

Our Saviour Catholic School

STUDENT / PARENT HANDBOOK 2009 – 2010



*U.S. Department of Education
Blue Ribbon School of Excellence*



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Dear Parents and Students,

“The profound responsibility to lead the young to truth is nothing less than an act of love. Indeed, the dignity of education lies in fostering the true perfection and happiness of those to be educated.”

**-Benedict XVI, Meeting with Catholic Educators, Catholic University of America,
Washington, D.C., April 17, 2008.**

Welcome to Our Saviour Catholic School!

In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education. The faculty and staff school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

This Handbook contains the rules and policies which guide the operation of our school. Please take the time to read it. The Pastor and I are always at your service if you should have any questions or concerns about the school. The faculty, staff, and administration at Our Saviour Catholic School look forward to a blessed and rewarding school year.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,
Lauren Longa
Principal

MISSION STATEMENT

Our Saviour School, a ministry of Our Saviour Church, rooted in the Roman Catholic tradition, integrates Christian values and academic excellence. Our mission is to challenge students in PreK through Grade Eight in Brevard County, Florida, to grow to be tomorrow's leaders and to exemplify love and service to others.

Belief Statements

We believe each student is a child of God with unique intellectual, physical, social, spiritual, and emotional needs.

We believe a secure, nurturing environment promotes learning and maximizes success.

We believe Catholic education proclaims the Gospel message of Jesus Christ and transforms the message into action through worship, service and acts of social justice.

We believe in the integration of faith, values, morals and traditions with learning and life.

We believe learning should enable each child to develop and improve skills necessary for a strong academic foundation.

We believe a positive learning environment with developmentally appropriate activities of learning help each child enjoy a successful educational experience.

We believe cultural diversity increases a student's understanding of different religions, peoples, and cultures and enriches the teaching and learning environment of the school.

We believe in educating students to their full potential by providing leadership and shared responsibility among staff, students, parents, the parish and the community.

We believe students should be responsible for their own actions and share in the responsibility for their own learning.

We believe each student should have opportunities to develop creativity and appreciation of aesthetic values.

ACADEMIC PROGRAM

Class Size

The guidelines of the Florida Catholic Conference and the Diocese of Orlando limit class size to 35 students in Grades 1-8, 30 students in Kindergarten, 25 students in PK4 and 20 students in PK3. Classes with more than 25 students in Kindergarten-Grade 1 require a teacher aide in the classroom. Classes with more than 20 students in Pre-Kindergarten require a teacher aide.

Curriculum

Our Saviour School follows the core curriculum of the Diocese of Orlando, the Florida Catholic Conference of the Southern Association of Colleges and Schools and the state of Florida. Curriculum committees in the Diocese of Orlando review the curriculum on a regular basis. Subjects included in the curriculum are:

Religion

Math

Pre-Algebra: Grade 7

Algebra I: Grade 8

Social Studies

Florida History: Grade 4

United States History: Grades 5, 7 and 8

World History: Grade 6

Science

General Science Grade 6

Life Science: Grade 7

Physical Science: Grade 8

Spanish K-8

Spanish I: Grades 7 - 8

Specials:

Art

Computers and Technology Integration
Music
Physical Education
Yearbook 8

ACCREDITATION

Our Saviour Catholic School is accredited by the Florida Catholic Conference, which is recognized as an accrediting body by the Florida Department of Education. This accreditation ensures that Our Saviour meets the high standards laid down with regard to teacher qualification, curriculum, library-media services, student services and facilities.

ACCEPTABLE USE OF TECHNOLOGY BY STUDENTS

All students will show respect for ownership of ideas, will take proper care of software, and will abide by school rules for appropriate use of the Internet. All students will respect the ownership of student work on the computer and will not view, move or damage another student's files. They will handle software and hardware equipment in appropriate ways without damaging them.

All students will respect copyright laws as they pertain to copying discs, files, programs, etc.

All entities of Our Saviour School community will become familiar and abide by the most recent acceptable use policy as declared by the Diocese of Orlando. (Available online at: <http://doschool.org/DNAUP%202007.htm>)

ADMISSION REQUIREMENTS

REGISTRATION

Registration for Our Saviour School will take place every year during the second semester of the current school year. A non-refundable registration fee must be paid to ensure a child's place in the school. Priority will be given to registered parishioners of Our Saviour Parish and currently enrolled families. If the maximum classroom or school enrollment is reached, a waiting list will be established at the school office.

AGE REQUIREMENTS

Pre-Kindergarten and Kindergarten

A child may enroll in the pre-kindergarten program if they will be three years old by September 1st for the three-year-old class and four years old by September 1st for the four-year-old class. A child may enroll in the kindergarten class if they will be five years old by September 1st. A birth certificate and a health certificate that includes an immunization certificate for the prevention of communicable diseases required by the Health Department must be presented before a child can be admitted to the school. Students who are requesting the tuition rate for contributing parish families must also submit a baptismal certificate. A placement assessment may be administered at the discretion of the principal.

Grades 1-8

A child may enter first grade if they are six years old by September 1st of the current school year and if they have satisfactorily completed a kindergarten program in a public or non-public school from which the district school board accepts transfer of credit. Students entering Grades 2-8 must have satisfactorily completed the appropriate grade level in a public or non-public school from which the district school board accepts transfer of credit. A birth certificate and a health certificate that includes an immunization certificate for the prevention of communicable diseases required by the Health Department must be presented before a child can be admitted to the school. Students who are requesting the tuition rate for contributing parish families must also submit a baptismal certificate. A placement assessment may be administered at the discretion of the principal.

ANTI-BULLYING POLICY

Everyone at Our Saviour School is committed to making our school a safe and caring place for all students. It is a matter of policy and religious obligation that bullying behaviors are not tolerated. The school treats bullying among their students as a potential disciplinary and counseling matter.

Bullying conduct is an immediate cause for intervention consistent with the disciplinary policy outlined in this handbook.

Definition of bullying:

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior that is severe or pervasive enough to interfere with the individual's performance or participation in school. These actions may involve, but are not limited to:

- Hurting someone physically by hitting, biting, kicking, tripping, pushing, etc.
- Stealing or damaging another persons belongings
- Ganging up on someone
- Teasing someone in a hurtful way
- Sexual, racial, ethnic or religious harassment
- Touching or showing private body parts
- Spreading rumors
- Leaving someone out on purpose or trying to get others not to interact with another student

Cyber-bullying is defined as a situation when a child, tween, or teen is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another child, tween, or teen through the use of digital technologies, including but not limited to, instant and text messaging, email, blogs, social websites (e.g. MySpace, Facebook) and chatrooms, therefore, affecting the student's learning environment.

The school upholds that bullying and/or harassment of any student is prohibited.

While acknowledging that bullying may be a single act of the above examples, it is most commonly defined as repeated behaviors of this nature.

It is the policy of Our Saviour that bullying is a community concern requiring community wide accountability and commitment to both its prevention as well as prompt appropriate and effective response if and when it occurs. The philosophy is communicated throughout the school by the attitudes and actions of all members of the school community and through personal/social development programs.

ASBESTOS/RADON TESTING

Our Saviour Catholic School is in compliance with all current federal and state regulations regarding testing for asbestos and radon.

ATHLETIC PROGRAM

Any student participating in a school sport must have passing grades. Any Student, who makes a “C” may continue to play on the team, but will receive a warning from the principal. Any student who makes a “D” in any academic class or in conduct will be placed “on probation” and will not be allowed to participate in his or her sport. The athletic director and coaches will conduct a weekly academic evaluation of the student on warning or probation to determine the student’s eligibility to maintain or resume participation in team sport. Students participating in fall sports must have passing grades at the time of progress reports to be eligible to play.

Team Sports

Our Saviour Catholic School is a member of the Coastal Catholic League. Students in Grades 6-8 may participate in the following sports:

Girls’ Volleyball—Grades 5-8

Coed Soccer—Grades 6-8

Coed Flag Football—Grades 6-8

Girls’ Basketball—Grades 5-8

Boys’ Basketball—Grades 5-8

Coed Track and Field—Grades K-8

Soccer – OSS operates under the Divine Mercy Soccer League for every age group.

