

Family Handbook

St. Philip Lutheran School

August 2015

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1.00 PURPOSE OF ST. PHILIP LUTHERAN SCHOOL

1.10 Mission Statement

The mission of St. Philip Lutheran Church and School is:

To bring the love of Christ to our community, by providing quality education to life-long learners.

1.20 Purpose of St. Philip

God commands us as parents and the church:

"These words which I command you ... you shall teach them diligently to your children."

Deuteronomy 6:6-7

"Parents ... raise your children with Christian discipline and instruction." Ephesians 6:4

"Feed my lambs." John 21:15

"Train up a child in the way he should go, and when he grows old, he will not depart from it."

Proverbs 22:6

It is on the basis of these and other commands and promises given by our Lord that St. Philip Lutheran School was created and continues to be maintained today. In addition to the basic secular subjects, religion is taught in a formal setting, and also becomes the springboard for associations among teachers, students, and parents. We teach and believe that Christ died on the cross for us, rose to proclaim His victory over death, and will one day take those who believe in Him to eternal life in Heaven.

The educational program enables the home and school to work toward a common goal: the training of a Christian child to know his privileges and responsibilities toward God and His fellowman.

1.30 Philosophy

St. Philip Lutheran School, a mission outreach of St. Philip Lutheran Church, has been established to provide a Christian education to those in the community. Our primary goals are to offer high quality academic learning and to teach and develop the Christian faith. We believe that these goals prepare children academically and spiritually for adult life in a dynamic society.

We believe the teaching of the Christian faith is primarily the responsibility of the parents in the home, but we recognize that this is not always possible. St. Philip Lutheran Church and School helps to provide the resources and trained individuals to assist the parents in this endeavor, and take a more active role with those families in greater need.

We exist to encourage, support and guide students and their families in all aspects of their lives by providing an atmosphere of Christian love and belonging where the Christian faith is both modeled and taught. We also believe in fostering care and concern for others by both our teaching and our example. We acknowledge the uniqueness of each child and respond to each according to he/she individual needs as they he/she develops his/her God-given talents and abilities.

We believe it is also necessary to equip children for responsible, Christ-centered citizenship, social relationships, and spiritual, psychological, and physical wellness. It is our conviction that this Christian approach to education, combined with firm, loving discipline from a Christ-like perspective, will prepare a child for future educational and life experiences.

1.40 Operational Policies

The operational policies of the school were originated by the staff and board members, implemented through the Commission on Education, and established by the Board of Directors of St. Philip Lutheran Church. Parents who wish to seek clarification of these policies are asked to contact the school principal, pastor, and/or the director of the Commission on Education.

St. Philip Lutheran Church operates the school as its major Christian education agency. St. Philip employs all personnel. Teachers are involved in a variety of parish programs as well as in their primary responsibility of teaching those students enrolled in the school.

St. Philip Lutheran Church and School comes under the overall spiritual concern of the Pastor. He is ready to make your time with St. Philip a God-pleasing and mutually rewarding fellowship.

2.00 ENROLLMENT POLICIES

2.10 Admission Procedures

St. Philip Lutheran School admits students, of any race, sex, 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, sex, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

The following information must be presented to the school office when a child transfers from another school:

- Letter of transfer from the school previously attended.
- Copy of the most recent achievement test scores.
- Copy of a report card from the most recent marking period.
- Any additional information which is pertinent to the child's enrollment.

All new students are accepted on a three-month probation period. St. Philip will have the option to terminate enrollment of the child has severe behavior problems or academic limitations which were not evident at the time of enrollment.

Since worship and participation in the Sacraments are an expression of one's faith:

- Members of St. Philip are expected to worship and commune regularly.
- Children are encouraged to enroll in the Sunday school program which is offered.
- Parents, who are not affiliated with St. Philip, are expected to worship and commune regularly at the church of their choice.

Each child will participate in the formal Lutheran religion program of instruction.

Children will be admitted to St. Philip following this priority schedule:

- Those who have parents who are members of St. Philip Church.
- Those who have siblings currently enrolled at St. Philip.
- Those who have no church home.
- Those who are members of other congregations.

2.11 Birth Certificates

St. Philip Lutheran School keeps on file certified copies of birth certificates for each student enrolled. Birth certificate is to be presented within 30 days of enrolling the student. (An original certified copy may be brought to school office and shown to principal or office manager and returned to parent after a copy is made.)

2.20 Tuition

As a Lutheran, non-public school, St. Philip does not receive any substantial operational funds from the state or federal government. For this reason, tuition must be charged so that we may continue to operate with high standards.

