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# St. Sava Orthodox School



## Parent/Student Handbook

Updated February 13, 2024

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***“Let the children come to me, and do not hinder them, for to such belongs the kingdom of God”***

**Luke 18:16**

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## **1. Introduction**

### **1.1 Mission Statement**

St. Sava Orthodox School (the School) is committed to providing a superior academic program, where all students will be nurtured to learn and develop spiritually, morally and intellectually to their fullest potential, within a safe and caring Orthodox Christian environment.

### **1.2 School Goals**

- a) Together, we will work to create the love of learning in our children and nurture their natural curiosity.
- b) We will promote and instill our Orthodox Christian values, respect and a sense of accountability to serve the greater community.
- c) We will use developmentally and age appropriate curriculum.
- d) We will hire and retain the best staff and educators.
- e) We will create high standards and maintain high expectations for academic achievement.

## **2. School Organization Chart**

### **2.1 School Board**

The St. Sava School Board (the School Board) is a group of volunteers dedicated to the management of the School and staff. The School Board is an official sub-committee of the St. Sava Orthodox Cathedral Church Board, and is overseen by the Dean. For a list of current members of the School Board, contact the Dean or the Principal.

The School Board is available to both teachers and parents as a source of information and clarification of school policies and/or related issues. If you feel the need to meet or discuss an issue with the School Board, we encourage you to do so by making an appointment with the Dean, the Principal, or the School Board President, or attend a regularly scheduled meeting.

If you are interested in becoming a member of the School Board, please contact the Dean, the Principal, or the School Board President.

### **2.2 Teachers and substitute Teachers (see insert)**

Teachers are the highly qualified educators in the classroom. If the regular classroom teacher is absent, her/his role will be filled by a substitute teacher. The substitute teachers have as much authority as any regular teacher, and students are expected to show as much respect to substitute teachers, as they would show to their regular teachers.

### **2.3 Parent-Teacher Organization (PTO)**

The Parent-Teacher Organization (PTO) is an organization associated with a school that consists of parents, teachers and other volunteers. Its primary goal is to raise funds to offset the overall cost of running the school by organizing fundraising events and programs.

All parents are encouraged to participate. If you are interested in serving on the PTO Board, please contact the current PTO President, or the School Principal.

Announcements about fundraising events/programs will be made regularly to parents of the school via e-mail, school website ([www.stsavaschool.com](http://www.stsavaschool.com)), Facebook ([www.facebook.com/stsava.orthodoxschool](https://www.facebook.com/stsava.orthodoxschool)) and Twitter (St Sava@ssos1997).

### 3. Admission

#### 3.1 New Students

New students are welcome to join the school throughout the calendar year. Official registrations will be published accordingly.

##### 3.1.1 New Student Requirements - 1<sup>st</sup> through 8<sup>th</sup> Grade

- a) Student records and/or a copy of the most recent evaluation (report card) must be on file before the student is formally admitted to the School.
- b) Students must meet the immunization requirements as stated in the Wisconsin Statutes (see Section 9.6 for further detail).
- c) If any parent is subject to a court order, either civil or criminal, affecting any of the students at the School, he or she must submit a copy of that court order to the School forthwith (Parental Custody Form must be completed).

##### 3.1.2 New Student Requirements - Preschool and Four-Year-Old Kindergarten (K4)

When seeking admission to preschool or K4, the child must be 3 or 4 years of age, respectively, on or before September 1<sup>st</sup> in the year the child enters the school.

Preschool and K4 programs are held five days per week, and they are available as either a half-day or a full day option. Parents of preschool and K4 children must choose one of these options at the beginning of the school year.

Preschoolers and K4 students must be potty trained and able to feed themselves. No parents will be allowed to stay with the student in the classroom or the cafeteria (during lunchtime).