Team Sport Requirements

Participants in team sports must maintain a grade point average above 70% and have a conduct grade of outstanding or satisfactory. Eligibility will be determined at the beginning of each sports season based on the most recent report card grades. Students who fail to meet the eligibility requirements will not be able to play or practice that sport for the remainder of the season. If a student is absent from school or leaves school during the day due to illness, that student is ineligible for extra-curricular activities for the rest of that day.

The principal has the prerogative to waive the eligibility rules if doing so will benefit the student or if removing the student from an extra-curricular activity is appropriate for reasons of academics or behavior.

Students who participate in team sports must have a written permission slip on file that includes the name of the family’s insurance company, the policy number, and an emergency contact. A fee is charged each student who participates in the sports program. The money is used to pay for sports equipment, referees, and league

fees. No student will be excluded from the extra-curricular sports program due to financial need.

The parent/guardian is responsible for transporting their child to and from the game sites. The school is not responsible for transportation to and from the game site.

ATTENDANCE AND SCHOOL DAY

School Hours

7:00AM—Extended Care Opens

7:50 AM—Front Gates Open for Students and Parent/guardians

8:00AM—Morning Assembly in Courtyard – Front gate locked – Tardy Bell

8:15 AM – School begins

11:15 AM – 11:50 PM-Lunch & Recess for Grades K - 8

2:55 PM—Prayer and Announcements in Homerooms

3:00PM—Dismissal to Car Line and Extended Care

5:00PM—Extended Care Closes

** There is no afternoon extended care on the last day before Christmas break and the last day of school.

Arrival and Dismissal

The school opens at 7:50 AM. Students arriving before 7:30 AM should go to Extended Care. Students may be dismissed only to the car line, or Extended Care. Students who walk or ride bikes home will be dismissed from the car line. A student who is not going home in their usual fashion should bring a note from the parent/guardian stating how they are going home and who they are going home with. This note should be given to the student's teacher. No student will be allowed to go home other than their usual way without written or verbal permission from the parent/guardian. Persons other than the parent/guardian who are picking children up from school will be asked to show a picture identification to identify them.

ABSENCES

Each student is required to present a written excuse for every absence. This written excuse should state the date of the absence, the reason for the absence, and the signature of the parent/guardian. Family vacation trips that cause a student to miss school are strongly discouraged. The principal may authorize an absence for significant community events, insurmountable problems or other special circumstances. Prior permission is required for this authorization except in cases of extreme emergency. Excused absences may include but are not limited to the following:

Personal illness

Medical appointments.

Critical family illness

Death of a family member

Court appearances

Religious holidays

Approved school activity

A record of attendance is maintained for every student. Florida state law requires that the student attendance records be retained as part of the permanent record of the school. A student who misses more than nine days in one semester or eighteen

days in one school year may not receive a passing grade for the semester in accordance with Florida statutes. A student must be in school 4 academic hours (not counting lunch) to be considered present.

TARDINESS

Please encourage your child to develop the good habit of being on time. Students should arrive at school between 7:45 – 8:00 am each morning. Students who arrive after 8:00 should come to the office accompanied by a parent/guardian for a permission slip to enter class. Tardies such as running late, oversleeping, or other factors under the control of the parent/guardian and/or student will be considered unexcused tardies. Excused tardies will only be given for reasons beyond the student or parent/guardian control. The principal may determine if a tardy is excused. More than three unexcused tardies in a 30 day period will thereafter result in a lunch detention for each tardy. After the 3rd lunch detention, the detentions will be after school. Parents of students with more than three unexcused tardies in a 30 day time period will be contacted by the homeroom teacher to ascertain the reason. The homeroom teacher will work with the family to reduce the number of tardies. Excessive tardiness (five in a grading period or nine in a semester) will be brought to the attention of the principal. The principal will make the parents aware of the problem by letter and may enforce additional detentions. A student must be in attendance a minimum of four (4) hours of instructional time to be considered present each day.

APPOINTMENTS

No student will be permitted to leave school grounds during the school day without written permission of their parent/guardian and the approval of the principal. Should appointments necessitate an early pick up, the student should give their homeroom teacher a note from the parent/guardian stating the reason for the early dismissal. The office will call students from their classroom only when the parent/guardian or their designated party arrives to pick them up. The parent/guardian should not go to the child's classroom nor should they ask for the child to be waiting for them in the office. Students should not be checked out of school prior to 3:00PM unless it is for an important reason. Parents may not check students out for athletic practices, dance or music lessons etc. Students being checked out early must be signed out in the front office through the computer check in system.

BEHAVIOR SYSTEM

Courtesy is the mark of a well-educated person. The following rules are to be observed by students.

- Students stand to greet all visitors to the classroom
- Children should not intrude upon the conversation of adults in order to give a message. Phrases such as "Please," "Excuse me," and "Thank you," should be in frequent used by all students.
- Students are asked to be respectful and reverent while in Church
- Students are asked to respect the rights of other students by not using their books, materials, or belongings without permission

- Students may never go through the desk of a teacher or another student without permission
- Students should remember to greet teachers or other adults in a friendly manner
- Students are required to keep the school building and ground neat and to take care of all materials provided for their use.
- Students should refrain from name-calling or using language unbecoming a young Christian

SCHOOL RULES

Students at Our Saviour Catholic School should maintain behavior that encourages a Christ-centered environment. Each student should:

- Follow directions
- Be prepared for class
- Respect self and others
- Treat all property with care

CONSEQUENCES

Students in Grades PK-8 have different consequences that are developmentally appropriate for their grade and age. Appropriate consequences for Grades PK-3 include:

- Verbal Warning
- Name on board
- Time Out
- Detentions
- Behavior Alert
- Check System
- Student Conferences
- Parent Conferences
- Administrative Conferences
- Behavior Agreements
- Loss of Privileges
- Suspension
- Expulsion

Grades 4-8

Consequences for students in Grades 4-8 will include, but are not limited to the following:

- Checks are given when students do not meet the behavior expectations of Our Saviour School.
- Two checks in one week will result in a communication from the child's homeroom teacher.
- Three checks in one week will result in a detention. Parents will be notified about detentions
- Two or more checks in one day will result in a detention and a communication with the parent.

Examples of Simple Infractions

- Talking during class
- Making noises during class Ex. Singing, deliberate coughs, sneezes, rude noises, and/or whistling
- Walking around the classroom without permission
- Eating food during class without permission
- Eating in areas not designated for eating food
- Not in uniform
- Tossing or throwing objects in the classroom, hallway or gym
- Bringing electronic devices to school or on field trips not necessary for educational purposes
- Running or playing in the hallway
- Being outside designated playground areas
- Touching things without the owner's permission
- Chewing gum
- Failure to return written communication requiring a parent/guardian signature
- Excessive tardies

DETENTIONS

The first detention that a student receives may be served during lunch. Depending on teacher and principal discretion, subsequent detentions may be served after school at the earliest possibility and will last up to one hour. After school activities will not excuse students from serving a detention. A parent conference will be requested after the second detention in one quarter. The student will then be placed on a behavior plan and disciplinary probation. Further detentions will result in a parent/teacher/principal conference and an in-school suspension. Our Saviour School does not want any student to reach this level of consequence. By working with teachers, parents, students and administration, it is hoped that satisfactory behavioral changes can be made. The principal is the dean of discipline and reserves the right to treat different situations appropriately, taking into consideration extenuating circumstances and the age of the child.

Automatic Detention or Suspension

Some behavior may result in an automatic detention or suspension. The following are examples of offenses that might result in an immediate detention or suspension.

- Misbehavior during detention
- Refusing to accept discipline or punishment for unacceptable acts as determined by school authorities
- Tampering with a student's personal possessions including their lock and locker or cubby
- Continued disregard for school rules, including continued uniform and haircut infractions
- Pushing, shoving, or tripping of students and/or , pulling chairs from under students
- Talking back in an insubordinate manner to school personnel including teachers, substitute teachers, office personnel or volunteers
- Being in the gym, classroom, or hallway without permission of an authorized school personnel

- Being in the gym without permission
- Misbehavior of any kind while in church or at any liturgical service
- Leaning over or standing on the second story balcony
- Conscious disrespect for students or staff
- Forging a signature
- Putting self or others in position of knowingly being unsupervised.
- Using cell phone in violation of rules
- Having a weapon of any kind

SUSPENSION AND EXPULSION

Suspension from school is imposed for very serious reasons. The decision to suspend a student rests with the principal. Parent/guardians must be notified prior to a suspension. A letter stating the reasons for the suspension will be given to the parent/guardian and the student. A conference with the principal, teacher, student, and parent/guardian may be held before the suspension to review the need for the suspension. Suspensions may be held in school or outside of school and will result in an immediate unsatisfactory grade in conduct.

