



Parent-Student Handbook

TO KNOW • TO GROW • TO SHOW



St. Andrew
LUTHERAN SCHOOL

(Revised 2011)

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This Parent Student Handbook is a small guidebook which contains information about policies regarding our school and regulations for the pupils. After reading the handbook, please file it in a place that is easily accessible, and refer to this handbook when any questions pertaining to our school arise. If the information you need is not given in this handbook, please consult the principal or your child's teacher.

MISSION STATEMENT AND PURPOSE

Train up a child in the way he should go, and when he is old he will not depart from it - Proverbs 22:6.

The mission of St. Andrew Lutheran School is to offer a quality Christ centered education that assists parents in guiding children to know Jesus as their Savior, grow in faith, and show Him to others.

It serves the parents of St. Andrew Lutheran Church who are eager to follow the command of Jesus, Who said, "feed my lambs." It recognizes all children as gifts of God and does all it can for their eternal and temporal welfare.

St. Andrew Lutheran School also realizes that the Lord desires us to make disciples of all nations. Therefore, we are committed to reach out to others in the community with the Gospel of Christ who are not members of our church or of another Christian church.

As a Christian elementary school, our school differs from public schools in that it teaches the Word of God as found in the Holy Scriptures, and promotes the Lutheran faith. In addition, St. Andrew also provides a well-rounded, current secular education, which equips the pupils for a useful life in God's creation. All areas of learning are presented in the light of God's Word. This means that the child is taught to behold the guiding hand of God the Creator, Redeemer, and Sanctifier as shown in the creation of the world, in the course of events in history, and in the entire life of every individual.

PHILOSOPHY OF CHRISTIAN EDUCATION

There is only one true God (John 17:3) who has revealed Himself as the Triune God, one God in three persons. God the Father is our Creator and Preserver, the one who has created all things and who richly and daily provides for all our wants and needs. Jesus Christ, God's only Son, through whom God's love has sent into the world to save mankind from sin, death, and the power of the devil, redeems us with his holy precious blood and innocent suffering and death. The Holy Spirit inspired men to write God's Word and He is the Author and Finisher of the Christian faith. The Holy Scriptures as the inspired Word of God proclaims God's grace and salvation through faith in Christ Jesus.

Man's nature from his birth to his death is sinful and corrupt. He is an enemy of God (Gen. 8:2 & Rom. 7:18). Through faith given by the Holy Spirit, man is able to obtain this salvation realizing that he is a sinner and needs a Savior. Man needs to continue to grow in his faith through hearing God's Word and through Christian fellowship (Rom. 8:1, Rom. 3:23-24, Heb. 10:25). Man is saved by God's grace through faith in the redemption of Jesus Christ (Eph. 2:8-9 & 1 Peter 2:24). Man's salvation moves him to realize his responsibility to respect and love God and his fellow man (1 John 5:3 & Matt. 22:37-39).

From Scripture we learn what is truly knowledge, wisdom, and truth, namely the fear of the Lord (Prov. 1:7). *Knowledge* is the retention and storage of facts and skills gained through experience. As children of God, we want to know as much about God as possible lest we be deceived by the devil (Col. 2:2-4). The only source of this knowledge is Holy Scripture. *Wisdom* is the application of knowledge. We, as sanctified believers, desire spiritual wisdom to understand and know our God better (1 Cor. 1:17). *Truth* is the body of real facts, events, or things. The only reliable source of truth is the Bible, whereas all scientific truths are relative to sinful human standards (John 8:31-32). The scientist and natural man are always searching for truth; however, Jesus says, "I am the way, the truth, and the life." (John 14:6).

While the Lord gives parents the direct command to teach their children, this does not absolve the church of its responsibility. The command of the Lord to His disciples to "make disciples of all nations," includes the command to teach them "all things whatsoever I have commanded you." (Matt. 28:19). The risen Lord told Peter, "feed my lambs...feed my sheep" (John 21:12-17). Thus the church along with its called workers, has the God-given responsibility to, "feed the flock of God, which is among you" (1 Peter 5:2).

OBJECTIVES OF ST. ANDREW SCHOOL

The specific objectives of St. Andrew Lutheran School are:

- To teach God's Word diligently in obedience to God's command.
- To provide for the temporal and spiritual welfare of our pupils by means of a systematic and thorough Christian education using whatever reasonable methods and resources are available to us.
- To thoroughly indoctrinate children in the fundamentals of Christianity.
- To build Christian character on the basis of God's Word, which will show itself in the daily behavior and attitude of the pupil.
- To teach our pupils to evaluate all education and activities from the Christian point of view.
- To help our pupils, through the study of God's Word, keep their sights set on the goal of eternal life in heaven.
- To help each pupil work to the best of his God-given ability.
- To encourage and help our families and pupils share their faith and knowledge of Jesus Christ with one another.
- To develop and strengthen a close partnership between the home, school, and church.

ACCREDITATION

St. Andrew Lutheran School is on the Approved List of the Office of the Superintendent of the Educational Service Region of Cook County and is accredited with all the area public school systems. Public schools require a release of credits from St. Andrew in order to transfer into them.

ADMINISTRATION

St. Andrew Lutheran School is owned and operated by St. Andrew Lutheran Church (a member of the Wisconsin Evangelical Lutheran Synod - WELS). The will of the congregation's Voters' Assembly regarding their school is carried out through the elected six member Board for Christian Education. The Pastor and Principal act as advisory members to the Board. The administration of the school is carried out by the school Principal.

FACULTY

The faculty of St. Andrew Lutheran School is qualified to teach elementary school and dedicated to the service of the Lord Jesus Christ. They have not been hired, but have received a Divine Call from St. Andrew Lutheran Church.