Early admission to K4 may be considered on a case-by-case basis based on school evaluation through testing. Children must meet the following criteria to be considered:

- a) the child must turn 4 years old before September 1<sup>st</sup> of that school year
- b) the classroom teacher has conducted a formal evaluation of the child
- c) formal approval by both the classroom teacher and School Principal required

##### 3.1.3 New Student Requirements - Five-Year-Old Kindergarten (K5)

When seeking admission to K5 kindergarten, the child must be 5 years of age on or before September 1<sup>st</sup> in the year the child enters the school. K5 students must be able to feed themselves. No parents will be allowed to stay with the student in the classroom or the cafeteria (during lunchtime).

Early admission for K5 may be considered on a case-by case basis based on school evaluation through testing. Children must meet the following criteria to be considered:

- a) the child must turn 5 years old before September 1<sup>st</sup> of that school year
- b) the classroom teacher has conducted a formal evaluation of the child
- c) formal approval by both the classroom teacher and School Principal is required

## **4. Tuition and Other Fee Information**

### **4.1 Summary**

The School makes every effort to remain competitive with other parochial schools in the area. Tuition rates are established to make education emphasizing Orthodox Christian values affordable and do not cover the entire per student education cost. The balance of our educational cost is subsidized by fundraising activities, scholarship gifts and donations. School families have the privilege and responsibility to contribute to the financial needs of our school through generous tax-deductible donations and support of fundraising activities. Parents are expected to be prompt in meeting payment obligations.

Educational costs include, but are not limited to books, equipment, technology, teacher salaries and maintenance of the classrooms. Tuition does not include field trips, lunch/snacks, school pictures, supplies or any extra-curricular activities.

For current year tuition rates and other fees, refer to Tuition Agreement found in Admissions sections of the School website.

### **4.2 Sibling Discounts**

Sibling discounts are provided to families with more than one child attending the School during the same school year. Discounts apply to tuition only. They are as follows: the second child receives a 10% discount; the third child receives a 15% discount; the fourth child's tuition is free.

### **4.3 Member / Non-member Tuition**

A "Church Member in good standing" is anyone who is a member of an Orthodox Church and is current on his/her membership dues, at the beginning of the school year. Individual parishes determine membership standing.

In order to receive "member" tuition rates, you will need to provide proof (cancelled check, membership receipt, etc.) that you are an active, paid member of an Orthodox Church. Proof of membership needs to be provided at the time of registration. If you are not a member of an Orthodox Church, or not a member in good standing, you will be assessed the additional \$500 non-member fee. No exceptions will be made to this rule.

### **4.4 Registration**

Annual registration and re-enrollment end on or about March 1<sup>st</sup> of each year. The date will be communicated to parents each year. All students must register if they wish to return to the School the following year. A registration fee of \$50 and a \$500 deposit per student are due at the time of enrollment. Registration and deposit fees are non-refundable and hold the student's seat for the next school year.

The registration process is finalized only when the complete enrollment package is received. The enrollment package consists of 1) completed registration form, 2) signed tuition agreement, 3) copy of immunization records, 4) \$500 non-refundable tuition down payment, and 5) \$50 non-refundable registration fee. No exceptions will be made to this rule.

### **4.5 Early Enrollment Discount**

Early registration and timely re-enrollment are critical to our planning process. It helps us gauge our needs, including staffing, for the upcoming school year. Tuition credit of \$200 per student will be offered if students are enrolled prior to the registration deadline, as established each school year. To qualify for this discount, a complete enrollment package, as defined in the Registration section above, must be received. No exceptions will be made to this rule.

### **4.6 Book and Testing Fees**

Book fees are used to purchase books, and other materials for the classroom. Testing fees are used for Star 360 test costs.

#### **4.7 Tuition Payment Schedule**

Tuition can be paid in full at the beginning of each academic year, or in two installments. The payment option is required to be selected before the first payment is due. Payment in full or the first installment and the appropriate book/testing fees are due on or around September 15<sup>th</sup>; the second installment is due on or around December 15<sup>th</sup>. If installments are selected, a \$15 fee will be assessed for each tuition installment.