Expulsion is used only when all other means of discipline have proved ineffective or when the offense warrants such a serious action on the part of the school. An expulsion will be imposed after a meeting with the parent/guardians and the student. A letter stating the need for the expulsion will be provided to the parent/guardian and become part of the student's permanent record.

The following offenses are examples of infractions that could result in immediate suspension or expulsion:

- Actions that endanger the physical well-being of self or others
- Intimidating or frightening another student
- Coercion with and without force of another to commit acts against their will
- Cheating or helping other students to cheat
- Engaging in any type of sexual activity while in school at school sponsored events either on or off school grounds
- Leaving school grounds during the time a student is supposed to be on school property without the permission of school personnel
- Displays of physical or verbal aggression toward students, staff members, office personnel or school volunteers
- Willfully damaging school property including textbooks
- Profane and/or inappropriate language, drawings, or behavior
- Truancy
- Theft
- Extreme and/or persistent defiance of school personnel, school rules and regulations
- Having sexually explicit and/or profane materials
- Repeated harassment of other students either verbally or physically - bullying

Conduct Grades for Report Cards

Conduct grades on progress reports and report cards are based on the number of behavior alerts and checks in one quarter. Conduct grades are determined as follows:

Grades PK—3

The classroom teacher will determine behavior criteria for Grades PK-3.

Grades 4-8

Outstanding - 0-3 Checks and 0 detentions

Satisfactory - 4-10 Checks and/or 1 detention

Needs Improvement - 11-15 Checks and/or 2 detentions and/or 1 formal letter

Unsatisfactory - 16+ Checks and/or 3 detentions and/or 2 or more formal letters and/or 1 suspension

BEHAVIOR PLANS

Students in all grades may be placed on a behavior plan if they continue to exhibit behavior problems. Students in grades 4-8 will be placed on a behavior plan if they reach the N level in conduct.

LETTERS

Students will write a letter home to their parent/guardian if they have committed a serious infraction of the school rules. These letters must be returned to school the next day with a parent/guardian signature. A formal letter to the parent could result in an automatic reduction of the student's conduct grade to N. An informal letter may also be sent home whose purpose is to inform the parent/guardian of student wrongdoing. An informal letter does not result in a reduction in a student's conduct grade.

Appeal Process

The principal has the sole authority to suspend or expel after consultation with the student's parent/guardian and teachers. Should this decision be unacceptable, the following appeal process may be used:

1. The parent/guardian has the right to appeal to the School Board in writing within five working days of the principal's decision. The School Board will determine if appropriate procedures and policies have been followed and report their findings to the pastor.
2. The pastor will review the principal and School Board decisions and make a recommendation.
3. The parent/guardians may appeal the pastor's recommendation to the Diocese of Orlando, Department of Education that shall have the final decision.

The student will serve the suspension or expulsion off school grounds during the appeal process.

SEARCH AND SEIZURE

Our Saviour Catholic School reserves the right to search the lockers, desks, person and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process, or to protect the health, safety and welfare of other students. If possible, the parent/guardian will be notified and consent will be sought prior to searches of the person. Students are advised that cubbies, lockers, desks, persons, and personal belongings are subject to search.

Because it is impossible to foresee all problems that arise, this clause empowers faculty and administration to take disciplinary action against any behavior that violates the spirit and philosophy of Our Saviour Catholic School even though not specified in this handbook.

CALENDAR

An official school calendar consisting of 180 school days is developed each year. All school days unless noted will be full days. The calendar can be found on the web site oursaviourschool.org, and on edline.net.

CAR LINE

All students in will be dismissed to parents from the gymnasium. To ensure the safety of all the students and staff, parents/guardians should follow the designated procedure. Parents must enter the gym after 3:00PM to pick up their child. Staff members supervise students in the car line until 3:20PM. Students who are still in car line at this time will be sent to Extended Care, and the parent/guardian will be assessed the drop in fee for Extended Care unless they are registered in Extended Care.

CHANGE OF PLANS

Our Saviour School staff and faculty cannot accept verbal authorization for changes in after school arrangements. If the regular pick up routine of a child is changed, a written note giving permission, detailing the change and designating the pickup person must be sent to the teacher that morning. The office will only accept last minute phone calls about alternate arrangements for true emergencies as determined by the principal. The teacher and/or the office staff should be notified as soon as possible when a change must be made in the after school pick up routine.

CLOSING OF SCHOOL

Our Saviour School will close for emergencies if the Brevard County School Board closes schools either countywide or in the Cocoa Beach/Cape Canaveral area. Local radio and TV stations announce school closings. The principal also reserves the right to close the school in emergencies. Planned school closings for holidays and other events are listed in the calendar. The reopening of school will generally follow Brevard County Public Schools. The parent/guardian will be notified if Our Saviour School plans to reopen before Brevard County Public Schools.

COMMUNICATION – TEACHER / PARENT / GUARDIAN

Teacher / Parent conferences will be scheduled throughout the year at times to be determined by the individual classroom teacher. Parents are strongly encouraged to access EDLINE.NET to remain up to date on their children's progress. Teachers will contact parents whenever there is an academic or behavioral issue they would like to discuss. The parent/guardian is encouraged to contact teachers with any questions or concerns they might have during the year. The parent/guardian can contact the teacher via the school e-mail, voice mail, written communication or through the

school office. Check the OSS Directory issued at the beginning of each year for extension phone numbers and e-mail addresses of teachers. The school office can also give parent/guardians this information. The school strongly encourages communication between the parent/guardian and teachers; however, teachers will not be called from class to talk to a parent/guardian unless it is an emergency as designated by the principal. A teacher will contact a parent/guardian within 24-48 hours of receiving a message from a parent/guardian. The parent/guardian should always meet with the teacher first before requesting a conference with the principal.

Visits to School

The parent/guardian or other visitors to the school may not go to a classroom without checking in at the office. A visitor badge will be given and the parent/guardian or visitor will be escorted to the classroom. School volunteers must also sign in at the office and take a volunteer badge before proceeding to the volunteer site.

Friday Folders/Flyers

Notices and flyers informing parent/guardians of upcoming school events will go home each Friday. Occasionally notices may be sent home during the week. Parent/guardians should check with their children to ensure that all notices come home.

Parent Directory

A parent directory with important information for parents is compiled each year and is available after Labor Day of the current school year. Each family receives one copy of the Parent Directory. Additional copies may be purchased from the school office.

E-MAIL NOTICES

The school office provides e-mail notices of important events, reminders of scheduled events and other timely information via a global e-mail system. E-mail addresses are part of the parent directory, but the school office should be notified of any e-mail address changes. Parents who do not wish to be part of the global e-mail system should notify the school office.

EXTENDED CARE

The Extended Care Program is offered as a service to the parents of Our Saviour School. The parent/guardian may register their child/children for Extended Care during the registration period for each school year or anytime during the school year. There is a registration fee and an hourly fee for Extended Care services. A drop in fee will be charged for students who are not registered in Extended Care. The parent/guardian must pick up their child/children by 5:00PM. Pickup after 5:00PM will result in an additional fee and may result in the revocation of Extended Care use. In Extended Care, students are given time to work on homework and to play on the playground facilities. Grades PK4-3 are kept separate from Grades 4-8. The Extended Care program follows the same rules and policies as Our Saviour School. Students who have three or more behavior notices in Extended Care during the year may not be permitted to use the Extended Care Program.

FAMILY COMMITMENT POLICY

Families who elect to take the contributing rate for tuition must fulfill the following requirements during the course of the school year:

- Be a registered parishioner at Our Saviour Parish
- Attend Mass at Our Saviour Church on a regular basis on Saturday evening or Sunday.
- Use the envelope system to support Our Saviour Parish Community.
- Volunteer 4 hours per child at the annual Fall Festival.

