

**CHICAGO SDA CHRISTIAN  
SCHOOL HANDBOOK  
2018-2019**



**7008 S. MICHIGAN AVE**

**CHICAGO, IL 60637**

**773-873-3005**

# STUDENT HANDBOOK

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## MISSION STATEMENT

Chicago Seventh-Day Adventist Christian School provides a Christ-centered learning environment in which students mature and develop spiritually, intellectually, physically and socially. We value the highest levels of academic achievement for students, preparing them to become life-long learners who lead successful, productive lives in service to God, home, the church, the community and the world. Our ultimate goal is preparation for eternity.

***Higher than the highest human thought can reach is God's ideal for His children. Godliness, Godlikeness is the goal to be reached. Education pg. 18***

## PHILOSOPHY

The Seventh-day Adventist Church operates a worldwide system of education. This system which began in 1872 includes preschool through university levels. The church's belief regarding Christian education is based on the Bible and the writings of E.G. White, which have provided a distinct philosophy of education.

The aim of Seventh-day Adventist education and Chicago Seventh-day Adventist Christian School (CSDAS) is to provide opportunities for students to develop academic and social skills as well as a personal relationship with Jesus Christ. Education is the "harmonious development of the physical, mental, and spiritual powers. It prepares a student for the joy of service in this world and for higher joy of wider service in the world to come." *Education, p. 13.*

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The education program is predicated on a belief in the uniqueness and worth of each student in God's sight and the importance of the systematic development of the whole person. Students are educated to accept the concept of service as a principle of life, to be sensitive to the needs of people, and to become contributing members in the home, church and society.

In order that young people may become well-rounded individuals prepared for service in this and the future life, CSDAS places emphasis on the spiritual as it trains the physical, mental, and social capabilities of young men and women. We believe the work of education and redemption are one. The training of all the facets of one's character is a distinguishing feature of CSDAS.

## **HISTORY**

Chicago S.D.A. Christian School formerly known as "Shiloh School" was started in the year 1913 at the corner of 48th and Dearborn. Its start was limited, but the 20 students were eager to learn. As the enrollment increased rapidly, it was necessary to find a new location.

Over the years several locations were identified to accommodate growth. In the year 1925, a new school and church were built, the name Shiloh was then officially adopted. High school grades 9-12 were introduced in 1933. The present location is at 7008 South Michigan.

## **PURPOSE**

It is the purpose of Chicago Seventh-day Adventist Christian School to provide structured opportunities for the fullest

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development of the student's spiritual, mental, and physical faculties.

## OBJECTIVES

### A. Religious Attainment

1. To promote understanding of the Scriptures and the doctrine of the church through religious instruction.
2. Provide a supportive and non-threatening environment whereby students can explore and be engaged in self-directed religious development.
3. To identify and develop qualities needed for church leadership.
4. To develop moral strength and a sense of value based on the Ten Commandments.
5. To encourage students to develop a strong faith-grace relationship and a sense of loyalty to God.
6. To teach true Christian courtesy as evidenced in the life of Christ.

### B. Intellectual Excellence

1. To provide thorough instruction in academic subjects.
2. To foster an appreciation for reading and the arts.

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3. To encourage students to develop a new appreciation for knowledge and truth and to strive for academic excellence.
4. To teach transfer of knowledge across subject areas.
5. To help students see the importance of instructional information and its application to everyday life.
6. To provide opportunity for personal enrichment through special programs.
7. To provide opportunity for students to demonstrate their skills and understanding of the concepts learned.

## **C. Social Maturity**

1. To help students build healthy self-esteem.
2. To help students develop social skills in interpersonal relationships.
3. To develop in students a sense of self-discipline and respect for self and the rights of others.
4. To make real the principle of human equality.
5. To help students to have an awareness and appreciation for their rich culture, while acknowledging and developing an appreciation for the cultures of others.

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## **D. Vocational Competence**

Chicago S.D.A. Christian School offers some vocational oriented courses in partnership with Title I program.

## **E. Physical and Emotional Development**

The goals are:

1. To develop a healthy body through proper exercise, diet, rest, and abstinence from drugs, alcohol, and other injurious activities.
2. To develop a positive mental attitude, a sense of cooperation and reciprocity, and the ability to accept one's limitation and capabilities.
3. To study the 8 laws of health as outlined in NEWSTART: Nutrition, Exercise, Water, Sunshine, Temperance, Air, Rest and Trust in Devine Power.

## **ADMISSION PROCEDURES**

The Chicago Seventh-day Adventist Christian School is open to all who desire a Christian education and are willing to follow its regulations. However as a private school, we have the right to refuse admission if deemed necessary. Parents and students are expected to support school standards and programs.

## **Non-Discrimination Policy**

Chicago SDA Christian School admits students of any race, sex, color, national and ethnic origin with all the rights, privileges,

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programs and other school activities. All enrolled students will demonstrate their respect and honor for the religious principles on which the school is founded. It should be understood that every student who presents him/herself for admission to Chicago SDA Christian thereby pledges to: \*observe all its regulations \*uphold the Seventh-day Adventist Christian principles upon which the school is operated, and \*perform all assigned school duties to the best of the ability

Failure to honor this pledge may result in the forfeiture of the student's right to attend Chicago SDA Christian School. The student may be allowed to remain at the school at the discretion of the administration, faculty and the school board.

