



# **STUDENT & FAMILY HANDBOOK 2024-2025 ACADEMIC YEAR**

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## Welcome to Saint Luke Academy

“Each of us is fearfully and wonderfully made by God, created with purpose and love,” Psalm 139

Dear Parents,

For 142 years, Saint Luke Academy has been a Lakeview Neighborhood school, educating children from Preschool through Grade 2. Children flourish with a personalized approach to learning, therefore we tailor our instruction to encourage students to develop their skills and discover their passions. We envision every child living the values of respect, kindness, empathy, and grace in our school, rooted in the Lutheran Christian tradition. We believe that:

- Parents are the first and primary teachers of their children, and so we partner with you to support their success.
- Serving others teaches us compassion and insight.
- Students learn at different paces and in different ways, and we embrace these differences.
- Sharing the Word of God spiritually energizes and enriches the whole community.
- Children can succeed and that self-esteem is directly related to success.
- Students have a right to a safe, caring, and productive environment.

It is my honor and my pleasure to lead an enthusiastic, energetic team of educators, dedicated to creating lessons, activities, and experiences that will facilitate personal and academic growth. Engaging with the students of the Academy is our joy and our privilege. Thank you for entrusting us with your child’s education.

In partnership,

Chris Comella  
Principal

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*This handbook is a resource for the students and parents of Saint Luke Academy. Please read it thoroughly, return the signature page before **October 31, 2024**, and keep it handy for a reference throughout the year.*

*Signature forms may be emailed to [academyoffice@stlukechicago.org](mailto:academyoffice@stlukechicago.org).*

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## **Contact Information**

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<b>Principal Chris Comella</b>	<b>773.472.3837, ext. 1310</b> Email: <a href="mailto:ccomella@stlukechicago.org">ccomella@stlukechicago.org</a> Mobile/Emergency Contact Number: 773.814.6583
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<b>Admissions</b>	admissions@stlukechicago.org
<b>Extended Care</b>	Mr. Logan Reilly 773.814.6583
<b>Church Office</b>	773.472.3383
<b>Academy Website</b>	<b><u><a href="http://www.stlukeacademychi.org">www.stlukeacademychi.org</a></u></b>

## **I. Mission Statement**

The mission of Saint Luke Academy is to foster curiosity, build community, and develop character, nurturing students in a welcoming Christian community.

## **II. Vision Statement**

Saint Luke Academy sparks in each child a desire to learn, gain wisdom, form their faith, and act with grace, so that they confidently achieve academic excellence and develop into caring and compassionate human beings.

## **III. Statement of Ownership & Support**

Saint Luke Academy is part of Saint Luke Ministries and sponsored by The Evangelical Lutheran Church of Saint Luke (Lakeview), a member of the Evangelical Lutheran Church in America (ELCA).

Saint Luke Academy is a member of the Evangelical Lutheran Education Association (ELEA), a partner ministry of the ELCA. The ELEA is dedicated to the improvement of Lutheran Education.

Saint Luke Academy is an Illinois State Recognized School as per the requirements of the Illinois State Board of Education (ISBE), and is considered "EXEMPT" as per the Illinois DHS. While the school is not licensed or regulated by the Illinois Department of Children and Family Services (DCFS), Saint Luke Academy maintains many of its policies in keeping with DCFS Guidelines and best practices.

## **IV. Non-Discriminatory Admission Statements**

As per Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. Saint Luke Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs.

## **V. Curriculum & Academics**

Our small class sizes facilitate targeted, student-centered instruction. Understanding that everyone learns differently, Academy teachers use a variety of best practices to create engaging, rigorous, and relevant learning opportunities for their students, and make necessary adjustments to meet their individual needs.

### **A. Areas of Instruction**

The curriculum and course of study of Saint Luke Academy follow the guidelines and the requirements of the State of Illinois within the Academy's Program Design.

**Mathematics:** Our comprehensive math curriculum includes applications to everyday life, and it models activities that demonstrate the connections among disciplines. The course of study focuses on developing conceptual understanding through hands-on learning, problem solving, reasoning, and communication. Students are encouraged to

explore, inquire, question, manipulate, draw, and discuss. Students use the Everyday Math curriculum.

**Language Arts:** Students learn to read and write a variety of texts through a strategic curriculum that includes phonological awareness, phonics, fluency, vocabulary, comprehension, essential writing and grammar skills, and listening and speaking skills. Students master skills in phonics and phonemic awareness using a curriculum designed by Michael Heggerty.

