

# Acknowledgment Form

## 2026 - 2027 School Year

We have read and discussed the **St. Andrews Student-Parent Handbook**.

Signature of  
Student #1 \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Signature of  
Student #2 \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Signature of  
Student #3 \_\_\_\_\_

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Please return this signed form to your teacher by **September 4, 2026**.

### DISCLAIMER

This book is not a contract with the student, and is subject to change. The Board of Christian Day School for St. Andrews Lutheran School has authorized the Principal or his or her administrative designee to make rules to promote safe and orderly functioning of the school.

# Student-Parent Handbook

## St. Andrews Lutheran School



*"Therefore encourage one another and build each other up." - 1 Thessalonians 5:11*

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## **MISSION STATEMENT LEADING TO OUR PHILOSOPHY, GOALS, OBJECTIVES AND COMMITMENTS**

### **MISSION STATEMENT**

We nurture the Christian faith, determination, and academic excellence children need to thrive in an ever-changing world.

### **PHILOSOPHY**

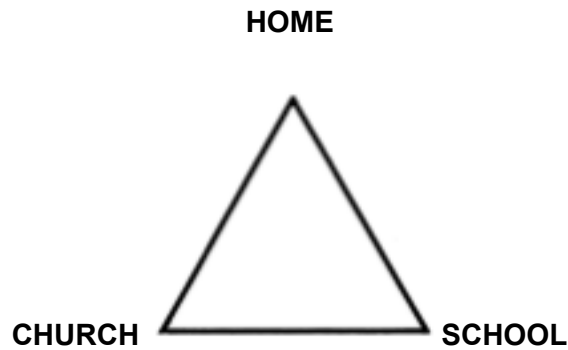
Based on this Mission Statement, the philosophy of St. Andrews Lutheran School, as an arm of St. Andrews Lutheran Church, is to be the visible framework for the young people of our community.

### **GOALS**

As this visible framework, our goal is to seek and nourish such growth in sanctified living that will equip children for work and social relationships in our world in order to become productive Christians in society; and, on a daily basis, to renew the faith in our Lord Jesus Christ that only comes through the power of the Holy Spirit. As the basis for this visible framework, we believe

1. That Christian education is the process through which God reveals His relationships to His people. Consequently Christian education has a two-fold purpose—to evangelize and to nurture growth in sanctified living.
2. That the dynamic force of Christian education is the Triune God, Father, Son, and Holy Spirit. All life, both physical and spiritual, begins with Him, and in Him fallen people are reborn through the Word and the Sacraments.
3. Through teaching and learning the Christian faith, pupils, parents, and teachers recognize their sinful natures and acknowledge God's plan of rescue through Jesus Christ.
4. That people, especially children, are enabled to grow spiritually, intellectually, personally, socially, and physically only as they are freed by the Gospel. These growth processes equip children to attain total maturity for a life in God's ever changing world, and to become fully functioning people in relation to God and to other people.
5. That the principle, objectives, and techniques of the educational process are based upon the philosophy that is theologically oriented.
6. That the teaching of the Christian faith is primarily a function of the home, but that the organized Church and the Christian Day School assist the parents in this task and also further serve as an extension of the home.
7. In the setting of the Christian community of the Lutheran school, individuals are given the opportunity to experience Christian living on a full-time basis. It is here that individuals are enabled to develop stewardship of time and talents in order to become productive, contributing members of society.
8. That the Lutheran school is uniquely equipped in its message and in its messengers. Parent-pupil teacher relationships are bound in the spirit of acceptance and the forgiveness of the Gospel. All persons involved in the educational process strive for optimum teaching and learning in all phases of the curriculum, and in every experience in the life of each individual while at school.
9. That the personalized teaching of the Lutheran school is indeed training for a new life, and that the Holy Spirit continually nurtures and sustains this new life.

## **SCHOOL/HOME SUPPORT**



### **CHURCH-SCHOOL-HOME**

“But Jesus called the children to Him and said, ‘Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these’” (Luke 18:16) St. Andrews Lutheran School exists to follow this, Christ’s command, to nurture children in His love. Accordingly, we seek to teach children in all aspects of their development in a Christian and God-pleasing manner. We believe Christian education best takes place in partnership with school, church, and home. School supports home and church, church supports home and school, and home supports church and school. We believe it is these three entities working as one that best honors God’s expectations for taking care of His beloved children.

### **CHURCH ATTENDANCE**

All families should be attending worship services on a weekly basis. The school takes church and Sunday school attendance each week and records this attendance on the report card. Students who are members of other congregations should attend those services. The school does request that schedules be arranged so that all of our students can participate in St. Andrews services when a student’s choir sings.

### **CODE OF CHRISTIAN CONDUCT**

St. Andrews Lutheran School will remain a safe and orderly Christian learning environment. All students, pastors, faculty, staff, personnel, and parents will be treated with dignity, respect, and Christian concern. On the occasions when misbehavior does occur, consequence will be appropriate and designed to build respect toward others, to accept responsibility for actions, and to teach Christian values.

### **SELF-DISCIPLINE**

“Be self-controlled and alert.” (I Peter 5:9a) Scripture exhorts us to be self-disciplined. Self-control is useful for the present and a basis for future, as we walk as children of the light, putting on faith, hope and love, and the hope of salvation (I Thessalonians 5:8) While self-control is not taught as a subject, it is interwoven into the fabric of everyday life at St. Andrews. Self-control encourages obedience to God, and builds an awareness of conduct toward others. “We are being built into a spiritual house” (I Peter 2:5) when we develop as cornerstones of Christian character. Under the teaching and guidance of the Holy Spirit, St. Andrews Lutheran School will abound in His gifts. “The fruits of the Spirit are love, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” Galatians 5:22

## **IN SUPPORT OF YOUR SCHOOL**

In the working together process, teachers make decisions that they feel are necessary for the Christian development of the student. When a parent has questions regarding any of these decisions, the parent must speak first to the teacher. To speak to other parents or other students from that class is only to gossip, and not part of the Christian process as described in Matthew 18 -

“If a person sins against you, go to that person and show the fault, just between the two of you. If the person listens to you, you have won the person over. But if the person will not listen, take one or two others along, so that every matter may be established by the testimony of witnesses. If the person refuses to listen to them, tell it to the church,” (Matthew 18:15-17a)

If the decision is discussed at home, it should be done in an environment in which the student is not present. Parents should hear what the student has to say, and then contact the teacher in order to verify what the student has said. A good comment for parents to say to their students when a decision is brought to the parent is, “I’ll look into that matter.” This lets the student know that the parent takes the concern seriously and will contact the teacher for a resolution.

## **DUE PROCESS**

Should you, as a parent, disagree with a decision, the following procedure is followed -

1. Contact the teacher to resolve the disagreement.
2. Should the disagreement continue, ask the principal to meet with the parent and teacher to resolve the disagreement.

## **PL94-142**

Any student is eligible for speech and language, educational, learning disability, social adjustment, and psychological screening and classes through St. Andrews Lutheran School and District 64-Park Ridge Public School. Such needs can be addressed through cooperation of the home and school, and initiated by either party.

## **SELLING OF MERCHANDISE AND FUND-RAISING**

- 1) There will be no door to door solicitation of merchandise or services by students and staff as representatives of St. Andrews Lutheran School.
- 2) All fundraising for St. Andrews Lutheran School must be approved annually by the Board of the Christian Day School.
- 3) The Parent Handbook and Directory must not be used for sales solicitation purposes.
- 4) Every fund-raiser will be approved by the principal and have a chairperson.
  - a) The chairperson will be responsible for publishing and distributing specific operating procedures to all participants involved in the fund-raising event. These procedures must comply with this policy.
  - b) The chairperson accepts responsibility for accountability and distribution of all monetary and capital goods involved in the event.
- 5) All monies will be held in a Board of the Christian Day School approved account.
- 6) Fund-raising activities will not interfere with school academics.
- 7) Funds raised can be applied to the fund-raising group or individuals in the group.
  - a) Any fund-raising participant who exceeds individually designated expenses will contribute the excess funds towards the overall expenses of the entire group.
  - b) Any fund-raising group that exceeds its designated expenses will contribute the excess funds as directed by the Board of the Christian Day School.
- 8) Prior to each fund-raising activity, the chairperson is responsible for the group involved in reviewing this fund-raising policy.

## **ACCREDITATION**

St. Andrews Lutheran School holds National Lutheran School Accreditation from the National Lutheran School Accreditation Commission in St. Louis, Missouri and is a recognized non-public school by the Illinois State Board of Education.

## **POLICY OF NON-DISCRIMINATION**

St. Andrews Lutheran School takes its non-discrimination policy seriously. The School Board of St. Andrews Lutheran School is responsible for the implementation of the non-discrimination policy and addresses any concerns in this area.

St. Andrews Lutheran School admits students of any race, color, sex, disability, national or 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, sex, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. [Discrimination and Harassment](#)

## **POLICIES**

### **ORDER OF ENROLLMENT**

St. Andrews Lutheran School doors are open to the members of St. Andrews Lutheran Church, members of other congregations, mission prospects and the community at large.

New student enrollment will be considered in the following order:

- 1) Children of St. Andrews Lutheran Church.
- 2) Children of other Lutheran Church-Missouri Synod congregations.
- 3) Children of non-synodical denominations.

### **ADMISSION POLICIES**

1. Pupils entering preschool 3 must reach the age of 3 on or before September 1 and enroll for a minimum of two days of school per week.
2. Pupils entering pre-kindergarten 4 must reach the age of 4 on or before September 1 and enroll for a minimum three days of school per week.
3. Pupils entering kindergarten must reach the age of 5 on or before September 1. 4. Pupils entering first grade must be 6 years old on or before September 1 or have successfully completed kindergarten.
5. Pupils entering preschool, new 4-year pre-kindergarteners, all kindergarteners, all sixth graders and all new students must present verification of a physician's examination and the immunization records as required by the State of Illinois. Forms will be supplied by the school office.
6. BIRTH CERTIFICATE REQUIREMENT

Per the State of Illinois Public Act 095-0439  
(The Missing Children Records Act)

Upon enrollment of a child for the first time in a public or private preschool, elementary, or secondary school licensed under the Child Care Act of 1969, this school hereby notifies the person enrolling the child that within 30 days must provide either (i) a certified copy of the child's birth certificate or (ii) other reliable proof, as determined by the Illinois Department of State Police (Department), of the child's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity and age shall include a passport, visa, or other governmental documentation of the child's identity

Upon failure to comply with this state mandate, the school is required to notify the Department or local law enforcement.

### **MISSING STUDENT REPORT:**

The administrator(s) and office manager(s) for St. Andrews Lutheran School are alert to flag records requests for any current or former student reported as a missing person by the Illinois State Police. If a child reported as a missing person is attending the school, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us) and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us) and to the local police department.

### **PROBATION PERIOD**

All children entering St. Andrews Lutheran School will be on probation for one grading period. During this time the classroom teacher, principal, and parents will have the opportunity to determine whether or not the learning conditions spelled out in our goals can be achieved. If there is agreement, the child will be accepted. When there is doubt, the probation period can be extended for an additional grading period.

### **CLASS SIZE**

The Board of the Christian Day School has established the following guidelines for class size:

- Pre-kindergarten 3 -18 students
- Pre-kindergarten 4 -20 students
- Kindergarten through 8<sup>th</sup> grade -25 students

The Board of the Christian Day School will make every effort to accommodate member families. Exceptions in grades 1-8 will be reviewed on a case by case basis by the Board of the Christian Day School with a maximum not to exceed 28. Any class over the 25 limit will be provided an aide.

### **USE OF CLASS LISTS**

1. No student/family lists may be released to any outside person or organization.
2. Phone numbers and/or addresses will be kept confidential (i.e. not on class list, parent handbook) if a parent so requests.