Tuition payment options other than the ones noted above will be considered on a case-by-case basis and will need to be approved by the School Board. In addition, they will be assessed a fee of \$60.

In the event of late enrollment, tuition will be prorated. A full month's tuition will be charged if the student attends any school days during the month.

If paying in installments, statements will be provided detailing amounts paid and balances due. If a full payment is made prior to the start of the school year, a subsequent statement will be generated to indicate that the balance is paid in full. Separate receipts will not be provided. As part of the year-end reporting process, a letter will be provided by the end of January detailing tuition amounts paid for the preceding school year.

#### **4.8 Delinquent Tuition & Fees**

Tuition and fees make up an essential portion of the school budget. We expect all families to pay tuition and fees promptly. However, we recognize that a family can experience temporary financial difficulty due to the loss of employment, illness, or other factors beyond the family's control. If such circumstances affect the family's ability to meet their financial obligations to the school in a timely manner, it is the responsibility of the family to make this situation known to the Treasurer.

All tuition and fees must be paid according to the selected payment option. In the event of non-compliance with the selected payment options, the following course of action will be taken:

- Families who are late in their payment of tuition and fees and have not contacted the Treasurer will receive a written notice asking them to bring their account current.
- Accounts remaining in arrears for over 30 days result in discussion with the parents or guardians with plans for the resolution of the situation.
- Accounts that remain delinquent past 60 days are considered to be in default. Failure to pay delinquent tuition and fees in full will have the following consequences:
  - Delinquent tuition will be assessed a charge of 5% per month until all financial obligations are satisfied.
  - Students whose families have an outstanding balance will not be allowed to attend classes the following school year until the past due balance is paid in full. Student records will not be released until tuition is paid in full.
  - Balances past due over 60 days will be sent to collections.

#### **4.9 Reimbursement Policy**

In the event that a student is withdrawn from the School prior to the first day of school – 100% of paid tuition and paid fees will be refunded with the exception of the registration and deposit fee, which are non-refundable.

In the event that a student withdraws from the School during the first semester of the school year, they are responsible for the full semester's tuition.

In the event that a student withdraws from the School during the second semester of the school year, they are responsible for the full year's tuition.

No refunds will be issued for a temporary absence from the school for any reason (i.e. vacation, illness, etc.).



In any instance a student is recommended for special education and therefore needs to withdraw, parents will receive a tuition refund on a pro-rata basis. There are no refunds for expulsion from the School.

Should one student, with sibling(s) in the School, be withdrawn, the refund amount shall be applied to any unpaid tuition or fees of the remaining sibling(s) before a refund check is issued.

All requests for tuition refunds must be made in writing and directed to the Treasurer. Refunds will only be granted after review by the School Board and the Dean.

#### **4.10 Parental Involvement Policy**

Parental involvement is crucial to our School's success. In order to keep tuition low, we need volunteers for fundraising events. Event information will be sent to everyone, and everyone is encouraged to participate. In addition, parents are encouraged to participate in school board and/or sub-committee activities.

#### **4.11 Before and After School Program**

If your child requires before and after school care, please contact the Principal. The cost for these services (for all students) is \$10.00 per 30 minutes. The program is available from 7:30 - 8:00 a.m. and 3:45 - 4:45 p.m. Monday through Friday.

Note: To ensure the safety of all students, any child not picked up by 3:45 p.m. will be sent to the after-school program, regardless of age or grade level.

## 5. Schedule

### 5.1 Student Schedule

- 8:00-8:30 AM: Students arrive in classrooms.
- 8:30 AM: All-school prayer, Pledge of Allegiance, and Serbian Anthem. Students arriving late must wait in the school entryway until the morning procedure is completed.
- 11:30 AM: Dismissal for Preschool and K4 students who are not staying the entire day.
- 11:30-12:00 PM: First lunch period: K5 – Grade 2. First recess: Grades 3 - 8.
- 12:00-12:30 PM: Second lunch period: Grades 3 – 8. Second recess: K5 – Grade 2.
- 3:30 PM: Dismissal for students.
- 3:45 PM: Dismissal for teachers.
- 4:45 PM: Dismissal of After School Care.

