

# Holy Savior School Student Handbook Addendum

## **Arrival/Departure Times**

Students must be at school by 8:00 A.M. Arrival prior to 7:30 is discouraged since there is no supervision prior to 7:30 A.M. The school day will end each day at 2:30 P.M.

## **Procedures**

### **Visitors**

All visitors and volunteers coming into the school are required to stop in the office and sign in. If you are waiting for your child, please do so in the lobby outside of the principal's office.

### **Field Trip Policy**

Field trips, when personal vehicles are used for transportation, volunteer drivers are required to pick up and return students to the school at the specified times of each field trip. No unapproved stops or drop offs are allowed.

### **Picking Up or Dropping Off Students.**

Between 7:30 and 8:15 and between 2:15 and 3:00, we ask that parents use the upper parking lot to pick up or drop off students. This will better insure the safety of the students. There is no parking allowed on the school side of Maine Avenue from 7:30 am to 3:00 pm.

## **School Board**

The School Board works in an advisory capacity and usually meets the second Thursday of every month. Parishioners and parents are invited to attend school board meetings.

## **Nut Aware Policy**

In response to the food sensitivities reported for our current students we provide this policy. The immediate impact of a nut exposure to an individual with nut allergy can be life threatening and require medical intervention or hospitalization. It is always our priority to protect all students at Holy Savior School.

In recognition of the severe consequences of a nut exposure to students with nut allergies, we are Nut Aware at Holy Savior School.

Tree Nuts and Peanuts are excluded from the school building based on the ingredient list of food product. Under no circumstances should nuts of any sort, or products containing nuts, be brought to school, including lunches, snacks and classroom parties or celebrations.

The support of all school families and staff can make this a simple policy and relieve the worry of a possible nut allergy contact. If any parents are unsure about a certain food, they are encouraged to discuss it with staff.

### **Communicable Health Diseases (Flu, common cold, etc.)**

Teachers have expressed some concern about the number of times that children have been in school when the children have had severe coughs, or sore throats, or other symptoms which suggest that the children and the school would be better served if the child had remained at home to recuperate.

School attendance is important. However, when sick children come to school, usually other “well” children are exposed to the illness. It is always a judgment call on the parents’ or teachers’ part regarding how sick a child is. The following are guidelines:

1. Generally speaking if a child has vomited or had a fever within the last 24 hours, the child should be kept home the following day, especially if he or she has vomited more than once.
2. If a child’s cold symptoms have caused you as a parent to minister to him/her during the night, the child should be kept home.
3. If you are wondering whether or not your child can “make it” through the day, we would rather that you err on the side of caution, and keep the child home.
4. If diagnosed with lice, your child must be treated and nit free before returning to school. The school should be notified immediately.

### **Fundraising**

Because much of the financial support of our school comes from voluntary donations either through the parish or other programs, it is necessary for parents and staff to be involved in some fundraising.

### **Financial Assistance**

Limited financial assistance is available. All applicants are required to apply through F.A.C.T.S. or your request may be denied.

### **Tuition**

Parents or guardians are required to fill out a tuition agreement form and register through F.A.C.T.S. for a payment plan each year.

### **Family Volunteer Hours**

Family volunteer hours (FVH) are vital to the success of Holy Savior Catholic School. Volunteer hours strengthen the Holy Savior community, keep the school’s operating costs low, and help with day to day operations. Additionally, parents have the opportunity to meet each other as well as get involved with their child’s education inside and outside the classroom.

All families are required to donate 15 hours of service to the school at school sponsored events.

- Service hours for the year are accumulated from July 1 through the last day of school (usually in June) each school year.
- Hours may be completed by parents, guardians, grandparents or close family members or friends.
- Additional hours are welcome and encouraged but do not carry over from year to year.

- If you chair one of the large fundraising events (Fall Festival, Christmas Fair, Auction, Basket/Bag Raffle...) your entire 15 hours will be waived.
- There will be a sign in log at every event to facilitate tracking of volunteer hours.

Various Volunteer Opportunities (not all are listed as some fundraisers change from year to year)

- Weekly Bingo workers (kitchen, food table or games)
- Lunch in cafeteria (available everyday)
- Fall Festival
- Christmas Fair
- Auction
- Fundraising dinners (fish fry, pasta dinner, etc.)
- Working at Catholic Schools Week or Field Day events
- Other fundraising events (does not include time selling chocolates, raffle tickets, and other items)

### Evaluation of Student Work

We use two grading systems at Holy Savior School:

Grades K

H - High

S - Satisfactory

N - Needs Improvement

### Grades 1-8

A+ 99 - 100

C+ 82 - 84

A 95 - 98

C 78 - 81

A- 93 - 94

C- 75 - 77

B+ 90 - 92

D+ 73 - 74

B 87 - 89

D 71 - 72

B- 85 - 86

D- 70

F Below 70

Report Cards - Grades K-8: Report cards are issued to students three times during the year, usually as follows:

1st Trimester - late November, early December

2nd Trimester - mid March

3rd Trimester - mid June

Grades K-8 will receive mid-trimester progress reports in October, February and May.