## **PAYMENT OF TUITION, REGISTRATION AND FEES**

1. All tuition, registration and fees are to be paid by their due dates. Through the Tuition Management System a family can choose various options for due dates and ways to remit payment. Payments can be one time (a tuition discount is usually associated with this option), over 10 months, or over 12 months depending on the grade.
2. The registration and management fees for each child is to be paid upon registration.
3. The registration, tuition and management fees are non-refundable and if a child is withdrawn, these fees are still to be paid in full at anytime
4. Late charges are assessed for any payment that is not remitted by the designated due date. The Late Charge is assessed and will be applied to tuition. It cannot be waived and is non-refundable.
5. Some fees are to be paid in full at the first billing cycle; the fees that must be paid-in-full may vary from year to year.
6. If tuition, registration and fees are not paid by the designated due date, the families will be contacted by the school. Should the account remain unpaid, School Administration will contact the parent to determine the best course of action. Letters will be sent out at the 30-60-90 day mark for delinquent payments notifying families that tuition is overdue and that possible consequences will ensue.
7. All unpaid tuition, registration, and fees must be paid-in-full prior to (1) registering for the new year  
  
If tuition is delinquent at the time of re-enrollment, St. Andrews Lutheran School reserves the right to withhold re-enrollment paperwork until the account is paid in full or a signed payment plan agreement is in place.
8. If tuition is delinquent at the end of the school year, students will not be allowed to obtain report cards, transcripts or diplomas until the tuition bill is brought to a current status. Any eighth grade student with outstanding tuition or fees who has not made alternative arrangements with the Principal in writing, by May 15, will not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met. Additionally, students will not be allowed to start school in the fall, if the previous year's tuition is not paid in full or addressed under a signed payment plan agreement.
9. If tuition payment remains delinquent even after the above measures, St. Andrews Lutheran School reserves the right to refer the matter to an appropriate collection representative.

## **REGISTRATION FOR RETURNING STUDENTS**

Registration for returning students will generally take place between January and March. Returning students will receive notification of registration materials via the School Management and Tuition Management Systems. Should the registration information not be completed by the date, the space held for that student will be considered available. A deposit fee for each child is to be paid upon registration. The deposit fee will be applied toward the tuition and PTL fee. The deposit, tuition monies and registration fees are non-refundable.

## **TRANSFER STUDENTS**

Certified copies of transfer students' records must be requested within 14 days of enrollment; the school sends unofficial records of students transferring to other schools within 10 days of the request.

### **Daily Routines**

#### **BEFORE SCHOOL**

- Students arriving before 8:30AM will be placed in the Morning Care Program and parents will be billed for the time, including program registration if applicable.
- Students may enter the building at 8:30AM.
  - Grades pre-kindergarten through three at the west school entrance- door 5
  - Grades four through eight at the maroon awning- door 10
- At the 8:30 AM bell all students are to proceed to their classrooms.
- There is no outside play before school.
- When arriving on school property, a student may not leave the school property unless permission has been given by a teacher or student's parent or guardian. A detention is given to those students who leave school property without permission.

#### **DAILY SCHEDULE**

|    |                 |                                                                                          |
|----|-----------------|------------------------------------------------------------------------------------------|
| AM | 7:00am - 8:30am | AM Extended Care is available                                                            |
|    | 8:30am          | Doors open for students to go to classrooms                                              |
|    | 8:45am          | Classes begin for students                                                               |
|    | 8:45am-11:30am  | Preschool and Pre-Kindergarten                                                           |
|    |                 |                                                                                          |
| PM | 3:20pm          | Preschool, Pre-Kindergarten, Kindergarten dismissed                                      |
|    | 3:20pm          | Grades 1 - 8th are dismissed                                                             |
|    | 3:30pm          | Unsupervised students will be sent to aftercare area                                     |
|    | 3:45pm          | Building cleared of students; unless involved with school activity or extended childcare |
|    | 3:20pm-6:00pm   | Extended Childcare available                                                             |

#### **EXTENDED DAY CARE PROGRAM**

This program is provided for students who must arrive early and/or stay late due to work schedules. The morning program is open from 7:00-8:30 a.m.

The afternoon program is open from 3:20-6:00 p.m.

Before care is available throughout the school year, however, there is no **before or after care** available for the first or last day of school.

There is a registration fee and session charges for the program. Information and forms are available in the school office.

### **EXTENDED DAY DROP OFF AND PICK UP**

Extended day drop off and pick up - The morning care drop off is located at the back of the school by the glass double doors. There is a doorbell to the left of the doors for you to be admitted. The children will remain in the gym.

Afternoon care pick up is located at the back of the school by the maroon awning.

### **VISITORS**

All visitors to the building are required to stop in the school office to sign in and receive a visitor's badge. Any visitor to the building without a badge will be sent to the school office to receive one. Visits to a classroom must be pre-arranged through the school office, in coordination with the classroom teacher.

### **SIGN-IN/SIGN-OUT**

When a student leaves the school building during the school day, FOR ANY REASON, the adult who is picking him/her up must come inside the building and sign the student out. Students will remain in the school office until properly signed out.

When coming to school after 8:45 am, or when returning to school, the adult bringing the student to school must enter the building and go to the office to check in.. A student will be allowed to go to class once properly signed in.

### **ATTENDANCE**

All students are expected to be in school each day school is in session. Regular attendance is an important part of being a successful student.

#### **Absences**

- A. The school office is to be notified between 8:30 am and 9:00 am when a child will not be in school with a phone call or email stating why the student is absent by the parent by 9:00 am.
- B. If no notification is received from the home, the office manager will make a call to verify that the child is not coming to school.

#### **Excused Absences Illness**

- Observance of a religious holiday or religious instruction
- Death in the immediate family, family emergency
- Illness, including mental and behavioral health, of a student
- Other situations beyond the control of the student
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

Make-up assignments for the extended excused absence will be given within 24hrs after verification of call or email, and you have been in communication with your child's teacher.

Children absent due to illness are expected to complete their assignments. A student has time equal to days absent to complete assignments - including tests. It is best to reach out to your child's teacher for guidance and due dates.

Example: A student is absent for four days - has four days to complete assignments and take tests. While medical and dental absences are not encouraged, it is found to be occasionally necessary.

Prior notice should be given to the child's teacher as soon as possible.

### **Unexcused Absences**

- Absences due to vacations
- Attendance at a cultural or sporting event
- Participation in a team sport other than St. Andrews
- Acting or fine arts performances are considered unexcused.

**MAP TESTING-** It is essential that your child is present for MAP Testing. Please review the calendar for testing dates.

Vacation trips are strongly discouraged while school is in session.

If your child will be absent for an extended period of time for a family trip, please inform the classroom teachers. Work will be given when the student returns to school and it is his/her responsibility to request all make-up work. The student will have one day for each day of absence to make up assignments.

### **TRUANCY**

Truancy is defined as absence without valid cause. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois Law. The school will conduct interviews with the student, his or her parent/guardian, and any school officials who may have information about the reasons for the students' attendance problem. If a student has unexcused absences, the school will hold parent conferences, recommend resources for student counseling, family counseling, and information about existing community services that are available to truant and chronically truant students and relevant to their needs.

### **TARDIES**

Students are expected to be at school and seated at their desks by 8:45 a.m. Students not seated in their desks and ready for learning at 8:45 a.m. are considered tardy.

Tardiness is a matter of serious concern because of its impact on learning. Being tardy infringes on learning time, disrupts the tone of the classroom and the context for the day, and disturbs other students. Being late has significant implications for readiness to learn as well as a sense of belonging to the classroom community. The late student needs to have instructions, presentations, and explanations repeated, hindering instructional efficiency.

Students who are tardy must report to the school office for a tardy slip before coming to class. Students who are tardy will not be admitted without a slip from the school office.

Students arriving at school after 8:45 a.m. **FOR ANY REASON** must be accompanied into the school office and signed in by the adult bringing him/her to school.

Consequences for tardiness will be:

- 1-4 Tardies – Informal verbal or written warning to student and parent
- 5 Tardies – Official written notification to parents
- 6 Tardies – Official communication from Principal

The tardy count begins each semester anew.

## **CURRICULUM**

### **REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Report cards are distributed four times each school year.

- 1) At the end of quarters one, two, and three, the report cards are distributed to the student one week following the end of that quarter (i.e. the quarter ends on a Friday, report cards are distributed the following Friday). Report cards for Middle School students which include a grade of "F" must be picked up by a parent.
- 2) At the end of quarter four the report cards are distributed to the students prior to dismissal of classes for the school year.
- 3) Parent-teacher conferences:
  - a) At the end of quarter one, a conference is scheduled that must be attended by at least one parent to discuss each student's progress.
  - b) Conferences outside this mandatory fall conference are always encouraged by either teacher or parent should a concern arise.

### **DIGITAL ACADEMY**

Digital Academy is a secure website where you can access your child's grades, messages, and other activities online. Parents and students are issued access numbers to this site.

All communication between students, parents, and staff should always be professional.

All communication is accessible by St. Andrews Lutheran School and Church.

### **OUR COURSE OF STUDY**

1. FAITH - Daily devotions, chapel, Bible study, catechism, memory work, church history, and confirmation instruction. Since all students have been brought to St. Andrews Lutheran School for thorough Christian training, they will all participate in the regular faith classes.  
\*\*\*Our Pastors teach Confirmation and 1st Communion classes to our students and church members' children who want to be confirmed outside of the school day.
2. LANGUAGE ARTS - Reading, literature, English, spelling, handwriting, creative writing, and library science.
3. SOCIAL STUDIES - Geography, history, citizenship, current events, and U.S. and Illinois constitutions.
4. GERMAN - German is a three-year program in our middle school curriculum. The program includes reading, speaking, and cultural aspects of German.
- . SPANISH- Spanish is taught weekly in grades 1-5. The program includes speaking, reading and cultural aspects of Spanish.
6. SCIENCE - Biology, earth and space science, physical science, health and nutrition, chemical science, and ecology.
7. MATHEMATICS - Arithmetic, geometry, algebra, and related areas.
8. MUSIC - Choral music, instrumental music (Orff and band), and general music education classes, as well as various choral and instrumental groups, are organized. These groups practice and sing or play at regular worship services, chapel services, and special occasions. It is expected that parents will make necessary arrangements so that their student is able to participate in these experiences.
9. ART - Drawing, painting, sculpture, printing, and various creative expressions and art appreciation.
10. PHYSICAL EDUCATION - Calisthenics, physical fitness, games, and team sports.
11. TECHNOLOGY- Vocabulary, technical skills and application

## 12. FIELD TRIPS -

- A. All field trips must be approved by the principal.
- B. Educational tours, properly conducted, are important first-hand experiences. Pre-planning and pre-study take place, as well as review and reinforcement following the trip.
- C. For each field trip, the principal will assign a faculty member to be in charge of that trip.
- D. Permission slips will be distributed prior to the field trip. These are to be signed by the parent and returned before the child is permitted to accompany the group. Attendance at field trips is compulsory. Permission slips should contain information regarding the form of transportation to be used.
- E. Field trip arrangements are to be made by the individual teacher with actual costs per student set by the school office.
- F. The teacher in charge will exercise prudent judgment in the event of an injury or illness.
- G. Any field trip requiring an overnight stay or fees in excess of \$50.00 per person will need final approval from the BCDS. If approval is granted, the trip will become a school sponsored activity and subject to school policy. This trip will have a specific written purpose and be in conjunction with a school-related activity or subject area for that appropriate grade level. The recommendation for the trip will come from a staff member.

### **DEFINITION OF TERMS**

- 1) Final draft represents any assignment from any subject which will be handed in to the teacher for credit.
- 2) Printing the block print style of handwriting adopted by St. Andrews Lutheran School.
- 3) Cursive - the cursive handwriting style adopted by St. Andrews Lutheran School.

### **FINAL DRAFT FORMAT**

- 1. Upper right-hand corner of the page includes
  - A. Student's first and last name
  - B. Subject and summary (page number, problems, etc.) for the assignment.
  - C. Date the assignment is given.
- 2. Assignments should begin on the front side of the paper (holes on the left side).
- 3. Assignments are handed in "uncrumpled" and without "dog ears."
- 4. Paper is not taken from a spiral notebook but is loose-leaf paper.
- 5. Assignments are to be kept in assignment folders, not textbooks.

### **GRAMMAR**

- 1) Guidelines for kindergarten and grade one
  - i) Final drafts of writing assignments begin with a capital letter and end with appropriate punctuation.
- 2) Guidelines for grades two through eight
  - a) Final drafts of writing assignments are to
    - i) Begin with a capital letter
    - ii) End with appropriate punctuation
    - iii) Use commas correctly
    - iv) Use quotation marks correctly
    - v) Indent the first line of each new paragraph
    - vi) Have each paragraph contain a topic sentence
    - vii) Have each paragraph contain one main topic
    - viii) Begin a new paragraph for each new speaker when dialogue is contained in the writing.
  - b) Complete sentences are used unless lists or short answers are required.