Students engage with books and literature that are integrated with other disciplines and also embrace and honor the diversity of our students.

**Social Studies:** In social studies, students explore topics related to the local and global community. Children begin their understanding of the expanding world and prepare themselves to become engaged citizens.

**Science & Technology:** Young children are naturally interested in everything they see around them. Academy students are encouraged to observe, note properties and unique characteristics, and develop explanations. Aligned to the Illinois Learning Standards for Science, our curriculum prepares students to think scientifically. Technology for Saint Luke students includes the use of iPads in Pre-Kindergarten, Kindergarten and primary grades.

The Saint Luke Academy Makerspace offers a designated area for STEM activities. Students explore, design, experiment, and build in the Makerspace. Students are able to take items apart, put things together, and dream of imaginative creations. The notion of multiple attempts, refining designs, and learning from [failure](#) are all inherent with engaging students to take risks. While guidance from teachers helps set-up the task for students, students' actions are mostly self-directed as they apply their knowledge to solve problems creatively.

**Christian Studies:** Together, we share daily devotions, Bible stories, and age-appropriate Lutheran doctrine. Music and songs are included in the curriculum. Our diverse and inclusive community gives students and faculty the opportunity to experience and appreciate a variety of cultures and faiths.

**Music:** Saint Luke Academy recognizes the value of music and offers many ways for students to participate and grow musically through basic rhythm, music theory, music appreciation, and individual musical instrument instruction.

**Physical Education:** A quality PE and health program supports the physical, mental/emotional, and social development of students.

**Art:** Art education builds the foundation for children understanding what art is in our world and how they can create it. Our curriculum includes many hands-on activities,

including drawing, painting, printmaking, fabrics, and functional art. Lessons incorporate art history as well as visuals for students to examine and explore.

**Social/Emotional Learning:** Explicit instruction helps students to build their emotional intelligence quotient (EQ). The Second Step Program provides tools for children to articulate and control their emotions, build empathy, foster internal motivation for action, and develop social skills.

## **B. Report Cards & Progress Reports**

Report cards are issued four times a year, once during each quarter.

Mid-Quarter Progress Reports are available a little more than halfway into each quarter. These communications provide families with insight regarding the student's progress before the report cards are issued, and allows an opportunity for the teacher, student, and family to work together to create an improvement plan, if necessary.

Parent-Teacher conferences in the fall and the spring allow parents time to discuss their child's progress with the teacher.

Parents are encouraged to communicate with their child's teacher via email or the Home Room app, where teachers post assignments, news, and pictures of students at work and play. Teachers invite parents to the Homeroom app. When the parent accepts the invitation, the parent has immediate access to the child's classroom photos and notes.

## **VI. Additional Curriculum Opportunities & Activities**

### **A. Field Trips**

Field Trips are an important extension of our school curriculum. Teachers will plan occasional outings that directly relate to lessons being learned in class. Permission slips will be sent out, and we ask that parents submit fees and signed permission slips in advance of the event. If a trip warrants additional assistance, and if a parent is asked to chaperone an event, we ask that they not bring other children so they can focus on the chaperoning task.

### **B. Theater Arts & Public Speaking**

Public speaking and performance opportunities are included throughout the school year. Our students read Bible lessons in church at Wednesday services and occasionally on Sundays as part of the church service.

### **C. After-School Enrichment Programs**

A variety of fee-based after-school clubs and programs are available for students to expand their interests and enrich their educational experiences in a relaxed environment. Students do not need to be enrolled in Extended Care to participate in after-school enrichment programs.

### **D. Extended Care**

Children may need to arrive at school as early as 7:30 a.m. or remain in school beyond 3:30 p.m., as late as 6:00 p.m. The Academy provides a supervised extended care



program for students on scheduled school days when the child is in attendance. This service is available to all families on an as-needed basis. Families are billed monthly at the following rates:

Before Care: 7:30 to 8:15 a.m./ flat fee of \$8.00/child/day;  
After Care: Pick up **before** 4:30 p.m./ flat fee of \$10.00/ child/ day  
Pick up **after** 4:30 p.m./flat fee of \$20.00/ child/day.

Extended Care takes place in the PreK 4 Classroom of the Academy building. Families drop off and pick up students on the 3rd Floor of the Parking Garage. The entry door is in the lobby between the elevator, stairwell, and entrance to the garage. Parents should ring the doorbell across from the elevator for entry into the Extended Care Room. Families are greeted at the door and escorted into the Extended Care room.

