

SAINT SAVA ACADEMY



2019-2020

Parent-Student Handbook

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<https://www.facebook.com/stsavaacademychicago>

Rev. 5/2019

MISSION STATEMENT

The mission of St. Sava Academy is to provide students with a dual-language education in an Orthodox-Christian learning environment that will guide students through life as respectful, resourceful and active participants in our society.

VISION STATEMENT

The vision for St. Sava Academy is to serve as a recognized center for Serbian Orthodox education in the Chicagoland area and the greater community. In collaboration with students, parents, and the entire community we aim to establish ourselves as a hub academic excellence in both Serbian and English languages, rooted in the Orthodox-Christian Faith and the rich Serbian history and culture. We continue to foster our relationships with the Russian Orthodox community and other Orthodox communities

Faculty, Staff & Administration

Michelle Jannakos	<i>Principal</i>
Lidija Tosic	<i>Serbian Preschool</i>
Ljiljana Majstorovic	<i>Serbian Pre-K</i>
Peggy Kontos	<i>English Preschool/Kindergarten</i>
Jenny Lobello	<i>English Grade 1 and Grade 2</i>
Svetlana Aleksic	<i>Serbian Kindergarten -Grade 1</i>
Jaime Zabel	<i>English Grade 3</i>
Ivana Milovanovic	<i>Serbian Grades 2-8</i>
Mira Pavichevich	<i>English Language Arts/Social Studies Grades 4-8</i>
Judy Pones	<i>Math/Science Grades 4-8</i>
Holly Goljic	<i>Music</i>
Olga Garklavs	<i>Art</i>
Uros Kalicanin	<i>Physical Education</i>
Ljudmila Sachuk	<i>Russian</i>

Snezana Radisavljevic	<i>Preschool Assistant</i>
Jovana Jevtic	<i>Preschool Assistant</i>
Nada Saponja	<i>Office Staff</i>
Milos Andjelic	<i>Custodian</i>
Petra Milosavljevic	<i>Academy Chef</i>
Branko Puric	<i>Kitchen Assistant</i>

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 monthly, 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

- V. Rev. Protopresbyter Dr. Darko Spasojevic, Cathedral Dean & Rector
- Dr. Marija Vuckovic, *President*
- Milica Popovic, *Trustee*
- Alexandra Mulina, *Trustee*
- Connie Gajic, *Trustee*
- Protinica Jeanne Jovanka Pavichevich, *Trustee*
- Dr. Samantha Lazich, *Trustee*
- Rev. Fr. Dobrivoje Milunovic
- Rev. Fr. Nikola Kostur

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. Parent Network officers include a President, Vice President, Treasurer, and Secretary.

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

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 is suggested. A donation of \$400 (\$20 per hour) can be made to the school in lieu of donating your time and talent.

Emails can be sent to pn@stsavaacademy.org

TUITION RATES AND EXPECTATIONS

2019-2020

Preschool		
2 Day Full Day Preschool	\$ 2,908.00	→ Includes tuition, instructional fees and daily hot lunch → Enrollment limited to 20 students per classroom → \$250.00 non-refundable registration fee due at time of registration. → 3-year-old classroom (must be age 3 by the first day of school)
3 Day Full Day Preschool	\$4,362.00	
5 Day Full Day Preschool	\$ 7,270.00	
Full-Time Students		
Grades Kindergarten – 8 th grade	\$ 6,328.00	→ Includes tuition, instructional fees and daily hot lunch → 10% tuition reduction when enrolling 2 nd , 3 rd , etc. K –8 students per family. → \$250.00 non-refundable registration fee due at time of registration

PAYMENT INFORMATION: Initial Payment: *(1/3 of total tuition) Due in full by September 15, 2019*
 Remaining Payments: *(8) total Due by the 1st Tuesday of each month (October– May)*
 Late fee: *\$25.00 per month*
 Cash, Check, Zelle or PayPal are accepted methods of payment

Tuition and Registration procedures are reviewed and set by the St. Sava Academy School Board on a yearly basis.

LATE ENROLLMENT

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 5th of each month beginning with the first after the student starts attending classes. Payments can be made by check, cash, or electronic funds transfer online. When paying by check, please notate the reason for the payment in the memo line.

REFUNDS

Generally, no refunds, credits, or tuition reductions for withdrawal, absences, vacations, snow days, illnesses, or holidays.

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. 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.

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 non-refundable registration fee. The registration form must be filled out each year.

ADMISSION POLICY

STATEMENT OF NON-DISCRIMINATION:

Saint Sava Academy not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

The Non-Discrimination Policy of Saint Sava Academy complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code (05 ILCS).