St. Philip uses the FACTS/Tuition Management Program. Register with FACTS online (<http://online.factsmgt.com/signin/42B0F>). You may choose a payment date and number of payments. Tuition payments are made through FACTS via a bank account or credit card.

Statements of tuition costs will be sent out to individual families in the registration packet during the spring.

2.30 Annual Fees

Along with tuition, there are certain fees which must be paid.

- The registration/ reenrollment fee covers administrative costs such as book rental and etc.
- There is also an education fee which includes fees for the library, technology program, insurance, and classroom supplies.
- A PTL fee is also collected from each family.

These amounts must be paid at the time of registration and are non-refundable. You may pay these fees through FACTS/ Tuition Management Program.

2.40 Health Records / Regulations

The State of Illinois and the City of Chicago require schools to keep current health records on file for all children. The forms include:

- Health History—This form must be completed by the family doctor. It is to be updated annually.
- Physical Examination—This is required for each student entering school for the first time, for those students entering sixth grade, and for any students who wish to participate in sports.
- Dental Examination—This is required for students entering second and sixth grade.
- Vision Examination—This is required for students entering school for the first time.

The State of Illinois School Code states, "Any child who does not have the necessary forms completed and turned in to the school office by the first day of school shall be denied admittance to the class."

St. Philip cannot administer any medications unless specific directions have been given by a licensed physician. Children may not bring any medicine to school, including over-the-counter medicine, unless written permission by a licensed physician to do so is given to the teacher. Exceptions to this rule include asthmatic inhalers, diabetic monitors, and the like. All medicines will be kept in the school office, except diabetic monitors.

2.50 Records and Records Transferring

Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days. Certified copies of records of students transferring in must be requested within 14 days of enrollment.

3.00 OPERATIONAL PROCEDURES

3.10 School Calendar and School Hours

School calendars are sent to each family shortly after the start of each school year. Please consult your copy if there is a question about the year's schedule. The school calendar is also available on the school website; please consult the website for any changes.

Should inclement weather arise, parents are encouraged to listen to the following stations for information concerning any possible closings for the day.

Television: CBS 2 NBC 5 ABC 7 WGN 9 FOX 32

Radio: WGN (720AM) WBBM (780AM)

Internet: www.Emergencyclosings.com (sign up for future e-mail notice)
www.facebook.com/stphilip

Doors are not open for students before 8:15 am, unless prior arrangements have been made. Doors open at 8:15 am to students of all grades. Classes begin promptly at 8:30 am. Lunch and recess is from 11:40am to 12:20pm. Students are dismissed from school at 3:00 pm. Students are expected to be picked up from the school premises by 3:10 pm, except when participating in sports or other permitted activities.

Childcare is available before and after school for parents who wish to take advantage of it. There is a fee charged for participants of both programs. Additional information regarding the extended care program is available through the school office.

3.20 Dropping off / Picking up Students

Parents are to drop off and pick up students in the west playground. Cars are to be parked parallel to the fence or as close to the school building as allowed. The center lanes will be used for cars entering and leaving the playground and cannot be used to park cars.

For your child's safety, parents are to get out of the car, walk to meet their child, and then go back to their car. This will keep all students with an attentive parent while walking to their car.

Students are reminded that there will be no running around the playground during drop-off or pick-up times. Selected teachers are outside after school to oversee the safety of the students. Parents are expected to work with them as they help make this process as smooth as possible.

Children who are not picked up from school by 3:15 pm will be sent to extended care. Parents will pick them up from the Early Childhood Center and will be charged the daily fee for using the extended care program.

Students may walk home if given permission by their parents/guardian on the family information form given at the beginning of the school year. Students who have been given permission to walk home must leave the school premises right after school or after a school activity.

3.30 Use of Entrance Doors

The west entrance doors (playground side) are designated for use by all school children. The Bryn Mawr entrance is reserved for those having business in the church office, while the alley doors are reserved for emergencies or handicapped access only.

The doorbells on the west doors are designed to be rung when the door is locked. The door buzzer is to be used to gain access into the school. If there is no answer, the white doorbell on the far right may also be used.

3.40 Use of Telephones

- Teachers are generally available to receive telephone calls from 8:00 to 8:15 a.m. and from 3:15 to 3:45 p.m. During times other than these, parents need to request to leave a voicemail message on the teacher's phone. Return calls will be made at the teacher's earliest convenience.
- Neither teachers nor students will be called out of a classroom to receive or make a call except in an emergency.
- Students may use the telephone after receiving permission from a teacher.