## VII. Daily Schedule

School begins at 8:30 a.m. and ends at 3:30 p.m. Half-day PreKindergarten students are dismissed at 11:45 a.m. or 12:15 p.m., if families want their child(ren) to eat lunch at school. Children should arrive for school between 8:15 and 8:30 a.m.

7:30 a.m.	Extended Care opens
7:45 a.m.	Teacher prep time
8:15 a.m.	Extended Care students to classrooms/Students enter Building
8:30 a.m.	Tardy bell rings/doors close
9:00 a.m.	Daily Devotions
11:45 a.m.	Half-Day PreKindergarten 1st Dismissal (no lunch)
12:15 p.m.	Half-Day PreKindergarten dismissal (lunch group)
3:30 p.m.	All-School dismissal/Extended Care Begins
6:00 p.m.	Extended Care ends

Typically, students arrive and depart using the Greenview Avenue entry gate, through the Greenview Place courtyard, unless they participate in the Extended Care program.

All students are encouraged to bring a healthy snack as a part of a morning break. These snacks can include yogurt, fresh fruit & vegetables, breakfast or granola bars, and other similar foods. All students should have their own water bottle for use in school. **Saint Luke Academy is a Nut-Free Building.** For the safety of all our students, do not send tree or ground nuts, including peanuts, for snack or for lunch.

## VIII. School Calendar

The academic year will begin on Wednesday, August 21, 2024 and run through Wednesday, June 11, 2024. A complete calendar with holidays, vacation periods, and special events is available. If schedule changes occur, parents will be notified via email, and the weekly e-newsletter *The Knightly News*, which is sent out each Thursday.

Please refer to this calendar when making travel plans. Parents are strongly discouraged from planning vacations or other leaves of absence when school is in

session. There is no substitute for actual school attendance. The online calendar is available on our website: [www.stlukeacademychi.org](http://www.stlukeacademychi.org)

## **IX. School Policies & Practices**

### **A. Attendance**

The school calendar reflects days off, half days, in-services for teachers, special holidays, and vacation time.

Regular and faithful attendance is necessary for a child to achieve maximum educational growth. Saint Luke Academy follows The School Code of Illinois.

**Please let the school office know if your child is going to be late or absent on a given day by emailing [academyoffice@stlukechicago.org](mailto:academyoffice@stlukechicago.org) or by calling 773.472.3837 before 8:00 a.m.**

The State of Illinois has a policy regarding a student who is absent 18 days within an academic year. In this case, his/her academic status will be evaluated to determine steps to take toward success. A consultation with the parents, teacher and the principal may occur to discuss a plan of action to support the child and family as best we can. Extended illness, hospitalization, or other special circumstances will be taken into consideration. Recommendations for remediation or make up will be made during the consultation.

### **B. Tardiness**

Students are tardy if they are not in their classroom, ready to begin school by 8:30 a.m.

### **C. Dismissal**

Dismissal is 3:30 p.m. Students not promptly picked up at dismissal will join the group in Extended Care. If for any reason you cannot pick-up your child at the scheduled time, please contact the academy office. If there are special arrangements concerning who is to pick up your child, please inform the office and the child's teacher.

### **D. Early Dismissal**

Students sometimes need to leave school early. Please include a date, time, and location of pick up when notifying the teacher and the school office. Students will be dismissed by the school office, and are not allowed to wait in front of the building to ensure student safety.

Students cannot be dismissed from school during class hours without a written request from a parent. An adult (over 21) should pick the child up at the school office.

### **E. Discipline**

Saint Luke Academy staff clearly state expectations for student behavior and consistently model and enforce expected behavior. When students fail to meet expectations, students must be redirected. Redirection includes the student naming the problem behavior, gaining self-control, having empathy for others, agreeing to act for the common good, and developing good social skills, so maximum learning can

happen in a warm, supportive faith-filled environment.

When a student's actions or attitudes are consistently detrimental to the routine or management of the classroom, interventions may be considered. The principal, along with the classroom teacher and the family, will work to determine an appropriate course of action for the student(s) involved.

#### **F. Computer/Technology Use**

Our goal is to introduce students to various kinds of technology and Internet resources as exciting tools for learning. Students use iPads. All students are expected to follow the rules for safe use of these devices. Students are limited to the use of apps approved by the school.

#### **G. Homework**

Homework provides an opportunity for parents to become partners in their student's learning and for students to finish their practice of the day's lesson. Teachers give homework to strengthen and reinforce children's skills in specific areas.

#### **H. Lunch**

Classes will eat together in our lunchroom daily. Students must bring their lunch from home in a container labeled with the child's name.