- 3) For unacceptable grammar, one of the following will occur
  - a) The student will redo the assignment or correct the grammar, or
  - b) Points will be taken off on the scoring of the assignment.

## **HANDWRITING**

### 1) Guidelines for kindergarten through grade two

- a) Block printing is taught in kindergarten through the first semester of grade two using a handwriting workbook.
- b) Beginning with the second semester of grade two, cursive writing is introduced using a handwriting workbook.
- c) Final drafts of writing assignments are to be done in print style unless specific directions are given to use cursive.
- d) Final drafts not required to be done in either cursive or print form can also be typed. e) Unless specific directions are given, final drafts of written assignments are to be double spaced.
- f) Final drafts of writing assignments use pencil.
- g) Final drafts of math assignments use pencil.

### 2) Guidelines for grade three

- a) Beginning at grade three, printing and cursive handwriting are practiced using a handwriting workbook and teacher generated materials.
- b) Final drafts of writing assignments are to be done in cursive unless specific directions are given to print.
- c) Final drafts not required to be done in either cursive or print form can also be typed.
- d) Unless specific directions are given, final drafts or written assignments are to be double spaced.
- e) Final drafts of writing assignments use pencil.
- f) Final drafts of math assignments use pencil.

### 3) Guidelines for grades four and five

- a) Both printing and cursive handwriting are practiced.
- b) Final drafts of writing assignments are to be done in cursive unless specific directions are given to print.
- c) Final drafts not required to be done in either cursive or print form can also be typed.
- d) Unless specific directions are given, final drafts or written assignments are to be double spaced.
- e) Final drafts of writing assignments use pen.
- f) Final drafts of math assignments use pencil.

### 4) Guidelines for grades six, seven and eight

- a) Final drafts of writing assignments are to be done in cursive unless specific directions are given to print.
- b) Final drafts not required to be done in either cursive or print form can also be typed.
- c) Unless specific directions are given, final drafts or written assignments are to be double-spaced.

- d) Final drafts of writing assignments use a pen.
- e) Final drafts of math assignments use pencil.

- 5) For unacceptable handwriting, one of the following will occur
  - a) The student will redo the assignment, or
  - b) Points will be taken off on the scoring of the assignment.

## **SPELLING**

- 1) Guidelines for kindergarten through grade one:

Assignments not required to use correct spelling may contain creative spelling.

- 2) Guidelines for grades two through eight

Final drafts of writing assignments are to contain correct spelling.

- 3) For unacceptable spelling, one of the following will occur

- a) The student will redo the assignment or correct the spelling, or
- b) Points will be taken off on the scoring of the assignment.

## **STUDY SKILLS**

A child's education depends on the combined efforts of the school, family, and student. St. Andrews Lutheran School is a part of this important triangle, but parents and students share an important responsibility in successful education.

Education is a child's chief activity during the school year, not just one of the many activities. Families need to organize their schedules so that ample time is allowed for children's school preparations. First and foremost in school success in all grades is the student's attentiveness and active class participation. Teachers highlight significant material and test what was covered in class. In intermediate and junior high grades, taking notes is an important part of the classroom routine.

Homework is not just a requirement to give a basis for grading. It is reinforcement of material taught in class. Students need to take homework seriously and do it thoughtfully. Often students can do some of their homework in school if they take advantage of study time provided. Assignment notebooks are used from the second semester of first grade through eighth grade. These should be brought home daily, and parents are encouraged to check them with their children.

Study skills are taught by the classroom teachers at St. Andrews, as well as in library and computer classes. Parents should encourage their children to be thorough and organized in their study habits.

The night before a test is too late to begin studying for the test. Studying for a test should begin the very first day of the unit. Reviewing what was covered in class, jotting down questions to be asked in class, and coming to full understanding every day is the best way to achieve mastery, and, therefore, to do well on tests. Teachers usually review material that will be covered on tests so that children can give special attention to that information.

Students must have a good study environment at home. A quiet place to study with good lighting and all the necessary working tools is important. As much as possible, a set time for study should be provided during which there is no television, computer games, or phone calls. Parental or family availability for special assistance or review drills is highly recommended.

## **HOMEWORK AND INCOMPLETE WORK**

Assignments are important for developing independent study skills and for showing mastery of subject matter. Since skills are sequential and related to current classroom work, it is important that the work be completed when assigned and according to teacher specifications. Parents should assign a specific time and place for homework. Parents “help” students best by not doing homework for them. Parents should not give answers, write to type out assignments, or otherwise “do” homework for their student. If this is done, teachers ask the student to redo the assignment. When homework is not understood, communication with the teacher is primary rather than relying on the information from another student.

## **INCOMPLETE OR MISSING WORK POLICY**

Incomplete or missing work will be treated as follows:

1. In the case of the first incomplete or missing assignment, the parent will receive a notification about the missing assignment. The completed assignment must be submitted the next day. The completed assignment will receive full credit.
2. If the student fails to complete a second assignment, the parent will receive a notification. The completed assignment must be submitted the next day. The completed assignment will receive half credit.
3. Any subsequent missing assignments will result in a grade of zero.
4. A pattern of incomplete homework will result in a behavioral detention. Incomplete or missing work tallies will be specific to each teacher, and each teacher will use his or her discretion in dealing with each specific assignment issue.

## **RETENTION**

- 1) St. Andrews Lutheran School is dedicated to the best total and continuous development of each pupil. Pupils will normally progress annually from one grade to the next.
- 2) An exception may be made when, in the judgment of the professional staff, such an exception is in the best educational interest of the pupil. Parent(s) and teacher(s) shall be included in the discussion leading to the decision. The decision of retention is the responsibility of the principal.

## **GRADING SCALE**

### **Grades 1-2**

E 98-100%  
S+ 92-97%  
S 85-92%  
S- 80-85%  
N 79 and below

### **Grades 3-8**

A 93-100 GPA 4.00, A- 90-92 GPA 3.66

B+ 87-89 GPA 3.33, B 83-86 GPA 3.00, B- 80-82 GPA 2.70

C+ 77-79 GPA 2.33, C 73-76 GPA 2.00, C- 70-72 GPA 1.66

D+ 67-69 GPA 1.33, D 63-66 GPA 1.00, D- 60-62 GPA 0.70

F 0-59 GPA 0.00

## **HONOR ROLL**

St. Andrews determines honor roll for grades 6-8 by using a student's grade point average (GPA). Each quarter, all grades on the report will be given a credit value.

### **Grades 3-8**

A 93-100 GPA 4.00, A- 90-92 GPA 3.66

B+ 87-89 GPA 3.33, B 83-86 GPA 3.00, B- 80-82 GPA 2.70

C+ 77-79 GPA 2.33, C 73-76 GPA 2.00, C- 70-72 GPA 1.66

D+ 67-69 GPA 1.33, D 63-66 GPA 1.00, D- 60-62 GPA 0.70

F 0-59 GPA 0.00

A student with a D or F in any subject or if any academic dishonesty occurs during the quarter, they will not be eligible for Honor Roll Status. For the High Honor roll, the student will have an average of 3.75 or higher. The Honor Roll will have a grade point average between 3.25 and 3.74.

## **GRADUATION FROM EIGHTH GRADE**

Graduation from eighth grade at St. Andrews Lutheran School requires the following:

- 1) The student shall not fail more than one of the academic areas of Religion; Memory Work; Mathematics; Science; Social Studies; Literature; English; German; or Spelling. Failure is defined as a grade point average of less than 1.00 for the first three-quarter grades and fourth quarter midterm grade issued for that area.
- 2) The student shall pass the United States Constitution Test as administered by the social studies teacher.
- 3) The student shall pass the Illinois State Constitution Test as administered by the social studies teacher.
- 4) The student shall submit an acceptable term paper as required in English class.

## **SALUTATORIAN AND VALEDICTORIAN**

At the midterm of the 4<sup>th</sup> quarter, the report cards of all eighth graders are collected by the principal.

The academic areas used for determining the honor roll are used to select the valedictorian and salutatorian.

A point value is given as follows:

A 93-100 GPA 4.00, A- 90-92 GPA 3.66

B+ 87-89 GPA 3.33, B 83-86 GPA 3.00, B- 80-82 GPA 2.70

C+ 77-79 GPA 2.33, C 73-76 GPA 2.00, C- 70-72 GPA 1.66

D+ 67-69 GPA 1.33, D 63-66 GPA 1.00, D- 60-62 GPA 0.70

F 0-59 GPA 0.00

The student with the highest GPA is Valedictorian. The student with the second highest GPA is the Salutatorian. Valedictorian and Salutatorian honors will be awarded each year to one student of the Eighth Grade class.

In the event that two students achieve the same GPA during their Eighth Grade year, a GPA calculation, as previously described above of the students' seventh grade (and sixth grade, only if necessary) will be used.

### **PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE SELECTIONS**

At the midterm of the 4<sup>th</sup> quarter, the report cards of all eighth graders are collected by the principal. The academic areas used for determining the honor roll will be used to select any student(s) to receive the Presidential Academic Award.

Students receiving the award shall:

- 1) Earn a 3.5-4.0 average accumulated through the midterm of the 4<sup>th</sup> quarter.
- 2) Achieve the 85<sup>th</sup> percentile or higher in reading, language arts or mathematics on their eighth grade MAP test for the Spring quarter.

### **GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

- 1) An extra-curricular activity is any activity that is not part of the required school day.
- 2) Extra-curricular programs are designed to allow students to explore their interests and develop their skills. These activities rely on the cooperation of parents, teachers, volunteers, and students.
- 3) Students must first achieve academically before participating in extracurricular activities and must maintain good behavior in school. For that reason, the following guidelines have been adopted:

- a) Students are expected to maintain grades at a level of "C" or better. The students may have one "D" in a major subject as identified by the honor roll policy and remain eligible. An "F" in any subject disqualifies a student from eligibility. Any deviation from this policy will be communicated by the teacher to the parent, coach, and principal.
- b) Students will be considered ineligible if they receive two detention referrals during a marking period.
- c) Grades will be checked every week.
- d) A written notification of ineligibility will be mailed and/or communicated through Sycamore. The student will be notified by the home room teacher. Students become eligible and/or ineligible on the Monday following the notification.
- e) In the case of misbehavior, the student will become ineligible immediately. The student will notify the parent or guardian by phone.

## **SCHOOL PROGRAMS**

### **RECOGNITION PROGRAMS**

To encourage students to grow in all aspects, we will give recognition to students in the areas of perfect attendance (church and school), academic achievement, service to the church and school, fine arts, and athletic participation.

### **CHAPEL**

School chapel services are held each Wednesday, except for special occasions which are published in the "Panther Tracks." The services begin at 9:00 a.m. in the church. All parents and others are invited and encouraged to attend. Each class prepares and leads one of our services during the school year. An offering is taken, which is given to a designated organization to help support its ministry.

## **OUTDOOR EDUCATION**

1. The children in grade six will participate in outdoor education.
2. Attendance in this program is as compulsory as regular school attendance. The student's absence will be counted as a normal school day absence if unable to attend.
3. Costs for these trips are the responsibility of the parents of the students attending the trip.

## **RESOURCE TEACHER**

This program is available to identified students in kindergarten through grade eight. The resource teacher works closely with the classroom teacher to identify and develop needed skills to those students who can benefit from the program. Parents of identified students must be willing to assist the program by working on specific skills as defined by the resource teacher. Lack of cooperation on the part of the parent will result in that student being withdrawn from the program.

## **LIBRARY**

Students may sign out books for a period of one week. Students receive basic instruction in library skills from kindergarten through eighth grade to assist them in the wise use of library materials.

## **CHOIR & BAND**

Various choral and instrumental groups are organized during the school year. These groups have regular practices and sing or perform at regular worship services, chapel services, and for special occasions.

## **CURRICULUM FAIRS**

Various aspects of the curriculum, such as science and fine arts, may be on display during the school year. Announcements of the fairs, operettas, plays, and displays will be in the "Panther Tracks."