3.41 Cell Phone/ Personal Electronics Guidelines

- Cell phones and personal electronics are not permitted to be used in the school building by students at any time.
All cell phones must be turned off when entering the building and given to the home room teacher at the beginning of each school day.
- Any cell phone that is in a student's possession, during school hours, will be confiscated and returned to the child's parent at the end of the day. (This includes times when a student is participating in extra-curricular activities.)

3.50 Lunch Periods

3.51 Daily Lunches

- Students will eat their bagged lunch in their classroom under the supervision of an adult. Lunches need to be brought with the student in the morning. Parents should not deliver lunches after the beginning of the school day, or bring a child lunch from a fast-food restaurant. Milk is available through the school and is included in the education fee.
- Please keep in mind that we DO NOT allow food that contain nuts or are produced with nut oil. This is for the safety of those who have allergies.
- Guidelines for appropriate snacks and lunches are under wellness policy (11.00).
- Refrigerators are not available for storage of student lunches. Students will not be allowed to heat food in a microwave. Exceptions will be made for medical necessities.

3.52 Hot Lunch Program

- The Hot Lunch program is provided as scheduled on the school calendar. Prior to Hot Lunch days, students will be given the opportunity to place their order of food. Due to the processing time of these orders, student orders will not be accepted after the specified due date. Pop is usually made available to the students at an additional cost.

3.60 Chapel Days

- Once a week, children will have the opportunity to worship their Lord in a group setting. Parents and other individuals are always welcome to join us for these weekly midweek services.
- Students are reminded that this is a worship service. All students will show respect to our Lord by entering the church quietly, participating in the worship service, showing consideration for the speaker, and exiting in an orderly manner.

3.70 Missing Student Report

The administrator(s) and office manager(s) for St. Philip 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, 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, and to the local police department.

3.80 Students' Needs for Support Services

If serious injury, death, or other event should occur that has a marked effect on the emotional state of St. Philip'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.

3.90 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.

3.91 Toxic Art supplies

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

4.00 Dress Code

A high standard of dress will complement our academic standards and will also be conducive to good behavior. The following is a list of appropriate items:

- Jeans or slacks that are in good condition, worn with a belt if one is needed
- Knee-length or longer skirts and dresses
- Finger-tip length shorts or longer
- Shirts must have sleeves, modest necklines, and must not be form-fitting. Tank tops/white undershirts may be worn under a regular shirt, but are not considered a regular shirt. Shirts must touch the waist of the pants even when seated or while hands are raised
- Shorts and sandals with strap backs may be worn in the fall through September 30 and again in the spring beginning May 1
- Clothing needs to be in good taste and in good condition
- Images or words on clothing must be appropriate for our Christian environment
- Students are encouraged to dress up for chapel days to show respect for our Lord. This includes not wearing jeans on chapel days
- All students' hair should be kept neat and clean condition, with no unnatural colors.
- Earrings are allowed for girls only
- Coats are not to be worn during class
- There are to be no hats or hoods inside the building during the course of the day
- When snow is on the ground, an extra pair of shoes is required to be worn inside
- P.E. uniforms are required in 5th through 8th grade for physical education class

Students who chose not to follow these standards, and other standards that the teacher may see acceptable to enforce, will call home to have appropriate clothing brought in, and students will sit in the office until then. Students are also subject to detentions if dress code is not followed.

5.00 Curriculum

5.10 Kindergarten Curriculum

Biblical Knowledge, Reading, Writing, Phonics, Handwriting, Mathematics, Science, Social Studies, Physical Education, Art, Music, Computers, Spanish

5.20 1st Grade Curriculum

Biblical Knowledge, Social Studies, Reading, Writing, Spelling, Handwriting, Mathematics, Science, Spanish, Physical Education, Art, Music, Computers

5.30 2nd Grade Curriculum

Biblical Knowledge, Social Studies, English Grammar, Reading, Writing, Spelling, Handwriting, Mathematics, Science, Spanish, Physical Education, Art, Music, Computers

5.40 3rd Grade Curriculum

Biblical Knowledge, Social Studies, English Grammar, Reading, Writing, Spelling, Handwriting, Mathematics, Science, Spanish, Physical Education, Art, Music, Computers

5.50 4th Grade Curriculum

Biblical Knowledge, Social Studies, English Grammar, Reading, Writing, Spelling, Handwriting, Mathematics, Science, Spanish, Physical Education, Art, Music, Computers

5.60 5th Grade Curriculum

Biblical Knowledge, History, Literature, English Grammar, Writing, Spelling, Handwriting, Mathematics, Science, Spanish, Physical Education, Art, Music, Computers

5.70 6th Grade Curriculum

Biblical Knowledge, History, Geography, Literature, English Grammar, Vocabulary, Writing, Mathematics, Science, Spanish, Physical Education, Art, Music, Computers