Note: Classroom teachers decide when extra recess is warranted.

### 5.2 K3/K4 Afternoon Nap Time

If your child partakes in the afternoon K3/K4 program, nap time is mandatory. Teachers & aides will follow the schedule shown below:

- 12:30-12:45 PM: Children's preparation for a nap time. It includes bathroom breaks, getting mats and blankets ready and changing clothes, if necessary.
- 12:45-2:00 PM: Children's nap time.

During nap time, all children need to lay down on the mats and try to fall asleep. There will be NO EXCEPTIONS to this rule.

After nap time, students will have an extra recess, snack time, and different closing activities for the day.

### 5.3 K5 Afternoon Nap Time

It is mandatory that K5 students have a 45 min nap time in the afternoon. During nap time, all children need to lay down on the mats and try to fall asleep. There will be NO EXCEPTIONS to this rule.

### 5.4 Specialty Classes

Schedule of specialty classes:

- Religion: Three times a week (with priests and classroom teacher)
- Liturgy/Matins: Fridays and Holy Days throughout the year
- Serbian Language: Twice a week (grade 1-8)
- Applied Math: Twice a week
- World History: Once a week
- Art: K5-3rd on Wednesday and 4th-8th on Friday
- Music: Once a week for grades 5-8 and twice a week for grades K3-4
- Choir: Once a week
- Physical Education: Once a week

### 5.5 End of School Day

The school day ends at 3:30 PM for all students. The pick-up location is in the lobby of the school/cultural center. Parents are not allowed to wait for children in front of classroom doors. Students **must** wait for their ride in the lobby, **they may not leave the building until their ride has arrived**. At 3.45 pm, remaining students will be sent to After School Care.

## 6. Educational Program

### 6.1 Preschool and Four-Year-Old Kindergarten

Sessions are half and all day with a religious and academic focus. Specialty teachers enhance the program with age appropriate discovery and exploration of all subject areas, such as Religion, Music, Art, and Physical Education.

### 6.2 Five-Year-Old Kindergarten

Sessions are all day with a religious and academic focus. Specialty teachers enhance the program in the areas of Religion, Music, Physical Education, and Art.

### 6.3 Grades 1-4

Classrooms are self-contained, and enhanced by specialty teachers in the areas of Religion, Serbian Language, Music, Physical Education, and Art.

### 6.4 Grades 5-8

In the middle school, students rotate classes in Math, Language arts, Reading, Science, and Social Studies. Specialty teachers enhance the program in the areas of Religion, Serbian Language/Culture, Applied Math, World History, Music/Choir, Physical Education, and Art.

### 6.5 Curricular Programs

1. Advanced Math Enrichment (Middle School)
2. All-School Liturgy on all Holy Days
3. Serbian Program (Grades 1-8)
4. Physical Education Program (Preschool - 8)
5. Art (Grades K5-8)
6. Science Enrichment Work (Middle School)
7. World History (Middle School)
8. Music Program (Preschool - 8)

### 6.6 Extracurricular Programs

1. Annual School Musical
2. Regional Math competition (5-8), Science and/or Art Fair (Preschool - 8)
3. Spring Singing WSMA Competition (Grades 5-8)
4. "Patriot's Pen" writing competition (5-8)
5. Geography bee (5-8)
6. Junior Achievement

### 6.7 Special Needs Education

St. Sava Orthodox School DOES NOT provide special education services. However, school staff will endeavor to identify students with suspected special needs and refer the parents to seek and obtain special education services from the public school districts.