## **New Students or Transfer Students**

A completed application form must be submitted to the principal for review, or to the school board designated subcommittee. New and transfer students are admitted on a conditional basis until there is:

1. Verification of placement from former school(s)
2. Receipt of current health records
3. Evidence of willingness to follow school rules
4. Orientation Attendance

## **Returning Students**

Admission is based on the following:

1. Satisfactory completion of prior school year
2. A current financial account

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3. Up-to-date health records
4. Orientation Attendance

## REGISTRATION

The registration fee is \$355 per student. If your student is registered during the early registration period a \$50 discount will be given toward the first month's tuition. First month tuition must be paid by the end of the 1<sup>st</sup> month. A \$25 late fee will be applied after the 1<sup>st</sup> month of school. (Applies only for 1<sup>st</sup> month)

## STARTING DATE

Orientation will be held for **all** parents and students within the 1<sup>st</sup> month of school. Registration is not considered complete until orientation has taken place and the application process has been completed as well as registration and tuition fees paid.

## FINANCIAL INFORMATION

### TUITION RATES AND FEES FOR THE SCHOOL YEAR 2018-19

#### **Fees are as follows:**

#### **Application and Registration Fees**

Non-Refundable Registration Fee	\$355
Early Registration Tuition Discount	\$50.00
Multiple Student Discount	5% off 2 <sup>nd</sup> student 10% off 3 <sup>rd</sup> student

\*Inquire with office for >3 additional student rate \*



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Late Registration Fee \$25.00

Extracurricular Activity Fee (M-TH) \$35-75

\*This range depends on activities student is involved in i.e. Drama, praise dance, outdoor activities, afterschool clubs\*

## Tuition Rates

**Pre-K-8<sup>th</sup> SDA Members Tuition:** \$3,500 or 10 equal payments of \$350

**Pre-K-8<sup>th</sup> Non SDA Members Tuition:** \$3,750 or 10 equal payments of \$375

**9<sup>th</sup> Tuition:** \$4,000 or 10 equal payments of \$400

## Graduation Fees

Graduation Fee-Kindergarten \$55

Graduation Fee-8th Grade \$85

## Fundraising

Each family must agree to and sign a notice that they will comply with and participate in a **mandatory fundraising amount of \$300**

**for 2018-19 school year.** If not remitted by April 30<sup>th</sup>, 2019, the amount will be included in the last monthly installment bill for the school year.

## PAYMENT OF TUITION

Payment may be paid in advance for the year. Those who pay their entire tuition for the year when registering shall receive a 10% discount. This discount will be applicable at the end of the

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school year.

For convenience however, arrangements may be made for payments in monthly installments. The last payment must be made by May 10th. Tuition is due on or before the 10th of each month for those who pay in installments.

paid in full. Final report cards or transfers will not be issued to those with delinquent accounts. In addition, students whose accounts are in arrears greater than 60 days will not be permitted to attend school until account is up-to-date. Graduating student's accounts must be paid in full in order to participate in graduation activities. Payments submitted after May 10th must be submitted in cash, money order or cashier's check. **(No Personal Checks)**

## **Student Records**

The school keeps a file on each student which includes birth certificate, health records and other pertinent info. Students transferring from another school will need to request a release of records from the previous school.

## **Grade Placement**

New students may be tested for grade placement. Prior student academic performance, age, emotional, physical and social development, and teacher/parent consultation will be used for grade placement.

Home-schooled students must provide proper documentation from state-approved program. .

## **Entrance Ages**

All new students and those entering Preschool, Kindergarten and

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1<sup>st</sup> grade ***need a birth certificate.***

Pre-School—Children should be at least three years of age and potty-trained.

Kindergarten—Children who are five years old on or before

September 1<sup>st</sup> of the current school year are eligible for entrance to Kindergarten.

First Grade—Children who are six years old on or before

September 1<sup>st</sup> of the current school year are eligible for entrance to the first grade.

Requests outside of the above must be submitted by the parent, to school administration and school board via written or verbal appeal.

***\*This is a state requirement***

## **CHANGE OF ADDRESS**

Please notify our office immediately of changes in your address and phone number, including emergency numbers and work numbers.

## **EMERGENCY NUMBERS**

Chicago SDA Christian School requests your daytime phone number and the number of an immediate relative or contact person we can call should an emergency arise for your child.

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## REPORT CARDS

Report cards are distributed to parents four times during the year for grades K and up and all parents are urged to study these reports. Parents must sign the envelope and return it to the teacher; Reports cards become the property of parents as soon as they are issued. Twice during the school year, parents are expected to pick

up the report cards and meet with the teachers on Parent Visitation Day. All parents are urged to attend monthly parent-teacher conferences. The school reserves the right to withhold any report card at each term until all tuition, fees, and fines are **PAID IN FULL.**

## GRADING SYSTEMS GRADES K -2

I - Achieves objectives and performs skills independently

P - Progressing toward achieving objectives and skills

NT - Needs more time to develop

A blank means not introduced evaluated at this time

## GRADES 3-9

A	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	60 – 69	Below Average
F	Below 60	Failure

In computing the grade point average (**GPA**) for students, letter

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grades are assigned the following points below.

A=4.0      B= 3.0      C=2.0  
D= 1.0      F=0.0

Students who need credit for failed classes may be required to attend summer school or obtain credits from Home Study International.

## REQUIREMENTS FOR COMPLETION OF THE EIGHTH GRADE

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In	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	60 – 69	Below Average
F	Below 60	Failure

Language Arts (reading, spelling, grammar, writing and handwriting)

Fine Arts, Music, Art, Health, Physical Education, and Safety

Social Studies (Passing Exam on Federal &IL Constitution)

Science

Bible

## ACADEMICS

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At the end of each nine-week term, students with a grade point average below 2.00 will be placed on academic probation. An intervention plan must be completed and supervised by the homeroom teacher or designated school personnel. Students on academic probation will be excluded from all extra-curricular activities and will not be eligible to hold any school office. Parents will be notified of students' academic status and will be required to sign a student assignment card on a daily basis. During the period the student is placed on academic probation, two academic status reports will be sent home in addition to the usual midterm report. Students who fail to have assignment cards

signed by parents will be referred to the Academic Standards Committee for a conference with the parents. A student placed on academic probation for two (2) consecutive terms will be required to receive special assistance by parent and/or tutor and/or teacher (with teacher's consent). Student progress must be reported bimonthly to the Academic Standards Committee and re-evaluation will take place. A student placed on academic

probation for three (3) consecutive terms will have his/her status reviewed by the principal and the Academic Standards Committee. This student may be asked to withdraw from the school at such time. The student may be allowed to remain until the end of school on a tentative basis if he/she demonstrates willingness to improve academically and parents commit to provide the student with extra assistance and supervision at home so that academic status will improve.