Signing of Report Cards and Progress Reports: We require that all report cards and progress reports be signed by a parent or guardian and returned to school.

### **Extra-Curricular Activities**

Our students who are RSU #10 residents are eligible to participate in the regular RSU#10 athletic programs free of charge. Non RSU #10 residents must pay a fee of twenty dollars per activity; this is payable to RSU #10. Following are activities available:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
1. Girls' Soccer	1. Girls' Basketball	1. Track
2. Boys' Soccer	2. Boys' Basketball	2. Softball
3. Football	3. Skiing	3. Baseball
4. Field Hockey		4. Cheering
5. Cheering		5. Wrestling

Any student who participates in the sports programs offered has to follow the guidelines set forth by RSU #10 and those implemented by our Advisory Board. For a full list of RSU #10 guidelines, contact the Superintendent's Office at 562-7254.

### **DRESS CODE**

#### **Philosophical Statement**

It is important that people learn to make distinctions regarding appropriate personal appearance for the various functions that they will attend throughout their lives. We believe that a person's appearance makes a statement about the level of respect that he or she has for the people, the places, or the institutions, that he or she encounters. At first, children need to learn what's appropriate; usually this is learned through adult guidance either in the home or at school. Of course, when students reach adolescence they will determine appropriateness using the standard of "what everyone else is wearing or doing"; that standard of appropriateness causes problems because unfortunately a common result is a show of disrespect for the people, places, and institutions that the student encounters.

Another issue related to the matter of appearance is modesty. As a Catholic school, we feel a sense of responsibility to insure that people in our school dress in a manner that is not sexually suggestive and is in good taste in terms of modesty.

While we wish to respect students' personal freedom, we must also reserve the right to address issues such as radical hair styles. Hair must not hang over the face or eyes, and although there is no expectation to length – hair must be kept neat and clean. Only natural hair colors (black, blonde, brown, red) are permitted; punk or other distracting hairstyles such as “Mohawks” are not permitted.

Those who do not abide by these regulations will have one day to correct the problem. Administration has the final say on all hair policies.

**The following clothing IS permitted at Holy Savior School:\***

- Pants, including Capri style (mid-calf) that are consistent in their coloration and follow the dress code.
- Dress shorts and skorts will be permitted during the first four weeks of the school year and the last four weeks of the school year. Shorts and skorts must come down to just above the knee. They must be hemmed.
- Sleeveless shirts are permitted providing the shirt sleeve is hemmed and extends to cover the outer shoulder and does not have large armholes.
- For girls: Skirts, dresses and jumpers must be no shorter than 1” above the knee.
- Shoes that promote safety must be worn at all times throughout the school day. Footwear must have a back or a back strap. Sneakers must be worn for gym.

**The following clothing shall NOT be worn at Holy Savior School:\***

- No clothing that is frayed, has holes, has rips or is faded, even if purchased this way.
- No clothing that drags excessively on the ground.
- No clothing that exposes the midriff. This includes ‘hip hugger’ style pants and short ‘crop top’ style shirts.
- No shorts as outerwear, other than the designated time frame.
- No skorts, other than the designated time frame and qualification.
- No sweatpants, wind pants or pull-away style pants other than grades K to 4 on physical education days, Grades 5 to 8 may wear them only during gym class.
- No gym style shorts are to be worn other than during Physical Education class time. (all grades)
- No clothing which has pictures or lettering which is profane, which promotes alcohol, cigarettes or other drugs, which promotes violence, which contains sexual innuendo or which labels personal traits (i.e., ‘angel’, ‘princess’, etc.)
- No tight or spandex fitting materials, this includes leggings.

- No tank tops, t-backs, halter top or spaghetti-strap style shirts or dresses.
- No camouflage clothing.
- No undergarments should be visible.
- No hats, bandanas, visors, headbands, kerchiefs or sweatbands to be worn in the building.
- No blue denim to be worn to any church prayer or Mass day (Including the first and last day of school).

If a child is inappropriately dresses, a phone call to the child's parent or guardian will be made. You , as the notified parent or guardian, can provide the appropriate clothing by bringing it to school for the child to change or by bringing the child home to change.

If a type of clothing is not listed as "permitted" or "forbidden" you may assume that it is permitted. The principle will decide when or if unlisted clothing is acceptable in term of school appropriateness or modesty.