## **READING INCENTIVE PROGRAMS**

The fourth and fifth-grade students are encouraged to participate in the Battle of the Books program. The program is held after school or during the lunch period, and competition with other schools takes place at the public library after school.

## **ATHLETICS**

St. Andrews Lutheran School enjoys a well-balanced program in the area of sports. It maintains athletic teams for both boys and girls, participating in the Lutheran School Athletic League and invitational tournaments. The "Athletic Handbook" gives a complete listing of sports offered. The Board of the Christian Day School supports the coaches and allows them to take a firm stand regarding the necessity of team members attending all practices. A student may participate on two athletic teams at the same time realizing equal responsibility to both teams with reasonable effort made to attend all practices. The athletic director will work with the coaches to avoid scheduling practice times that conflict with one another. If a child does not make a reasonable effort to attend practice, parent(s) will be notified. If no other solution is found, the child may be removed from one or both teams.

## HEALTH and SAFETY

### **HEALTH PROGRAM**

St. Andrews Lutheran School, with the guidance of the School Nurse Advisor, works in accordance with the Cook County Health Department, including

- 1) Reviewing all medical records on an annual basis to ensure students are in compliance with all necessary information. Parents will be notified of non-compliance and what must be done to meet compliance. Compliance is mandatory for all students attending St. Andrews Lutheran School.
- 2) Reviewing physical examination records for all new students to St. Andrews and students entering pre-kindergarten, kindergarten, and sixth grade.
- 3) Organizing screening for vision and hearing.

### **HEALTH—PHYSICAL EXAMINATION**

The State of Illinois requires physical examinations for students that comply with these guidelines:

- 1) A physical exam is required for the following students:

- All 3-year-old Preschoolers
- New 4-year-old Pre Kindergarten
- All Kindergarteners
- All Sixth Graders
- All New Students

2) This examination is to be conducted within one year prior to entry to the above grades. 3) In accordance with the State of Illinois regarding school admissions all Certificate of Child Health Examination forms must be submitted to the school office prior to the first day of school. No child will be allowed entry unless the form is completed and on file in the school office. No exceptions will be made. The physical health exam is valid for up to one year from your date of the exam. Your exam must remain current for the school year. Any questions regarding the physical examination should be directed toward the school nurse through the school office.

Any questions regarding requirements, OR if an appointment is scheduled after the above deadlines, you must contact the school nurse advisor. Failure to have the required health forms submitted to the school office by October 15 will result in the student being excluded from school, if health and immunization requirements are not met and submitted to the school office by October 15.

### **HEALTH—SPORTS PHYSICAL EXAMINATION**

Any student participating in any extracurricular sports in grades 3 – 8 in any capacity (including practice) must have a current physical on file in the office, **prior to first practice**. A current physical is defined as one dated and signed by a doctor as having been conducted June 1 or later of the calendar year beginning the current school year. You will not be able to participate if this requirement is not met. This is a mandatory state law. No exceptions will be made.

### **HEALTH—DENTAL EXAMINATION**

Effective July 1, 2005, all Illinois children in kindergarten, second, and sixth grades are required to have an oral health examination on file in the school office. Examinations must be performed by a licensed dentist and he/she must sign the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15 of the school year. School dental examinations must have been completed within 18 months of the May 15 deadline. The school must give notice of the dental examination requirement to parents or guardians of the children at least 60 days prior to May 15 of each school year. If a child in second or sixth grade fails to present proof by May 15, the school may hold the child's report card until proof of dental examination is present, or the child presents a dental examination waiver, or the child does not have any type of dental insurance, and there are no low-cost dental clinics

that will see the child. If the child presents proof a dental examination will take place within 60 days of May 15, proof of completed examination must be submitted the subsequent year.

### **KINDERGARTEN SCHOOL EYE EXAMINATIONS**

All children in kindergarten or upon first entry to an Illinois school beyond kindergarten are required to have an eye examination. A licensed Optometrist must perform exams. He/She shall complete and sign the Eye-Examination Report form.

Each child is required to present proof of an eye exam by an optometrist prior to October 15<sup>th</sup> of the school year; exams must have been completed within the 12 months prior to the October 15<sup>th</sup> deadline.

If a child fails to present proof of the required exam by October 15<sup>th</sup>, the school may withhold the child's report card until

- The child presents proof of the required exam by submitting a complete Eye Examination Report.
- Or the child presents a completed Eye Examination Waiver Form
- Or the child presents an exemption based on religious grounds
- Or the child presents proof of an appointment for an eye examination scheduled within the 60 days after the October 15<sup>th</sup> deadline.

### **DISPENSING MEDICATION**

- 1) At no time are students to be in possession of any medication, except in the case of immediate use medication. (See below.)

**SELF-ADMINISTRATION AND SELF-CARRY OF EPINEPHRINE AUTO-INJECTORS** Students are allowed to self-administer and self-carry epinephrine auto-injectors upon receipt of a signed parent permission notification and a signed authorization by a physician or nurse practitioner. The signed permission notification and the signed physician or nurse practitioner authorization must be kept on file in the office.

- 2) All medication, prescription or non-prescription (excluding immediate use medication) must be kept in the school office and is to be brought to the school office by the parent, guardian, or his/her representative.
- 3) All medications will be administered through the school office unless paperwork is provided for self administration for self carry of epinephrine auto injectors.
- 4) All medication must be properly labeled and packaged. Prescription medications must be in pharmacy dispensing vial, bottle or container, with an affixed prescription dispensing label with the student's name, name and strength of medication, the dosage, the dosage schedule, and any special administration or storage instructions. Non-prescription medications must be in the original manufacturer's package and labeled with the student's name, dosage, and dosage schedule.
- 5) If a child is to receive prescription or non-prescription medications of any kind, a medication procedure/administration/permission form must be completed and on file in the school office. No medication, either prescription or non-prescription, will be administered without written consent given on the proper form, available through the school office. Verbal consent given over the phone to receive medication will not be accepted as permission. No medication will be administered as a result of verbal consent.

- 6) An immediate-use medication may be kept only in the possession of the student for whom it is intended. An immediate-use medication is defined as a physician-ordered prescription medication which must be administered without delay to ensure the health and well-being of the student/patient. A student in need of an immediate use medication must have in his/her medical record a written physician order for the same. Immediate need medications recognized by this policy include, but are not limited to, asthma inhalers used “as needed” (not scheduled use inhalers) and kits used to prevent anaphylaxis, i.e. Epi-Pen.
- 7) When kept by a student, immediate use medication must be kept in the student’s possession at all times. The student may not give the medication to another student for any reason. At no time will the medication be kept in a locker.

### **GUIDELINES FOR COMMON ILLNESSES –**

**Fever:** A child with an oral temperature of 100 degrees or higher should be kept at home. Your child will not be allowed to return to school until they are fever free for 24 hours without fever reducing medication.

**Stomach Problems:** A child with vomiting or diarrhea should be kept home until 24hrs symptom free.

**Colds:** A child with a sore throat, persistent cough, nasal discharge, and or irritated draining eyes should stay home.

**Rash:** do not send a child to school with a rash until a physician diagnoses to determine that it is not contagious to others.

**Communicable Diseases:** Students presenting with symptoms of illness such as rash, eye drainage, fever, and influenza symptoms will be sent home.

Students who become ill or are injured at school will be referred to the school office. Students should not leave the building or call home themselves. Injured or ill students must be dismissed from the school office.

### **PEANUT POLICY**

St. Andrews recognizes the increasing prevalence of life-threatening allergies among students and staff. Due to the unpredictability and the life-threatening nature of an occurrence of severe allergic reactions, it is imperative that this condition be given serious consideration in the school setting.

St. Andrews cautions that it is necessary for staff, students, and parents to understand that a peanut-free environment is impossible to achieve and to expect it to harbor a false sense of security where allergenic substances are concerned. Therefore to provide the safest possible school environment, a support plan is being implemented based on identified individual needs, staff awareness, curricular modifications and emergency plans. A combined school and parent/student approach will be required to successfully and responsibly respond.

As a consequence, St. Andrews will use the following guidelines to address peanut allergies:

1. Peanuts and their products will be eliminated from the classroom curriculum. Food labels will be read, and consideration given to the possible presence of allergenic substances that must be eliminated from teacher-directed classroom activities.
2. Parents should not send peanuts and their products to the classroom for snack time.
3. The school nurse will meet with parents/guardians of allergic students to develop health care/emergency plans to share with all involved staff; general staff will be informed of identified students in the building.
4. Staff will receive annual training for recognition of signs and symptoms of allergic reactions, and emergency treatment.
5. Lunchroom staff will be advised annually of students in their program with severe allergies; lunch tables will be appropriately disinfected between student lunch periods.
6. Substitute teachers will be alerted to the presence of a student with a life-threatening allergy in their

classrooms and appropriate emergency measures for obtaining immediate assistance.

7. Teachers accompanying peanut-allergic students on field trips, where a parent is not in attendance, will have instruction/review on the recognition of signs and symptoms of allergic reaction, the administration of medication, and the use of an Epi-pen as an emergency measure. The direction to call 911 in all cases of suspected allergic reaction will be emphasized.
8. A student report of possible ingestion of/exposure to an allergenic substance will be given immediate attention. School health staff will be notified and appropriate measures taken to assure student safety.
9. Students will be instructed regarding classmates with known allergies and possible serious reactions to offending food substances.
10. Students will be instructed that sharing food with one another is never a good idea and hand-washing before and after eating is a healthy practice.
11. Based on an individual child's needs, the principal and /or teacher may apply additional restrictions at their discretion.

Children may continue to bring lunches with nut products (such as peanut butter and jelly sandwiches) to the school lunchroom. Children with allergies will have a designated space at a table which will be washed with bleach prior to its use. Children with peanut products in their lunches will be asked to sit at the other end of the table.

**ALLERGY POLICY** -St. Andrews has put in place an allergy policy that includes an action plan for each child who has allergies. A copy of the plan is available in the school office.

### **ADMINISTRATION OF MEDICAL CANNABIS**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school with proper documentation. Please contact the school principal for additional information.

**FAITH'S LAW** - The Illinois State Board for Education(ISBE) provides and maintains the [Faith's Law Resource Guide](#) for pupils, parents/guardians, and teachers, which has sexual abuse responses and prevention resources available in their community. Also included is the contact information of entities that provide services for victims of child sexual abuse and their families. [Employee Code of Conduct](#)

**SUNSCREEN** - A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United State Food and Drug Administration.

### **BIRTHDAY AND HOLIDAY CELEBRATIONS**

In order to promote healthy eating habits and good nutrition with students, parents should not send food treats to school for their children's birthdays or holiday parties. These treats may pose a health risk to children with food allergies. Instead of food, children are encouraged to bring a favorite book to share with the class, make a donation to the classroom or school library in their child's name, a small non-food goodie bag, or donate a game for the class.

### **FOOD SAFETY**

In compliance with City of Park Ridge environmental health policy, only foods prepared by a commercial establishment, such as a bakery, grocery store, or other licensed establishments, or prepared in a commercial licensed kitchen may be served at school. Homemade, home-baked or home prepared items may not be served to students at school.

### **PETS/ANIMALS**

For health and safety reasons pets and animals are not allowed on school property unless special arrangements have been made by parents with the teacher/principal.

### **MYRA, COMFORT DOG**

St. Andrews Lutheran Church supports the Lutheran Church Charities by hosting a Comfort Dog. This Comfort Dog may be in or around the school building and visits by students/classes will be prescheduled.

### **STUDENTS' NEEDS FOR SUPPORT SERVICES**

If serious injury, death, or other events should occur that has a marked effect on the emotional state of St. Andrews Lutheran School's students and/or staff, outside intervention workers, *may* be contacted. The principal or designated representative will have a list of sources available. The decision to involve outside personnel will be made by the principal and/or designated representative.

### **EYE PROTECTIVE DEVICES**

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

### **TOXIC ART SUPPLIES**

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades K-6. Art supplies containing toxic substances could be used by students in grades 7 and 8, only if materials are properly labeled as required by section 105/135 of the Illinois School Code.

## **STUDENT GUIDELINES**

### **DISCIPLINE**

At St. Andrews Lutheran School, the discipline guidelines exist so students are protected from physical harm and to ensure the primary function of the school, Christian education, can go forward without disruption.