The faculty stays current in educational trends, methods, and standards by attending conventions, seminars, and workshops throughout the school year and during the summer.

POLICY MAKING PROCEDURES

The affairs of the school are discussed and considered in regular or emergency business meetings. The school board members present at a properly called meeting shall constitute a quorum. A resolution of the school board is valid and binding when the majority of the school board present vote in favor of it. In case of a tie vote, the chairman shall cast his vote to break the tie.

QUESTIONS AND CONCERNS:

At times, parents may disagree with a school policy or practice, especially as it pertains to their child(ren). Such concerns should not be allowed to linger, nor should they become the subject of public conversation. God has a better plan. Discuss the problem with the person involved. Approach the discussion with prayerful humility. Rejoice that the problem is between fellow Christians whose Lord is over all, for under our almighty all-knowing God any problem can be resolved. If a parent has a concern regarding policy, it should be directed to the attention of the principal. If deemed necessary, the matter will then be brought before the School Board.

POLICIES / RULES

The following are rules and procedures developed by St. Andrew's to maintain an orderly and disciplined learning environment for our students and faculty. Grievances pertaining to these policies, or appeals to violations of these policies may be addressed to the School Board. The School Board's determination will be final in all policy manners.

ENROLLMENT POLICY

Children beginning our Learning Center should have reached their third birthday by September 1. Students entering Kindergarten should have reached their fifth birthday by September 1.

All new students will be enrolled on a probationary basis. Parents seeking to enroll their child need to complete an Application for Admission form and fulfill its requirements.

NON-DISCRIMINATION POLICY

St. Andrew Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, and athletic or other

school- administered programs.

STUDENTS WITH DISABILITIES

St. Andrew makes every attempt to accommodate students with disabilities within the physical restrictions of the building.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY

St. Andrew offers total English immersion for parents who have child(ren) with limited English proficiency. Currently the school does not have the financial means to provide bi-lingual education. Parents wishing to have bi-lingual education will be referred to the public school system and/or other schools which provide these services.

TRANSFERRING STUDENTS / SCHOLASTIC RECORDS

St. Andrew shall within 10 days after the student has paid all of his or her outstanding fees and at its own expense forward an official transcript of the scholastic records of each student transferring from St. Andrew in strict accordance with the rules established by the State Board of Education pertaining to private or nonpublic elementary schools.

No student will be considered for admission into St. Andrew UNTIL all completed transcripts have been received from the school previously attended.

NON-MEMBER ENROLLMENT REQUIREMENTS

Parents enrolling at a 2nd Tier will have one year to take Pastor's Bible Information Class and decide if they would like to become members. If they choose not to become members they will enroll the next year at the 3rd Tier. Parents of 2nd Tier Non-member children must meet the following requirements.

2nd Tier Students:

- One of the parents must attend the pastor's adult information class. This class must be completed within the first semester of the child's enrollment. The purpose of this class is to help the parents understand the religious teaching that their child will receive at St. Andrew Lutheran School.

Two different classes will be offered during the school year. The first course will be offered at the beginning of the school year and takes about four to five hours to complete. The other class takes about twenty hours to complete and will be offered twice during the school year. Those who take the longer course will have the option of becoming members at St. Andrew Lutheran Church if they desire.

- Non-member children must regularly attend St. Andrew Lutheran Church and Sunday School whenever they are held. The teachers and Pastor monitor attendance.
- Non-member children must participate in any special programs sponsored by St.

Andrew Lutheran School and/or Church, i.e. Christmas Eve Program and classroom church singing.

- Non-Member children and their parents must cooperate totally with the school and its teachers in all other policies and procedures as they are outlined in the school handbook.
- All new students entering St. Andrew Lutheran School will be enrolled on a probationary basis. The Board of Christian Education will review this probation during the first twelve weeks of enrollment. Board action may take place at any time during, but is not limited to, this period.
- All non-members must meet with Pastor before their child is re-enrolled for each subsequent school year.

3rd Tier Students:

- Non-Member children and their parents must cooperate totally with the school and its teachers in all other policies and procedures as they are outlined in the school handbook.
- All new students entering St. Andrew Lutheran School will be enrolled on a probationary basis. The Board of Christian Education will review this probation during the first twelve weeks of enrollment. Board action may take place at any time during, but is not limited to, this period.
- All non-members must meet with Pastor before their child is re-enrolled for each subsequent school year.

Failure to meet any of the above mentioned requirements may result in the dismissal of the child(ren) from St. Andrew Lutheran School.

LEARNING CENTER

To enroll in St. Andrew's Learning Center a child must be 3 years old on or before September 1st of the current school year. The Learning Center is a self-supporting, non-profit program structured to develop the "whole" child spiritually, socially, physically, and intellectually. Full day and half day options are available. Contact the Early Childhood Director for more detailed information.

BEFORE AND AFTER CARE

Before and After School Care is available to all students of St. Andrew from Learning Center through eighth grade. Hours are from 7:00am – 7:45am before school and from 3:00pm to 6:00pm after school. The cost for Learning Center students is included in their tuition. However, if the Learning Center child attends a half-day program he/she will be charged \$3.00 per hour, beginning on the hour, if picked up late.