Procedures for students with suspected special education needs:

1. Parents are invited to school for a conference with their child's teacher and the school principal regarding a potential special education referral. Reasons for referral may include, but are not limited to: perceived needs in the areas of learning, social, and emotional development, behavior, speech and language development, vision, hearing, attending, motor skills, and physical development. During the course of the conference, teacher observations and concerns are shared, school records and work samples are reviewed, and parent observations and concerns are shared.
2. If the child's parents choose to pursue special education services, the parents must then contact their neighborhood public school for a special education referral form.
3. The child's classroom teacher and the school Principal will assist the parents in completing the special education referral form.

4. The child's parents must then submit the completed special education referral form to their neighborhood public school.

### 6.8 Plagiarism

Plagiarism (or cheating) represents the use of other people's words and ideas, in whole or in part, as the students' own work and it is not permitted. The individual teachers will determine the penalty for plagiarism. A teacher must discuss the alleged offense with the student or students involved. Parents must be informed of the plagiarism and its consequences.

### 6.9 Evaluation of the Students

Evaluation of the students takes place formally four times a year for students. Additionally progress reports are issued four times within a school year. Students in grades K4-2 receive progress-based evaluations, while students in grades 3-8 are evaluated by an achievement-based format. Parent-Teacher Conferences are held formally two times per year. These conferences allow parents and teachers an opportunity to discuss the ongoing progress and development of the student. Special conferences may be scheduled with individual teachers when necessary and are by appointment only.

#### 6.9.1 Assessment Criteria used for Student Progress Reports

##### Grades K4 – 4

Below grade level expectations	1	Student <b>inconsistently demonstrates an understanding</b> of the concept or skill being assessed and performance toward the grade level standard is below expectations.
Working towards grade level expectations	2	Student <b>demonstrates a beginning understanding</b> of the concept or skill being assessed and is progressing towards meeting the grade level standard.
Meets grade level expectations	3	Student <b>demonstrates a proficient understanding</b> of the concept or skill being assessed and performance meets the grade level standard.
Exceeds grade level expectations	4	Student <b>consistently demonstrates a well articulated understanding</b> of the concept or skill being assessed and performance exceeds the grade level standard.

#### 6.9.1.1 Achievement-Based Assessment Criteria

##### Grades 5 – 8

A = Excellent	93 - 100%
B = Very Good	81 – 92%
C = Satisfactory	71 – 80%
D = Needs to Improve	61 – 70%
U = Unsatisfactory	60% and below
I = Incomplete	

#### 6.9.1.2 State-mandated Standardized Testing

Students in Grades K5 through grade 8 will take a standardized test (Star 360) at minimum 3 times per school year. This test includes Reading and Math. The primary purpose of the testing program is to assess the continued progress and achievement of the student.

#### 6.9.2 Honor Roll

The school urges each student to develop his/her own potential to the best of her/his ability. Despite varying degrees of ability, we strive to recognize student efforts in several ways:

- Academic High Honor Roll (GPA of 3.8-4.0)
- Academic Honor Roll (GPA of 3.0-3.7)
- Quarterly Perfect Attendance

## 6.10 Homework Policy

Homework is meant to reinforce and enrich the concepts and skills learned in school and to stimulate interest on the part of the student. Homework is developmental in nature. It increases in scope with the maturity and capability of the students. Homework will be graded and returned in a timely manner.

## 6.11 Student Promotion

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

### 6.11.1 Academic Requirements for Promotion

A student must attain all of the following four 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, English/Language Arts, science, and social studies.
- 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.) – A “D” average is considered a 1.0 on a 4.0 scale.
- 3) A score of “proficient” in all areas of assessment on the current state-mandated standardized test will promote the student. However, if the student is not proficient on the standardized tests, the teacher may promote the student based on grades and work performed during the entire school year. This requirement is applicable only to those grade levels where standardized tests are administered (K5, 1 – 8).
- 4) A recommendation for promotion from his/her current grade level or classroom teacher.