It is the objective of our faculty to prevent the occurrence of behavioral problems through

- A. A positive classroom atmosphere.
- B. A well-organized and stimulating course of study.
- C. Meaningful assignments with achievable goals for success.
- D. A constructive, supportive, and positive relationship with each child.

Teachers will develop a Christ-centered classroom with guidelines for respect, responsibility, self-discipline, and proper behavior. At all times, students are expected to cooperate with the expectations of the teacher and those set forth by the school. A goal of St. Andrews Lutheran School is for each child to recognize the rights of others and show love and respect for his/her teacher, fellow students, and all staff members, through Biblical training and teaching. Each teacher exercises supervisory responsibility over his/her classroom and the entire student body, as the need arises.

## **DISCIPLINE POLICY**

While on school premises, riding the bus for a school activity, or at school-sponsored activities, students are expected to behave in an orderly and appropriate manner. While the teachers and staff will work closely with students to teach appropriate social behaviors, continued misbehavior will lead to consequences such as a detention, time-out, suspension, or possibly, recommendation for expulsion.

## **DISCIPLINARY POLICY PROCEDURE—PRESCHOOL THROUGH EIGHTH GRADE**

- 1) Problems in behavior are, first of all, the responsibility of the classroom teacher. Ordinarily, consultation with the offending pupil will restore the broken relationship, and provide a course for the future.
- 2) Chronic offenders will need careful cooperative supervision from both home and school. A note or phone call from the teacher will inform parents of the problem. The Principal will also be informed of any chronic problems.
- 3) Continued misbehavior will prompt a second note (signed by teacher and Principal) and require parents and child to meet at school with the teacher.
- 4) A third report will require a meeting of parents, pupils, and teachers with the Principal, who shall decide what course of action is necessary to facilitate success in learning more appropriate behaviors.
- 5) Any student who exhibits behaviors categorized as “Major or Severe” (see below) is subject to applicable consequences.

## **BEHAVIORS RESULTING IN CONSEQUENCES**

Consequences will be given for the following:

- Name calling
- Bullying
- Breaking classroom rules
- Dishonesty or cheating on a test or assignment
- Misbehavior during a special period (i.e. band, choir, assembly, lunch, etc.)
- Chewing gum
- Bringing nuisances to school
- Throwing snowballs
- Failure to respect or obey school safety rules
- Throwing food during lunch
- Repeatedly running in the hallway
- Inappropriate physical contact
- Other actions unbecoming students of St. Andrews Lutheran School

## **TYPICAL CONSEQUENCES EXPECTED**

- Verbal warnings
- Phone calls or notes to parents
- Separation from the group
- Removal from the classroom, a squad, or team
- Denial of privileges
- Absence from assemblies or field days
- Detention
- Suspension
- Expulsion
- Other consequences deemed appropriate for learning new behavior

## **DETENTIONS**

A detention is defined as a 30-minute period after school dismissal during which the student will reflect on his/her conduct. The student will not be permitted to work on homework. Detentions must be completed before the student is allowed to participate in any school-sponsored activity. Siblings or others who share rides will not be allowed to remain on school premises during the detention period unless supervised by a parent or guardian.

The teacher/principal will contact the parent the day the detention is issued. This personal contact will allow the teacher to explain the reason for the detention, and, together with the parent, work toward a resolution to the problem. The detention will be served the day the detention is issued, or at the first possible time that can be arranged with the parent.

More than four (4) detentions in one quarter will result in a meeting that includes the parent, student, teacher, and Principal to determine a course of action for learning new and appropriate behaviors. Repeated detentions may result in a suspension which will be served on a Saturday morning.

## **DETENTIONS**

Certain behaviors will likely result in detention. Such behaviors include (but are not limited to):

- Cheating on a test or assignment
- Verbal abuse of another student, teacher, or staff member
- Causing injury to another as a result of deliberate actions
- Disrespect for property or possessions of others
- Inappropriate language, cursing, swearing, or gesturing
- Violation of the Second Commandment
- Any behavior which is disruptive to learning
- Failure to comply with reasonable directives from the teacher

\*Three behavior detentions may result in a Saturday morning suspension.

## **SUSPENSIONS**

A suspension is the temporary exclusion of a child from school. When a suspension is served, students will be given their assignments and full credit will be given for any work that is missed during the suspension. Suspensions may be served in or out of school, as assigned by and at the discretion of the Principal. If circumstances warrant, the Principal has the authority to suspend a student immediately.

## **MAJOR AND SEVERE BEHAVIOR CONCERNS**

Students are subject to disciplinary measures for unlawful or inappropriate conduct. Certain behavior nearly always leads to a suspension, in or out of school. Such behaviors include (but are not limited to): Possession or use of tobacco or other controlled substances

- Possession of alcohol
- Possession of matches or cigarette lighters
- Fighting
- Possession of fireworks or other explosive or flammable substances
- Possession or use of a laser pointer
- Making obscene gestures
- Repeated inappropriate language
- Repeated violation of the Second Commandment
- Theft
- Vandalism
- Threatening the health and safety of another student, staff member, or anyone on the premises of St. Andrews Lutheran School

In cases involving illegal actions, the police may be involved.  
Tuition is non-refundable for school days spent in suspension and/or expulsion.  
Suspension may be served on a Saturday morning.

### **EXPULSION**

Expulsion is the permanent dismissal for the remainder of the school year. The decision to expel a student rests with the Board of Christian Day School after a hearing with parents, student, and the Principal. In all cases, Christian love and concern for each person will be exercised.

### **RECOMMENDATIONS FOR EXPULSION**

Severe behavior concerns which will result in a recommendation for expulsion include (but are not limited to):

- Making a bomb threat
- Possession, transfer, sale, or use of fireworks, and/or flammable substances
- Possession or use of matches or cigarette lighter
- Theft
- Possession of firearms or any weapon or their look alike
- Possession of drugs or drug paraphernalia or their look alike
- Possession of any substance that alters the state of consciousness
- Possession of alcohol
- Possession of any written, printed, audio video, or Internet material that lends itself to unchristian conduct

### **INCIDENT REPORTING TO LAW ENFORCEMENT AGENCIES**

When any of the incidents listed below occur in the school, the principal, or his/her designee, immediately notifies the Police Department; and the principal, or his/her designee, within three days of each incident notifies the Illinois Department of Police through the School Incident Reporting System (SIRS).

- drug violations
- firearms incidents
- written complaints from school personnel concerning battery committed against school personnel

***FINAL AUTHORITY IN MATTERS OF DISCIPLINE RESTS WITH THE PRINCIPAL.***

### **ANTI-BULLY POLICY**

St. Andrews Lutheran School takes seriously the responsibility to properly care for each child entrusted to us. We conscientiously seek to provide a safe and orderly school environment so that physical, social, emotional, intellectual, and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus when He said, "Love the Lord your God with all your heart and with all your mind. This is the first and greatest commandment." And the second is like it: "Love your neighbor as yourself." Matthew 22:37-39

At the heart of following Jesus' command is a commitment by the faculty and staff to model that same love Jesus has shown us and to take immediate action to stop bullying behaviors.

We acknowledge that sin is part of our human condition. One manifestation of sin is bullying behavior.

Because of the grace shown to us in Christ Jesus, we embrace a conflict resolution that emphasizes teaching children to accept responsibility for their actions and forgiving one another. "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness." I John 1:9 "Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Colossians 3:13

St. Andrews 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.

Definition: *"Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school."*

A second, more concise, definition: *"Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."*

Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials may be notified of bullying incidents.

#### Cyber- bullying

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects

enumerated in the definition of bullying.

It is important not to misuse the term bullying for every behavior problem. Identifying what a behavior really is (and labeling the behavior, not the student) helps us to select the most appropriate intervention strategies. Can you distinguish bullying from normal conflict? There are three basic ways to know the difference. The student doing the bullying:

- Picks on their target day after day (repetition)
- Wins because the target is smaller, younger or less socially able to cope (power balance)
- Enjoys seeing their target afraid and upset (intent to harm)

### Conflict

What is conflict? Conflict is a struggle between two or more people who appear to have different goals or desires. Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment, because people of the same relative amount of power see the same situation from two different points of view.

When one or both people have the skills to resolve the dispute so both sets of needs are met, the same conflict between the same two people most likely will not be repeated. If not, conflict might possibly continue for a long time.

### **School climate will work to:**

- Teach and model Christian behavior
- Set positive tone in classroom
- Direct and intentional instruction
- Spend time with students
- Involve parents, membership, and community
- Distinguish between “Reporting” and “Tattling”
- Involve parents, membership, and community ▪ Distinguish between “Reporting” and “Tattling”

### **GENERAL PROCEDURE:**

Students who are caught in the act of bullying will be subjected to a disciplinary process as outlined below:

#### Step 1

- Warning- When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings to the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self-control (Galatians 5:22-23).
- Inform the parents – Teachers will keep parents informed of their child’s actions
- Inform the principal- The principal is involved after the warning has occurred.

## Step 2

- Confer with parents and principal- Gather staff persons to discuss the situation. Options for this action at this stage include:
  - i. Drawing up behavioral contract
  - ii. Consultation with Pastor
  - iii. Refer students to counseling or therapy
  - iv. In-school Suspension

## Step 3

- Suspension from school – the time being from one to three days- After consultation with the parents, teacher and input from the Board of Christian Day School (BCDS) chair, the student may receive up to a three day suspension or whatever the principal deems acceptable.
- A behavior plan may be developed.

## Step 4

- Expulsion - When reasonable efforts to correct the inappropriate behavior have been exhausted, and after consultation with the parents, teachers, and principal, the BCDS may expel the student.

**Anyone who knows of any type of bullying taking place is expected to tell a staff member immediately. If you see something, SAY SOMETHING!!!**

### **Social Media Policy and Guidelines for St. Andrews Lutheran School**

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29*

*We should fear and love God that we may not deceitfully lie, betray, slander, or defame our neighbor, but defend him, [think and] speak well of him, and put the best construction on everything. (Luther's Small Catechism, "Explanation of the Eighth Commandment")*

Lutheran schools are dedicated to the mission and vision of the church and school. They are increasingly discovering how they can empower every member of the school community to grow as global students, disciples, and citizens. The web and social media provide important communications channels for students, parents, faculty, and alumni. Participation in these spaces is an important element in the school's witness, curriculum, and educational plan. St. Andrews desires to help students become literate digital citizens, Christian disciples, and to be effective 21st Century communicators.

As an organization with a commitment to quality of education and the safety of the students, as well as, to the preservation of the outstanding reputation as a school and its mission focus, standards for appropriate communication are necessarily high. The rights of students, employees, alumni, and other members of the school and church community are respected as the variety of social media options available are utilized.

### **GUIDELINES FOR STUDENT USE OF SOCIAL MEDIA:**

The use of social media by students is a valuable tool for collaboration with members of their community to build one another up. All communication on these electronic forums should be a reflection of their identity in Christ and the values of this community. We are called as followers of Christ to go into the world with the Gospel. We encourage the use of social media

for this purpose and desire to train up literate, digital disciples that can effectively use these tools for that mission.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity or claiming to speak officially on behalf of St. Andrews, or its organizations without specific permission to do so. Content posted contrary to these guidelines will be dealt with according to the school's discipline policy.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require students or their parents/guardians to provide a password or other related account information to gain access to a student's account or profile on a social networking website.

### **Interpersonal Communication:**

As words spoken in person have the capacity to build up or tear down people and relationships, so does the content shared online. With that in mind, students should abide by the following guidelines when posting:

- Remember that students do not represent only themselves, but also all those with whom they are associated, including their family, friends, school, and Lord. Therefore, comments made using social media should reflect the seriousness of those relationships, building up both those that are reading the message and anyone about whom the message speaks.
- Consider the feelings of those to whom and about whom you are sharing
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.
- Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- True or not, it is never acceptable to post comments that damage your neighbor's reputation.

*\*\*As a reminder, Cyberbullying is considered an act of harassment, and students will be held accountable, in accordance with the school's disciplinary policy, for any social media post or text that appears to harm the reputation of or harass another student or St. Andrews staff member.\*\**

### **General Online Student Safety:**

Information shared using social media can be dangerous to students. As the safety of students is a concern to St. Andrews, students should abide by the following guidelines when working online:

- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures.
- Do not share your password with anyone besides your teachers and parents.
- Abide by the policies of social networking sites that they use, including restrictions on age.

- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see and what you post or search for, is there forever.
- Do not post anything you wouldn't want friends, enemies, parents, teachers, college admissions counselors, or future employers to see.
- Only accept social media invitations from people that you know. Utilize privacy settings to control access to the content that you create.
- Do not misrepresent yourself by using someone else's identity.

### **Academic Use:**

To ensure that technology is utilized to its best and intended academic usage, St. Andrews has established policies and protocols that must be adhered to in order for students to have the ability to make use of such technology. These policies and protocols include requirements regarding sharing information, appropriate educational uses, and administrative procedures. At the core of 21st century fluency is digital citizenship. In response to St. Andrews commitment to the ethical and social growth of our students, the integration of learning and proper technology usage will assist in developing crucial digital citizenship skills. **While working in a digital and collaborative environment, students will always conduct themselves in line with moral Christian teachings. Students will adhere to the following:**

1. **Respect yourself:** I will act as a person of integrity. I will show respect for myself through my actions, in the classroom and online. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene.
2. **Respect others:** In line with Christian morals, I will always show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. When working collaboratively with others I will participate fairly and allow other voices to be heard. I will show respect for other people in my choice of websites; I will not visit websites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
3. **Respect intellectual property:** As a person of integrity, I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
4. **Protect myself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me to a trusted adult while online. I will protect passwords, accounts, and resources. If I run across inappropriate material that makes me feel uncomfortable, or is not respectful, I will tell my teacher right away. Additionally, I will make sure I behave morally when taking tests and quizzes online.

5. **Protect others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will protect others by helping create an environment where each student feels safe to engage and participate in the learning experience. I will speak up when others may be harming themselves or others.

6. **Protect intellectual property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase music and media and refrain from distributing these in a manner that violates their licenses. When testing online, I will not use the work of others.

***\*\*Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools. \*\****

### **Parent Guidelines:**

Social media, when used wisely, provides many safe and positive ways to learn and stay in touch with friends and loved ones. St. Andrews Lutheran School respectfully requests parents follow these guidelines:

- Refrain from posting anything including photographs that would compromise anyone's privacy or that are used to demean, humiliate or otherwise embarrass anyone.
- Please refrain from any postings that would imply that you are officially representing the school. Should you have a post that you wish for the school to promote, please send it to the principal, and they will post if applicable.
- Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity. Do not post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself.
- Each parent has the right to opt out of their child's photo being used in any capacity, and in order to honor that right, we ask that you refrain from tagging students in school photos that you post.
- Parents with concerns about the school, other parents, students, or staff should not use social media to "vent" or share their concerns. Following the guidelines laid out by our Lord in his conflict resolution plan in Matthew 18, face-to-face conversation is the best course of action to follow when there is a concern. Parents may be asked to remove postings that reflect poorly on the school, its faculty, staff, students, or other families, allowing opportunity for a resolution to take place.
- Parents will consult the parent and student handbooks and be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.
- Parents should expect communication from teachers prior to their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcasts, etc.
- Parents will need to sign a release form for students when teachers set up social media activities for classroom use.
- Parents are highly encouraged to read and/or participate in social media projects.

### **Helpful Parent Social Media Tips:**

Social networking can help kids connect to each other and broaden their worlds. Here are some guidelines that can serve rather than harm kids:

- Get your kids talking about their social media lives just so you know what they are doing.
- Check in with them daily about cell phone and computer use. Keep yourself in the loop.
- Keep your computer in a public area of your home so you can see what's going on.
- Discuss with your kids of every age what "good judgment" means and the consequences of poor judgment, ranging from minor punishment to possible legal action in cases of "sexting" or "bullying".
- Consider formal monitoring systems to track your child's email, chat, IM, and image content.
- Be sure you are where your kids are online. Have a procedure where you and your child "friend" each other.

### **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

All personal electronic devices (cell phones, Smartwatches, Fitbits, etc.) are to be turned off and out of sight during the school day. At no time are they to interrupt learning or disturb the academic environment. Any electronic device that is used or that is working during the school day will be confiscated. If confiscated, a personal electronic device will be held in the principal's office until claimed by the student's parent or guardian. St. Andrews Lutheran School is not responsible for a personal electronic device that is brought to school or a school event. Anyone bringing a personal electronic device to school or a school event does so at his/her own risk. Cameras may be used only with the permission and at the direction of a teacher or staff member.

### **SEXUAL HARASSMENT**

St. Andrews Lutheran School prohibits and will not tolerate any form of sexual harassment. We believe in and support a safe Christian environment where all students and staff are to be treated with respect and kindness. Sexual harassment includes any unwanted touching or verbal discourse that makes someone feel uncomfortable and interferes with one's ability to do one's job or benefit from one's education.

It shall be a violation of this policy for any student or employee of St. Andrews Lutheran School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. St. Andrews Lutheran School will act in a confidential manner to investigate all complaints, formal or informal, verbal or written, of sexual harassment. Upon investigation and evidence that a violation of our policy has occurred, the appropriate discipline will be given. Any complaints regarding sexual harassment should be made to the principal. In the event the complaint involves the principal, the complaint should be made to the senior pastor of St. Andrews Lutheran Church, or either the Chairperson of the Board of Christian Day School, or the Chairperson of the Congregation. St. Andrews Lutheran School's policy concerning sexual harassment, which includes definitions of harassment and specific guidelines for reporting, investigating, and taking action, is part of the policies and procedures of St. Andrews Lutheran Church and School. This policy is available in the school office.

### **PERSONAL APPEARANCE**

St. Andrews Lutheran School maintains a quality of dress that complements our general school and academic standards. Students dress in clothing appropriate for a Christian school—neat and clean, in good taste, not distracting from learning, congruent with a Christian learning environment.

**On Chapel days**, (usually Wednesdays), students will wear a St. Andrews polo shirt with appropriate skirt (**dark or khaki**), dark or khaki pants, or dark or khaki shorts during the appropriate season (April 1 - October 31).

- Shorts and skirts must be mid-thigh length
- Jeans, leggings, jeggings or sweatpants are not acceptable Chapel attire.

**School Days:** Students are covered from shoulder to at least fingertip length when standing (for shorts and skirts)

- Skirt, shirt or top must reach mid-thigh when wearing leggings, jeggings or spandex style pants.
- Shorts may be worn from April 1 through October 31.
- Shorts must be mid-thigh length
- Jeans (without holes) may be worn on non-chapel days.

**Field Trips:** when representing the school, field trip attire will be determined and directed by the teacher

### **The following are not permitted**

Anything incongruent with a Christian learning environment including:

- Tank tops
- Strapless tops
- T-shirts with distasteful pictures, emblems, slogans, or bands
- Pajama pants
- Writing on the rear of any pants is not acceptable.
- Regular indoor-type shoes with an open front and back are not to be worn in the building.
- Shoes or boots which leave marks on the classroom or hallway floors.
- For safety reasons, no flip flops, Croc-style rubber shoes, slippers, or platform shoes may be worn.
- Outdoor/Weather boots may not be worn indoors during the school day.
- Hats and/or jackets are not to be worn in the classroom.
- Baseball hats or kerchiefs are not to be worn inside the school building.
- Visible temporary tattoos are not allowed.
- Wearing distracting items such as make-up, glitter, colored hair, and any other disruptive head coverings.

### **Acceptable Footwear:**

- Shoes that have a covered heel and toe- ex: tennis/gym shoe, flat, etc.

### **Hairstyles**

- Student hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to, protective hairstyles such as braids, locks, and twists are not prohibited.
- Students deemed by any staff member to violate these guidelines will be required to secure acceptable clothing from home. In areas of concern regarding attire, the decision of the Principal or his/her designee is final.

**Special/Spirit Days** are included in the St. Andrews calendar to promote school spirit and focus on positive themes throughout the year. The following guidelines will apply:

- On special days, designated attire is allowed. All other dress code policies still apply.
- Students will show respect for the learning environment.
- Special days are intended to help build Christian character.
- Students not wishing to participate in the appointed theme for the day must follow the established dress code.
- Special days are a privilege and can thus be retracted.

## **VIOLATION OF DRESS CODE**

First and Second Offense:

- The classroom teacher will have a discussion with the student and send home an information note.

Third Offense:

- Classroom teacher will contact parents by phone.

Fourth Offense:

- Grades K-3 will be sent to the principal
- Grades 4-8 will receive a detention

## **ENFORCEMENT:**

- In areas of concern regarding attire, the decision of the Principal or his/her designee is final.

## **CONDUCT IN THE SCHOOL BUILDING**

- 1) All teachers and staff are responsible for supervising students while they are on school property with all students being informed by their classroom teacher that any teacher or staff person should be shown proper respect when such supervising is being done.
- 2) The following general rules are appropriate for all students
  - a) No gum is to be chewed on the school property or in the building. Students may dispose of it in the proper containers.
  - b) Candy, except as part of lunch, is not to be eaten in the building.
  - c) Carbonated beverages or beverages contained in glass containers are not allowed in school lunches.
  - d) Unless supervised by a teacher, staff person, or principal, students are not allowed on the red tile areas of the building during the school day or after practices.
  - e) Students are to use the west and center stairwells of the building unless supervised by a teacher, staff person, or principal. When using the stairwells, walk on the right side.
  - f) When eating in the classrooms, dropped food is picked up and excess milk and other type 33 drinks deposited in the sink before the container is discarded.
  - g) The equipment room and caged storage areas are off limits to students.
  - h) When in the building, students are to speak in quiet voices.
  - i) Check in time for AM Extended Care is prior to 8:15 AM.
  - j) Check in time for PM Extended Care is 3:30 PM.
  - k) Students not exiting the building by 3:45 PM are placed in Extended Care unless present for a supervised extra-curricular activity.
  - l) Students remaining in the building as event spectators remain on the first floor.
- 3) For the safety of those students remaining after school, outside doors will be locked at 4:00 PM.
  - a) Students waiting for pick-up after 3:45pm must be picked up from the Aftercare door.
  - b) All remaining students are under direct supervision of a teacher or a coach.
- 4) Pupils are to follow the directions of the teacher, staff person, or coach in charge and are expected to maintain quiet and order at all times.
- 5) During lunch, pupils are to:
  - a) Follow the direction of the lunchroom supervisor

- b) Not throw food or drink - Doing so results in a detention
- c) Pick up any dropped food and properly dispose of garbage

### **USE OF THE TELEPHONE**

We encourage all planning of before or after school activities and transportation be planned ahead of time. Students are ***not*** allowed to use the telephone to ask for forgotten items (homework, clothes, permission slips, etc.), make transportation arrangements, discuss plans, or for personal use. Students are ***not*** allowed to use personal devices to contact parents during the school day.

### **OUTSIDE THE SCHOOL BUILDING**

- 1) Students are expected to go outside during recess.
- 2) If a student is not to go outside due to doctor's orders or other health reasons, a written note must be sent to the homeroom teacher prior to that time.
- 3) During the school day, students may not leave school grounds without written permission of the parent or guardian sent to the homeroom teacher prior to that time.

### **SCHOOL PROPERTY**

- 1) Students are expected to take good care of all St. Andrews' property.
- 2) Students who damage any property will be responsible for reimbursing St. Andrews for such damage. If the student cannot reimburse the school, the parent or guardian assumes the responsibility. The principal determines the charge to cover any such damage.
- 3) Textbooks and workbooks
  - a) All textbooks are collected by the homeroom teacher checking to see that each student has returned the textbook assigned at the beginning of the school year.
  - b) All workbooks are collected and properly disposed of by the home room teacher. c) The homeroom teacher will stamp damaged book pages (stamp is available in the school office), assess a fee, and fill out a damage report for any damage to a textbook based on the following scale
    - i) Torn cover or binding..... \$3.00
    - ii) Permanent Marking/tear in the text..... \$3.00
    - iii) Damage to the text making it unusable
      - 1. 1-2 year old text.....100% of book value
      - 2. 3-4 year old text.....75% of book value
      - 3. 5 years or older.....50% of book value
    - iv) Other fines may be assessed by the home room teacher with the above scale as a guide. d) Any discontinued textbooks or workbooks may be given to students.
- 4) Policies and usage of the gym:
  - a) Gym shoes and/or tennis shoes are required for all recreational activities, regardless of the time of day or group involved.
  - b) Special combination locks will be issued to the students and gym lockers will be assigned for the current school year. All other groups of the school and church may use the locker rooms and the extra lockers for storage, using their own locks. However, these locks are to be removed after the activity, or they will be subject to removal by the school.
- 5) Lockers
  - a) Each student in grades one through eight is assigned a locker at the beginning of the school year. Students in preschool through kindergarten use the coat area in those classrooms. b) Lockers are to be kept neat and clean.