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.

Kindergarten-8th 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. For those transferring during the school year, parents or guardians must submit a birth certificate within 30 days and certified copies of transfer students' records must be requested from previous school within 14 days of enrollment.
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.

SPECIAL EDUCATION

St. Sava Academy does not provide special education services. However, school faculty will 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: 8:10 a.m. – 3:15 p.m. (3:10 Preschool/Pre-K Dismissal)
School Office: 8:00 a.m. – 4:00 p.m. T-Th-F
8:00 a.m. – Noon M-W

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 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. **Do not park next to any of the orange traffic cones.** Likewise, **do not block any passages** whether it is for vehicles, pedestrians or garbage dumpsters. 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. unless specific arrangements have been made through the principal. Students are expected to gather in the main building large hall until classes line up. Staff will be in the hall for supervision, but if no staff member is present, please do not leave your child/children unattended.
3. In order for the school day to begin promptly and for the safety of our students, parents are kindly asked to leave their child(ren) with school staff at the large hall doors and leave the building, unless they have a pre-arranged appointment.
4. If you and your child/children arrive late, 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.
5. 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 doors.
6. Pick-up time for Preschool is at 3:10 p.m. Pick-up time for Kindergarten-8th 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.**

An after-school care service is available from 3:30 – 6 pm when school is in session. There is an extra charge for this childcare. Please obtain the current detail sheet from the office.

EDUCATIONAL PROGRAM

St. Sava academy follows a dual-language format. Students in grades preschool through grade 8 are provided curriculum and instruction in both English and Serbian/Russian.

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.

Social Media Policy

The Academy will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The Academy may investigate or require a student or parent to cooperate in an investigation if there is sufficient evidence to suggest the student or parent's social network account violates the school's policies. As such, the school may require the student to share content in the course of such investigation.

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 by students and parents of the academy:

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 cause 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.

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 disciplined under this section.

Consequences for Plagiarism

Your child's teacher will determine the consequences ~~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

Preschool & Pre-Kindergarten: Two progress reports are prepared during the year at the end of each semester (January/June).

K – 8th 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 – 8th 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.

GRADING SYSTEM FOR STUDENT PROGRESS REPORTS

Student Grades

In general, grading is based on the A, B, C, D, and F method in grades 1 through 8. Pre-school and Kindergarten have approved grading methods that are appropriate to that age level.

1 st – 8 th Grade	A – Excellent	92 – 100%
	B – Good	83 – 91%
	C – Satisfactory	74 – 82%
	D – Needs Improvement (lowest passing grade)	65 – 73%
	F – Unsatisfactory	0 – 64%
	S – Satisfactory	
	U – Unsatisfactory	

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).

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.

OFFICIAL DRESS CODE

Uniforms are required for Kindergarteners through 8th 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

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

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

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.

GIRLS

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

If a student is found to be out of uniform, a Dress Code Violation form 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.

WHERE TO PURCHASE SCHOOL UNIFORMS

There are numerous options when purchasing school uniforms: Schoolbelles, Target, Walmart, Rainbow, Sears, Frenchtoast.com, LandsEnd, etc.

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 1st through 8th grades. It is requested that parents take time to review and discuss student rights and responsibilities with their child(ren) when completing the form.

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 and electronic cigarettes.
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

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. 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

To the extent possible, outdoor recess will be offered on all or most days during the school year. Recess is held indoors when weather prevents outdoor activity. Students are monitored by teachers. 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.

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

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 regard to retention or promotion of the student.

STUDENT ABSENCES & TARDIES

Student Attendance

The Academy requires students in Grades K-8 who are enrolled to attend daily. Regular attendance is essential for success in school.

Student Absences

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 or 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 8:30 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 use 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 as early as possible.

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.

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.

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.

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 (dogs, cats, hamsters, gerbils, lizards, snakes, etc.) 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.

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



[facebook.com/stsavaacademychicago](https://www.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 proactive by regularly monitoring 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.

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

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 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.

Signatures

I/We, the undersigned, have read and understand the terms and conditions of this handbook for the enrollment of student(s) herein named at St. Sava Academy. I/We agree to abide by said terms and conditions and agree to fulfill the total financial obligation for payment of any balance due on my account.

PARENT(S)/LEGAL GUARDIAN(S)

SAINT SAVA ACADEMY

Parent/Guardian (1) Signature Date

School Representative Signature Date

Parent/Guardian (1) Printed Name

School Representative Printed Name, Title

Parent/Guardian (2) Signature Date

Parent/Guardian (2) Printed Name