5.80 7th Grade Curriculum

Biblical Knowledge, American History, Geography, Literature, English Grammar, Vocabulary, Writing, Mathematics, Science, World Geography, Spanish, Physical Education, Art, Music, Computers

5.80 8th Grade Curriculum

Biblical Knowledge, Catechism, American History, Literature, English Grammar, Vocabulary, Writing, Mathematics, Science, Constitution, Spanish, Physical Education, Art, Music, Computers

5.90 Student Honor Roll

Earning Honor Roll status during a quarter is truly an honor. Students 4th through 8th grade are eligible for this program. A GPA of 3.60 is required to be put on the Honor Roll. A GPA of 3.20 places a student on Honorable Mention.

6.00 Classroom Procedures

6.10 Absences

In the event that a child will be absent from school, parents must notify the school office prior to 6:30am. In the interest of the family and student, the school will call to find the reason for a student's absence if no prior notification has been made. If your child has been under a doctor's care, a note indicating permission for your child to return to school must be sent to the school.

Students who are absent from school are required to complete any missed assignments while absent from class. These students will be given the same number of days as they missed (up to four school days) to complete and turn in any assignments to their teacher. Any assignments not turned in after this allotted time will be considered late. If there was a test that a student missed during an absence, a teacher may request that the retake be taken before or after school.

If a student's absence is planned, the student must notify the teacher and office to make prior arrangements to make up any school work he/she missed. Missing school for illness, high school visits, and family funerals are considered excused absences but are still marked as absences.

6.20 Tardiness

The school building opens its doors at 8:15am. Students are expected to be in their classroom, ready to learn, and in their seats and ready for class by 8:30am. Students arriving after 8:30am or in the hall without the homeroom teacher's permission will need to get a tardy notice from the school office before being admitted to their classroom. For students in Kindergarten through 8th grade, every four tardy notices and every tardy after in one quarter will result in a before school detention. For purposes of perfect attendance, four tardies in one quarter count as an absence.

6.30 Weekly Reporting

Students will receive a packet of information each Friday. Included in this packet will be homework from the past week, activities your child has worked on, school and classroom newsletters, as well as reminders of upcoming events. Parents are asked to read through the information sent home and to keep informed on the completion and quality of their child's work.

6.40 Use of Lockers

Lockers are used by students in 5th through 8th grade. Students will keep their books, lunches, P.E. uniforms, and backpacks inside the lockers. Teachers will review with their students the proper use and care of the lockers.

Students will rent a combination lock from the school office at the beginning of the school year. These locks will be used throughout the school day and after hours. Both the lockers and the locks are the property of the school. The principal has the authority to open any locker at any time should there be a need.

Students that lose a lock will be charged a replacement fee.

6.50 Parent-Teacher Conferences

In order to track the progress for your child throughout the year, there are three scheduled parent teacher conferences for which parents are required to attend. These dates are on the school calendar while specific times will be arranged between the teacher and parents.

Parents may also request additional conferences to discuss their child's progress. Teachers are generally available from 8:00-8:15am and from 3:15-3:45 pm. In respect of the teacher's schedule, these meetings must be scheduled ahead of time.

6.60 Promotion/ Retention

St. Philip has the responsibility to assist to each child educationally, morally, and spiritually, so they will become a useful member of God's created society. Recognizing that not all children have the same potential for learning, St. Philip uses a differentiated learning teaching style for all students. Summer school or grade retention, though, may be required to further a child's education.

When summer school is required for a student's promotion in the next grade, written proof of successful completion of a summer school program must be presented. This document needs to be on a letterhead of the organization and submitted to the office prior to the start of the next school year.

St. Philip has adapted the following guidelines for determining student retention:

- If a student fails a subject during one quarter, summer school is recommended.
- If a student fails a subject during two quarters, summer school is highly recommended.
- If a student fails a subject during three or more quarters, a meeting will be set up with the principal, teacher, and parents to discuss the retention of the student.

7.00 Extracurricular Activities

The following are extracurricular activities in which students may choose to participate. These activities always come second to a student's spiritual and academic education.

7.10 Music Programs

7.11 Choir Program

Our choir program includes students in 5th through 8th grade. Choir will meet to practice during school hours. Students are expected to be present for performances on designated Sunday worship services, throughout the school year. Failure to do may be reflected in a student's choir grade.

7.12 Band Program

A band program exists for students in 4th through 8th grade under the supervision of Music Education Services. Specific information regarding this program is presented to students and parents at the beginning of each school year. The cost for this program (instrument rental and lessons) is the responsibility of the parents with children in this program.