For students in kindergarten through eighth grade:

- The cost is \$3.00 per hour, per child.
- Before care hours will be billed in 15-minute increments, rounded up to the next quarter hour.
- After care hours will be billed on the hour.
- A \$25 snack fee will be assessed after your child attends after care 10 times. This fee will be assessed 1 time each semester.
- Parents of students who use the before and/or after care will receive a billing statement one week prior to the end of every month. The balance of the statement must be paid by the end of that month. If the balance is not paid by the month's end, the student will not be allowed to use the before and/or after care until the balance is paid in full.
- Parents MUST sign their child/ren out of after school care and enter the time their child/ren left. If no departure time is listed, the full 3 hours (3-6pm) will be charged. Before school care children will automatically be signed out at 7:45am.
- If your child/ren have not been picked up from school by 3:10pm, they will automatically be enrolled in after school care, and parents will be charged from 3:00pm.
- If your child/ren have not been picked up from after school care by 6:00pm, a late fee of \$1.00 per minute, per child will be charged and must be paid separately.
- Parents are responsible for informing their child/ren if they need to be in after school care or not.
- The School Board has the discretion to deny after school care because of unpaid balances or behavioral concerns.

REGISTRATION / BOOK DAY

Registration / Book Day is held every August before school begins. On this day your child's teacher will have information packets for you and discuss the upcoming year. These sessions allow families the opportunity to meet teachers, and learn about special procedures for the new school year. These sessions will also aid to inform parents and students about key issues related to the new school year. A number of congregational organizations will also have information available.

On Registration/Book Day, all book rental and purchase fees, member and non-member tuition for the first month, and the required forms for physical and dental exams must be submitted. It is the policy of the Board for Christian Education that book fees and the first month's tuition be PAID IN FULL on Registration/Book Day. Your child will not be

considered enrolled without these requirements fulfilled. Attendance on this day is mandatory for all parents/legal guardians.

WELCOME BACK TO SCHOOL NIGHT

Welcome Back to School Night will be held on the Thursday evening before school begins. This night is to help parents and children ensure that the school year starts off smoothly! Children will get to see their classroom, bring all their school supplies, and see all their friends. The parents will have the opportunity to hear from their child's teacher. The teachers will go through their classroom policies and procedures to let you know how the year will progress. Attendance on this evening is mandatory for all parents/legal guardians.

REGISTRATION FEES

- Book rental fees are set annually and are available on a supplemental sheet.
- Tuition fees are set annually and are available on a supplemental sheet. September tuition is due on Registration/Book Day.
- Mutual of Omaha Insurance Plan is available for a nominal yearly charge, also Kid Care is offered by the State of Illinois for low-income families. (Detailed information is given at Registration/Book Day).
- Religion materials such as Bibles, Catechisms, and Christian Worship Hymnals are to be purchased separately on Registration/Book Day.

REFUND POLICY

All educational supply fees and athletic fees are non-refundable. Tuition will be charged through the month of transfer or withdrawal - half month charged through the 15th, full month thereafter. Any prepaid tuition is also refundable. Note: Any outstanding fees owed to St. Andrew School by the student will be deducted from the tuition refund.

TUITION POLICY

For students in Kindergarten—8th Grade

- Tuition is due on the 1st of each month
- If payment is not received by the 10th day of the month, a late fee of \$20 will be applied to the overdue account at the end of the business day.
- Notification of this late fee will go out, and this notice will state that outstanding tuition must be paid in full by the 3rd Monday of that month, OR parent(s)/guardian(s) responsible for the account must meet in person with a School Board committee on the evening of that 3rd Monday to make payment arrangements.
- If no payment is received by the 3rd Monday of the month, and if the responsible person(s) do not show up for the meeting that evening, the student(s) will not be allowed to return to school until account is paid or special written arrangements are made with

the Board.

- Any breach of an existing written agreement will result in the same action; the student(s) will not be allowed to return to school until account is paid or special written arrangements are (again) made with the Board.
- As always, the School Board will handle individual situations on a case-by-case basis to best address potential financial difficulties of our families.

Please refer to your Parent/Guardian Tuition Agreement for further details since the IRS does not recognize tuition as a charitable contribution, tuition should not be placed in the church offering plate or through church offering envelopes.

Learning Center Tuition

The full day tuition fee for St. Andrew Learning Center includes a hot meal for lunch and before and after care for those who need it. A \$25 non-refundable registration fee is charged annually, this is applied to your child's first month's tuition. Tuition is \$160 a week and should be paid on Fridays for the following week. You may pay for more than one week in advance.

REFERRAL OPPORTUNITY

If a new applicant indicates that they were referred by a current school family, that school family will receive 1 month FREE—no tuition. For the Learning Center this will be 20 days or 4 weeks free. The 1 month's tuition will be credited to you 90 days after new student enrollment.

HEALTH EXAMINATIONS / IMMUNIZATIONS

Physical Examination Requirements

All students, current and new should have a physical exam within one year prior to entering kindergarten, prior to entering 6th grade, or any student entering St. Andrew School for the first time, no matter what grade.

Immunization

The Illinois Department of Public Health requires the following school immunizations: measles, mumps, varicella, polio, DTP/DTaP/or Td diphtheria, tetanus, pertusis, Hepatitis B, Rubella, Pneumococcal Conjugate, & Lead Test.

(Diabetes screening is now mandatory.)

Vision Examination Requirements

An eye and vision examination is required within one year prior to entering kindergarten or attending an Illinois school for the first time.

Dental Examination Requirements

A dental examination is required before May 15th of the student's Kindergarten school year, 2nd grade school year, and 6th grade school year.

Appropriate forms may be picked up in the main office during office hours on weekdays.

Please return these forms on Registration/Book Day. Students will not be admitted to school if requirements for health examinations and immunizations are not met by October 15th.

INSURANCE

In the beginning of each school year the parents will be given the opportunity to obtain student accident insurance for any child enrolled in St. Andrew Lutheran School. Three different packages are available with the following coverages:

- 24-hour accident coverage
- School-time accident coverage
- 24-hour dental accident coverage
- Kid Care also available through State of Illinois

Parents need to review their health and accident insurance to determine if their child(ren) are covered. If not, we strongly recommend the purchase of one of these plans for a nominal fee.