### **CLASS OFFICERS**

All class officers must maintain a minimum overall of 2.5 G.P.A.

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and have excellent deportment.

## **ACADEMIC AWARDS**

Awards will be issued on Academic Awards Day at the end of each semester in the fall, winter and spring.

At the end of each marking period students will receive special recognition. Excellence Awards are given to students in a variety of areas. Students receive their awards on Academic Awards Day each semester and on Awards Night at the end of the school year.

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## HEALTH

Physical, vision and dental examinations are expected routinely of all children attending Chicago SDA Christian School for the first time and on entering preschool through eighth grade respectively. It is the responsibility of the family to see that the health examinations are given annually and reported to the school.

These are to be done by a physician and must be sent to the school before the child is permitted to enroll. Forms are available at the school office. All children should be immunized by a physician for Tetanus, Poliomyelitis, Hepatitis B and Hib, and re-immunized against Diphtheria and Tetanus every three years. An official record of 4 polio, 4 DTP, or DT, 1 measles, rubella vaccine (4-4-1-1) is required. Parents must complete and sign a form stating the health history, allergens and emergency information.

Please notify the school when a student has a communicable disease. The child will not be permitted to return to class without the written permission of a physician.

If your child becomes ill at school, he/she will be removed from the learning environment. He will be sent to the office and upon determining the child's condition you will be notified of his illness and you may be directed to come pick up your child. If your child is taking medication for any reason and schedule would fall during school hours, they will be responsible for taking and managing the medication. The office staff does not administer medication.

## ACCIDENT INSURANCE



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A group accident insurance policy provides medical and dental

coverage for accidents occurring on school property from one hour before to one after school. This insurance is available to all pupils. The premium is included in the registration fee. All claims will be paid on an excess basis if expense exceeds \$100.00 and another insurance plan is involved. Please have a family insurance plan to cover that portion of the cost not covered by the school's insurance.

## **SCHOOL CLOSING BECAUSE OF WEATHER AND EMERGENCIES**

When it is necessary to close school because of bad weather and/or other emergencies, school closing will be announced on most local radio and television stations including WBBM.

Otherwise, you will be notified by a school official. If Chicago Public Schools Close, Chicago SDA Christian will close.

## **HOME AND SCHOOL ASSOCIATION**

When parents and teachers work together, the school program is greatly enhanced. The church selects a Home and School Leader to give leadership to the Home and School Association. All parents are part of this association. The association plans and supports monthly meetings, financial projects, and any other activities to enrich the school program. Parents are strongly encouraged to work with the leader and to support the activities. Home and School meeting will be held on the third Tuesday of each month. Each family is expected to participate in fundraising throughout the year to assist with defraying personal student accounts and to assist with school operating funds. Each family must agree to and sign a notice that they will comply with and

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participate in a mandatory fundraising amount of \$300 for 2018-18 school year. If not paid by April 30<sup>th</sup>, 2019, the amount will be included in the last monthly installment bill for the school year.

## **VOLUNTEERS**

We welcome volunteers. There are many opportunities and need for assistance. Parents may sign-up and fill out the necessary forms and complete the Volunteer Screening Requirement Online.

Link to site is available on School Website. Completed form and certificates should be printed and forwarded to the office to keep on file.

## **BEFORE/AFTER SCHOOL PROGRAM**

All parents must enter the building and sign student in and out of the before and/or after school program. It is mandatory that time before and after school is spent in extended supervised education activities. This includes, but is not limited to homework, extracurricular activities, tutoring and departmental assistance. Students are not allowed to leave the premises until signed out and released to their parent or designated individual.

Before School Services: 6:30 am – 8:00 am      \$1.50/per  
hour/per child

After School Services: 4:00 pm – 6:00 pm      \$1.50 per hour/per  
child (Charges start after completion of extracurricular activities)

After School Friday: 3:00 pm - 6:00 pm      \$1.50 per  
hour/per child

***\*\$1/min charged after 6:00p.m. and will be added to your  
account***

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## GENERAL REGULATIONS

Regular attendance and promptness in meeting appointments for all classes, study halls, assemblies, and devotional periods are necessary for a satisfactory school experience. Parents and guardians are requested to conform to the following requests:

1. School doors will be open at 6:30 a.m. with morning devotion at 8:15 a.m. for K-9<sup>th</sup> grades. Students in grades K-9 arriving before 8:00 a.m. and leaving after 4:00 p.m. or 3:00 p.m. on Fridays must be placed in the before or after school program. Before and after school services are available at a cost of \$1.50 per hour or fraction thereof.
2. Students are expected to vacate the building and the playground as soon as classes are dismissed at the close of the school day. Parents **MUST** see that their children **DO NOT** linger around the school unsupervised.
3. All students **MUST** be picked up from the after school program before 6:00 p.m. In case of emergency, please call, (773) 873-3005. **There will be an additional charge of \$1.00 per minute if child is left after 6:00 p.m.**
4. If your child is absent or tardy, please write a note of explanation to the teacher or Principal. The student will not be permitted to enter classes without this excuse.
5. A student absent for as many as six days or tardy eighteen days in one nine week period, for whatever cause, may forfeit his

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grades. Cases of repeated unexcused absences will warrant disciplinary action.