7.13 Strings Program

A violin program exists for students in preschool through 8th grade under the supervision of S.P.A.C.E Services. Specific information regarding this program is presented to students and parents at the beginning of each school year. The cost for this program (instrument rental and lessons) is the responsibility of the parents with children in this program.

7.20 Sports Programs

St. Philip offers several organized sports for both boys and girls, beginning in 1st grade. Our school is a member of the Lutheran School League which is composed of several Lutheran schools from the north side of Chicago. There is a fee and a required physical for all students who wish to participate in these sports programs. We regularly participate in the following sports with these schools through scheduled games and tournaments:

7.21 Boys' Sports

- Cross-Country (4th through 8th)
- Boys Basketball (5th through 8th)
- Beginner Basketball (1st through 4th)
- Track (4th through 8th)
- Bowling (5th through 8th)
- Volleyball (4th through 8th)

7.22 Girls' Sports

- Cross-Country (4th through 8th)
- Girls Basketball (5th through 8th)
- Beginner Basketball (1st through 4th)
- Track (4th through 8th)
- Bowling (5th through 8th)
- Volleyball (4th through 8th)

7.30 Other Student Activities

Other student activities are added and scheduled when enough student interest is generated. Fees are dependent upon the activity and instructor discretion.

7.40 Outdoor Education

Alternating years, 5th and 6th grade students participate in a program of outdoor education in the Fall. Walcamp, a Lutheran retreat center in Kingston, Illinois, is the site for the unique experience. Detailed plans regarding the program are presented to parents of 5th and 6th graders near the beginning of the school year. The fee for Outdoor Education is paid at the time of registration.

7.50 Eligibility in Extracurricular Activities

St. Philip realizes that God has blessed its students with varying talents and abilities, and that eligibility guideline based on active pursuit of academics measure eligibility could be biased against certain students. St. Philip does expect that students who participate in athletics should exhibit satisfactory progress in all subjects.

Eligibility for participation in activities (practices and games) which represent the school to the public is dependent upon Christian fellowship and good scholarship. In order for a student to participate in athletic

events, parents and students must sign and abide by the guidelines of the Athletic Handbook and the Athletic Permission forms. These forms are available on the school website, or can be obtained by contacting the school office. Our school recognizes that over involvement in extra-curricular activities can detract from a child's follow through on his or her academic responsibilities. Consequently, teachers, parents, coaches, and students walk the fine line of encouraging extra-curricular activities without allowing participation in them to inhibit a child's attention to his or her academic work.

A student's progress can be checked on Sycamore. This a valuable tool to help parents and students keep track of academic performance. We highly suggest that students and parents check their grade weekly on Sycamore. As an institution we will check grades every 2 week. If a student has 2 Ds or 1Fon any bi-monthly, mid-term, or quarterly report he or she will adhere to the following guidelines:

Incident	Consequences
1 st	Student is off the team until all missing work is turned in and active pursuit of academics is evident. Student must attend all athletic study halls.
2 nd	Student is off the team for a minimum of 2 weeks. All missing work must be turned in and active pursuit of academics is evident. Student must attend all athletic study halls.
3 rd	Student if off the team for the remainder of the season.

**** Evidence of academic pursuit will be determined by coaches, teacher, parents, principal, and athletic director.****

8.00 Discipline Code

8.10 Christian Conduct Statement

The greatest share of responsibility of training your child remains in the home. While the church has instituted a program of Christian training for its children, it does not intend to remove any of the responsibility or privileges from the parents.

In the best interest of the child, please discuss the following codes of conduct with your child:

As a child of God, I will:

- Act in a way which will please my Heavenly Father
- Obey all those he has placed over me
- Be kind to the rest of God's Children
- Use all the God-given talents and skills to the best of my ability

As a considerate Christian, I will:

- Dress myself in a way that will be a credit to my parents and my school
- Control my behavior, as it represents my parents, my school and my faith
- Treat all school and personal property with respect at all times
- Give my best effort in achieving my full potential

Every student is expected to exercise positive Christian behavior, whether it be on the way to or from school, on or off school grounds.

Demonstrating positive Christian behavior is a personal decision. When a child chooses not to follow the required guidelines, there may be consequences given by the school.

8.20 Check System

A student's misbehavior during a class may be documented in individual classrooms. The following system may be used as a guide:

Verbal reprimand	Warning
Student's name on board	Student's name and a --check
Note home and loss of recess	Detention

8.30 Detention Policy

Generally, the teachers are responsible for the discipline in their classrooms or special activities such as Art, Music, Spanish, etc. Teachers are to post rules in their room. Yet, another action that may be used are detentions which are one method of communicating our concern of misbehavior with parents. Detentions may be given to a student whenever the teacher deems necessary. This may include, but is not limited to, the following conditions in which we have enlarged our policy to address what will be the logical consequences if the problem becomes too blatant or repetitive.