LUNCH PROGRAM

Hot lunch is available for students throughout the school year. Each lunch is prepared with good nutrition and good taste in mind. The child will receive one-fourth of his minimum daily requirements from the milk, meat, fruit and vegetable, and bread groups. The cost of the lunch includes a 1/2-pint of milk. Additional cartons of milk and cartons for children bringing in a sack lunch may also be purchased. Five-day lunch cards are available in the office.

At the present time, there is Federal lunch subsidy money available from the government. Free or reduced lunches are available for qualifying families. It is a slight possibility that our enrollment numbers may not allow for a lunch program.

The noon hour at school is a time for the children to enjoy their meals in pleasant, congenial surroundings under the supervision of adults. Parents are asked to encourage their children to try new foods and finish the food they are given. A nutritious, well-balanced lunch will help the children be more alert and active for their afternoon classes.

DRESS CODE

In a Christian school, proper dress and good habits of personal hygiene reflect the Scriptural principle that our bodies are the temple of the Holy Spirit. We are concerned that our students' dress reflect their Christian values and attitudes. The overall appearance of our students has an effect on learning and the Christian atmosphere of our school.

It is the responsibility of the parents or guardians to see that their children are dressed in the proper school uniform-like clothing each day. Students are expected to come to school dressed in the following:

GIRLS

1st – Grade 8

Shirt: Plain white or navy blue shirt with collar - no writing

Skirt: Plain khaki or navy blue skirt - worn at the waist, must be knee length

Slacks: Plain khaki or navy blue – worn at the waist, belt must be worn (if clothing allows for it)

Shorts: Plain khaki or navy blue uniform-like shorts – worn at the waist, must be knee length, belt must be worn (if clothing allows for it)

Shorts may only be worn during the months of August, September, May and June.

Sweater: Plain white or navy blue sweater

Sweatshirt: Plain white or navy blue sweatshirt

Socks: Black, navy blue, or white socks

No sweatpants or similar material, stretchy pants, cargo pants, or jeans are allowed. Simple hair accessories are encouraged, so as not to become a distraction.

BOYS

1st – Grade 8

Shirt: Plain white or navy blue shirt with collar - no writing (all shirts must be tucked in.)

Slacks: Plain khaki or navy blue – worn at the waist, belt must be worn (if clothing allows for it)

Shorts: Plain khaki or navy blue uniform-like shorts – worn at the waist, belt must be worn (if clothing allows for it)

Shorts may only be worn during the months of August, September, May and June.

Sweater: Plain white or navy blue sweater

Sweatshirt: Plain white or navy blue sweatshirt

Socks: Black, navy blue, or white socks

No sweatpants, cargo pants, or jeans are allowed

Clothing must fit appropriately:

- Fridays will be St. Andrew T-shirt day. Students will still have to follow the guidelines for uniform if they do not have a shirt to wear for that day. Everything else remains the same for those days, including pants, belt, and a shirt that fits correctly. Gym T-shirts are also allowed.
- All boys shirts must be tucked in. Repeated refusal to comply with this requirement will be viewed as defiant and unacceptable behavior.
- If an undershirt is worn, it must be plain white or navy blue.
- Large and/or expensive jewelry should not be worn in school. The school takes no responsibility for lost or misplaced jewelry. The diameter of hoop earrings must be no more than a quarter.
- No makeup may be worn or brought to school. Clear nail polish may be worn, but not brought to school.
- No rub-on tattoos will be tolerated.
- For safety reasons, sandals, flip-flops, and open-back shoes are not allowed.
- For safety reasons and for the sake of our building, shoes with wheels will be strictly

prohibited from St. Andrew. Please do not allow your children to bring these to church and school functions.

- Baseball caps, visors, hats, bandanas, and similar items are not acceptable accessories and should not be brought to school.
- Skulls are not allowed at St. Andrew, that includes: clothing, accessories, folders, etc. Because of what Jesus has done for us, we are a school that promotes life.

Gym Uniforms will be required for physical education classes for students in Grade 5 – Grade 8. A gym uniform will consist of a: PE shirt and shorts, which **must** be purchased from the St. Andrew Parent Teacher League, and plain navy blue sweatpants. Students may serve a detention for repeatedly failing to bring their gym uniforms.

Consequences for dress code infractions:

1. The teacher will give the student a verbal warning and will document the infraction and date. This could be a classroom teacher or any other staff member.
2. The teacher will phone the parent to make sure that they are aware of the problem. This phone call and the particulars will be documented.
3. The third infraction will result in the student being required to resolve the situation by correcting the infraction or changing clothes. Parents will be notified to bring clothing as needed.
4. A meeting will be set up between the parent, student, teacher, and administration. A plan will be implemented to assist in fixing the problem.

Students will be advised if their dress is unacceptable. The principal and faculty reserve the right to judge the appropriateness of the student's dress or appearance, and their judgment will be honored. If a pupil violates the dress code, the consequences for dress code infractions will be followed unless the situation needs to be immediately resolved.

ATTENDANCE / STUDENT ABSENCE

All children are required by State of Illinois law to attend school everyday that it is in session. For the safety and welfare of each pupil in our school we ask parents to follow the following procedure if your child will be absent from school:

- If you know your child will be absent from school due to a doctor appointment, dental work, etc., send in a note to the classroom teacher in advance indicating the reason for the absence, the date and time the child will be out of school, and sign it. Please note that taking your child out of school for dentist and doctor appointments, other than emergencies, is Strongly Discouraged. (Even though your child will make up the homework, the class- time he misses is irreplaceable.)
- If your child will be absent, such as due to illness, and has not been pre-excused, please call the school office before the school day begins at 8:00 a.m. Please note: The school's answering machine is on twenty-four hours a day. When leaving a message,

state the name of the child, reason for the absence, and your name. A note of excuse, preferable a doctor's note, is still required to accompany your child when he or she returns to the classroom or your child's absence will be considered an unexcused absence.

