m., Monday through Friday. Please proceed to the intercom doorbell to gain entry to the main building.
4. When picking up your child/children after school, please park your vehicle in a marked parking spot, exit your vehicle and proceed to the dismissal door.
5. Pick-up time for Preschool is at 3:10 p.m. Pick-up time for Kindergarten-7<sup>th</sup> grade students is at 3:15 p.m. **All students are to be picked up no later than 3:30 p.m. or they will be placed in after school care.** After school care rates will apply beginning at 3:31 p.m.

## BEFORE & AFTER SCHOOL POLICY

Students are strictly forbidden to congregate and/or play in and around the Cathedral, both before and after school hours, **even if they are being supervised by a parent/adult.** Students are also strictly forbidden to enter the school building without a parent/adult before or after school hours. Likewise all students must be accompanied and supervised by a

parent/adult at all times after school hours. Students are strictly forbidden to play in the park or to congregate and/or play around the grounds without parent/adult supervision. Disciplinary action will be rendered if students violate this policy. Likewise, any result of physical damage done by a student or students, **will result in the family's financial account being charged.**

## EDUCATIONAL PROGRAM

St. Sava Academy has a written curriculum for every subject area that is taught from Preschool through Grade 8. The Curriculum Guide is available to any parent/guardian and can be reviewed in the school office or on [www.stsavaacademy.org](http://www.stsavaacademy.org).

### Dual-Language Program

#### Percentage of Daily Instruction in Serbian/Russian and English\*:

GRADE	% Serbian/Russian Subjects	% English Language Subjects
Preschool	70%	30%
Kindergarten	65%	35%
1 <sup>st</sup>	35%	65%
2 <sup>nd</sup>	35%	65%
3 <sup>rd</sup>	25%	75%
4 <sup>th</sup>	15%	85%
5 <sup>th</sup>	15%	85%
6 <sup>th</sup>	15%	85%
7 <sup>th</sup>	10%	90%
8 <sup>th</sup>	10%	90%

*\*% times may fluctuate dependent on grade by grade student enrollment and teacher class schedules*

## TECHNOLOGY-INTERNET ACCEPTABLE USE POLICY

### General Principles

Internet access through the Academy network has limited educational purposes to enhance learning activities, use as a research medium, and generally familiarize the students with Internet usage. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise caution with information sources such as television, telephones, movies, music, radio, and other potentially offensive media. Parents are strongly encouraged to discuss their child's school Internet usage.

Access to Internet services is given to students who agree to act in a considerate and responsible manner. Access is a privilege granted by the principal and not an automatic right. The Academy reserves the right to terminate any user's access to the Internet at any time for any reason. The Academy will monitor all Internet access and will take appropriate disciplinary action for violations of this policy. Parents cannot opt their child out of classroom use of the Internet, however parental consent is required for certain aspects of internet use, e.g. posting their child's photograph on a school web page.

### Limitation of Liability

The Academy does not make any warranties, expressed, or implied, that the service provided will be without defect. The Academy will not be responsible for any damage users may suffer due to loss of data or interruptions of service. The Academy will not be responsible for financial obligations arising from a user's unauthorized use of the system.

St. Sava Academy has taken precautions to restrict access to controversial materials. We are utilizing Internet blockers to block inappropriate sites that students might access. Students are responsible for good behavior on Academy computers; just as they are in the classroom or hallway. No filtering software is 100% effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and students gain access to inappropriate and/or harmful material, the Academy will not be liable.

The Academy will cooperate fully with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the school system.

The Academy reserves the right to employ and review the results of software that searches, monitors, and/or identifies potential violations of this policy.

The following actions are not allowed:

1. Sending or displaying obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, or disrespectful language, messages, or pictures. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
2. Posting or transmitting photographs or personal contact information about themselves or other people.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems, or computer networks.
5. Destroying data of another user.
6. Violating copyright laws.
7. Using a personal account to access Internet at school.
8. Intentionally wasting limited resources.
9. Using the Internet for commercial purposes.

Other violations deemed unacceptable by the general standard of our Orthodox faith and St. Sava Academy will not be tolerated. Parents will be responsible for repair or replacement costs of any hardware or software damages caused by their child's intentional misuse and violation of this policy.