## 6.12 Student Retention

The retention of a student will be conducted in a judicious fashion and always with the best interests of the student in mind. Students are considered for retention based upon academic achievement, as well as upon social and behavioral factors. When retention seems likely, parents will be formally contacted by their child’s teacher in order to arrange a pre-retention conference. The pre-retention conference will include the reasons for the recommendation of possible retention and a program for remedial action. A final conference with parent(s), principal, and teacher will be held to inform the parent(s) of the school’s final decision in regards to retention or promotion of the student.

If any student accumulates **30 or more days of unexcused absences**, he/she will automatically be retained, regardless of academic performance, per Wisconsin Department of Public Instruction.

## 7. Dress Code Policy

Students are required to wear uniforms. The purpose of a school uniform is to provide a positive learning atmosphere free from the distraction of fashion and give the school environment the respect it deserves. The success of a uniform code is dependent upon the cooperation of parents, students, and staff.

### 7.1 What students can wear?

- Shirts/Blouses – Solid white, powder blue, or navy blue long or short-sleeved styles, Knit polo shirt with collar turtle/mock turtle neck;
- Sweater (crew, V-neck, or cardigan) - Must be navy, powder blue, or white. No other colors allowed.
- Pants/Shorts/Skirts/Dresses – Navy blue or corduroy (no denim) knee length. When attending church, middle school girls must wear knee length skirts or longer (if no navy knee length skirt available, other colored skirts can be worn).
- Tights – White, powder blue, navy blue or nude/tan. Must be worn at all times.
- Dress Shoes – Black, Brown or Blue. Must be safely tied, closed-toed (no open toed sandals, backless shoes, clogs, crocks, slip-on sandals, slippers, or similar) and appropriate for church.

### 7.2 What students CAN NOT wear at any time?

- NO SWEATPANTS
- NO MINI-SKIRTS
- NO YOGA PANTS
- NO TRANSPARENT CLOTHING (no visible undergarments)
- NO TEAM OR SPORT JERSEYS
- NO PRINTED CLOTHING EXCEPT ST. SAVA SPIRIT DAY APPAREL

### 7.3 Spirit Day

Every Thursday is a Spirit Day. Students are allowed to wear any of the following: jeans, corduroy pants, St. Sava School t-shirts, and tennis shoes. Pants and shorts must be appropriate length and look neat (no holes, rips, fraying, etc.) The principal has a right to move Spirit Day to another day of the week. Parents and students will be notified. Musical t-shirts will be allowed if the Principal approves.

### 7.4 Physical Education Classes

Tennis shoes, sweatshirts, and sweatpants may only be worn during physical education class.

- Grades K3 – 4: Regular uniform attire and a separate pair of athletic shoes to be kept at school.
- Grades 5 – 8: All students must practice good hygiene (use of deodorant is greatly appreciated). Students must bring clothes to change into. Regular uniforms must be worn after class is completed. Jewelry such as necklaces, bracelets and dangling earrings are not allowed.

### 7.5 Cold Weather Clothing / Recess

- All students must wear boots that can be removed during the day.
- All students should be dressed for cold weather with slacks, gloves, hats, etc.
- Students must have snow pants during winter. PLEASE LABEL THESE ITEMS WITH THE STUDENT'S NAME.
- Sweaters, fleeces, etc. must be navy, powder blue, or white. No other colors allowed.

## 8. Communication and Discipline

### 8.1 Parent Communication with Teachers

Parents are encouraged to consult with a teacher whenever a need arises. All conversations regarding school matters must be handled by appointment only. Arrangements may be made via a note, calling during school hours, email, or by leaving a message on the school voice mail. Your message will be forwarded to the appropriate teacher, who will return your call as soon as possible to set up a meeting. During the drop-off and pick-up times for your children, any conversations with teachers should remain brief and cordial. *Translation services for parents/guardians and/or family members are available by request.*

### 8.2 Parent - Teacher Conferences

St. Sava Orthodox School conducts two formal parent/student/teacher conference sessions during the school year. The first session is at the end of the first quarter. At that time, progress reports for the first quarter grading period will be distributed and discussed. All parents/students are expected to meet with the respective teachers at this time. Conference sessions are also conducted at the end of the third quarter.