LEVEL 1

1. Repetitive classroom behavior judged inappropriate by the teacher.
2. Gum chewing
3. Four (4) unexcused tardiness and/or early dismissals for the year. Should the tardiness continue, a detention will be given for each unexcused tardy until 9 tardies have been reached. Excuses are weather, or medical only.
4. Dress code violations (see Dress Code).
5. Running in the halls.
6. Inappropriate language. This includes swearing, cursing, and using the Lord's name in vain

CONSEQUENCES: Warning or one (1) detention...signed by parent/served next detention day. Parent and principal notified of detention.

LEVEL 2

1. Repeat of Level 1 offense.
2. Repeat tardies from 10 – 14; 2 detentions for each unexcused tardy at this level.
3. Being in an off-limits area (such as the art room) without permission.
4. Rough play, throwing snowballs, rock-throwing and throwing of items toward people or objects.
5. Lying to an adult at school.
6. Careless disregard to property.
7. Encouraging inappropriate behavior

CONSEQUENCES: Parent notification. Two (2) detentions ... Conference with parent, teacher, principal.

LEVEL 3

1. Repeat of Level 2 offense.
2. Repeat tardies 15 – 19; in-school suspension for each unexcused tardy at this level.
3. Intentional fighting, shoving, or physical hurting.

4. Stealing from anyone on the school property.
5. Cheating or plagiarism.
6. Gambling or wagering for money.
7. Insubordination - refusal to obey authority figure, talking back, or obscene gestures.
8. Bullying, or harassment, including cyber-bullying, use of graphic language, photography or threatening words.

CONSEQUENCES: Parent notified. One (1) day in-school suspension administered by principal. Conference with parent, student, teacher, and principal. Removal of extra-curricular activities (including sports) and field trip privileges for 10 school days.

LEVEL 4

1. Repeat of Level 3 offense.
2. Repeat tardies 20 – 24; 2 day-in-school suspension for each tardy at this level.
3. Intentional or careless damage to property.
4. Truancy or cutting class.
5. Use or possession of tobacco products.
6. Threatened or actual harm to authority figure.

CONSEQUENCES:

1. Immediate removal of child to office by principal until conference.
2. Parent notification. Two (2) days in-school suspension administered by principal
3. Conference with parent, pupil, teacher, and principal. Commission of Ed notified.

Removal of extra-curricular activities (including sports) and field trip privileges for the remainder of the school year.

LEVEL 5

1. Repeat of Level 4 offense.
2. Tardies 25 or more
3. Use, possession, or sale of any illegal drug and/or alcohol.
4. Breaking of a municipal, state, or federal law on school property deemed applicable by principal.
5. Possession, use or threatened use of weapon or look-alike.

CONSEQUENCES:

1. Immediate removal of child from school until hearing. Immediate one (1) day out-of-school suspension minimum.
2. Commission of Ed hearing within five school days.
3. No attendance allowed at any extracurricular event for 14 days.
4. Homework required for consideration to re-enter school, but no credit given.
5. Probable expulsion.

Parent support of the discipline policy with further corrective measures at home should reinforce the school's message that the child needs to improve behavior. The school reserves the right to require appropriate counseling and testing. New and re-entering students are on 90 days probation.

Students and parents are required to sign a copy of the discipline policy before the first day of school.

Each Level 1 infraction will equal 1 point. Each Level 2 infraction will equal 2 points. Each Level 3 infraction will equal 3 points. Each Level 4 infraction will equal 4 points. Each Level 5 infraction will equal 5 points. A total of 20 points per school year will lead to Level 5 consequences, including probably expulsion. Tardy detentions will not count toward the 20 points. Students who misbehave during in-school suspensions are subject to Saturday in-school suspensions.

If repeated disciplinary action fails, or when a teacher deems it necessary, a conference with the child's parents and the principal will be held to discuss the case of misconduct in an endeavor to correct the child's misbehavior. If the misconduct continues and further consultations do not result in dramatically improved behavior, the child and parent are required to meet with the Commission on Education. The child is also subject for removal by the Commission on Education.

8.31 Morning Detention Schedule

Morning detention will be held Monday, Wednesday and Friday mornings from 7:45am till 8:15am.

Morning detention starts promptly. Arriving late to detention session will result in serving an additional morning detention. Students in detention are expected to be seated, quiet and working on assignments that are approved by the teacher.