In addition to payment of tuition, parents are required to volunteer for 100 service points, many of which should be dedicated to a fundraising effort. Points can be earned in a variety of ways. Each hour served is the equivalent of 5 points. Families not meeting this obligation will be assessed \$25 per hour totaling \$500. The PTO issues a list of volunteer opportunities for service. It is each family's responsibility to keep track of hours.

FIELD TRIPS

Teachers, with the permission of the principal, may arrange up to four field trips per year for their class. The purpose of the field trip should enhance a curricular area that the students are studying. A fee to cover the cost of transportation and admission will be required; however, no student will be excluded from a field trip due to financial need. Our Saviour School will transport students on field trips in parent/guardian cars or a charter bus. Field trips are a privilege and students can be denied participation if they fail to meet behavioral or academic requirements. Students are required to turn in the school permission slip, which is required by Diocesan policy. This slip cannot be altered or added to in any way. If this permission slip is not signed by the parent/guardian then the school will not permit the child to participate in the activity. The school cannot accept letters stating that the child may go on the field trip. Phone calls will not be accepted in lieu of the Diocesan permission slip form.

All volunteer drivers are required to submit, at least two weeks in advance of the field trip, a copy of a valid Driver's license and proof of insurance with coverage of \$100M/300M/50M as required by the Diocese. In addition, a background check and FBI fingerprints and evidence of Safe Environment Training must be on file with the Diocese before being permitted to drive students (see FINGERPRINTING and SAFE ENVIRONMENT TRAINING). Students may be excluded from a field trip at the discretion of the principal. Students who stay at home and do not attend a field trip will be counted as absent for that school day. Students may be required to wear uniforms on field trips. If free dress is allowed on field trips, the students should follow the school guidelines for free dress. The teachers and the principal reserve the right to approve any items that a student brings with them on a field trip.

Field Trip Chaperones

Parent/guardians may chaperone field trips if the teacher requests chaperones. The teacher reserves the right to select the chaperones, and parents should not expect to be selected to chaperone every field trip. Volunteer chaperones must have cleared fingerprint and background checks before they will be allowed to chaperone a field trip. *Parent/guardians who do not have cleared fingerprint and background checks or who are not designated chaperones may not accompany the class on field trips or interact with the class at any time during the trip.* This includes driving any child to

the field trip site including the parent/guardian's own child, meeting the class at the field trip site or joining the class for any part of the trip. Chaperones may not bring non-class members with them on field trips. The following list details the requirements for chaperoning a field trip at Our Saviour School:

- FDLE fingerprint card has been completed and cleared. Parents who are not fingerprinted and cleared by the diocese may not attend any part of the field trip. (Ex. Parents may not meet the class for lunch, may not go on field trip to escort only their child. etc.)
- If you are driving, a copy of your insurance policy has been given to the front office and has been cleared for adequate insurance well in advance of the field trip.
- If you are driving, a copy of your driver's license has been given to the front office, and has been cleared for any traffic violations well in advance of the field trip or activity.
- Your car has adequate seat belts for all the students.
- Chaperones should have filled their gas tank before they leave on the field trip.
- The chaperone should drive directly to the field trip site. No stops should be made.
- Siblings or children not in the class may not be brought on the field trip.
- Chaperones may not provide snacks and/or drinks to children riding in the chaperone's car or in the group that is being chaperoned.
- The chaperone MUST drive directly from the field trip site back to the school. No stops MAY be made for snacks, drinks etc.
- Students may not be dropped off at their houses. They must return to the school.
- While on the field trip, chaperones must stay with their group. Students should not be allowed to go off by themselves.
- Chaperones should adhere to the field trip rules established by the teachers.
- If a chaperone on a field trip with their own child wishes to check him/her out at the end of the field trip, advance notification must be established with the teacher.

FINGERPRINTING AND SAFE ENVIRONMENT TRAINING

FINGERPRINTING

All school volunteers are required to be fingerprinted and undergo a separate background check according to Diocesan policy. The fingerprints and background check must be returned to Our Saviour and cleared by the Diocese before parents may volunteer in the school or on field trips. All parents wishing to volunteer, drive on field trips or chaperone are asked to undergo an FBI and FDLE background check. Starting in 2009, fingerprints will be obtained only via Live Scanning at Ascension Catholic School in Melbourne. The cost must be incurred by the volunteer.

SAFE ENVIRONMENT TRAINING

All school volunteers (new & current) must complete the Safe Environment Training in

accordance with policy established by the Diocese of Orlando. This training consists of a video followed by an on-line quiz. Quiz results are sent directly to the HR / Fingerprinting Office at the Diocese. All volunteers must pass the quiz. Proof of training completion will be maintained with each volunteer's fingerprint records. Fingerprint clearance will not be granted until the Safe Environment Training is completed.

GRADING

Report Cards

Report cards are issued to students in Grades 1-8 four times per year. Students in Kindergarten and Pre-Kindergarten Four receive report cards two times per year. Students in Pre-Kindergarten Three receive a report card at the end of the year. Report card distribution dates are posted on the calendar.

Edline

OSS subscribes to Edline.net. Edline.net is an online service providing the ability for students and their parents to view grades and missing work regularly. These features are dependent on the teacher uploading and updating these facilities. It is aimed at improving communication between parents, students and teachers. Teachers update their grade books each week.

Retention and Promotion

Retention may be recommended if a student fails two or more core subjects for the year. Core subjects include language arts, science, social studies and mathematics. The student may be required to attend a recognized summer school or tutoring program. Documentation of successful completion of such a program may be required. The principal of Our Saviour School shall have the final decision in determining student placement in the next grade level. Parent/guardians should be notified by the end of the first semester if retention is being considered for their child.

Grading Scale

The following grading scale is used at Our Saviour School:
Grades PK4-Grade 8

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Grades 4-8

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 or below

I = Incomplete work

GRADUATION

Students who successfully complete the program of studies prescribed for elementary school by the Diocese of Orlando are eligible to graduate and enter high school. Graduation ceremonies are held each year. The Diocese of Orlando guidelines for graduation stipulate that the activities surrounding graduation should be simple and dignified. Where possible, the ceremonies should be part of a liturgical celebration. The principal must approve all graduation activities. Valedictorian and salutatorian awards will be given for the students with the highest grade point average for 6th through 8th grades at OSS.

GUIDANCE PROGRAM

Our Saviour School has a school counselor who is on campus two days per week. Students will be referred to the counselor by their teachers or the administrator. Parents may not make an appointment with the school counselor unless the student has been referred by a teacher. The school counselor may also group students for study skills sessions. Parent permission is required for the counselor to see a student.

HEALTH AND SAFETY

EMERGENCY INFORMATION

All families must provide the school with emergency medical information containing address, home and work telephone numbers of parent/guardians, cell phone numbers of parent/guardians when applicable, and name and telephone numbers of two other people who have been given authority by the parent/guardian to assume responsibility for the student if the parent/guardian cannot be reached. The name and telephone number of a physician, a dentist, and the preferred hospital should also be included. The emergency medical information will be updated yearly at registration time; however, the parent/guardian is responsible for notifying the school as soon as any of the information changes.

IMMUNIZATION

All students must have the following immunizations before entering school. Immunizations must be updated on a regular basis. The Brevard County Health Department regularly audits student health records to determine compliance. Students not in compliance may be removed from the school until their immunization records are up to date.

Pre-Kindergarten	
Diphtheria/Pertussia/Tetanus	5 doses
Polio Vaccine	4 doses
Rubeola	2 doses
Rubella	2 doses
Mumps Vaccine	2 doses
Hepatitis B	3 doses

Grade 7	
Adult Tetanus	1 dose
Hepatitis B	3 doses
Measles Mumps Rubella	2 doses

STUDENT INSURANCE

Students are covered by a Diocese of Orlando insurance policy for the hours they are under school supervision. Twenty-four hour coverage is available for an additional fee. The parent/guardian may contact the school office for more information and to sign up for the 24 hour insurance coverage.

CLINIC

Volunteers staff the school clinic. They may only clean and cover minor scrapes and cuts, apply ice to injuries or take temperatures. Students who are ill or injured will be sent to the clinic. The parent/guardian will be asked to pick up children with elevated temperatures, upset stomachs, vomiting, diarrhea or injuries not treatable with a band-aid.