## **CORPORAL PUNISHMENT POLICY**

In keeping with denominational mandates and state laws, alternatives to corporal punishment are clearly defined and implemented. For example, offenders are removed from learning environment and assigned extra work for an extended period of time. During the process he/she may not participate in selected activities. Restoration to regular institutional program depends on the progress made toward reformation.

## **ATTENDANCE POLICY**

School begins promptly at 8:15 a.m. for students in all grades and students are dismissed at 3:30 p.m. Monday through Thursday and at 2:30 p.m. on Friday. All students must attend morning devotionals, assigned classes, homerooms, study halls, and are required to be at all on and off campus school related activities. Students who do not comply with the School's attendance policy will not be allowed to continue enrollment at the institution.

## **ATTENDANCE PROCEDURES**

1. Attendance is taken at the beginning of each required activity. All students must be in their classrooms at 8:15 am. If a student is late for school/ class he/she must go the office for written permission in order to enter class.
2. Tardiness to school will result in 1 demerit. 3

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demerits will result in detention. Detention will increase in increments of 10 minutes for each additional tardy for the week with work detail added after the 3rd violation. Flagrant violation will result in parent- teacher-school board conference and action.

3. Students are not permitted to leave their classrooms at any time except with a pass or in case of an emergency.

a) Disciplinary - Student is sent with a disciplinary note to the principal's office.

b) Medical — Student is sent with a pass to the office.

c) Pre-arranged Medical Need - Attending to a medical need during school hours with prior notification by a physician. Student is granted a five-minute medical pass from the teacher.

4. Absence may be excused only after a written request providing the reasons for the absence and signed by the parent or legal guardian is received in the office. Excused absences include:

a) Pre-Arranged absences requested by the parent for urgent family matters.

b) Personal illness or legal quarantine.

c) Illness or death in the immediate family.

d) Inclement weather which would be dangerous to the life or health of the child if he/she attended school.

e) Pre-arranged absence from a class, requested by principal, school board or superintendent.

f) Family emergency.

5. The registrar may deny a student course or subject credit for the semester if the number of absences within the semester

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exceeds 10. Three tardy's equal one absence.

6. The after school program is available for parents whose schedule conflicts with the above stated time. (See general regulations No.1 above).

## **STUDENT MISCONDUCT**

This section describes a broad range of misconduct that is prohibited at Chicago S.D.A Christian School. Because the following sections listing acts of misconduct do not include all types of misbehavior; the student who commits an act of misconduct not listed under the sections herein shall be subjected to the discretionary authority of the classroom teacher and the principal or disciplinary committee. The steps taken for misconduct in the classroom:

1. Send Letter to Parent
2. Call Parent
3. In-House Suspension/Detention (will be served on Tues/Thurs)
4. Suspension until Conference
5. Further disciplinary action if deemed necessary

End of school year misconduct may result in the elimination of students from participating in school closing activities such as but not limited to class trips, picnics and graduation activities. Police notification and the forwarding of disciplinary records to the new school may also result.

All disciplinary actions for misconduct should include a conference between the teachers and/or principal or disciplinary committee and the student followed by notification to the parent(s) or

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guardian, the disciplinary process is intended to be redemptive and corrective, not punitive.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling in vehicles funded by the school, at all school-sponsored events, or when the actions affect the mission or operation of Chicago S.D.A. Christian School.

## **AUTOMATIC SUSPENSION**

An accumulation of ANY THREE (3) of the following violations could result in an automatic ONE-DAY SUSPENSION.

Disciplinary notices

## **WORK DETAIL**

The disciplinary committee and or Principal may elect to issue a work detail for Class 1 Acts of Misconduct.

## **CLASS I-ACTS OF MISCONDUCT**

Class 1 Acts of Misconduct include INAPPROPRIATE student behaviors in the classroom, school grounds, such as the following:

- 1-1 Running and/or making excessive noise in the hall or building.
- 1-2 Leaving the classroom without permission.
- 1-3 Littering.
- 1-4 Displaying any behavior that is disruptive to the orderly process of classroom instruction.

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1-5 Chewing gum in school, eating in class

## **DISCIPLINARY ACTION-FIRST VIOLATION**

### **Minimum**

Teacher-Student Conference

### **Maximum**

Teacher-Student-Parent Conference

## **REPEATED OR FLAGRANT VIOLATION**

### **Minimum**

Teacher-Student-Disciplinary-Committee-Guidance Counselor Conference

### **Maximum**

In-School Disciplinary Action

## **CLASS 2-ACTS OF MISCONDUCT**

Class 2 Acts of Misconduct include student behavior that **DISRUPTS** the orderly educational process in the school or on the school grounds, such as the following:

2-1 Throwing items including, but not limited to pennies, snowballs, and spitballs or possessing water guns.

2-2 Being improperly dressed.

2-3 Leaving the classroom without permission after being specifically told not to by the teacher.

2-4 Using profane, obscene, indecent, immoral, or offensive language or gestures (written or verbal)

2-5 Trespassing-willingly entering or remaining on school property without permission. Remaining on school property without permission after last class has been dismissed.



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## DISCIPLINARY ACTION-FIRST VIOLATION

### Minimum

In-School Disciplinary Action

### Maximum

Suspension 1-5 Days

## CLASS 3-ACTS OF MISCONDUCT

Class 3 Acts of Misconduct include those student behaviors that **SERIOUSLY DISRUPT** the educational process in the classroom, school, and/or on the school grounds, such as the following:

3-1 Intentionally providing false student information, forgery of school notes, grades, signatures (teacher's or parent's)

3-2 Making or receiving cell phone calls

3-3 Possession of beepers or electronic devices including but not limited to cell phones, mp3 players, iPods, and hand held games, etc.