8.40 Late, Missing, or Incomplete Assignments

Students are expected to fully complete all assigned homework. Ample time should be devoted to homework in order that they may become proficient in that content area. The amount of time needed to complete each assignment will vary with each grade and among individual students.

Assignments need to be completed and turned in by the due date and time designated by the teacher. Any assignment that is incomplete, missing, or turned in after the designated time will be considered late. Students will receive a 10% per day reduction of their graded score for late assignments. Any late assignments turned in a week or more from its original due date will receive no credit and the student will not have the opportunity to make up this assignment for credit later in the quarter.

Students in 5th through 8th grade will receive a detention for every four late assignments in any given subject area within a quarter. The following system has been adapted:

- Four late assignments in one subject will result in a detention being served; detention slip is to be signed by the parent and returned.
- Eight late assignments in one subject will result in a student serving a second detention; teacher will contact parents.
- Twelve late assignments in one subject will result in a third detention; a meeting with the principal, parents and student will be set.
- Sixteen late assignments in one subject will result in a fourth detention and an after school suspension.

Students who are absent from school are required to complete any assignment that were missed while absent from class. These students will be given the same number of days as they missed (up to four school days) to complete and turn in any assignments to their teacher(s).

If there was a test that a student missed during an absence, a teacher may request that the makeup test be taken before or after school.

8.50 Substance Abuse Policy

In order to provide our students a Christian education in a drug-free environment, we have adopted the following guidelines concerning substance abuse. The intent of this policy is to recognize the dangers that substance abuse poses to our community and to our students.

It is recognized that any infraction of these policies is a serious matter and will be dealt with accordingly. As a Christian institution, we are compassionate. However, the school has an obligation to protect its students. Therefore, the penalties for infractions are harsh and the burden of proof to reinstate the student is on the student.

The following prohibitions apply to the school grounds and to any school related activity:

- The possession and/or use of alcohol, tobacco or illegal drugs by students will not be tolerated.
- The distribution of any substance listed above by students, staff, or parents for the purpose of intoxication is an extremely grave infraction and will not be tolerated.
- Any parent or guardian who is under suspicion for being intoxicated, in any manner, will not be allowed to pick up their child and the proper authorities will be called.

Students found in violation of this policy will have their cases reviewed by the principal and/or pastor along with the Board of Directors and the Commission on Education.

Students found in violation of this policy may face the following penalties:

- Suspension from school for at least one week and until a final disposition is made by the principal, pastor, and Board of Directors.
- Student may be expelled from school following review of the case.
- The case may be reported to the police.

Reinstatement will be considered under the following conditions:

- The gravity of the situation has been acknowledged by the student.
- The student demonstrates remorse consistent with the infraction.
- The student has adopted a corrective plan.
- The student presents a compelling argument as to why he should be reinstated.

The decision to reinstate the student will be made by the Board of Directors and the Commission on Education with input from the Principal and Pastor.

8.60 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 Chicago 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

8.70 Sexual Harassment and Sexual Violence

Our school maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is discrimination. All people are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, anti-gender, or offensive environment, will not be tolerated under any circumstances. The policy is in accordance with Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42, U.S.C. 2000e, et. seg.

8.80 Non-Discrimination Policy

St. Philip School admits students of any race, religion, color, gender, 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 a basis of race, religion, color, gender, national or ethnic origin in administration of its educational policies, admissions policies, and school administered programs.

9.00 Parental Involvement

9.10 Communication with Teachers

Parents are encouraged to work with the teachers throughout the school year. It is especially important to establish a positive relationship with each other at the start of the school year.

When a meeting with the teacher is necessary, we ask that all parents contact the teacher ahead of time to schedule a personal meeting. This will allow teachers to devote time specifically to the parent, create a productive meeting, as well as the best use of time on the part of the parent and the teacher.

Parents should check Sycamore Education website regularly, to view student grades and notices from the teacher.

9.20 Parent-Teacher League

The Parent-Teacher League (PTL) is designed to assist the school in many ways. Activities include serving on the PTL board, becoming a room-rep, planning family night activities, assisting with fund-raising efforts, and other specific purposes throughout the school year. Every school parent is a PTL member. Parents are encouraged to become active members and support its ongoing efforts for the school.

10.00 SUPERVISION OF FACULTY AND STAFF

10.10 Supervision

The principal is responsible to supervise and direct classroom work, to assure that teachers and others who provide or assist with instruction are planning appropriately, using methods designed to achieve the goals set by the school, and that all students are progressing satisfactorily.

10.20 Evaluation

The principal is responsible to counsel personally with teachers regarding improvement, techniques, activities, resources, and other pertinent items; and to conduct a formal evaluation of proficiency and competency at least every two years.