DRILLS – FIRE / EMERGENCY / INCLEMENT WEATHER

Fire and inclement weather drills will be conducted approximately once a month. Emergency drills will be conducted at various times during the school year in accordance with Diocese of Orlando policies.

MEDICATION

Medication is defined as prescription or non-prescription medicines such as aspirin, ibuprophen, cough medicine or cough drops.

Students who must take prescription and non-prescription medication during school hours must follow the following guidelines:

- The parent/guardian must bring the medication to the school office.
- The medication must be in the original container
- A parent/guardian permission form must be completed by the parent/guardian
- The permission form must be on file in the school office

No student may carry medication on their person or in lunch bags or backpacks.

HEAD LICE

The administration procedures for dealing with head lice have been provided by the Brevard County Health Department. The following procedures will be used when a student is observed with head lice:

- The student will immediately be separated from the class and other students
- The parent/guardian will be notified to take the child home for treatment of the head lice
- A letter to the parent/guardians and an information sheet describing the required treatment will be provided by the school
- To be readmitted to school, the student must show evidence of initial treatment by providing the school with a box top from the medication. All eggs (nits) and egg cases must be removed before the child is readmitted to school
- The student may be re-examined in 8-10 days following the initial treatment. If the student is observed to have head lice, the same procedures will be followed as at the initial observation

- The school reserves the right to refuse re-admittance to any student whose parent/guardians do not cooperate with this policy

If the child is absent from school more than three days or sent home from school because of lack of treatment more than three times, a referral may be made to the Brevard County Health Department.

Fingerprinting and Background Clearances

All school volunteers are required to be fingerprinted via Live Scan under the supervision of the Diocese of Orlando in Orlando or at an off site location. This process is one-tiered providing both FDLE and FBI background checks. No volunteer will be allowed to work with students, coach, or go on field trips until the cleared fingerprint and background check has been returned to the school. Volunteers must also complete an online course on safety. This is a 20 minute video. The school will not accept any other fingerprint clearance except the clearance done through the Diocese of Orlando

HOMEWORK

Learning at home is an essential part of good education. Regular homework is important as it gives students the opportunity to practice at home the tasks covered in class, and helps the students work towards improving important skills. It also helps children and young people become confident and independent in their learning, which will help throughout their time at school and in adult life. The relationship between the amount of homework students do and their achievement outcomes is found to be positive and statistically significant.

Time allotment for homework must, of necessity, be flexible. All children vary in their ability to perform any task. Parents should provide proper conditions in the home, and, as far as possible, a specific time span wherein homework can be done. Parents are also urged to help the child realize that study and review assignments are as vital and necessary as any written work.

Teachers at OSS do not usually assign homework on weekends, or exams on Mondays. However it is the prerogative of the individual teacher if he/she feels the need to assign weekend work at some time, particularly in 7th and 8th grades.

Recommended homework times:

Grades 1 and 2:	15 to 30 minutes
Grades 3 and 4:	40 to 45 minutes
Grades 5 and 6:	50 to 60 minutes
Grades 7 and 8:	75 to 90 minutes

Students at OSS are required to read every night. Please encourage your child to use the OSS assignment book daily. Some long-term assignments may be given over a weekend period but the student should have the opportunity to complete the work prior to a weekend. If a student is spending more than the recommended time on homework, then a parent/guardian/teacher conference is recommended.

All 6th, 7th and 8th grade students are required to take a mid-term and a final exam in each of the major academic disciplines. These exams will make up ten percent of the final grade. Teachers may assign projects in lieu of an exam. Students in the 8th grade who have straight A's for a given subject will be exempt from the final exam in that subject.

Make-Up Assignments

Students in Grades 1-8 are responsible for making up assignments and tests after an absence. Students should consult their teachers and the classroom assignment board about make up work. Make up tests will be scheduled at the convenience of the teacher. The teacher should give make-up work for students after the student returns to school. Teachers cannot be responsible for arranging for books and homework to be picked up when a student is absent. Teachers will not give assignments to students who are on a family vacation trip prior to the trip. These students must follow the same make-up procedure as students who are ill.

HONOR ROLL

Students in Grades 5-8 are eligible for the honor roll if they maintain the following average for all graded subjects in a quarter:

Distinguished Honors

97.5%-100%

High Honors

93.5% - 97.4%

Honors

88.0% to 93.4%

Students must also maintain a satisfactory grade in conduct and in subjects that do not receive a percentage grade, and they may not have any grades in the range below 69%.

ILLNESS

Children who are ill or who have a contagious condition that would be harmful to other students should remain at home. If a student becomes ill during the school day, the parent/guardian will be contacted. If a parent/guardian cannot be contacted, the school will notify the emergency contact listed on the clinic information card. If a child has vomited, had a fever of 99.0 degrees or higher, or had diarrhea during the preceding 24 hours, the child should be kept at home for the following day. In case of suspected contagious disease, the family physician should be consulted. Students should be free of fever, vomiting, and diarrhea for at least 24 hours before returning to school.

LOST AND FOUND

The school lost and found is located in the clinic. Unclaimed items will be given to the PTO Used Uniform Committee at the end of the year.

LUNCH

All students should have a lunch each day. Lunches may be brought from home or purchased at school on a bi-weekly basis. Students are not allowed to trade food. Milk and orange juice are available for purchase on an annual or semi-annual basis. Students in Grades 1-8 eat lunch in the cafeteria, while students in Grades PK3 and

PK4 eat in the classroom. Food or drink is not allowed outside in the playground areas. The parent/guardian may share lunch with their child, but should notify the homeroom teacher of this intent and check in at the school office before proceeding to the cafeteria. If a parent/guardian of a student in K, PK3 or PK4 wishes to share lunch with their child, they should give the teacher notice, check in at the office and eat lunch in the cafeteria with their child. Students are not allowed to leave the campus for lunch with parents, friends and/or relatives. Students should bring lunches that do not require warming as the school does not provide that service.

MEDIA CENTER

Regularly scheduled classes in the media center are held for each grade. Checkout policies will be given to each student and are also available from the media specialist. Payment must be made for any library materials that are lost or damaged. The media specialist will determine the amount of damage to the materials and will notify the student in writing of the fees for lost or damaged books.

NON-DISCRIMINATION POLICY

Our Saviour Catholic School welcomes qualified students of any race, color, or national origins to all the rights, privileges and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its admissions, educational policies, or other school-administered programs.

PARENT/GUARDIAN PARTICIPATION

Volunteer Commitment

Each year during registration time, the parent/guardian will sign a parent/guardian service form in which they agree to volunteer in some aspect of the school community.

There are three parts to the OSS volunteer commitment.

- Each family must contribute 100 points and/or 20 hours of volunteer time to the school
- Each family must contribute four hours per child to the Our Saviour Parish Fair

These volunteer commitments are important to the school as they help to keep the cost of tuition down for all families, and enable the parent/guardian to be actively involved in the education of their children. A form to note volunteer hours will be provided by the parent point coordinator at the beginning of each school year. It is the responsibility of each family to turn in their volunteer hours to the school office.

Service Organizations

PTO

Every parent/guardian is a member of the OSS Parent/guardian/Teacher Organization. This group works for the benefit of the school by fundraising, helping with the classrooms and organizing activities and events for the school community. Board meetings for the PTO are held once each month. The meeting dates are published in the school calendar. Parent/guardians are welcome to attend the monthly PTO Board meetings. General PTO meetings for the entire school community are held at least one time per year.

School Board

The OSS School Board provides an opportunity for representative members of the community to come together to work with the school and parish administration to provide unity, direction and stability for Our Saviour School. The School Board helps to form a faith community, advises the school administration on policy, maintains the financial well being of the school and promotes the development of the school. The OSS School Board meets once each month. Meetings are open to parent/guardians. The meeting dates are listed in the monthly school calendar.

Other Organizations

Our Saviour School has a wide range of parent/guardian volunteer opportunities available. A booklet detailing some of the opportunities is provided at registration. Volunteer opportunities are also highlighted in the school's monthly newsletter.

PARTIES – Birthdays and Holidays

The designated homeroom parent with the input of the teacher coordinates class parties for major holidays. The homeroom parent should always consult the teacher before planning any activities or making any purchases for a class party or activity. The teacher and the principal reserve the right to void any plans for parties that do not meet the school or teacher guidelines. Simple treats and simple activities that may be eaten or completed in fifteen minutes should be provided at class parties. Parent/guardians who are not helping with the party should not attend classroom parties.