3-4 Possession of pornographic material (books, pictures, or articles).

3-5 Open display of affection, including but not limited to embracing and kissing.

3-6 Stealing and/or possessing stolen property not exceeding \$150

3-7 Unauthorized presence entering or attending school or any school related activity while under suspension.

3-8 Throwing items including, but not limited to pennies, snowballs, spitballs, or possessing water guns, or any instrument which may cause an injury.

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3-9 Tampering with light switches.

## DISCIPLINARY ACTION-FIRST VIOLATION

### Minimum

Teacher-Student —Parent-Guidance Counselor-Disciplinary Committee Conference

### Maximum

Suspension 1-5 days

## REPEATED OR FLAGRANT VIOLATION

### Minimum

Suspension 1-5 days

### Maximum

Suspension 6-10 days

## CLASS 4-ACTS OF MISCONDUCT

Class 4 Acts of Misconduct include those students' behaviors that **MOST SERIOUSLY DISRUPT** the education process in the classroom, school and/or on school grounds. In most cases, these behaviors are also illegal, such as the following:

4-1 Fighting (**ZERO TOLERANCE**)

4-2 Destruction to the school, church, and personal property (including graffiti of any kind).

4-3 False activation of a fire alarm, tampering with bells, fire extinguishers, alarm systems, sprinklers and/or pipes, and use of unauthorized exits.

4-4 Planning or taking part in any act that injures, degrades, threatens or disgraces an individual.

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4-5 Unauthorized absence from school (skipping, truancy) and/or leaving school premises or supervised activity without permission.

4-6 Gambling, betting, participating in any game of chance for money or possessing and/or using gambling devices.

4-7 Unauthorized and inappropriate use of the Internet.

4-8 Theft or possession of stolen property.

4-9 Defying authority or any act of disrespect toward a member of the faculty or staff.

4-10 Sexual harassment

## **DISCIPLINARY ACTION**

Suspension 6-10 days, and/or expulsion and/or police notification and, possible arrest.

## **CLASS 5 ACTS OF MISCONDUCT**

5-1 Selling, using, or possessing liquor or intoxicating beverage, fire cracker or poppers, matches, tobacco, pipes or any device for smoking cigarettes or narcotics in any form.

5-2 Possession of a knife, gun, lethal or dangerous weapon, or the appearance of a dangerous weapon, while on school premises or school related activities.

5-3 Being a member of or participating in any gang activity or having any type of rapport with a gang member or group.

5-4 Bomb Threat.

5-5 Arson.

5-6 Threatening a faculty or staff member.

5-7 Sexually harassing or falsely implicating a staff member.

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## **DISCIPLINARY ACTION**

Expulsion. Police notification and possible arrest.

## **CANDY/GUM CHEWING**

Because of the potential damage to floors, carpeting, furniture, and personal property, gum chewing is not allowed in the school building. Student's chewing gum or eating candy in the building will be subject to Class I Disciplinary Actions.

## **TRESPASSING**

All Visitors entering the building must obtain a pass from the office. Anyone found in the building without a pass will be trespassing. Suspended students will not be eligible to be present on the school property, to attend on-campus activities, or to participate in school sponsored activities until the suspension is properly cleared.

## **SMOKING**

Tobacco products are prohibited in school and/or surrounding premises, such activity will be subject to expulsion.

## **GRAFFITI**

Any student found placing graffiti on any school property will be fined \$50.00 and may be subject to further disciplinary action.

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## **BOMB THREATS**

Any students found to have made a bomb threat or to have falsely reported such a threat that is related to the school facility, operation, or activity is subject to immediate expulsion.

Any student who stands by, aids and abets or assists another person in making threats, or falsely report such a threat that is related to the school facility, operation or activity is subject to immediate expulsion.

Any student, who counsels, advises, persuades, encourages, or dares another person to make a bomb threat or falsely reports such a threat that is related to the school facility, operation, or activity is subject to immediate expulsion and police notification.

## **HARASSMENT**

Students may not participate in, or allow any act of harassment which degrades, inures, or disgraces a student, staff member, and/or visitor to the campus. Harassment includes jokes, intimidation, or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that by design or innuendo is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created.

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## **CHEATING**

Any student, who cheats, plagiarizes and/or copies the work of another student or author will receive an “F” on the assignment and may result in failure of the class.

## **WEAPONS**

No student may have in possession a knife, gun or any lethal or dangerous weapon while on school premises, or at school related activity away from school premises. No student may have any instrument, which may resemble or give appearance of being a knife, gun or any lethal or dangerous weapon while on school premises or at school related activities away from the school premises. Any student violating this policy will be expelled and may also be subject to police notification and arrest.

The intent of this policy includes the possession of such items knives, guns or lethal or dangerous weapon or instruments located in automobiles or any other place on school premises and at any school sponsored and/or related trips or activities away from school premises.

The moment there is a firearm/weapons incident, the local law enforcement agency, the Illinois State Police, will be notified. This will be done through the School Incident Reporting System (SIRS). Parents/Guardians will be notified immediately if a student is in possession of firearms/weapons within 1000 feet of the school.

# STUDENT HANDBOOK

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## **ALCOHOL/DRUG USE**

Any student on school premises, in a school owned or rented vehicle, or during any school sponsored trip or activity that possesses, uses, or dispenses drugs (i.e. alcohol, marijuana, depressants, hallucinogens, or opiates) or controlled substances will be expelled and may also be subject to police notification and arrest.

The Municipal Police Department or the office of the County Sheriff will be notified, if verified incidents involving drugs in the school of within 1000 feet is discovered.