Students will promptly disclose to their teacher or principal any message they receive that is inappropriate or makes them feel uncomfortable. Students are expected to complete a Student Technology Account Agreement form.<sup>3</sup>

## **PLAGIARISM**

Plagiarism (or cheating) is the use of and representation of other people's words and ideas, in whole or in part, as the student's own work. The definition applies to words or ideas taken without proper acknowledgment from any published source, such as:

- a. Another person's ideas, opinions, or theories
- b. Any facts, statistics, graphs, or drawings
- c. Quotations of another person's actual spoken or written words
- d. Paraphrases of another person's spoken or written words without proper acknowledgement
- e. Submitting in whole or in part a paper written by another student
- f. An electronic resource, such as material discovered on the Internet

A student who assists another to cheat or plagiarize by allowing one's essay, assignment, or test answers to be copied will also be penalized under this section.

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<sup>3</sup> See Student Technology Account Agreement form in Appendix A, Ex. 3

### Penalties for Plagiarism

Your child's teacher will determine the penalty for plagiarism, which can include:

1. A reduction in the grade of the assignment or
2. A failure (0%) for the assignment.

Teachers must discuss the alleged offense with the student or students involved. Parents will be informed of the plagiarism and its consequences.

## **EVALUATION OF STUDENTS**

Formal evaluation of students takes place several times a year. Dates and form of evaluations vary by grade level.

Preschool & Kindergarten: Four progress reports are prepared at the end of each of the four marking periods (quarters).

1<sup>st</sup> – 8<sup>th</sup> Grade: Four progress reports are prepared at the end of all four marking periods (quarters). Additional progress reports will be issued and parents will be notified if their child is demonstrating poor academic, social, or behavioral performance between each of the four progress reports.

Preschool – 8<sup>th</sup> Grade: Parent-Teacher conferences are held formally two times a year. These conferences allow the parents, students, and teachers an opportunity to discuss the ongoing progress and development of the students. Parents will have an opportunity to sign up for a meeting time. Because meetings are scheduled for approximately ten minutes, it is very important to be timely.

3<sup>rd</sup> – 8<sup>th</sup> Grade: Students in these grades are administered the nationally recognized Stanford 10 Achievement tests which assess Reading, Mathematics, Language, Spelling, Science, and Social Science.

Stanford 10 testing results are not directly comparable to the Illinois public school tests.

The primary purpose of the testing program is to assess the continued progress and achievement of the students. The results of these tests also assist the St. Sava Academy principal and teachers in on-going curriculum development and textbook assessment. Parents receive an explanation of these results provided by Pearson Education (creator of Stanford 10 Test).



## GRADING SYSTEM FOR STUDENT PROGRESS REPORTS

Preschool	E – Excellent G – Good S – Satisfactory NI – Needs Improvement DV – Developing NY – Not Yet	
Kindergarten	1 – Very Good 2 – Satisfactory 3 – Needs Improvement 4 – Not taught at this time	
1 <sup>st</sup> – 8 <sup>th</sup> Grade	A – Excellent B – Good C – Satisfactory D – Needs Improvement (lowest passing grade) F – Unsatisfactory	92 – 100% 83 – 91% 74 – 82% 65 – 73% 0 – 64%
	For Art, Computer Science, Music, P.E., and Religion (1 <sup>st</sup> – 4 <sup>th</sup> Grade) S – Satisfactory U – Unsatisfactory	

## STUDENT RECOGNITION

### **Good Attendance**

This award is given to all Kindergarten through 8th Grade students who had no more than 3 absences from school for the Academic Year (Family Slava or Feast Day of the Protection of the Theotokos are not counted as an absence).

### **Perfect Attendance**

This award is given to all Kindergarten through 8th Grade students who had no absences from school for the Academic Year (Family Slava or Feast Day of the Protection of the Theotokos are not counted as an absence).

### **Citizenship**

This award is given to all Kindergarten through 8th grade students who are consistently exhibiting behaviors expected to be displayed in our school. Students must meet the respect requirement as well as at least two other requirements. The requirements are: volunteer service to church and school, have a good scholastic record, be active and have frequent participation in student activities, have faithful school attendance, have leadership qualities that motivate others to action for the benefit of the school/church, and show respect for all students, parents, clergy and staff of our church school community.