Student birthday parties are not permitted during school hours. A parent/guardian who wishes to celebrate a child's birthday may provide the classroom teacher with a treat to share with all the students at lunch. Separated and/or divorced parents should consult with each other about treats for the class and should provide only one treat for their child's birthday. The amount of treats should be limited to a number that will supply the class. Treats are defined as cupcakes, cookies or a cake. Providing lunch for the entire class, providing toys and/or candy in "goodie bags" or balloons, birthday hats, streamers and horns for the entire class is not permitted. Brothers and sisters from other grades in the school will not be permitted to participate in these class birthday events. Invitations to parties outside of school should be given to every boy or girl in the class or to one gender in the class or they may not be distributed at school. Invitations to parties outside of school will be given with the teacher's knowledge at non-instructional times. Gift exchanges among students is strongly discouraged during school hours.

PHYSICAL EDUCATION

All students are required to participate in regular physical education classes. A student will not be excused from participation in P.E. class without a written statement from a physician stating that physical activity must be limited. Parent/guardian notes are not accepted as a legitimate reason to be excluded from physical education class for more than one day.

PLAYGROUND

The playground has been provided for the use and enjoyment of the children at Our Saviour School. Students in PK3-grade 4 will use the playground equipment located to the east of the school buildings and the field area to the north of the school buildings. Students in Grades 5-8 will use the field on the east side of the property. Anyone who uses the playgrounds and the playground equipment should abide by the following rules for the safety of all users. Between the hours of 6:00AM-6:00PM on Monday through Fridays, the school playgrounds are reserved for the use of Our Saviour School. The following rules always apply to the use of the playground and its equipment:

- Only children registered in extended care have the use of the playground during non-school hours.
- Children should be supervised at all times. The adult who is supervising the children is responsible for their safety while using the playgrounds and/or the playground equipment.
- Students should not pick up sticks, rocks, branches or any other materials from the ground.
- Students should not physically harm others on the playground.
- Playground equipment should be used properly and returned to the storage bins after recess.
- Children should exercise good common sense while using the playground and/or the playground equipment. Children should play at their own risk.
- The playground and/or the playground equipment shall not be used when it is wet or during non-daylight hours.
- The playground equipment shall not be used by children under the age of three or over the age of fourteen.
- Any damage or defects to the playground and/or the playground equipment should be reported immediately to the school office or to the parish office.
- Bicycle helmets should not be worn while playing on the playground equipment.
- The student rules for behavior in Our Saviour School apply on the playground as well as in the school building.
- The following rules will apply to the use of the swings:
 - Children should be seated in the center of the swing at all times. They should not stand or kneel on the swing.
 - Children should hold onto the chains with both hands.
 - The swing should be completely stopped before the children get off. They should not jump from a moving swing.
 - Empty swings should not be swung nor should children twist the chains of an empty swing.
 - Children should not stand in front, under, or in back of moving swings.
 - Only one child may be on a swing at a time.
 - Children should not climb the framework surrounding the swings.
 - Children not using the swings should not touch the children who are using the swings.

The following rules will apply to the use of any climbing apparatus:

- Children should climb only on apparatus designed for climbing.
- Children should not do flips, somersaults, jumps or spins while on the climbing apparatus.
- Climbing equipment should never be used when it is wet.
- Children should use a firm lock grip (fingers and thumbs together) on the climbing apparatus
- There should be no more than three children on a climbing apparatus at one time.
- Children should stay well behind the person in front of them.
- When using the slide, children should slide down in a sitting position one at a time. They should never climb up the slide.

RECOGNITION

Birthdays

Student birthdays are recognized each day at morning assembly. Students whose birthdays fall on a weekend will be recognized on the Friday before. Students with birthdays during vacation periods will be recognized on the day before the vacation period begins. Students with birthdays during summer vacation will be recognized during the last week of school.

Student Recognition

Students who receive honors and awards during the school year will be recognized for their accomplishments at morning assembly. Whenever possible, parents of children being recognized will be notified by the office. If parent cannot attend, please contact office to request a delay in the award, and if possible that will be accommodated.

RELIGIOUS EDUCATION AND SACRAMENTAL PREPARATION

Religious Education

All students are required to take religion classes, attend all school liturgical events, and participate in the prayer life of the school. Students usually attend Mass every Friday at 9:00AM and on holy days of obligation that fall during the school year. A weekly student led prayer service is usually held on Tuesday mornings at 8:15. Students in Grades 2-8 attend reconciliation service with individual confession at least four times per year. Stations of the Cross, the rosary, and devotions to Mary are also part of the school wide religion program. The parent/guardian may attend the school liturgies and sit with their child. Consult the school calendar for the specific times and dates for these events.

Sacramental Preparation

The parish offers sacramental catechesis programs for families with children preparing for First Reconciliation, First Eucharist and Confirmation. Baptized children of Catholic families are notified by the parish director of religious education about sacramental formation sessions. These sessions are held outside of school hours and involve both the parent/guardian and the child. First Reconciliation and First

Eucharist are celebrated in the second grade and Confirmation in the eighth grade. If a child is in the third grade or above and has not received the sacraments of Baptism, Eucharist, and Reconciliation, the parent/guardian should contact the parish director of religious education.

RIGHT TO AMEND

Because it is impossible to foresee all problems that might arise, this clause empowers the faculty and administration of Our Saviour Catholic School to take disciplinary action against any behavior that violates the spirit and philosophy of Our Saviour Catholic School, even though it is not specified in this handbook. Additionally, the school administration retains the right to amend this handbook at any time for a just cause.

SCHOOL OFFICE

The business office of Our Saviour Catholic School is the center of the school administration. Parent/guardians, visitors, volunteers, and students are requested to limit their activities in the school office to business matters only. The school office is open daily during school hours. At no time should parent/guardians or visitors go directly to a classroom during class time. If a parent/guardian needs to give a message to a child or drop off lunch or forgotten items during school hours, they should check in first at the school office, and leave the lunch or forgotten item at the front desk. School personnel will see that the child receives the item.

SECURITY POLICY

Our Saviour School locks all outside gates at 8:05 each morning. The gates remain locked until 3:00PM each afternoon. All visitors and volunteers must check in at the school office and must wear an identification badge.

STANDARDIZED TESTING

The Iowa Test of Basic Skills is administered to students in Grades 3-8 in October of each school year. The dates for the testing are given in the school calendar. The Iowa Test of Basic Skills is given to Grade 2 in March of each school year. A report of each child's achievement test results is included in the report card for the second quarter for Grades 3-8 and will be sent home in May for Grade 2. Results of the school wide testing are published in the school newsletter.

STUDENT ACTIVITIES

Altar Servers Grades 4-8 - interested Catholics
Chess Club - Interested students
Choir Grades 4-8 - interested students
Girl Scouts Grades K-8 - interested students
National Jr. Honor Society Grades 7-8 faculty board selection
Robotics – Interested students
Science Fairs Grades 3-8 all students

Softball Grades 6-8 girls
Soccer Grades K-8 interested students
Spanish Honor Society Grades 7-8 faculty board selection
Spelling Bees Grades 5-8 by try-outs
Student Council Grades 5-8 faculty selection followed by student election
Study Island
Tots in Motion PK and K
Yearbook Grade 8

After School Activities

An authorized adult must supervise students who stay for after school activities. Students should arrange with their families to be picked up after the activity is completed. Students who are not picked up within 15 minutes of the end of the after school activity will be sent to Extended Care. The parent/guardians are responsible for paying the fee for Extended Care.

Altar Servers

Students in Grades 4-8 are eligible for altar serving. Training for altar servers is available through the parish office. Training often takes place during school time.

Choir

Students in Grades 4-8 may join the school choir that sings on specified Sundays in the school year, weekly school liturgies and special occasions within the school and parish community. Choir practice is held weekly during the school day. The choir director will outline the obligations of the choir members at the beginning of the year. Members are expected to sing at children's Masses and holiday Masses throughout the year.

Chess Club

Chess Club is run by parent volunteers. It meets weekly and participants are encouraged to compete in local and regional competitions.