## **MEDICATION**

Prescribed medication is given at school only upon receipt of a completed medication release form, which shall be available at the office. Members of school staff may not dispense un-prescribed medication. School personnel will not be responsible for administering injectable medication. All medication must be housed in the principal's office. Any student in possession of medication who gives away, sells, or attempts to give away or sell (prescription or non-prescription) may be subject to suspension, probation, expulsion, or police notification. Medication will be administered in the principal's office.

## **CHILD ABUSE/NEGLECT**

Chicago SDA Christian School is mandated by federal and state law to report any suspected or reported cases of child abuse

# STUDENT HANDBOOK

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and/or neglect.

Board members, faculty and staff have signed the mandated report statement required by the Department of Children and Family Services. DCFS requires that if any child abuse and neglect has occurred it has to be reported to the authorities.

## **SEARCH AND SEIZURE**

Principals, including Acting or Assistant Principals or designated office administrative staff, may search or authorize a search of the property of any student including student's vehicle, but only based upon facts supporting reasonable cause to believe the student is concealing prohibited material. When specific search is conducted, except pursuant to life, health, and property, the student will be invited to be present during the search, which will be witnessed by one other school official.

Illegal items or other possessions reasonably determined to be a threat to health and safety or security may be seized and retained

by the school. Items, which are used to disrupt or interfere with the education process, may be temporarily or permanently removed from the student's possession.

## **DRESS CODE**

Every pupil is expected to come to school clean and neat in person and clothing. "No education can be complete that does not teach right principles in regard to dress." Without such teaching, the work of education is too often retarded and perverted." (*Education p.246*).



## STUDENT HANDBOOK

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“A person’s character is judged by his style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire. Chaste simplicity in dress when united with modesty and demeanor will go far toward surrounding (an individual) with that atmosphere of sacred reserve which will be (his/her) shield from a thousand perils.” (Ed. p.248).

Students are expected to enter the school building attired in their uniforms and remain so attired during the entire school day. Exceptions are made when students change into their gym uniforms to be worn in the gymnasium only. Students preparing for gym must change in the bathrooms near the gym, and are not to enter the Parish Hall at any time except accompanied by the P. E. teacher.

**STUDENTS NOT WEARING THE SCHOOL UNIFORM AND ARE NOT IN COMPLIANCE WITH THE DRESS CODE WILL BE SENT HOME IMMEDIATELY UPON NOTIFICATION OF PARENT. IF THE PARENT/GUARDIAN IS UNABLE TO BE CONTACTED THE STUDENT WILL BE SUSPENDED THE FOLLOWING DAY.**

# STUDENT HANDBOOK

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If because of a problem of an emergency nature (i.e. flooding, fire etc.) a student's uniform is not available, parents must notify the principal or office personnel in writing, providing reason for the request. The request must accompany the student and he/she must be dressed in attire that closely resembles the uniform (Dark skirt for the young ladies or girls, or dark slacks for the young men or boys, and white or red solid blouse/shirt). Upon arrival student must seek uniform coordinator who will then issue a uniform emergency pass valid for one (1) day.

A uniform emergency pass may be renewed daily at the request of the parent for no more than five (5) consecutive days. Beyond the five-day limit, students will not be permitted to school without the proper uniform attire. **STUDENTS ARE ASKED TO REMAIN AT HOME IF THEY ARE NOT IN CONFORMITY WITH THE UNIFORM AND/OR DRESS CODE.**

**Uniforms are available at Martinelli's School Uniform Center 708-425-6287; 3517 W. 95<sup>th</sup> Street; Evergreen Park, IL 60805. Ask for uniform for Chicago SDA Christian**  
Summer sales special and Lay-away plan available

## **PRESCHOOL**

**Girls** - Solid navy blue jumper dress. Solid white blouse with collar. Navy, white or red socks.

**Boys** - Solid navy blue uniform pants. Solid white or red shirt with collar. Navy, white or red socks.

# STUDENT HANDBOOK

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## **BOYS UNIFORM K- 8th GRADES**

**SLACKS:** Navy blue dress uniform slacks. Black or navy blue belt.

**SHIRTS:** Red polo shirt with school insignia. Shirts must be buttoned and tucked in at all times.

**SWEATER:** Solid Navy Blue cardigan, vest or long sleeve pull-over with school logo.

**SHOES:** Solid Black leather dress shoes or loafers. No gym shoes, roller shoes or sandals. **NO EXCEPTIONS**

**SOCKS:** Solid Navy Blue or Black.

**DRESS ATTIRE:** An alternate shirt is available to be worn for dress occasions and public performances. The shirt is solid white button-down long sleeve dress shirt with school insignia.

**STUDENTS MUST BE PROPERLY ATTIRED AT ALL TIMES. NON-UNIFORM JACKETS, HOODIES AND SWEATERS MAY NOT BE WORN IN THE BUILDING. NO HEAD WEAR IS TO BE WORN IN THE SCHOOL BUILDING.**

## **GIRLS UNIFORM GRADES K-3**

**DRESS:** Navy, red and white plaid box-pleat uniform jumper. **No skirts, skorts or shorts.**

**BLOUSE:** Plain white collared long or short sleeve blouse.

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SWEATER: Red cardigan with school insignia.

SHOES: Solid Black leather dress shoes or loafers. No gym shoes, roller shoes or sandals.

SOCKS: Solid white or navy socks or tights.

## **GIRLS UNIFORM: GRADES 4-8**

SKIRT: Navy, red and white plaid box-pleat uniform skirt. Skirt length must come to the knee. Skirt must touch the surface when kneeling. **No skorts or shorts.**

BLOUSE: Red polo shirt with school insignia.

SWEATER: Solid navy cardigan, vest or V-neck pullover with school insignia.