### **Orthodox-Christian Virtues**

An Orthodox-Christian's goal is to reach a state of Holiness by uniting oneself through Grace to Jesus Christ and by acquiring the virtues of Christian perfection. A person's character is described by the word "virtue". Each person has "good" qualities which have first been established in God as He created each and every human being in His Holy Image with the potential to be like Him. All goodness stems from God and He desires for us to share in this goodness. Therefore, to be like God is to acquire His goodness and His virtues. Students in grades 2-8 will be nominated for their top three virtues exhibited throughout the course of the school year. The virtues that will be focused upon are as follows: faith, hope, knowledge, wisdom, honesty, humility, obedience, patience, courage, faithfulness, temperance, generosity, gratitude and love.

### **Leadership**

This award is given to all 2nd through 8th grade students who demonstrated excellence in Academics, Service, Leadership, and Character in the current school year. These students: demonstrate leadership in promoting school activities, exercise influence on peers in upholding St. Sava Academy ideals, contribute ideas that improve the civic life of St. Sava Academy, exemplify positive attitudes, inspire positive behavior in others, volunteer dependable and well organized assistance, are gladly available for assistance, and are willing to sacrifice to offer their assistance.

### **Honor Roll**

This award is given to all 1st through 8th Grade students who achieved an overall grade average of 92-97 percent for any of the four quarters of the Academic Year.

### **Principal's Honor Roll**

This award is given to all 1st through 8th Grade students who achieved an overall grade average of 98 percent or above for any of the four quarters of the Academic Year.

### **Scholastic Order of St. Sava**

This award is given to all 1st through 8th Grade students who achieved the Principal's Honor Roll for all four quarters of the Academic Year.

## OFFICIAL DRESS CODE

Uniforms are required for Kindergarteners through 8<sup>th</sup> grade students. Preschoolers do not have an official dress code but should be appropriately dressed for school activities with a neat appearance and avoid wearing offensive clothing. Shoes must be clean and neatly laced.

### KINDERGARTEN THROUGH 8TH GRADE

#### BOYS

- PANTS:** Navy blue dress pants/khakis (no jeans of any kind are permitted)  
Navy blue dress shorts may be worn in August, September, May and June
- SHIRT:** White shirt (long or short sleeve dress shirt, knit shirt, polo; no logos)  
Plain white turtleneck shirt may be worn in the winter
- SHOES:** Plain black or navy blue soft-soled shoes only (**NO GYM SHOES**)
- SWEATER:** Navy blue V-neck cardigan or pullover vest only

#### GIRLS

##### *Kindergarten through 4th grade:*

- JUMPER:** Navy blue uniform jumper, length no shorter than 2 inches above the knee
- BLOUSE:** White blouse (long or short sleeve with Peter Pan collar)  
Plain white turtleneck shirt may be worn in the winter
- SHOES:** Plain black or navy blue soft-soled shoes only; shoes must be neatly laced
- SOCKS:** White or navy blue socks or opaque tights (leggings permitted in winter)
- SWEATER:** Navy blue V-neck cardigan sweater only

##### *5th through 8th grade:*

- SKIRT:** Navy blue kick pleated skirt, length no shorter than 2 inches above the knee
- BLOUSE:** White blouse (long or short sleeve with pointed collar)  
Plain white turtleneck shirt may be worn in the winter
- SHOES:** Plain black or navy blue soft-soled shoes only (**NO GYM SHOES**)
- SOCKS:** White or navy blue socks or opaque tights (leggings permitted in winter)
- SWEATER:** Navy blue V-neck cardigan sweater only

## **OVERALL APPEARANCE**

### **BOYS**

Hair must be clean and neatly combed; hair must not extend below the shirt collar. No ponytails or shaved head styles will be permitted. Likewise, no dyed hairstyles will be permitted. The overall appearance must be neat and clean. Fingernails must be trimmed and clean.

### **GIRLS**

Hair must be clean and neatly combed and pulled back from the face. No teased or dyed hairstyles will be permitted. No make-up, no dangling earrings or distracting jewelry will be permitted. Only clear nail polish may be worn on neatly trimmed and clean nails. The overall appearance must be neat and clean.

### **ALL STUDENTS**

Uniforms must fit properly, be clean and neatly pressed. Shoes must be clean and neatly laced. If a student is found to be out of uniform, a Dress Code Violation form<sup>4</sup> will be sent home on the first offense. Any further offenses will result in a parent being called in to bring the appropriate uniform or disciplinary action. Please refer to the Parent-Student Handbook on consequences for being out of school uniform.