- If your child is unable to attend school, then he/she should not attend any after school activities including: athletics, Pioneers, PTL events, etc. Faculty and or staff have the right to remove a child from an event if they are in violation of the rule.

In the event your child is absent and the school has received no excuse for the absence, you will be contacted by the school to ensure that your child did not have some difficulty on the way to school or that there is not truancy.

- If you wish to have your child stay indoors at recess or miss a physical education class due to illness or injury, you must send a note requesting and stating the reason. Verbal excuses from the child will not suffice.
- If your child is prescribed medication, please try to schedule doses so they may be taken at home. If this is not possible, your child must have the following:
 - Note from MD indicating when your child may return to class. This can be obtained at the same time as the prescription or be faxed to the school if the medication was prescribed over the phone (FAX number 773.376.9184).
 - Daily form filled out with the name of medication, time to be given, dosage and parent's signature. Person giving medication will mark the time given and sign the form to be returned to the parent at the end of the day. These forms are available in the school office.
 - Proper measuring device for administering medication.

UNEXCUSED/EXCUSED ABSENCES

A student who is absent from school 20 days or more-excused or unexcused- of the previous 176 regular attendance days will be reviewed by the School Board at the end of the year. This may result in the student being retained.

ARRIVAL AND DEPARTURE

School's glass doors are opened at 7:45 a.m. and are locked at approximately 3:15 p.m. It is rather difficult for the teachers to supervise those who arrive earlier than 7:45 a.m. and still take care of any remaining class preparations they may have. If pupils, because of transportation arrangements, must arrive earlier than 7:45 a.m., they must be placed in the Before/After program until it is time to arrive at school. When arriving at school all pupils are to go directly to their respective classrooms so they are ready for the start of the school day at 8:00 a.m. St. Andrew is not responsible for the supervision of students prior to their entrance into the building

Upon dismissal at 3:00 p.m., students are to leave the school premises as soon as possible. Students are to wait for their rides on the sidewalk in front of the school, or if they are walking, immediately leave for home. Once Safety Patrol is dismissed at 3:10 pm students are either to be on their way home or be placed in the Before/After Care program. The school's responsibility for supervision ends as soon as the children leave the building.

TARDY POLICY

It is of great importance that your child arrives to school on time. Late arrivals disrupt the classroom instruction and those who are tardy are missing valuable instruction time. At the ringing of the school bell at 8:00, each teacher will take attendance in his or her classroom. Any child not in attendance will be marked as absent. If any student arrives after the 8:00 bell has rung, the child and their driver **MUST** go to the office and sign the tardy sheet. No students will be admitted into the classroom until they have signed in and received a tardy slip. The driver's signature changes the student's status from "absent" to "tardy". Tardiness will be determined by the time that appears on the clocks at St. Andrew.

Any child who has been tardy four times within a calendar month will serve an out-of-school suspension the following school day. Each additional tardy within that same month will result in an additional out-of-school suspension. When a student accumulates 10 tardies (counting from the beginning of the school year), his/her parent(s) will receive a warning from one or more school board members (either by phone, in person, by note, or more than one of these methods). This warning will serve as the establishment of the following disciplinary actions for subsequent tardies:

- After 10 tardies, tardies will continue to be counted cumulatively (from the beginning of year - no more monthly totals).
- Once 14 cumulative tardies are reached, a one-day suspension will be served out of school.
- At 18 cumulative tardies, a two-day suspension will be served out of school.
- At 22 cumulative tardies, a three-day suspension will be served out of school .
- The 23rd tardy will automatically result in an expulsion hearing.

HOT LUNCH

In order for us to continue to provide quality, hot lunches an early accurate morning count is necessary. If your child is not going to be at school prior to 8:45 and you would like a hot lunch, please call the office to order a hot lunch. Children who arrive past 9:00 am and did not call the office may not be served the lunch calendar item. They will be required to bring a sack lunch. However, if this is not possible they will receive a cold sandwich, milk, and fruit/vegetable.

DISCIPLINE / CONDUCT / BEHAVIOR

Although our children are taught the Word of God daily, they are not exempt from the temptations of the devil, the world, and their own sinful flesh, and at times they fall prey to these temptations.

At such times it is our duty to admonish and correct such errors by applying the truths of God's Word. With the balm of Christian love and the firmness of discipline, we are bound by Scripture to "Preach the Word; be prepared in season and out of season; correct, rebuke, and encourage with great patience and careful instruction" (2 Timothy 4:2). The Law of God's Word is our basic rule. The Gospel of Jesus Christ shows us how to deal with those who repent of their wrongdoing.

Should a discipline problem arise, the parents will be notified by either a phone call or a notification slip. Should the situation warrant, the teacher and/or principal would consult with the child, parents, and/or pastor for further cooperative disciplinary action. The Board for Christian Education may also be involved.

For the sake of good order, the following general guidelines have been established. The following is by no means an all-encompassing list and teachers will have specific guidelines for their classrooms.

- Cell phones must remain off and in the students bag while on school grounds, this includes after school. If an emergency presents itself students should use the school phones. Students must first attain permission from their teacher for cell phone use.
- Parents are expected to repair or provide for the replacement of items damaged, ruined or lost by their children. This includes athletic equipment.
- No unnecessary noise or loitering on the premises.
- Children are to walk and speak quietly in the hallways at all times to avoid disturbing the other classes in session.
- I-pods, MP3 Players, electronic games, skateboards, and other "toys" should not to be brought to school. Weapons of any sort are not permitted. The faculty reserves the

right to inspect pockets and school bags in the presence of the student. Any teacher can and will confiscate these items.