SHOES: Solid black leather dress shoes or loafers. No gym shoes, roller shoes or sandals.

SOCKS: Solid navy blue or white socks or tights.

## **UNIFORM: GRADE 9**

SLACKS/SKIRTS: Tan pants. Black or navy blue belt-Boys  
Tan Pleated Skirt-Girls

SHIRT/BLOUSE: Yellow Polo Shirt/Blouse with School Insignia.

SWEATER/BLAZER: Solid Navy Blue cardigan or Blazer with school logo.

**DRESS ATTIRE: An alternate dress shirt is available for wear at**

# STUDENT HANDBOOK

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public performances and special occasions. This is a long-

sleeved solid white dress blouse with school insignia.

**STUDENTS MUST BE PROPERLY ATTIRED AT ALL TIMES. NO HEAD WEAR IS TO BE WORN IN THE SCHOOL BUILDING.**

## **JEWELRY AND MAKE UP**

Ornamental jewelry cannot be worn on school grounds or during school hours or in any school related activity. These include such items as rings, bracelets, earring(s), chains, or necklaces. The only exceptions are simple pins, and medical alert bracelets. Colored nail polish, mascara, eye shadow, make-up, eyebrow liner, or pencil and lip colors will not be allowed. Only clear plain polish will be acceptable. (See dress code).

## **HAIRCUT STANDARDS**

Only conventional haircuts are allowed, Therefore, having haircuts of outlandish nature, such as but not limited to, cutting of rows, lines, designs, or the shaving of parts in the hair is not consistent with school policy. Hair is to be neatly combed or brushed.

## **GYM DRESS CODE**

Gym shoes are to be worn only during P. E. class and playtimes. Gym uniform consists of: plain navy blue shorts/sweatpants, school gym shirt and gym shoes. Students should be appropriately dressed for outdoor gym activities. Other than the regular gym outfit, only plain white or navy blue T-shirts and sweatpants or outfits prescribed by the Gym Director can be

# STUDENT HANDBOOK

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worn. Tank tops, or shorts and shirts that do not cover the midriff are not acceptable. **Ladies: no leggings are allowed at any time.**

## PUBLIC PROGRAMS

Periodically, students are involved in public programs in our school, neighborhood or church community. These programs may be in the form of performance at Home and School Meetings, Holiday celebrations, cultural events, science fairs etc. All families are encouraged to attend. All students are required to participate. Generally the students are required to dress up for these occasions. You will be notified of the exact apparel to be worn i.e. uniform, costumes, all black or all white, etc. An alternate dress shirt is available for public programs and special occasions. This consists of solid white, long sleeve shirt with collar and school insignia.

## IN-BUILDING DEPARTMENT

For student safety, no running is allowed in the school building. All students are expected to walk from one point to another. Shouting and boisterous laughter are not permitted in the building. Students must at all times remember that the school building is a place of learning; therefore they must behave accordingly. Students are permitted on the stage **ONLY DURING A SCHEDULED PROGRAM. THE STAGE IS NOT A SITTING AREA; THEREFORE, DURING LUNCHTIMES OR RECESS STUDENTS SHOULD NOT LEAN OR SIT ON THE STAGE.** During lunchtime students must remain in the lunch area. Those who wish to participate in gym activities can do so ***only with staff supervision.***

## FIELD TRIPS

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Students will take several educational field trips during the school year. The policies and administrative procedures apply to actions of students during all school-sponsored events. Uniform dress code is in effect unless there is a written notification from the administration.

## EMERGENCY AND FIRE DRILLS

Emergency and fire drills are conducted periodically. When the first alarm sounds, students are to leave the building quickly, quietly and *IN AN ORDERLY MANNER* through the nearest exit, and follow their teacher away from the building. Students are to cross the street and form a quiet orderly line with their class. When the disaster alarm sounds, students must follow their teacher in an orderly manner out of their classroom and go directly to the basement.

## LIBRARY

There are a variety of services available to the students. Videos, computer software, and a variety of other audiovisual media are available for use in the library. Books are usually checked out for one week for all grades. Late fee fines are 25 cents per day. Students with overdue materials will not be allowed to check out any more materials. Computers are available for report writing and research. We invite you to avail yourself of our facilities. Students may come to the Library under the supervision of a teacher. **THE LIBRARY IS NOT A LOUNGE OR A PLACE TO HANG OUT.**

# STUDENT HANDBOOK

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## PARENT VISITATION

Parents are requested to make arrangements with the teacher at least 24 hours prior to meeting with the teacher. If parents wish to visit the school premises, they are requested to make arrangements with the teacher. In case of emergency, the parents may request an immediate conference with the teacher. All guests and parents upon entering the school building must sign in and secure an office pass and wait in parish hall. Parents cannot enter classrooms during school hours.

## TELEPHONE

The school telephone number is **(773) 873-3005**. Students may use the phone to call their parents only with the permission of the teacher and only in an emergency. Students must present a phone pass from the teacher in order to use the office phone. If it is necessary for a parent to speak with the teacher, please call during the half hour before or after school. *Parents are requested not to contact the teacher when classes are in session, except in an emergency.* **Students are not permitted to have cell phones in class. Students, who need to have a cell phone by special request of parents, must submit a letter to the administration upon arrival at school. The phone is to be given to the designated office personnel for safe keeping during the school hours. At the end of the day the cell phone is returned to the student as he/she leaves the premises.** If this is NOT adhered to, the school will NOT be held responsible if the cell phone is lost, stolen or damaged.