Geography and Spelling Bees

The students in Grades 6-8 participate in the National Geography Bee sponsored by the National Geographic Society. Students in Grades 5-8 participate in a spelling bee sponsored by the Orlando Sentinel newspaper with the winner representing the school in the Brevard County Spelling Bee competition.

National Junior Honor Society

Students in Grades 6-8 may be invited to join the National Junior Honor Society. This service and academic organization is open to students who maintain high academic standards and give service to the school. Criteria for membership follow the guidelines of the National Junior Honor Society Organization and are available from the school moderator. New members receive invitations in the second semester of each school year. Members of the National Junior Honor Society are assessed a fee when they join to cover the costs of membership and induction. The

NJHS meets during the school day and is sponsored by a faculty member. NJHS members may be asked to participate as representatives of the school at various school, parish and community functions that do not take place during the school day. Students in NJHS who do not maintain an academic average and/or satisfactory conduct will be removed from membership. Students who exhibit behavior contrary to the by-laws of the National Junior Honor Society will also be removed from membership.

National Spanish Honor Society

Students in 7th and 8th grades will be eligible to join this national organization.

Reading Renaissance

Students in Grades 1-8 participate in the Reading Renaissance program that encourages students to read books, take tests on their books, and earn certificates and rewards. Orientation to the Reading Renaissance Program is given to each student at the beginning of the school year.

Robotics

The school robotics team meets on a regular basis after school to explore areas of engineering and robotics. The team competes in local and state competitions with other area schools.

Science Fair

Students in Grades 3-6 are required to participate in the school science fair competition held in the first part of the second semester. Winners will participate in the Brevard County Elementary Science Fair. Students in Grades 7-8 have the opportunity to participate in the Brevard County Regional Science Fair. Students in Grades 7-8 may be required to submit a science project as part of a class grade. Information about the criteria and due dates for the school and county science fair are given in the classroom.

Scouts

Our Saviour School has an active Girl Scout program. The troop leaders are parent/guardian volunteers. The meetings are held after school in school and parish facilities. The volunteer troop leaders arrange the days and times. Information about joining a Scout troop will be sent home at the beginning of the school year. The Diocese of Orlando requires all Scout leaders to be fingerprinted through the FBI rather than the Florida Department of Law Enforcement.

Student Council

Students in Grades 5-8 are eligible to participate in the student council. Students in Grades 5 may run for class representative. Students in Grades 6-8 may run for class representatives, secretary and treasurer. Students in Grades 7-8 may run for president, vice-president, secretary, treasurer, and class representative. Elections for officers and representatives from each grade are held in September of each school year. Information about the criteria for student council elections will be distributed in

August of the school year. Student Council meetings are held during the school day. Student Council members may be asked to participate as representatives of the school at various school, parish and community functions that do not take place during the school day. Students who would like to participate in Student Council must maintain a grade point average above 70% and have an outstanding or satisfactory in conduct. Eligibility is based on the most recent report card grades. Students who do not maintain satisfactory grades and/or conduct will be removed from the Student Council.

Study Island

A web-based program built directly from the Sunshine State Standards. It is research-based, easy to use, and students can log on via the Internet anytime, anywhere. Incorporated in the classroom curriculum.

Sunshine Math

A math enrichment program for students in Grades 1 through 5 led by parent volunteers. Participation is encouraged. Worksheets are handed out weekly for 25 weeks. Not included in class grade

Tots in Motions

Pre-kindergarten and kindergarten students may participate in this movement program sponsored by an outside agency. The school does not require participation in this program. Participation in this program is an added fee that is paid directly to the outside agency that supplies the certified instructor. Tots in Motion are conducted during the school day. Information about the program will be provided at the beginning of each school year.

Yearbook

The eighth grade students under the direction of a faculty member and/or parent/guardian volunteer are responsible for creating the school yearbook. The yearbook staff meets during the school day.

STUDENT RECORDS

A file is kept in the school office for each student. Access to these files is limited to the school principal, the professional staff of the school, the superintendent of schools for the Diocese of Orlando, the parent/guardian of the student, a court of competent jurisdiction, and to such other persons as the parent/guardian, or principal may authorize in writing. Records should show a student's legal name. If the student's name is legally changed, the parent/guardian must present a legal document for the name change to be placed in the student's file. The parent/guardian may view their child's file with sufficient notice to the school office. The privacy act protects the confidentiality of these documents.

Changes in Records

The parent/guardian should notify the school office immediately if there are any changes in a student's address, telephone number, emergency contact information, legal changes in guardianship or any other changes to the child's permanent record information.

Custody

Divorced parents/guardians should give the school a copy of the custody section of their divorce decree or court order that stipulates custody arrangements. This information will help determine when, if ever, the child should be released to the non-custodial parent/guardian. If there is a court order limiting the rights of the non-custodial parent/guardian, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order. The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent/guardian. In the absence of a court order or decree, the school will provide the non-custodial parent/guardian with access to the child's academic records and other school related information regarding the child. The non-custodial parent/guardian will also have access to the child at school, and the school will release the child to the non-custodial parent/guardian unless otherwise directed by a court order, Specific legal direction must be on file in the school office with regard to the release of the child to the non-custodial parent/guardian.

TELEPHONES AND CELL PHONES

Students may NEVER use the office or classroom telephone without the express permission of a teacher or the principal. Students will not be permitted to call home for forgotten lunches, homework, athletic uniforms, or to remind parent/guardians about after school practices unless a teacher or the principal has approved the call. Students will not be called from class to accept telephone calls except in very special circumstances.

Cell Phones

Students may have cell phones at school only if the parent determines there is a need. The student and parent must fill out a permission slip to bring the cell phone to school. Cell phones must be in a student's backpack and must be turned off during school hours. Students may not use the cell phone or text messaging during the school day, at Extended Care or after school activities. Cell phone used in violation of these rules will be confiscated and can only be retrieved by the parent.

TEXTBOOKS

All textbooks must be covered and well cared for by the student. Hard cover books are loaned to the students and should be treated with care and returned in good condition for others. Students may not write or mark in them in any way. OSS will charge the full replacement fee for damaged or lost hard cover books.

TUITION

Tuition fees are determined yearly. Registration fees are not part of the tuition fees. There are three payment plans for tuition. The tuition fees may be paid in one single payment, two semi-annual payments or ten, eleven, or twelve monthly payments. The due dates for annual or semi-annual payments are given in the registration information. Any annual or semi-annual payments more than 15 days late may be transferred to the monthly payment plan. Monthly payments must be made through the SMART program. The parent/guardian may choose to have the money withdrawn for this automatic bank payment service on the fifth or twentieth day of the month. A parent/guardian who selects the semi-annual tuition payment must fill out the paperwork to be enrolled in the SMART plan. Enrollment will only be used in case of a late semi-annual payment

Tuition assistance is available to families who demonstrate financial need. Families requesting additional financial assistance must complete a PSAS form (Private School Aid Service). This company will assess the family's finances and recommend a tuition payment. The principal will review this information and notify the family of the school's decision. A PSAS form must be filed by April 15th of the current school year to be considered for the next school year. Families who apply after April 15th will pay the regular tuition fees until their completed PSAS form is returned with a determination of fees. Should changed circumstances require a family to ask for assistance during the school year, the family should request an interview with the principal as soon as possible. Unless tuition assistance is requested in a timely manner, the school will assume that full tuition will be paid. Tuition fees will not be refunded once they have been paid unless a refund is recommended by the principal and/or pastor for circumstances beyond the parent/guardian's control.

TUTORING

After school tutoring is offered at no charge after school for 30 minutes. This is in different classrooms daily and offered as assistance for children to begin homework or get clarification on assignments.

UNIFORMS

All students are required to wear the approved school uniform daily. It is the responsibility of the parent/guardian to see that their children wear the proper uniform. Uniforms may not be altered in any manner that will detract from its uniformity. Uniforms must be purchased at the school approved uniform store.

PK3 Uniform

The uniform (new 2007) for PK3 is collared white logo OSS shirt and blue shorts/pants or the OSS sweat suit. The blue shorts come in both clasp and elastic waistbands (parents' choice). Predominantly white tennis shoes, Velcro or slip on. NO belts please.

Shoes

Students must wear primarily white athletic shoes with black or white tie laces. These laces must be conservative and tied at all times. Children in Grades PK3-2 may wear age appropriate shoe fasteners in place of laces, such as Velcro.