- All rough games and the throwing of snowballs will not be permitted on the school grounds before, during, or after school.
- Gum, candy and other snacks should not be brought into the building. Classroom treats should not be brought to school without prior permission from the classroom teacher.
- All school and church property is to be treated with proper respect.
- The use, possession, or distribution of illicit drugs, narcotics, tobacco or tobacco products, alcohol or alcohol concentrates on school grounds or at school activities is strictly forbidden.
- Neighborhood properties are to be given the respect required by the Seventh Commandment "...help him to improve his property and business." Parents are responsible for their child(ren) as they travel to and from school.

Bullying

St. Andrew Lutheran School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

It is our goal that no student shall be subjected to bullying:

- (1) during any school-sponsored education program or activity;
- (2) while in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities; or
- (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying incidents, including "cyber bullying", that occur outside the school but whose effects carry into the school, will not be tolerated. Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

All pupil conduct, wherever he is or in whatever activity he participates, should be governed by the words of Christ, "...let your light shine before men, that they may see your good deeds and praise your Father in heaven" (Matthew 5:16).

STATEMENT AGAINST CORPORAL PUNISHMENT

Corporal punishment is not used at St. Andrew (i.e. slapping, paddling or prolonged maintenance of students in physically painful positions, intentional infliction of bodily harm).

Teachers themselves and others may use reasonable force as needed to maintain safety for students. A teacher may remove a student from the classroom for disruptive behavior and shall include provisions that provide due process to the student(s).

DETENTION—SUSPENSION—EXPULSION

If a student's behavior becomes so disruptive that a reasonable teaching and learning atmosphere cannot be maintained, if the safety of the other pupils is endangered, if the pupil refuses to submit to reasonable disciplining by the teacher, or if the pupil exhibits an insubordinate attitude, then the offending child may be issued a detention or/and suspended from attending St. Andrew Lutheran School.

When a child is issued a detention, he/she will be required to arrive at school the next Wednesday morning to serve detention from 7:00 am – 7:45 am. Detention will be a silent period of no activity with no sleeping permitted. If a child fails to attend detention, or does not arrive on time, he/she will serve an out-of-school suspension the next school day.

When a child is suspended other than for missing a detention, the parents will be called to pick the child up from school. The suspended child will be allowed to return to school only after the matter has been settled in consultation with the parent(s) and the child. This consultation will be scheduled only after school hours in the afternoon or evening. The pastor and/or a member or members of the Board of Education may be asked by the principal, teacher, or parents to attend.

At any stage, the Board of Education may be informed of a student's conduct. In extreme cases, such as fighting, defying authority, or other acts of insubordination, further action may be taken by the Board of Education and may result in expulsion.

CURRICULUM

The St. Andrew Lutheran School curriculum consists of the sum total of all experiences, which come to the child through the school. The course of study for the State of Illinois, and the Wisconsin Evangelical Lutheran Synod Course of Study for Elementary Schools serve as guides for the goals, methods, and content of our instruction. The Word of God influences our approach to all the subjects taught. God's Word and its application to the spiritual, social, and physical considerations of life is our most important concern.

CORE-CURRICULAR AREAS - the basic learnings

<u>RELIGION</u>	<u>SOCIAL STUDIES</u>	<u>LANGUAGE ARTS</u>	
Christ Light	Geography	Reading	Composition
Catechism	History	Phonics	Author Study
Memory Work	Current Events	Spelling	Language
Hymnology	Constitution	Penmanship	

<u>MATHEMATICS</u>	<u>SCIENCE</u>	<u>PHYSICAL ED.</u>	
Arithmetic	Life Sciences	Fundamental Movement	
Elementary Algebra	Physical Science	Rhythmic Activities	
Elementary Geometry	Health and Nutrition	Stunts and Tumbling	
Metric Study		Sports Skills—Activities	
Pre-Algebra		Fitness Development	

<u>ARTS</u>	<u>TECHNOLOGY</u>
Music and Music appreciation	Typing & Application
Art and Art appreciation	Microsoft Word, Publisher, Power Point, Excel.
	Internet

CO-CURRICULAR AREAS - special area learnings
Tours and Field Trips Church Singing
School Plays and Programs Fairs - History, Science, Art

EXTRA-CURRICULAR AREAS - optional learnings

<u>ATHLETICS</u>	<u>ACADEMIC</u>	<u>OTHER</u>
Softball	Math Meet	Safety Patrol
Soccer	Spelling Bee	
Volleyball	Public Speaking Tournament	
Basketball	Academic Bee	
Cheerleading		
Track		

NON-CURRICULAR AREAS - supervised free situations
Recess Lunch Period Break Times Study Periods

DAILY SCHEDULE (General)- also see arrival/departure

7:00 a.m. Before-Care begins
7:45 a.m. Glass doors open. Parents and children are not to enter the classrooms prior to this time.
8:00 a.m. Grades 1-8 classes for the day begin. Parents are to leave the classrooms by 8:00 a.m. so instruction may promptly begin.
8:30 a.m. Learning Center begins

11:30 a.m. Learning Center ½ day morning session dismissed
3:00 p.m. Learning Center full day session dismissed
3:00 p.m. Grades K-8 are dismissed | After-Care begins
6:00 p.m. After-Care closes

GRADING POLICY

In the 3’s, 4’s and 5’s program grades are a system of numerals rather than letter grades. Letter grades are given to students in first through eighth grade.