- c) Food is not to be stored in lockers overnight.

## **SAFETY DRILLS AND SAFETY EXPECTATION**

### **FIRE AND DISASTER DRILLS**

As required by law, fire and disaster drills are held during the school year. Proper evacuation posters are posted in all classrooms and activity areas.

**EMERGENCY SCHOOL CLOSING** – The school will be closed due to hazardous weather or other emergencies that may arise. School closing will be posted on Sycamore and [www.weatherclosings.com](http://www.weatherclosings.com), and are broadcast on most local television and radio stations. Our school will send an all school message to your phone or email when the decision to close the school is made.

### **TRAFFIC AND SAFETY EXPECTATIONS**

These practices are necessary for the health and safety of our students. Working together, we can create a safe and orderly environment for our children.

#### **Traffic Before School**

- For morning arrivals, students may be brought to the school entrance by the back parking lot. Or, parents may park in the lot on Elm Street and bring their children across the street to the school entrance by the flagpole.
- Parents should arrange with their children in the morning which door to exit after school.
- Gates at either end of the parking lot will be closed at 8:45 a.m., and are to remain closed throughout the school day. Anyone who needs to enter the building before school or during the school day must park in the Elm Street lot.

#### **Traffic After School**

- After school, parents are to park in the back parking lot or the Elm Street lot to meet their child(ren) at the door where their car is parked.
- Cars parked in the back lot at dismissal may not move until directed to do so by the faculty member on duty.
- Children will be supervised at the door for 10 minutes after dismissal. Students who have not been picked by that time will be sent to Extended Care, at the expense of their parents.
- Students serving detentions will be supervised in the classroom until 4 p.m. They will be dismissed at the aftercare doors by the back parking lot. Students not picked up promptly at 4 p.m. will be placed in Extended Care, at the expense of their parents.
- Siblings of students in detention must be picked up at the regular dismissal time. Anyone not picked up will be placed in Extended Care, at the expense of their parents.
- All students who are not participating in an athletic event may attend only if supervised by a parent. Students not participating in an athletic event may not wait after school for the event to begin. Any student who is unsupervised after school and before an athletic event will be placed in Extended Care, at the expense of their parents.
- Siblings of athletes who are participating in an athletic event or who are remaining after school for practice must be picked up after school at regular dismissal time. Anyone not picked up will be placed in Extended Care, at the expense of their parents.
- Children are not allowed to play in the park to wait for a ride.

### **Bikers/Walkers**

- Bikers are to follow the traffic pattern by entering the parking lot at the Northwest Highway entrance.
- Bicycles are to be walked onto the property and parked and locked in the bike rack. • Pedestrians are not allowed in the driveway that surrounds the school
- All pedestrians are required to follow the directions of the crossing guard or adult supervisor on duty.

### **Skateboards, Scooters and Roller Skates**

Skateboards, Scooters and roller skates are not allowed on school property, with the exception of the roller skating unit taught in physical education class.

### **General Safety**

Students may not be dropped off or picked up curbside on Elm Street  
At no time are children permitted to climb trees.

### **SAFETY GUIDELINES PERTAINING TO FIELD TRIPS**

1. All drivers shall be at least 21 years old and have a valid driver's license.
2. Each driver and vehicle shall have a complete and current insurance form on file in the school office. Suggested minimum amounts of insurance for liability and medical are determined by the school's current insurance company.
3. All students in non-commercial vehicles shall be seat-belted individually with one child per seat belt. No student shall be in the front seat.
4. All passengers in commercial vehicles shall abide by current state and or federal laws regarding safety restraint usage.
5. No alcohol, firearms, or illegal drugs will be allowed in any vehicle.
6. An emergency card for each student will be kept in the school office. The coordinator will have copies of the cards available during the event or activity in order to obtain medical information and appropriate phone numbers.
7. A first aid kit, including ice packs, will be available at all times.
8. The principal shall prepare and update as necessary a schedule of any special medical needs of students for appropriate staff members , including coaches, or general distribution (e.g. bee-sting, allergies).
9. Every phone in the school shall have the Park Ridge emergency number 911 posted.
10. Permission slips should contain information regarding the form of transportation to be used.

### **PARKING**

- 1) There is NO PARKING on Elm Street from the stop light at Elm and Northwest Highway to twenty five feet west of the school exit.
- 2) To provide for the safety and welfare of all our children there is NO PARKING in front of school to pick up children. Please comply with this ordinance and park in the lot across the street.
- 3) Parking in or driving through the parking lot behind school is not permitted from 10:00 AM to 3:00 PM. This area is the children's playground and cars moving in this area are extremely hazardous.
- 4) Cars may park in the back lot in the afternoon to pick up students after school. Cars must leave the back lot via the exit road. Cars will be permitted to leave at 3:25 PM. Cars should not park or stand in the fire lane.

## **LUNCH TIME**

### **HOT LUNCH PROGRAM**

St. Andrews Lutheran School offers a hot lunch program to all students in grades Preschool-8. Information will be sent home to families regarding the lunch program on how to enroll and complete payments.

### **LUNCH/RECESS HELPER PROGRAM**

This program groups the primary, intermediate, and middle school students for lunch in the gym and the noon recess. A lunchroom supervisor maintains the lunch period for each division and one teacher from each division supervises the recess period. In addition to these personnel, a parent is assigned to help the lunchroom supervisor and teacher. The amount of times served is determined by the number of parents available for such service. A schedule of these times is developed by the lunchroom supervisor and given to each participating family prior to their serving.

### **LUNCHROOM DUTIES**

- 1) Check into the school office at 11:15 (10 min. prior to the first lunch period).
- 2) Assist students with their lunch needs (i.e. opening containers, handing out napkins, etc.).
- 3) Allow one student per grade to get a drink or go to the restroom at a time.
- 4) Raising your hand is a signal to the kids that the noise level is too loud.
- 5) Wash tables when lunch is finished; pick up any trash on the floor.
- 6) Recess duty for the next three periods (Grades K-2, Grades 3-5, and Grades 6-8). Total time for lunch duty: Approximately 11:15 - 1:00.
- 7) Should you not be able to attend your scheduled day, contact another name on the list to trade days. If you are unable to find someone, contact the school office as soon as possible to let them know. Please try to give at least 24-48 hour notice.

### **Lunchroom Expectations**

- Follow the directions of the supervisor the first time given.
- Use good manners, polite language and indoor voices.
- Respect God's blessings by treating your food properly.
- Eat his/her own lunch.
- Do not share food.
- Trading and/or bartering are not allowed.
- Keep hands, feet, all body parts, and all objects to yourself at all times.
- Clean your area, including floor, table, and bench.
- Raise his/her hand if assistance is needed.
- Walk when entering and exiting the gym.
- Remain in the gym during lunch period – restrooms should be used before or after lunch.

### **Lunch Program Consequences**

1. Verbal warning.
2. Students move to the "time out" area.
3. Students will miss recess.
4. Receive behavior warning, phone call home and principal notified.
5. Principal conference with parents and students.

## **Playground Rules**

- Be kind, play fair and share
- Do not talk to strangers or play with stray animals
- No playing in the “forest”.
- No sticks or wood chips are allowed in children’s hands.
- Use the playground equipment correctly.
- Be where an adult can see you at all times.

## **GENERAL INFORMATION**

### **INSURANCE**

Each child enrolled in St. Andrews Lutheran School is covered under a church/school policy purchased through Church Mutual Insurance Company. Coverage under this policy is for school time only and as a secondary coverage.

### **PANTHER TRACKS**

This weekly information publication is sent home with all students every Thursday that school is in session. It keeps parents and students informed about activities and provides up to date information. Announcements are accepted through Tuesday for inclusion in that week’s edition. The school office reserves the right to edit any submitted articles.

### **LOST AND FOUND**

All student property should be plainly labeled. Lost items are placed outside the school office. Parents should check lost and found on a regular basis. Items left after the close of the school year are donated to a needy organization.

### **PARENT TEACHER LEAGUE (PTL)**

The PTL is a national organization that works for the benefit of the Christian Day School. There are several activities held during each year ranging from informative and interesting presentations to fellowship functions.

### **STUDENT TEACHING**

Our congregation has been privileged to serve Concordia University, River Forest, IL in the training of the future teachers of our Lutheran Schools. Both by observing our school at work and by teaching under the careful supervision of our own staff, these young men and women are prepared for their eventual service among the lambs of Christ. Their zeal and interest have brought many benefits to the pupils at St. Andrews.

### **VOLUNTEER PROGRAMS**

A major portion of our school program consists of volunteer help in several areas. Help in this way enables the various programs to be more productive and therefore a more wholesome experience for your child. Some of the areas requiring volunteer help are the LRC, room parents, classroom helpers, lunchroom helper, Sunday school teacher and assisting. All volunteers must attend a mandatory meeting and complete a background check.

## **WELLNESS POLICY**

### **Gospel Rationale**

By His wisdom and power, God created each of us in His own image. (Genesis 2:26-27) Even from the foundation of the world, God wrote our names in His book of life. (Psalm 139:15-16) By the word of His power, God upholds and sustains all He has created. (Hebrews 1:3) Because His tender mercies are over everything He made (Psalm 145), our heavenly Father provides for all our needs (Psalm 145:15-16) and looks after us with a Shepherd's care. (Psalm 23) Though we are dead in sin, His grace heals even our worst transgression and makes us well. (Isaiah 53:5) In view of God's mercies, we are pleased to respond with a positive life of service, as an act of worship. (Romans 12:1-3) One aspect of our reasonable service to God is taking care of our bodies. (I Corinthians 6:20) We at St. Andrews Lutheran School strive to teach our children to honor God with their body, soul, and mind through our prayers, instruction, modeling, attitudes, curriculum, programs, and activities. We will praise Him, for we are fearfully and wonderfully made! (Psalm 139:14)

### **School Nutrition**

It is a goal of St. Andrews Lutheran School to strive to make a significant contribution to the general wellbeing, mental, physical capacity, learning ability, and faith life of each student, and afford him/her opportunity to fully participate in the educational process. St. Andrews Lutheran School promotes a healthy school environment by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. St. Andrews Lutheran School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. All of this is done with the light of Scripture, to the glory of God.

1. Provide a positive environment and appropriate knowledge regarding food for developing and practicing lifelong wellness behaviors.
  - a. Encourage healthy food choices during school and at school functions.
  - b. Provide a pleasant eating environment for students and staff.
  - c. Strive for an average of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
  - d. Provide an opportunity for all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek good nutrition choices whenever appropriate.
4. Continue to evaluate student access to foods of minimal nutritional value.
  - a. In keeping with contractual obligations to the National School Lunch program, ensure the integrity of the school lunch program by prohibiting the sale of food and beverages that are in direct conflict with the lunch program.
  - b. Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a plan that focuses on:

- i. Limiting access to non-nutritional foods.
- ii. Educating students on healthy foods.
- iii. Selective pricing that favors sales of healthy foods.

### **Student Nutrition Procedures**

St. Andrews Lutheran School promotes a healthy environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. St. Andrews Lutheran School supports a climate where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, St. Andrews Lutheran School contributes to the basic health status of children. Improved health contributes to student performance potential.

### **National School Lunch Program**

The full meal program will continue to follow the United States Government Nutrition Standards. A yearly contract is submitted to the Department of Public Instruction and is on file in the Food Service Director's office.

### **Lunchroom Climate**

The lunchroom environment provides students with a relaxed, enjoyable climate.

It is encouraged that the lunchroom environment be a place where students:

- Have adequate space to eat in pleasant surroundings.
- Have adequate time for meals.
- Have convenient access to hand washing before meals.
- Are encouraged to eat foods but not forced to eat.