### **GYM UNIFORMS:**

All students must wear the official gym uniform on gym days only, unless noted otherwise for special days. T-shirts and sweatshirts are available for purchase through the school office.

### **CASUAL DRESS DAYS**

Each 1st Thursday of the month, unless otherwise noted, Kindergarten-8th grade students (and faculty/staff) may be out of their daily uniform. Please be reminded that your dress must be appropriate for a parochial school/church environment. Please refrain from wearing clothing items involving, but not just limited to, drugs, alcohol, tobacco, profanities, politics, PG/R rated television/movie material content and/or characters, tight fitting or revealing clothing, “short shorts”, flip-flops, high heels and etc.

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<sup>4</sup> See Dress Code Violation Form in Appendix A, Ex. 4

**WHERE TO PURCHASE SCHOOL UNIFORMS**

There are numerous options when purchasing school uniforms: Schoolbelles, Target, Walmart, Rainbow, Sears, Frenchtoast.com, etc. Listed below are images of school uniform examples. Similar examples will meet the requirements of the school uniform.

***GIRLS:***



**BOYS:**



## DISCIPLINE PHILOSOPHY

Discipline plans support an active, Orthodox-Christian learning community. Discipline is a mutual responsibility between the staff, administration, parents, and students. The administration and staff strive to develop students who are honorable, respectful, and responsible toward themselves and others.

### Discipline Action Levels

1. Classroom Intervention
2. Teacher Phone Call Home
3. Detention
4. Parent Conference with the Principal
5. Parent Conference with the Clergy and Principal
6. Parent Conference with the Clergy, Principal, and School Board
7. Suspension
8. Expulsion

The Principal has discretion in following disciplinary procedures and may escalate a matter based on good cause in specific circumstances.

## STUDENT RIGHTS AND RESPONSIBILITIES

1. *Every student has the right to feel safe.* Therefore, every student will be responsible for their actions. Students will keep their hands and feet to themselves. Students will not bring weapons to school or threaten others.
2. *Every student has the right to earn an education in an environment conducive to learning.* Therefore, every student will be responsible for their behavior. Students will not disrupt class. Students will not use profanity at school and will not bring drugs or alcohol to school.
3. *Every student has the right to be treated with dignity and respect.* Therefore, every student will be responsible for their character and conduct. Students will be expected to act respectfully towards others.

A completed Student Rights and Responsibilities Form will be required of all students in 1<sup>st</sup> through 8<sup>th</sup> grades.<sup>5</sup> It is requested that parents take time to review and discuss student rights and responsibilities with their child(ren) when completing the form.

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<sup>5</sup> See Student Rights and Responsibilities Form in Appendix A, Ex. 5

## **ALCOHOL AND SUBSTANCE ABUSE POLICY**

### Zero Tolerance Policy

The possession, distribution, use of, or being under the influence of controlled substances, or the possession of drug-related paraphernalia while on the school premises, on school sponsored transportation, or at school sponsored activities is strictly prohibited.

Students violating this policy will be subject to suspension and expulsion from school. The school will provide supportive information, guidance, and referral for treatment for these students.

### Drug Policy

For the purpose of the policy, “drugs” shall mean:

1. All controlled substances prohibited by law.
2. All alcoholic beverages.
3. Tobacco products.
4. Any prescription or patent drug, except those for which permission to use at school has been granted.

Students possessing or using alcohol or controlled substances will be subjected to school disciplinary action as follows:

1. First violation: Any students found to be in violation of this policy will be suspended. The students will be required to seek professional counseling along with his/her parent or guardian and provide written evidence of this counseling to the principal.
2. Second violation: Any student found in violation of this policy for the second time will be expelled.

## **ANTI-BULLYING & HARASSMENT POLICY**

St. Sava Academy is committed to a safe, civil, and Orthodox-Christian educational environment, for all students, employees, volunteers, patrons, parishioners, and other guests, free from harassment, intimidation, or bullying. All forms of harassment, intimidation, and bullying are prohibited. “Harassment, intimidation, or bullying” means any intentional written, verbal, or physical act when the intentional written, verbal, or physical act:

- Physically harm a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, bullying, or other distinguishing characteristic.



Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other Academy policies or Holy Resurrection Serbian Orthodox Cathedral rules and policies.