Grade Scale for Students in First through Eighth Grade:

A	100-97	C	83-80
A-	96-95	C-	79-77
B+	94-92	D+	76-75
B	91-90	D	74-72
B-	89-87	D-	71-70
C+	86-84	F	69-0

HOMEWORK POLICY

Whatever schoolwork cannot be completed during the school hours is to be considered homework. This amount will vary from time to time with the grade level of the students. Generally speaking, as the students advance through the grades, they can expect the amount of homework to increase. Students are expected to finish their assigned work on time. The following policies for any assignments handed in late (“late work”) will be enforced for students in grades 3-8:

- After ‘5’ late assignments, a detention will be served on a designated detention day.
- After ‘10’ late assignments, an in school suspension will be served the following school day.
- After ‘15’ late assignments, an in school suspension will be served the following school day AND School Board intervention will be requested.
- (The recording of a student’s late assignments will start over at the beginning of each quarter.)

If your children are to receive the education necessary for their future success, it is vital that their work be done on time, neatly, correctly, and willingly. As parents concerned for your children’s future, you must encourage your children to maintain good study habits. Please take an interest in their work and study habits, encourage them to make their school work the top priority every day, and offer whatever help you can in order to make their study time a real benefit and pleasure.

When a child has been absent from school for reasons of illness or emergency, it becomes the student and parent’s responsibility to find out what assignments have been missed and to complete them promptly. The time allowed for turning in make-up work is the time of the length of absence. Extenuating circumstances may be brought to the teacher’s attention.

ASSIGNMENT NOTEBOOKS

An assignment notebook is mandatory for each student (and is supplied by the school). It is entirely the student's own responsibility to make entries and keep it up-to-date. Your teacher's signature is required before dismissal at the end of each day, and a parent signature is required each night upon completion of all homework. *(For every five missing parent signatures, a student will receive one detention on the designated detention day.)*

REPORT CARDS

Report cards will be issued on a quarterly basis for students in Kindergarten – 8th Grade. Parent-Teacher consultations will be held after the first and third quarter. Please check the school calendar for the dates of these mandatory meetings. Sign-up sheets for time slots will be available close to the time that these meetings are to take place.

Progress reports are sent home about the fifth week of each quarter to inform parents of their child's progress during the first half of the quarter.

CONSULTATION WITH TEACHERS

Two parent-teacher consultation days have been scheduled for the school year as printed on the school calendar. However, parents may request additional periodic consultations if the need arises. To facilitate this, please make an appointment to see the teacher at a time convenient for both. If any unusual difficulties arise, parents are requested to discuss the matter with the teacher involved. Please do not register complaints with the pastor, Board of Education, or the principal, but FIRST discuss the matter with the person involved. If more consultation is needed, the pastor, principal, and the Board of Education may become involved if such a request is made.

We respectfully request that this procedure be followed. While every possible event cannot be foreseen, it is hoped that minor difficulties can be kept from becoming major problems when an orderly course of action is taken. Parents, please encourage your child(ren) to ask for help from their respective teacher whether the problem be academic, social, physical, or spiritual.

STANDARDIZED TESTING

The CTB – McGraw-Hill TerraNova tests are administered to grades 3-8 every Fall. St. Andrew's philosophy is to take the test early to make the teachers aware of a student's needs. Parents will be informed of their child's results in the second quarter report card.

ELIGIBILITY—ATHLETICS AND OTHERWISE

In order to participate in the extra-curricular and athletic programs of St. Andrew Lutheran School, a student must meet the following requirements:

- The child must be enrolled in our school.
- The child must attend our Church and Sunday School regularly.
- The child must maintain an acceptable level of academic achievement. During an athletic season the child's grades will be averaged on a week-to-week basis. There will be no "F"s and no more than one "D". If this criteria is not met the child will be ineligible for one week. After one week, the grades will be averaged again. Ineligibility will continue until the grades are raised to the eligible level.
- The child must show proper Christian citizenship and attitude in the school and neighborhood, as observed by teachers, principal, and pastor.
- Each child must pay an athletic fee per sport before attending practices.
- The child must attend practices, games, meets, events or meetings for his particular activity. When the child is absent from an extra-curricular event or practice, he must present a reasonable excuse to the coach or supervisor of the team or activity.
- Any incomplete or late work WILL be considered cause for temporary removal from the team. (i.e. The student-athlete will not be allowed to participate in any practices or games until ALL assignments have been completed and handed in.)

PROMOTION - RETENTION POLICY

At the end of each school year, students making normal progress shall be promoted to the succeeding grade. Other students may be accelerated or retained in the grade. In cases where retention or conditional promotion of a student is a definite possibility, the teacher will communicate the retention or conditional promotion possibility to the parents, principal, and School Board. The final decision on retention or conditional promotion will be determined by the School Board after considering the recommendation of both the teacher and the principal.

A child that is retained during a school year will remain on academic probation for the following school year. For the well being of a child, St. Andrew will not retain a child in consecutive years. Following a year of retention, if a child does not advance to the next level, the child's enrollment may be in question.

SCHOOL SPONSORED ACTIVITIES

All children that are enrolled in St. Andrew Lutheran School are expected and required to participate in school-sponsored activities. Sunday Worship group singing, the Christmas Eve Service, and Graduation exercises are examples of events that are an important part of our educational program.

If, for a pressing reason, a child will not be able to participate in a school sponsored

activity, please inform the teacher as soon as possible. A phone call or a written note is sufficient to inform the teacher of this. Parents and children are asked, however, to make every effort to be in attendance at these events. We are relying on your child for his/her participation.

CHURCH / SUNDAY SCHOOL ATTENDANCE

God wants us to hear and learn His Word gladly. We observe special days, such as Sundays and festivals, to be fed with the Word, to praise God for His wonderful works, and to encourage one another in our faith and life. The Third Commandment clearly tells us, “Remember the Sabbath day by keeping it Holy. What does this mean? We should fear and love God that we do not despise preaching and his Word, but regard it as holy, and gladly hear and learn it.”