### 8.3 Parent Conciliation Procedure

**Procedure:**

- Step 1:* Consult with the Teacher.
- Step 2:* Consult with the Principal.
- Step 3:* Consult with the Dean of the School.

### 8.4 Discipline

Discipline is a mutual responsibility between the staff, students, and parents. The staff will strive to reinforce students to be honorable, respectful, and responsible toward themselves, fellow students, staff, and parents.

### 8.5 Discipline Action Levels:

1. Classroom Intervention
2. Phone call to parents
3. Conference with Principal
4. Conference with Dean and Principal
5. Suspension
6. Expulsion (pending school board hearing)

### 8.6 Anti-Bullying Policy

**The School has a zero tolerance bullying policy.** During school, there will be situations when students do not get along. Examples of this are: students attempting to hurt, exclude, or control other students. Often, these behaviors are motivated by anger, jealousy, insecurity or a student's inability to deal with conflict.

In a case of a bullying incident, the principal, teacher or clergy shall collect whatever information is necessary to determine the facts of the situation. Parents and/or guardians of each student will be notified of the incident and ongoing investigation.

## 9. Sickness/Absence Policy, Medication and Immunization

### 9.1 What should I do if my child cannot come to school?

If your child is unable to attend school (for any reason), you need to inform the classroom teacher on a daily basis by e-mail, text or call the school's phone and leave a message.

### 9.2 When do I keep my child at home?

Student should be kept home when the following signs and symptoms prevail:

- A temperature of 100 degrees F or more
- A productive cough
- Purulent (green, yellow, thick or otherwise unusual) nasal or eye drainage
- Diarrhea (liquid, colored stools)
- Skin rashes/eruptions
- Strep throat, sore throat, red throat, swollen glands around the jaws, ears, or neck
- Earache, severe stomachache, severe headache
- Nausea, vomiting, or recurrent vomiting
- Lethargy, general complaints of muscular aches and pains
- Head lice

Students should not return to school until they have been without symptoms for a full 24 hours.

### 9.3 Excused Absences

- Personal illness
- Death and funerals of members of the immediate family and/or household
- Doctor's appointments that cannot be made outside of the regular school hours
- Court appearances (verified)
- Observance of religious holidays, including your family Slava
- Family emergency
- School related programs and tours

### 9.4 Unexcused Absences

- Unverified illness of pupil
- Truancy and tardiness
- Lack of transportation

### 9.5 Communicable Disease

If a student is diagnosed with a communicable disease, the **parent must report this immediately to the teacher**. The parent will then be given instructions as to when the student can return to school, per Wisconsin Department of Health and Family Services guidelines.

Examples of communicable diseases: measles, mumps, pink eye, strep throat, impetigo (exclude from school until 24 hours of antibiotic therapy has been completed), chicken pox (exclude from school until sores are crusted over - usually 10 days), etc.

### 9.6 Immunizations

State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of enrolling. The age/grade specific requirements may be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. A Wisconsin Department of Health and Social Services Student Immunization Record will be sent home for completion. Parents must also be able to present updated records if requested by an administrator or teacher.

### 9.7 Medication Policy

No pills, tablets, or lozenges (i.e. 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 classroom teacher.



Any student in need of an inhaler or EpiPen may keep it in his/her backpack, give to the teacher for safekeeping, or leave it in the school office as needed.

## 10. Safety Procedures

### 10.1 Fire Safety

Students and staff will practice a fire evacuation at various times throughout the school year. Some of the fire drills will be observed by a local fire department.