Counseling, corrective discipline, and/or referral to law enforcement, if necessary, will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims, and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

## **SEXUAL HARASSMENT POLICY**

St. Sava Academy maintains an Orthodox-Christian educational environment that encourages optimum human growth and development. Respect and honor for the dignity of each individual is essential. Therefore, it is imperative to maintain a learning environment that is free from any form of sexual/verbal harassment or intimidation.

“Sexual Harassment” means unwelcome sexual advances, unwelcome physical conduct of a sexual nature, or unwelcome verbal conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to, the deliberate and repeated making of unsolicited gestures or comments, or the deliberate and repeated display of offensive, sexually graphic materials which are not necessary for professional purposes.

Violations of this policy include, but are not limited to, the following behaviors:

1. Verbal conduct such as derogatory jokes or comments, slurs, or unwanted sexual advances, imitations, or comments;
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
3. Physical contact such as assault, unwanted touching, blocking normal movements, or interference with work, study, or play because of sex;
4. Threats and demands to submit to sexual requests;
5. Retaliation for having reported or threatened to report sexual harassment.

### Complaint Procedure

Anyone who feels this policy has been violated should contact the principal immediately. All allegations will be taken seriously. St. Sava Academy will keep matters confidential to the greatest extent possible and when feasible, anonymity will be exercised.

## COMMUNICATION POLICY

Messages for administration and faculty will be returned at the earliest convenience. The principal's or teachers' home or cell phone numbers will not be given out to any student, parent, or parishioner.

### Parent-Teacher Communications

Parents are encouraged to consult with a teacher whenever the need arises. Teachers are available via email and for in-person meetings. If an in-person meeting is preferred, an appointment should be made outside of class hours. Teachers are on campus from 8:00 a.m. to 3:30 p.m. on school days. If the dialogue does not bring satisfaction, the parent should contact the principal. A conference with the teacher, parent, student, and principal will be arranged, if necessary.

### Parent-Teacher Conferences

Two formal parent-teacher conference sessions are scheduled during the school year at the end of the first and third quarters. Progress reports for the grading period will be distributed and discussed. All parents are expected to meet with the respective teachers at this time. Teachers or parents can request additional conferences throughout the school year.

### Parent Conciliation Procedure

The purpose of the conciliation procedure is to provide guidance for those instances in which differences cannot be resolved through direct communication with the parties.

#### *Step 1 – Parent-Teacher Consultation*

If an individual student is experiencing a problem, the parent must first consult the teacher.

#### *Step 2 – Parent-Principal Consultation*

If the problem is not resolved after consulting the teacher, the parent may make an appointment with the principal to discuss the problem. The problem will then be discussed with the teacher, the parent, and the principal.

#### *Step 3 – Board of Trustees Consultation*

After the first two steps above have been taken, the parent(s)/guardian(s) can initiate the formal grievance process by writing a letter to the Board of Trustees.

The letter must contain the following:

- the date of the meetings with the teacher and the principal
- the name and position of the party with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue

The Board of Trustees will provide the employee a reasonable time and will address the matter accordingly. The parent should expect a response from the Board of Trustees.

## **HOT LUNCH PROGRAM**

The St. Sava Academy hot lunch program encompasses a daily home-cooked meal. The hot lunch program is included in your tuition rate. The lunch menu will be distributed at the beginning of each month and is available upon request at any time.

Wednesdays, Fridays, certain Orthodox Feast Days, and the Orthodox Nativity and Great Lenten Fast periods are fasting days where meat, poultry, dairy, and eggs will not be served or used in the preparation of food.

Food allergies should be immediately disclosed to the principal.

## **RECESS**

Recess is held outdoors, once per day, for all students for 25 minutes when the temperature with wind chill index is at least 32 degrees. Recess is held indoors in the lunch room/auditorium when weather prevents outdoor activity. Students are monitored by 3 teachers with structured activities. Students shall not bring any item from home to use during recess unless a teacher or the principal requests it.

Students will not be exempted from recess for medical reasons without a written recommendation from the doctor.

## **HOMEWORK POLICY**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

### Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

### Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Please check your child's folder(s) on a nightly basis. Regular backpack clean-ups can be useful in helping students to organize their materials.

### Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, Serbian, Russian and long-term projects.