STEWARDSHIP

All Christians, parents and teachers alike, are interested in developing a God-pleasing stewardship attitude in each child. Recognizing the fact that everything we have is a gift from God, the children are expected to take care of the school building and all equipment, which has been provided through their fellow Christians for their use and education. Thus, the children are required to pay for any and all damages to books, desks, and property, which is beyond normal wear. To help minimize the wear and tear of the student’s textbooks, all students in grades 1-8 are required to put book covers on their hardcover textbooks.

LIBRARY / MEDIA CENTER

The Library/Media Center is located on the third floor of the school. There, students will have access to books and computers with internet access. In addition, there are books in the classrooms for student use. Media Center computers and library books are to be treated with care. Any damages caused to the computers or books will be assessed to the responsible party. Donations of books or funds for the library expansion are always welcome. If you would like to make a donation to the Media Center please contact the Technology Committee.

PLAYGROUND REGULATIONS

Students will have their daily recess outside at the discretion of the classroom teacher. When recess is conducted outside, it will be in front of the school building. Barricades that block through traffic on Honore Street will be placed along 37th Street, allowing our students use of the sidewalks and street for play areas. (When recess is not conducted outside, students will remain in the school building and use the gymnasium.)

SAFETY PATROL

Safety Patrol children will be stationed at 37th & Honore.

Hours the Patrol will be serving are: 2:55 - 3:10 p.m.

Pupils are expected to respect and obey the Patrol authority. Parental support in this area is necessary and appreciated.

LEAVING SCHOOL GROUNDS

Children must not leave the premises during the school hours except to go home for lunch or if they have a written permit to leave for a special purpose. In cases of illness, a parent or guardian will be notified and they must pick up the child. He or she will not be sent home alone.

If your child will be leaving for lunch, the child's teacher must be notified in advance by a note. These notes must be specific in indicating where the child is going, dated, and signed by a parent or guardian. Students will not be released without a note. In such cases, hot lunch will be made available to the student at the student's own expense.

Because the school is responsible for the children involved in after school activities, no student will be permitted to leave the school building without the expressed written permission of a parent or guardian. (No visits to friends homes, McKinley Park, Walgreens, etc., will be permitted unless authorized by a written note.) Children who leave the school building without authorization must talk to the principal/person in charge before being admitted back into the school building.

HYGIENE

God's Word tells us that we are fearfully and wonderfully made and that our bodies are the temples of the Holy Spirit. Students attending St. Andrew School are to exhibit clean bodies.

- Hair should be regularly washed and neatly brushed or combed. All students should provide their own combs and brushes. Various types of scalp conditions and lice can easily be spread if pupils share a brush or comb.
- Regular bathing or showering should occur.
- Hands and fingernails are to be kept clean.
- Regular brushing and flossing of teeth will help dental hygiene.
- Clothing should be regularly washed, cleaned, and kept in good repair.

TELEPHONE CALLS

So that classroom order is not disrupted, please limit your calls to any member of the faculty to the following times: 7:30 a.m. to 7:55 a.m. or after 3:10 p.m. (except in cases of emergency).

The church/school answering machine will be in operation before and after office hours. We urge you to leave a message with a name and a reason for your call. Our secretaries will relay your message as soon as they reach the office. To avoid confusion, please give the name of the person you wish to contact.

The faculty will be happy to discuss any matter with you after school hours by appointment. Pupils should limit outgoing calls to only ones that are absolutely essential. At no time should any pupil use the telephone without a teacher's consent except in case of an emergency. Pupils who wish to use the school telephone for personal use, other than an emergency, must obtain a teacher's consent.

LOST AND FOUND

Lost and found items should be turned in at the church/school office. Items may, also, be claimed in the church/school office.

PICTURE TAKING PROGRAM

Individual and class pictures are taken every year. Picture day is usually held in the Fall. You will be notified in advance by way of a School Notes. Pictures will be sent home with your child in early Spring.

ASBESTOS

This is to inform you of the status of St. Andrew asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our building was inspected for asbestos. Our inspection was conducted on June 3rd. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The inspection/management Plan is available for public review in the School Office.

EMERGENCY SCHOOL CLOSING

When conditions require the closing of our school, announcements will be made over the following:

RADIO WBBM 780 AM WGN 720 AM
TV CBS 2 NBC 5 ABC 7 WGN 9 FOX 32 CLTVNEWS
WEBSITE www.EmergencyClosings.com

If no cancellations have been announced concerning our school over any of the stations listed, you can quite safely assume that classes for that day will be in session. If the Chicago public schools are closed due to inclement weather, we will also be closed.

PARENT TEACHER LEAGUE (PTL)

The Parent-Teacher League of St. Andrew Lutheran School is an organization made up of the parents and faculty. The purpose of the organization is to provide an opportunity for parents and teachers to meet together. The meetings include programs that are both informative and provide a chance for discussion of common concerns and problems. Only parents who are members of St. Andrew congregation may vote on policy. The P.T.L. also sponsors various activities during the school year for the children.. Classroom representatives may ask parents for assistance in hosting these events. Any children present must be accompanied by their parent.

St. Andrew Faculty

Pastor

Mr. Douglas Semenske

Athletic Director and 7th & 8th Grade Teacher

Mr. Seth Herrmann

Principal and 5th & 6th Grade Teacher

Mr. Michael DeRuiter

3rd & 4th Grade Teacher

Ms. Monica Zimmermann

1st & 2nd Grade Teacher

Ms. Emily Sting

Learning Center & Kindergarten

Ms. Bethany Ehlert

Mrs. Ashley Leyrer

St. Andrew Lutheran Grade School

(Wisconsin Synod)

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**Over 120 Years Of
Christian Education
(since 1883)**