11.00 Wellness Policy

Belief Statement

The School Board of St. Philip Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Intent

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness; helps to reduce childhood obesity; supports nutrition education, physical activity and other school-based activities designed to promote student wellness; provides nutrition guidelines for all foods available during the school day; and designates one or more persons with operational responsibility for this policy.

Rationale

A disturbing number of children are inactive and do not eat well. The result is an alarming 16 percent of children and adolescents are overweight – a three-fold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play in health promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition environment, promote student health and reduce childhood obesity. In addition, Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of premature death and development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

Goals for Nutrition Education

Students in Preschool through grade 8 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age.

To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences. The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips and school gardens.

Goals for Physical Activity

Students in Preschool through grade 8 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness and emphasizes self-management skills including energy balance (calories in minus calories out). It is recommended that students participate in physical education for a minimum of 150 minutes per week. Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age. Students shall participate in a daily supervised recess or physical education period. Students shall be provided opportunities for physical activity through after-school activities. Because students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

Goals for School-Based Activities to Promote Student Wellness

Parent Partnerships Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. Parents shall be provided information to help them incorporate healthy eating and physical activity into their students' lives. This information may be provided in the form of handouts, postings on the school website, information provided in newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.

Consistent School Activities and Environment – Healthy Eating

It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff. School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat and socialize. Contracted food service personnel shall have adequate pre-service training. Food providers shall work with suppliers to obtain foods and beverages that are nutritious. Food providers shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.

Students, parents, school staff and community members bringing foods and beverages to school for parties/ celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options (see last section). School-based organizations shall be encouraged to raise funds through the sale of items other than candy or similar products.

The school shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products. Students are not permitted to bring any soda pop or other caffeinated beverages onto school grounds. Exception made be made, at teacher discretion, for classroom parties, etc.

Consistent School Activities and Environment –Physical Activity

Physical education shall be provided by trained staff that meet certification requirements equivalent to those for other curricular areas. Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas. The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education class.

Teachers are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active. Board, faculty, and staff are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students with opportunities to be active. Board, faculty, and staff are encouraged to provide student and community access to and promote use of the school's physical activity facilities outside of the normal school day. Physical activity facilities and equipment on school grounds shall be safe. The school shall work with to create a community that is safe and supportive of students walking or biking to school.

Food or Physical Activity as Reward or Punishment

School personnel shall be encouraged to use non-food incentives or rewards with students and shall not withhold food from students. School personnel shall not use physical activity as a punishment or withhold participation in recess or physical education class as a punishment.

While we realize students and their families like to celebrate birthdays and holidays, candy treats will sent home and not eaten at school. Students may bring in birthday treats, after parents have cleared this in advance with the teacher. Other than having a birthday treat, birthday parties' are not held during school hours.

*Early Childhood Center (ECC) follows DCFS rules and regulations. Please check with teacher before bringing in any treats.

Nutrition Guidelines

These nutrition guidelines are for school meals and all foods and beverages available on the school campus during the school day. Food providers shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served). Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

Healthful Food Options

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Parents are encouraged to avoid sending foods containing trans fat, high fructose corn syrup, and high sodium content. Parents are encouraged to send whole grain foods. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are *listed below: **Keep in mind Please keep in mind that we DO NOT allow food that contain nuts or are produced with nut oil. This is for the safety of those who have allergies.**

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip

Fresh fruit wedges: cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.

- Sliced fruit: nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.

- Fruit or pasta salad

- Cereal and low-fat milk

- 100% fruit or vegetable juice

- Frozen fruit pops with fruit juice or fruit as the first ingredient

- Dried fruits – raisins, cranberries, apples, apricots

- Single serving applesauce or canned fruit in juice

- Fruit smoothies

- Trail mix (dried fruits and nuts)

- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)

- Lean meats and cheese with whole grained bread

- Baked chips with salsa

- Mini bagels with whipped light or fat-free cream cheese

- Yogurt & fruit parfaits or fat-free or low-fat pudding cups

- Flavored soy milk fortified with calcium

- String cheese, single-serving cottage cheese, cheese cubes

- **Pure ice cold water (Other than at lunch time, water is the only beverage a student may have in class)**

This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. **Teacher discretion will be used in which snacks are appropriate for their classroom.*

St. Philip Lutheran School

Family Handbook Consent

I have read and agree to comply with the policies as stated in the St. Philip Lutheran School family handbook. Please return this sheet (signed by child, parent and dated), to the child's teacher, **No LATER THAN TUESDAY, September 1st, 2015.**

Students Signature_____

Parent Signature_____

Date_____

***anything in red is subject to change due to Board of Education Approval.**

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