In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

## Recommended Time Allotments for Homework

At Saint Sava Academy we know that the amount of time it takes each student to complete homework assignments will vary. We are also aware that most of our families sacrifice their “free” time to commute to and from school from various distances. Likewise, we are aware that many of our students travel to after school activities immediately at the conclusion of the school day or attempt to “squeeze in” homework around after school activity schedules. In our fast-paced lives, time management has become increasingly difficult. The following chart indicates what the Academy believes is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining a “legitimate” situation. If this is an on-going issue, please make arrangements to speak to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, extra reading or writing in a “Writers Notebook”, or additional practice with Mathematics skills is recommended.

Grade	Reading	Written	Total
Kindergarten	Families and children spend time together reading books 15 minutes	None	15 minutes
First	15 minutes	15 minutes	30 minutes
Second	20 minutes	15 minutes	35 minutes
Third	20 minutes	20-25 minutes	40-45 minutes
Fourth	20 minutes	25-35 minutes	45-55 minutes
Fifth	20 minutes	35-40 minutes	55-60 minutes
Sixth	20 minutes	35-40 minutes	55-60 minutes
Seventh-Eighth	20 minutes	40-50 minutes	60-70 minutes

## **STUDENT PROMOTION**

A student will be promoted to the next grade level when she/he has successfully completed the academic requirements and demonstrates age-appropriate social behavior for the present grade level.

### Academic Requirements for Promotion

A student must attain all of the following academic requirements in order to be promoted to the next grade level:

- 1) A minimum of a cumulative “D” grade average in each of the following subject areas for the present school year: Mathematics, Reading, Writing, Spelling, Science, and Social Studies. A “D” average is considered to be a 1.0 on a 4.0 scale.
- 2) A minimum of a cumulative “D” overall grade average for the present school year. (This grade average is computed based upon a student’s grades in all subject areas.)
- 3) A recommendation for promotion from the student’s current grade level teachers.

## **STUDENT RETENTION**

The retention of a student will be conducted in a judicious fashion with the best interests of the student in mind. Students are considered for retention based on the academic achievement, social skills, and behavioral factors.

When retention seems likely, parents will be contacted by their child’s teacher and principal in order to arrange a pre-retention conference. The pre-retention conference will include the reasons for the recommendation of possible retention and a program for remedial action. A final conference with parent(s), principal, and teacher will be held to inform the parent(s) of the school’s final decision in regards to retention or promotion of the student.

## STUDENT ABSENCES & TARDIES

### Student Absences

Regular and prompt attendance is essential for success in school. Absences must be reported by 8:30 a.m. on the day of the absence. Extended absences of three or more consecutive days or for frequent recurring illnesses require a doctor's note. **Frequent absenteeism may result in a student being retained for the current school year.** All absences and tardies will be recorded on your child's permanent record. Please be sure to inform the school if your child will be late, absent, or leaving early. Early dismissals must be approved by principal, therefore please contact the school office to make arrangements for your child to be dismissed early. Teachers will be notified by the school office when an early dismissal is to occur.

### Excused Absences

1. Personal Illness
2. Extended absences supported with a doctor's note for medical reasons
3. Funerals of relatives
4. Doctor's appointments that cannot be made outside of the regular school day
5. Court appearances (verified)
6. Observance of religious holidays
7. Family emergency
8. School related programs and tours

All other absences will be considered unexcused, including for reasons of

1. Unverified extended illnesses of the student
2. Truancy
3. Lack of transportation
4. Attendance in programs and tours not related to school
5. Vacations

Absence notes from parents are due by the day the student returns to school. The lack of absence and tardy notes may result in the absence of tardy being considered unexcused. If unexcused absences exist all class-work missed will automatically result in a 0% grade (F).

Absence and tardy notes are required and should include the following information:

- Name of the student
- Reason for absence or tardiness with specificity
- Date(s) pupil was absent or tardy
- Signature of parent or guardian
- Physician's certification of illness of applicable

Any student from school because of a communicable disease (i.e. measles, chicken pox, mumps, etc.) must have written permission from their physician before he/she will be readmitted to school.

Students will be marked absent as follows: One-half day for fewer than 3 hours missed. Greater than 3 hours is a full day absence. School attendance for all students is required. Any student who is absent is responsible for gathering the work, which was missed.

Doctor and dental appointments during school hours are discouraged. However, if necessary, a written note must be presented to the principal indicating the desired release time. All students must be picked up in their classroom with the principal being notified of departure. When a child has an extended leave of absence, the parent(s) shall inform the principal and child(ren)'s classroom teacher of their intentions. Arrangements should be made with the respective teacher(s) regarding assignments.