Socks

Socks must be worn. They may be solid red, white, or navy blue in color.

Hair, Jewelry, Make-up

Both boys and girls should have well groomed hair that is kept off the face. Boys' hair should be well above the eyes, the ears and the collar. For very curly or thick hair, the length must be only two inches. Haircuts or hair decorations that are considered exotic or distracting are not allowed and must be removed. Hair styles should comply with school rules from the first day of school. The principal will determine if a hairstyle is distracting to the school or classroom environment. Beards and mustaches in boys are not permitted. Girls are not permitted to wear make-up, nail polish, false nails, or lipstick. Girls may wear one pair of stud earrings in the ear lobe. Boys may not wear earrings. Body piercing and tattoos are not permitted for any student. Necklaces, anklets, bracelets or more than one ring are not permitted. Plastic 'Awareness' bracelets are discouraged. Religious medals that are of a moderate size and width may be worn.

Hair Dying

It is the professional opinion of the educators at Our Saviour School that dying a student's hair at this level is not appropriate. Students may not alter the color of their hair in such a drastic way that it causes a disruption to the school day. Specific examples include, but are not limited to, tipped hair, hair that has been noticeably lightened or darkened, streaked hair or hair that has been chemically altered in a marked way. The parent/guardian and/or students who are uncertain if hairstyle plans are in violation of school policy should consult with the school principal before making any changes in hair style or color. Students whose hair violates this policy will be made to return their hair color to a more natural state. The school reserves the right to ask the parent/guardian to keep a student in violation of this policy at home until the corrections have been made.

Shirts

Students in Grades PK4-8 wear white uniform golf style shirts with the school-approved logo. Students in Grades 7-8 have the option of wearing a red uniform golf shirt with the school-approved logo.

Belts

Plain navy blue, brown, or black plain belts must be worn with all shorts and pants. PK4 students do not need to wear a belt.

Shorts

Students in Grades PK4-8 may wear uniform navy blue shorts. Girls in Grades PK4-8 have the option of wearing plaid uniform shorts or a navy blue skort. Shorts and skorts must be purchased through the school approved uniform store. Shorts for both boys and girls should fit the waist and not the hips. Belts must be worn for both boys and girls.

Pants

Navy blue dress pants purchased through the school approved uniform store are the only approved uniform pants. The pants should fit the waist and not the hips. Belts

must be worn with the pants, and the pant legs should not droop around the ankles and/or the feet.

Jumpers and Skirts

Girls in Grades PK4 through fourth grade may wear the approved plaid uniform jumper. Girls in Grades 5-8 may wear the approved plaid uniform skirt. Jumpers and skirts should fit properly. It should not be too tight or too large. The skirt and the jumper should be hemmed so that the skirt is no less than two inches above the knee.

Other Uniform Options

Students in all grades may wear the uniform navy blue sweatshirt. The navy blue sweatshirt may be purchased at the school approved uniform store. A navy blue cardigan sweater may also be worn. This sweater may be purchased at the school approved uniform store. There is also a very nice zippered hoodie with our logo available at the uniform store. Navy blue sweat pants, white turtlenecks and long sleeved white polo shirts with the school logo may also be worn. Sweat pants, turtlenecks and long sleeved shirts may only be worn from October 1-April 1. Uniform sweatshirts, sweaters, and sweat pants may be worn in the classroom. Non-uniform jackets, sweatshirts and sweaters may only be worn outside the classroom. It is highly encouraged that students refrain from wearing non-uniform cold weather wear on campus except on extremely cold days. Continued use of non-uniform cold weather wear may be considered a uniform infraction. Long sleeved shirts or turtleneck type shirts may not be worn under the uniform golf shirt.

P.E. Uniforms

Students in Grades 5-8 are required to wear the school approved P. E. uniform that consists of approved red shorts, white OSS t-shirt and white athletic shoes. Beginning in 2009, there is a new shirt with fabric and logo which is encouraged. It can be purchased from the front office. Cut-off shorts or shirts are not allowed.

Dress Uniforms

Students must wear dress uniforms on Mass attendance days or on other days as designated by the principal. The dress uniform is defined as the following:

Girls

Grades PK3-4

White logo golf shirt

Approved plaid uniform jumper

Grades 5-6

White logo golf shirt

Plaid uniform skirt

Grades 7-8

White or red logo golf shirt

Plaid uniform skirt

Boys

Grades PK3-6

White logo golf shirt

Navy blue uniform pants with belt

Grades 7-8

White or red logo golf shirt

Navy blue uniform pants with belt

Scout Uniforms

Boy Scouts, Cub Scouts, Girl Scouts, Brownies and Daisies may wear their scouting uniforms to school only on meeting days. School approved uniform shoes must be worn and all other aspects of the uniform code must be fulfilled. Students who wear only the Scout shirt should wear uniform pants/shorts/skorts.

Free Dress Days

The first Wednesday of every month is Free Dress for all students. The third Wednesday of every month is a Spirit Day. On Spirit Days, school shirts are allowed with uniform shorts / pants / skirts. 8th graders will be allowed to wear their 8th grade shirts on various occasions as designated by their teacher.

On the rare occasions one of those Wednesdays is a day we attend Church, the principal may change the day. Only dress uniforms are worn to Church.

Students should abide by the following guidelines on free dress days

- A student's midriff may not be exposed when the student is walking, raising their hands bending over, or engaging in any other general daily activity.
- No make-up or nail polish
- For safety reasons, stud earrings only
- Clothing may not have inappropriate or offensive designs or expressions.
- Skinny jeans are prohibited
- Shirts and/or blouses should not be so tight as to "hug" the torso
- Shirts and dresses must have sleeves
- Shirts and blouses should not be made of see-through material
- Shoes must be regular predominantly white athletic shoes due to PE and safety issues.
- Boys may wear shorts, long pants, jeans or their uniform shorts
- Girls may wear long pants, jeans, Capri pants, Bermuda type shorts or their uniform shorts or skirts/skorts.
- Pants should fit around the waist and not around the hips.
- Skirts and dresses should follow the same guidelines as the uniform skirt and jumper.

Since all possibilities of style, dress, and material cannot be anticipated, any clothing that is deemed unacceptable by the administration will be prohibited. Failure to comply with the free dress guidelines will result in disciplinary action. Students who are not in compliance with these guidelines may not be allowed to participate in the next free dress day. If clothing is deemed inappropriate by the school administration, the parent/guardian will be asked to bring the student's regular school uniform to school. P.E. uniforms are still worn on free dress days in P.E. classes.

WITHDRAWAL

The parent/guardian should advise the school as soon as possible if it is necessary to withdraw a child from the school. The parent/guardian must settle all accounts

before school records will be released. There must be at least five days notice of withdrawal before any records are released.

WRITTEN NOTES

Written notes are required for the following:

- Absenteeism
- Permission to leave school early
- Permission to stay after school for any activity
- Permission to walk or ride a bike home from school
- Incomplete work or homework not done
- Changes in after school pickup routine
- Out of uniform

Permission for the above will not be granted over the telephone unless it is a case of emergency.

WRONGFUL CONDUCT

The following letter appears in the Our Saviour School Parent/Student Handbook per the policy of the Diocese of Orlando Office of Schools:

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatment, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing other medical procedure
- Examining the genitalia for any student for any reason
- Touching an individual inappropriately

- Smoking or encouraging smoking on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect or direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call your school principal if you have any questions or concerns about this letter.

I ACKNOWLEDGE THAT I HAVE RECEIVED THE OUR SAVIOUR CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK ON THIS DATE AND HAVE READ ITS CONTENTS.

STUDENT SIGNATURE _____
DATE _____

STUDENT SIGNATURE _____
DATE _____

STUDENT SIGNATURE _____
DATE _____

STUDENT SIGNATURE _____
DATE _____

STUDENT SIGNATURE _____
DATE _____

PARENT SIGNATURE _____
DATE _____

RIGHT TO AMEND HANDBOOK

Because it is impossible to foresee all problems that might arise, this clause empowers the faculty and administration of Our Saviour Catholic School to take disciplinary action against any behavior that violates the spirit and philosophy of Our Saviour Catholic School, even though it is not specified in this handbook. Additionally, the school administration retains the right to amend this handbook at any time for a just cause.