## CLOSED CAMPUS POLICY



# STUDENT HANDBOOK

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The school is operated as a closed campus during the school day. Students may not leave the school grounds for any reason once entering the school until dismissal at 3.30 p.m. Children in the after school program must be pickup by the parent, guardian or a person listed on the parental release form before the child can leave the school. Students are not permitted to remain outside the building at any time. All doors to the main building will remain closed during the school day, and students are to use these doors only when leaving the school premises. During recess, students are to use to adjacent play area, and **NOT THE FRONT OF THE BUILDING**. Visitors to the school building during school hours must report to the office and secure a pass before contacting students or teachers.

## **CLEANLINESS**

A clean and neat environment is essential to a positive attitude. Students are therefore expected to keep their desks area neat and orderly. All papers and trash must be placed in designated trash bins. Classroom, bathroom and hall floors must be free of paper or trash at all times. Students are expected to clean their eating area. Eating and drinking in the school building is restricted to the designated lunch area and only during the scheduled lunch period. Each class has mandatory assigned daily school chores and responsibilities.

## ***ADDITIONAL POLICIES***

**All additional policies announced or published by the administration in school assemblies or published in the daily or weekly announcements have the same significance as those published in this bulletin.**

# STUDENT HANDBOOK

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## CHICAGO S.D.A. CHRISTIAN SCHOOL BOARD

- A. Representatives from each constituent church.
- B. The Pastors of each constituent church.
- C. The School Principal (ex-officio, Board Secretary)
- D. The Financial Officer of the School.
- E. The President of the Area Home and School Association.
- F. The President, Executive Secretary, Treasurer, and the Educational Superintendent of the Conference

## EX-OFFICIO MEMBERS

Executive Secretary, Lake Region Conference

Treasurer, Lake Region Conference

Education Director, Lake Union Conference

## CHICAGO SDA CHRISTIAN SCHOOL STAFF

Alneta Fortson	Administrative Assistant
Dolores Godley	Business Manager/Treasurer
Debra Sago	Before & Afterschool Attendant
Angela Gomez	Classroom Aide
Irma Fowler	Pre-K and Kindergarten
Sabrina Webb	Grades 1-3 (homeroom)
Scott Johnson	Grades 4-6 (homeroom)
Marie Smith-(Principal)	Grades 7-9 (homeroom)

## OTHER STAFF: TITLE I PROGRAM FACILITATORS

# STUDENT HANDBOOK

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## ACKNOWLEDGEMENT OF CHICAGO SDA CHRISTIAN SCHOOL HANDBOOK

This is to acknowledge that I have received a copy of the Chicago SDA Christian School Handbook and understand that it sets forth the terms and conditions, as well as the duties, responsibilities and obligations of each student.

I understand and agree that it is my responsibility to read the School Handbook and abide by the rules, policies and standards set forth in the School Handbook.

I also acknowledge that the School Board reserves the right to revise, delete and add to the provisions of this Student Handbook. All such revisions, deletions, or additions may supersede, modify or eliminate existing policies.

If I have questions regarding the content or interpretation of this Student Handbook, I will bring them to the attention of the School Board.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Student  
Signature \_\_\_\_\_

# STUDENT HANDBOOK

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## Policy for Acceptable Use of Computers and Other Technology

### General Terms:

- Students are responsible for good behavior on school computers. General school rules for behavior and communications apply. Access to computers and network is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege — not a right. Access entails responsibility.
- All computers and other technology are to be used in a responsible, efficient, ethical and legal manner. Christian values are to be honored when using the Internet. School computers are to be used for educational purposes only. **No game playing is permitted on school computers, except for those educational software packages that use a game format.** School computers are never to be used to access chat rooms or any other sites that allow multi-user interaction. All computer usage must be supervised by the school staff faculty.
- Files stored with the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for school projects or formal learning activity should not be used or stored on the school computer systems.
- **If the user makes changes to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.**
- Throughout the course of the school year, movies/videos may be shown that would serve as a supplement to

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classroom material, or are of a character-building/spiritual nature. These movies are screened and approved beforehand. Students are to refrain from bringing video games or movies to school.

- Students are not permitted to bring laptops, IPOD's, PSP's, mp3 players, headphones, cell phones or other electronic devices to school.

## **Internet Usage:**

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Parents should be warned that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further education goals and objectives, students may find way to access other materials as well. **We will supervise and discourage any such behavior and will guide them to use of appropriate materials. We endeavor to block inappropriate matter through content filtering software on the Internet.** We believe that the benefits to students from access to the Internet exceed any disadvantages. However, parents ultimately bear the responsibility for setting and conveying the standards that their children should follow when using media and information sources. Families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

# STUDENT HANDBOOK

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## TECHNOLOGY AGREEMENT

***By signing this form I agree to the following terms:***

1. I have reviewed the guidelines set forth in the Acceptable Use Policy (AUP). I will follow the AUP when using technology materials at school. I understand that my use of the computer and any technology must be conducted in a responsible, efficient, ethical and legal manner.
2. I will exercise care and caution when using the computer by not defacing it, or using it with food or drink nearby. Repair cost from abuse or neglect will be my responsibility.
3. I will not load software from CDs, internet, or personal disks onto the computer.
4. I will honor Christian values when using the Internet. I will notify the supervising teacher immediately if any offensive or inappropriate materials appear.
5. I will not give personal information when using the Internet. I will notify the supervising teacher immediately if I am asked for such information.
6. I will not access multi-user talk sites (chat rooms) or games not related to school curriculum.

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

NOTE: This is a handbook copy of the form you were given to sign at the beginning of school. If you have misplaced your copy, please use this form

**Website Address:** [www.chicagosdaschool.com](http://www.chicagosdaschool.com)

**Email:** [chicagosdaelementary@gmail.com](mailto:chicagosdaelementary@gmail.com)



Chicago Seventh-Day  
Adventist Elementary  
School



**Adventist Education**  
A JOURNEY TO EXCELLENCE