### Student Tardies

Students will be marked tardy beginning at 8:16 a.m. If a student is going to be late more than 15 minutes, or is going to be absent, the parent should call the school office and leave a message.

A record of tardiness will be kept on file. When the amount of time missed accumulates to 120 minutes, this will then be recorded as one-half day absent. Tardiness is excused under conditions of "excused absences" and is unexcused under conditions of "unexcused absences".

All exterior doors are locked at 8:16 a.m., therefore, please proceed to the intercom doorbell at the north side doors to gain entry to the main building.

## **CHANGE OF PERSONAL INFORMATION**

Any changes to contact information, custody, guardianship, or medical needs shall be reported to the principal.

## **TELEPHONE AND MOBILE PHONE USE POLICY**

Students are not permitted to bring mobile phones to school. Students are permitted to use the school office phone when necessary. A student using the phone will have written permission from the classroom teacher as well as oral permission from the office staff. No calls should be made to ask if one student can go home with another student. These arrangements should be made at home before coming to school and the principal must be notified.

Parents are asked to limit the number of calls made to school requesting messages be given to students. If calls are necessary, please do so prior to 3:00 p.m.



## **STUDENT WELFARE, HEALTH, & SAFETY**

### Child Abuse and Neglect

Under federal and state law, any pastoral or school administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of facts which could cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect, or has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately by telephone or personal visit, to the Department of Children and Family Services (DCFS), the office of the Cook County Sheriff, or the Chicago Police Department. For more information, please visit [www.childwelfare.gov](http://www.childwelfare.gov).

### Communicable Diseases

It is the policy of the school, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies, to establish and maintain appropriate health standards for the school environment. These standards promote the good health of students and educate students in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthy school environment, the faculty will provide educational opportunities to the students regarding measures that can be taken to reduce the risk of contracting and transmitting communicable diseases at school or at school related activities.

Students may be excluded from school/school related activities if they are suspected of or diagnosed as having a communicable disease.

### Head Lice

Head lice are an infestation of the scalp by *Pediculus humanus capitis*, a common parasite in school age children. Lice infestations are not a major health threat, but they are communicable. In order to prevent the spread of head lice in a classroom, St. Sava Academy has adopted a “no nit” policy. If a student is found to have head lice, he/she may not attend school until he/she is treated with a pediculicide product (a special louse killing shampoo) and all nits (louse eggs) are removed from his/her hair. The student may return to school as soon as all the procedures are accomplished and he/she possesses a doctor’s note stating that the child may return to school.

### Immunization

Illinois law requires all public and private school students to present written evidence of immunization against certain diseases within thirty (30) school days after the beginning of school. The age/grade specific requirements may be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. An Illinois Department of Human Services Student Immunization Form will be sent home for completion.

## **SUBSTITUTE TEACHERS**

The Academy employs substitute teachers to fill in for regular classroom teachers when necessary. Substitute teachers have the same authority as a regular teacher, and students are expected to respond to the substitute teacher with equal deference.

## **BICYCLES, SKATEBOARDS, & SCOOTERS POLICY**

Bicycles, skateboards, and scooters are not permitted on the premises of St. Sava Academy. Skateboards brought to school will be confiscated and parents will be contacted.

## **PETS**

Pets of any kind are not permitted on the premises of St. Sava Academy.

## **VISITORS**

Appointments are requested for school visits. An intercom system is located at the main entrance on the north side of the main building as all school doors are locked during the school day. Once identification has been established and the purpose of the visit has been justified and approved, visitors will be allowed to enter.

## **LOST AND FOUND**

The Lost and Found Box is located in the school office. The collections are always available for inspection by students and parents. Labeling your child's belongings is helpful. For example, writing your last name in permanent marker on clothing tags. Each June, items in the Lost and Found Box will be donated to charity or will be discarded.