### **School Nutrition Guidelines**

St. Andrews Lutheran School strongly encourages the sale or distribution of nutritious foods for school functions and activities. Nutritious foods are those foods that provide students with calories rich in nutrient content needed to be healthy. In an effort to support the consumption of nutritious foods in the school setting, St. Andrews Lutheran School has adopted the following Nutrition Guidelines governing the sale of food and beverages.

#### **Food:**

- Any given food item for sale throughout the instructional day should be aligned with USDA standards of calories derived from fats.
  - Nuts and seeds are exempt from these standards because they are rich in nutrients and contain high levels of monounsaturated fat.
  - It is recognized that there may be rare special occasions when the Principal of St. Andrews Lutheran School may allow a school group to deviate from these guidelines.
  - Encourage the consumption of nutritious foods such as whole grains, fresh fruits, and vegetables.

#### **Beverages:**

- The sale of soda or artificially sweetened drinks will not be permitted during the times when school lunch is operating.
- Milk, water, and 100% fruit juices may be sold or distributed on school grounds throughout the instructional day.

## **Healthy Snack Guidelines**

*(A snack is defined as any food item outside the lunch program.)*

- During school hours, the staff is encouraged to model positive behaviors.
- Healthier and healthiest snacks should comprise a minimum of 50% of snacks.
- It is encouraged that a minimum of 50% of snacks served in school are healthy.
- Promote healthy snack information and education to students, staff, and parents.
- It is encouraged that, at school sponsored activities, (including but not limited to athletic events, concerts, after school programs, practices, and performances) healthy options such as water, milk, 100% juice and nutritious food are offered.

## **Fundraisers**

It is encouraged that all fundraising projects meet the School's Nutritional Guidelines.

## **Teacher Incentive**

Teachers will use non-food items as a student incentive.

## **Curriculum**

- The health curriculum will educate students to develop the knowledge, attitudes, skills, and behavior for life long healthy eating habits and physical activity. The school teaches nutrition as part of the curriculum. The nutrition instruction supports the philosophy that the quality of life is dependent upon the student's interaction with his/her total environment, which includes spiritual, physical, mental, and social wellbeing. As an objective, students will learn positive habits with food, to help build and maintain good health.
- The physical education curriculum will teach children the importance of exercise and wellness, and expose students to a wide range of physical activities and skills to help students develop the knowledge and skills to be physically active for life. Physical education teachers will follow a curriculum aligned with the Illinois State Standards.
- Regular physical activity should be included in the school's education program from preschool through eighth grade. Students will receive opportunities for regular physical activity and physical education. Students will be offered a variety of physical activities outside of the daily education program, including extra-curricular before and after school programs.
- The religion curriculum will teach students they are created by God, in His image, and have the privilege of taking care of themselves, as a response to God's mercy.

### **Qualifications of Food-Service Staff**

- The school will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
- Nutrition education shall be provided by trained and well-supported with adequate pre service and in-service training. It is recommended that staff involved in nutrition education complete a pre-service course in nutrition and a minimum of one hour of nutrition education in-service training per school year. Preparation and professional development shall provide basic knowledge of nutrition along with activities, instructional techniques, and strategies designed to change students' attitudes and behavior.
- All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and lunchroom activities; and effective promotional techniques to encourage healthy eating habits.

### **Measuring Implementation and Community Involvement**

The Principal or his/her designee shall be charged with operational responsibility for ensuring St. Andrews Lutheran School meets the requirements of the Wellness Policy.

The Principal shall appoint a school Wellness Team that includes parents, students, and school board to oversee development, implementation, and evaluation of the Wellness Policy. It is recommended that teachers (PK-8, physical education, science) and health professionals (school nurse, physician, paramedic) be appointed to the Wellness Team.

The terms of the Wellness Team members shall be staggered for continuity.

The appointed Wellness Team shall be responsible for:

- Creating and maintaining by-laws for operation;
- Assessment of the current school environment;
- Development of a Wellness Policy;
- Presenting the Wellness Policy to the BCDS for approval;
- Measuring the implementation of the Wellness Policy; and
- Recommending revision of the policy, as necessary.

The principal shall be responsible for implementation of the Wellness Policy and appoint a school based evaluation team to develop and implement an annual evaluation plan.

The evaluation team shall evaluate policy implementation and identify areas for improvement

The evaluation team shall report their findings to the Principal and develop with him/her a plan of action for improvement, as needed.

The Wellness Team shall hear reports annually.

Before the end of each school year, the Wellness Team shall recommend to BCDS any revisions to the policy it deems necessary.

The Wellness Team shall report to the Principal and BCDS annually on the progress of the Wellness Team and the status of compliance by the school.

The school sets guidelines for foods and beverages sold in the food service program.

The school sets guidelines for food and beverages sold in school concessions.

The school sets guidelines for foods and beverages sold as part of school-sponsored fundraising activities.

The school sets guidelines for refreshments during the school day.

The school makes decisions on these guidelines based on nutrition goals, not on profit making.

## **Attachment A**

### **First Article of the Apostles Creed with Luther's Explanation**

*Creation* - I believe in God, the Father Almighty, Maker of heaven and earth.

*What does this mean?* I believe that God has made me and all creatures; that He has given me my body and soul, eyes, ears, and all my members, my reason and all my senses, and still takes care of them.

He also gives me clothing and shoes, food and drink, house and home, wife and children, land, animals, and all I have. He richly and daily provides me with all that I need to support this body and life.

He defends me against all danger and guards and protects me from all evil.

All this He does only out of fatherly, divine goodness and mercy, without any merit or worthiness in me. For all this it is my duty to thank and praise, serve and obey Him.

This is most certainly true.

## **Attachment B**

### **Food or Healthier US School Challenge Nutrition Standards\* Beverage**

These criteria focus on decreasing fat and added sugar, increasing nutrient density, and moderating portion size.

**Fruits** and vegetables may be fresh, frozen, canned or dried, and they must Non-be found in the Food Buying Guide for Child Nutrition Programs.

**Vegetables** <http://schoolmeals.nal.usda.gov/FBG2003FBG/%20Section%202.pdf>

Examples of products that cannot be sold/served as fruit or vegetable:

- Snack-type foods made from vegetables or fruits, such as potato chips, and banana chips;
- \_ Pickle relish, jam, jelly; and
- \_ Tomato catsup and chili sauce

**Approved** Flavored or plain reduced fat (2%), low-fat (1%), skim/nonfat fluid  
**Beverages** Milk meeting State and local standards for pasteurized fluid milk and/or USDA approved alternative dairy beverages:

**Any Other Calories from total fat** must be at or below 35%\*\* , *excluding seeds, and Individual nut butters*. This is determined by dividing the calories from total **Food** fat by the total calories and multiplying by 100. If calories from fat are **Sales/Service** not available, multiply the grams of fat by 9 to equal calories from fat.

**Calories from saturated fat** must be at or below 10%. This is determined by dividing the calories from saturated fat by the total calories and multiplying by 100. If calories from saturated fat are not available, multiply grams of saturated fat by 9 to equal calories from saturated fat.

**Total sugar** must be at or below 35% by weight. This is determined by dividing the grams of total sugar by the gram weight of the product and multiplying by 100. This includes both naturally occurring and added sugars. This limit does not include fruits and vegetables or flavored milk as defined above.

**Portion size** for a la carte sales in the school cafeteria are not to exceed the serving size of the food served in the National School Lunch Program; for vending sales the item package or container is not to exceed 200 calories.

\*There are no USDA approved alternative dairy beverages at this time. Public Laws 108- 265 (Child Nutrition Program Reauthorization) authorizes the Secretary of Agriculture to establish nutritionally equivalent non-dairy beverages by July 1, 2005. Please check with the Illinois State

Board of Education for Clarification.

\*The above Nutrition Standards are criteria for sales/service of ala carte and/or vended items from the United States Department of Agriculture *Healthier US School Challenge*. Please be aware that these criteria are only meant to apply to individually sold foods and that foods sold as part of a reimbursable school meal may not necessarily meet these criteria, although menus meet the nutrition standards set by the U.S. Department of Agriculture for school meals. Local policy makers may wish to modify the standards but should be aware that this may make schools ineligible to meet the criteria for the *Healthier US School Challenge*.

\*\**The Dietary Guidelines for Americans 2005* recommended a total fat intake of 20 to 35% for school-age children.

### **Healthful Food and Beverage Options for School Functions\***

At any school function healthful food options should be made available to promote student, staff, and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- \_ Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- \_ Fresh fruit wedges cantaloupe, honey dew, watermelon, pineapple, oranges, etc.
- \_ Sliced fruit -nectarines, peaches, kiwi, star fruit, plums, pears, apples, etc.
- \_ Fruit salad
- \_ 100% fruit or vegetable juice
- \_ Dried fruitsCraisins, cranberries, apples, apricots
- \_ Single serving applesauce or canned fruit in juice

- \_ Fruit smoothies made with fat-free or low-fat milk
  - \_ Lean meats and reduced fat cheese sandwiches
  - \_ Pretzels or reduced fat crackers
  - \_ Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
  - \_ Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
  - \_ Mini bagels with whipped light or fat-free cream cheese
  - \_ Pasta salad
  - \_ Fat-free or low-fat flavored yogurt and fruit parfaits
  - \_ Fat-free or low-fat pudding cups
  - \_ Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
  - \_ Flavored soy milk fortified with calcium

*\*This list is not at all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet nutritional standards (Attachment B) as items vary in sugar, fat, and calorie content from brand to brand. However, all of the items on the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

## **Attachment D**

### **Fundraising Ideas**

- \_ Raffle
- \_ Candles
- \_ Book sale
- \_ Cookbook
- \_ \*Car wash
- \_ \*Walk-a-thons
- \_ Student artwork
- \_ Stuffed animals
- \_ Stadium pillows
- \_ School photo ID
- \_ Educational games
- \_ Holiday decorations
- \_ Shopping donation programs
- \_ Faculty and/or student talent show
- \_ Teacher/student sports competition
- \_ Auction of donated goods and services
- \_ Balloon bouquets for special occasions
- \_ Bottled water with the school's own label
- \_ Refillable water bottle with the school logo
- \_ Greeting cards, especially those designed by students
- \_ School calendars with all the important school dates on them
- \_ Party bags for kids' birthday parties filled with non-food novelties
- \_ Sale of flowers and balloons for the family to purchase for student graduates
- \_ School spirit items tee shirts, sweatshirts, sweatpants, lanyards, pennants, bracelets, caps
- \_ Growing and/or selling flowers and plants for holidays such as Valentine's Day and Mother's Day

*\*Some of these fundraisers have the added benefit of promoting physical activity for students.*

## **Attachment E**

### **Classroom Rewards**

- \_ A smile
- \_ Going first
- \_ Verbal praise
- \_ Sit by friends
- \_ Teaching the class
- \_ Helping the teacher
- \_ Enjoy class outdoors
- \_ A field trip for the class
- \_ Choosing a class activity
- \_ Walk with a teacher during lunch
- \_ Eat lunch outdoors with the class
- \_ Eat lunch with a teacher or principal
- \_ Extra credit or class participation points
- \_ Taking care of the class animal for a day
- \_ Have lunch with the teacher
- \_ A photo recognition board on a prominent location in the school
- \_ A note from the teacher to the student commending his/her achievement
- \_ A phone call, e-mail, or letter sent home to parents for guardians commending a child's accomplishment
- \_ Recognition of a child's achievement on a school-wide announcement
- \_ Ribbon/certificate in recognition of achievement or a sticker with an affirming message \_ Take a trip to the treasure box (filled with: stickers, pencils, pens, highlighters, sidewalk chalk, notepads, erasers, bookmarks, etc.)

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12. Minimum School Meals Requirements subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)
13. Illinois School Food ServiceCIII. Adm. Code Section 305.

## **Resources for Policy Development**

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- \_ Model Local School Wellness Policies on Physical Activity and Nutrition, National Alliance for Nutrition and Activity, 2005. [www.schoolwellnesspolicies.org/WellnessPolicies.html](http://www.schoolwellnesspolicies.org/WellnessPolicies.html)
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Updated 8/20/25

Updated 8/25/26