### 10.2 Tornado Drill/Inclement Weather Evacuation Plan

Tornado drills are held in spring. In the event of a tornado warning, the students will be moved to the basement or the closest appropriate area.

### 10.3 Inclement Weather and School Closing

School will close for inclement weather when it prevents students and staff from arriving safely to the school. If school is closed for an entire day, announcements will be made prior to the start of school via TV, radio stations, and emails or similar.

**PLEASE DO NOT CALL THE SCHOOL.** The lack of an announcement means that school will open. In the event that a sudden emergency forces school to close before the regular closing time, students will be sent home early. All parents (or emergency contacts if you are not reachable) will be notified. If no one is home during the school day, please make sure your child knows exactly where he or she will go and what he or she will do until other family members arrive.

### 10.4 Permission to Leave School Grounds

No student is permitted to leave the school grounds without the permission of the principal (and without authorized adult person). If for some reason a parent wishes a child to leave, a note, email, text, or a phone call requesting this permission must be presented to the teacher,

### 10.5 Parents and Visitors

Parents and visitors are always welcome at the school. **ALL** entrances to the school will be locked throughout the school day for the safety of our children. Parents and visitors are required to use the main entrance (buzzer door) of the building in order to gain access because the school is a locked. An intercom system is installed at this entrance. Once identification has been established, parents/visitors will be allowed to enter.

### 10.6 Emergency Information Form(s)

Each student is required to have an emergency information form filled out by a parent/guardian. This form is to be kept with each student's records in the school office. Please fill out this form at the beginning of the school year and return it promptly to your child's classroom teacher. If information on this emergency form changes during the school year, please contact your child's classroom teacher so this vital information can be updated and kept current.

### 10.7 Drop off and Pick up

The circle drive in front of and around the church is for dropping off and picking up only. No cars are allowed to park/double park/stand idle in the circle drive during drop off and pick up times. Drop off and pick up times are from 8:00-8:30 and 3:30-4:00. If you are walking your child into school you must park in the parking lot.

## **11. Other Procedures**

### **11.1 Other Abuse and Neglect**

According to Wisconsin State Law, Sec. 48.981, Stats., 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 would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who 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 local County Child Welfare Agency, the office of the County Sheriff or the City Police Department.

### **11.2 Parental Custody Form**

Some school age children are members of families that have experienced divorce. Generally, the custodial and noncustodial parents both continue to have certain parental rights (e.g. to discuss student copies of progress reports).

Occasionally, the court issues restraining orders against one of the parents in the custody agreement. Frequently, the school does not know what parental rights the custodial and noncustodial parents possess. Unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent, the school will assume both parents may continue to exercise parental rights. If you have experienced divorce, legal separation or obtained a new custody/placement order, provide to the Principal a copy of the court order. The document will be maintained as a confidential record.

### **11.3 Transportation Reimbursement**

Private school families are eligible for monetary reimbursement from their local school district if the family meets the school district's criteria. The School will submit the necessary information to school districts no later than July 1st. Eligible parents will receive written information from the school districts. The School does not claim responsibility for the reimbursement checks that are issued by the school districts.

### **11.4 Field Trip Transportation**

Students must travel to and from field trips in the type of transportation indicated on the permission slip. For example if a child rides the bus to a field trip they must ride the bus back to school after the field trip has ended.

### **11.5 Electronic Devices**

#### **11.5.1 All Electronic Devices**

All electronic devices are prohibited to be used during school hours, unless a teacher gives permission.

#### **11.5.2 Cell Phones**

Use of cell phones is not allowed in the classroom or during lunch/recess. If brought to school, cell phones must remain in the student's backpack and must be turned off. If a student needs to make a phone call home or to a parent, they must request permission from their classroom teacher.

St. Sava is not responsible for any misplaced or damaged cell phones that students bring to the school. Students are responsible for their personal and school technology at all times.

### **11.6 Outside Recess**

Students will go outside for recess as long as the temperature is 25 degrees F, with the wind chill.