## **MEDIA RELEASE**

Throughout the school year, students have opportunities to be highlighted in community news articles or television programs, the Academy's Facebook and website, or another publication. Parents and guardians must consent for use of their child(ren)'s likeness in such activities and events. A Media Release will be kept on file in the school office.<sup>6</sup>

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<sup>6</sup> See Media Release Form in Appendix A, Ex. 6

## EMERGENCY SCHOOL CLOSING PROCEDURES

If St. Sava Academy is unable to open for an entire day, due to heavy snow, icy conditions, flooding or if other emergency closing situations exist, **announcements will be made prior to 6:00 A.M. via text (SMS) messaging, e-mail and the following:**

[www.emergencyclosings.com](http://www.emergencyclosings.com)



[facebook.com/stsavaacademychicago](https://facebook.com/stsavaacademychicago)

**Local Chicagoland TV stations:**

**CBS-2, NBC-5, ABC-7, WGN-9 & WFLD-32**

**Radio station: WBBM-780 AM**

In the event you are unable to access the status of St. Sava Academy via the above mentioned methods of contact, please call the school office at 773-714-0299, to check for a potential recorded school closing message. The lack of an announcement by 6:00 A.M. indicates that St. Sava Academy is open for the day. St. Sava Academy will close for inclement weather when weather prevents students and staff from arriving safely to the school campus. **St. Sava Academy strongly urges all parents to be proactively monitor weather forecasts, especially during winter weather months when potential snow and ice storms occur.**

In the event that a **non-winter storm related emergency** (tornadoes, flooding, power outage, lack of heat, etc.) occurs, or a closure is necessary before the regular dismissal time, **parents will be notified via text message, e-mail and, if necessary, a phone call will be made.** In the event that no one is reached, a voicemail will be left. Thank you for your understanding and cooperation!

## EMERGENCY SAFETY PROCEDURES/DRILLS

### Fire Safety

Students and faculty will practice fire evacuation drills several times a year.

### Earthquake

Students and faculty will practice an earthquake drill once a year.

### Intruder/Trespasser

Students and faculty will practice an intruder/trespasser response drill in the event that intruder/trespasser has gained entry to a building or the school campus.

### Tornado/Severe Weather

In the event of a tornado warning, or extremely severe weather, the students will be moved to the basement or to the closest appropriate safe, sheltered area. Tornado drills are practiced twice a year.

### Building Evacuation Plan

If the school building becomes unsafe for any reason, students will be moved to Holy Resurrection Cathedral or St. Paul Lutheran Church-Lutheran Unity School, which is located 1.5 blocks from St. Sava Academy at 5650 North Canfield Avenue, Chicago, IL 60631 until they can be picked up.

## **FIELD TRIPS**

Field trips enrich the instructional program by using community resources, which are related to the school curriculum. Such trips are required because they reinforce and enrich the teaching and learning process. Approximately three trips are scheduled each school year and are considered a regular day of school.

Written permission of parents is secured before students participate in field trips. Students are always accompanied by teachers; parent chaperones are not utilized unless otherwise noted. Students should wear their gym shirt or sweatshirt for easier identification. Preschoolers without a school shirt or sweatshirt are asked to wear school colors, if possible.

All money and permission forms for field trips should be sent in a sealed envelope with student's name to the classroom teacher by the requested date. Field trip costs are based on the number of students attending at the time of the reservation, hence monies cannot be refunded. If a financial difficulty exists, please contact the principal for assistance.

## **MEDICATION**

No pills, tablets, or lozenges (e.g. cough drops, aspirin, or over-the-counter medications) may be taken during the school day without a written permission form from the parents. If the medication to be administered is non-prescription, a Medication Consent Form must be filled out by the parent/legal guardian and returned to the administration.<sup>7</sup>

If the medication to be administered is a prescription:

1. The following forms are completed and returned to the principal.
  - a. Medication Consent Form
  - b. Physician order form for medication administration
2. Medication to be given in the school must have the following information printed on the container.
  - a. Child's full name
  - b. Name of the drug and dosage
  - c. Time and frequency to be administered
  - d. Physician's name

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<sup>7</sup> See Parent/Guardian Medication Consent Form in Appendix A, Ex. 7

Medication will be taken by the child at the designated time and administered by the classroom teacher, principal, or other individuals who have been identified to do so. It is the responsibility of the student, if appropriate, to get his/her medication at the designated time.

Only limited quantities of any medication are to be kept at school. All medication administered at the school will be kept in a safe place. Any student in need of an inhaler may keep it in their backpack, give it to the teacher for safekeeping, or leave it in the school office as needed.

The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician. Further written instruction must be received from the physician if a drug is to be discontinued, there is a change in dosage or the drug frequency is changed from the original instructions. School personnel are asked to report any unusual behavior of students on medication.

All documents will be retained on file in the school office. An accurate and confidential system of record keeping shall be established for each student receiving medication.