There is no microwaving or refrigeration of lunches brought from home.

**To ensure the safety of all our students, Saint Luke Academy is ground-nut/peanut- and tree nut-free.**

#### **I. Telephone Use**

Students are generally not permitted to use personal cell phones in school. If need be, students may use the phone in the Academy office to contact a parent or guardian. If a parent needs to contact a child during the day, the school office administrator will help. Parents may leave messages for a child's teacher with the office administrator.

#### **J. Health & Safety**

The State of Illinois requires that immunizations are up-to-date. Children with incomplete immunizations will be excluded from class. Physical examinations are required when the child first enters school (PK, K, and 1st grade).

Students in grades K and 2<sup>nd</sup> must also provide a current dental evaluation. All children enrolling in kindergarten and any student enrolling for the first time in school are required to have an eye examination. The eye examination requirement does not apply to children enrolling in preschool. All examination forms must be submitted to the school office by the first day of class.

**Sick children should stay home from school.** If a child has a fever and/or has vomited and/or has diarrhea, that child must stay home for 24 hours after the symptoms have passed, without having taken medicine to abate the symptoms.

In case of minor injury, first aid is administered at the school. If further treatment is required, the parent is notified immediately.

Please ensure we have current telephone numbers on file in the school office. Notify us of any changes as they occur, and it is very important that we be able to reach you immediately. That includes updated phone numbers, names, and relation of the person to your child, for nannies, family members, and neighbors.

**Medication:**

Parents ought to administer medications to students at home. However, we recognize that certain circumstances may necessitate administering medications during school hours. Prescription medications must be kept locked in the office and administered by school personnel. A Physician's Medication Procedure Request must be completed, signed and on file in the office before any medication will be permitted.

A student may be allowed to carry certain prescription medications (e.g., asthma inhalers) or self-administer medication. If the physician deems it medically necessary for the student to carry a medication with him/her, the Physician's Medication Procedure Request must be signed and contain those instructions.

Please make sure the school personnel know of any type of allergy your child has, such as bee stings or allergies to foods. This information must be provided on your initial Registration Form and Family Information Form, completed each year. This information will be provided to the teacher, as well as school administrators.

**If needed, please provide an Epi-pen marked clearly with your child's name, along with an Epi-pen action plan.**

**K. Parties**

If you wish to recognize your child's birthday in the classroom, please speak with your child's teacher. These parties are best if kept to a simple treat. We do not allow balloons/flowers delivered to your child during the day, or professional birthday greeters (e.g., clowns, etc.) to visit the classroom. Only store-bought items may be provided and we ask that they be ground-nut/peanut and tree-nut free with a label that explicitly states that the item was prepared in a nut-free facility. Frozen treats, such as Italian ice or popsicles, are good alternatives. Other treats may include: Bubbles, stickers, pencils, and Play Doh.

Invitations to an out-of-classroom party cannot be distributed in class or on school property unless every student in the class is invited. Please use your Academy Directory to make personal invitations to social activities.

**L. Lost & Found**

Found items are kept in the school office. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check for Lost & Found items in the school office. Items not claimed will be given to a charitable organization at the end of each quarter.

### **M. Parent Visits**

We welcome visitors to our school. Please enter through the 1500 W. Belmont lobby and sign the visitor register in the office. To maintain the high quality of our educational program, we ask that parents give the teacher advance notice and classroom visits be limited.

### **N. Responsibility for Students**

The school assumes responsibility for the students while they are on school property during the hours of 8:30 a.m. to 3:30 p.m., and while in Extended Care or in after school programs. Students are the parents' responsibility at all other times.

### **O. Social Media**

Saint Luke Academy:

- May not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
- May conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy;
- May require the student to share content in the course of such an investigation.

### **P. Missing Student Reporting**

When a student is transferred in or out of the school, the school checks to confirm the student is not listed as missing. If it is determined that a missing child is attending the school, the principal or chief administrative officer immediately gives notice of this fact to the State Board of Education, the State Police at 1-800-843-5763 or [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and the law enforcement agency having jurisdiction in the area where the missing child resides or attends school. The names on the list are provided by the State Police. If persons are found who should not be listed as missing, the principal or chief administrative officer contacts the State Police.

### **Q. Records and Records Transferring**

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

### **R. Battery Against School Personnel**

If battery against school personnel occurs, the school administrator immediately notifies local law enforcement officials of written complaints from school personnel concerning instances of battery. The school administrator notifies the Illinois State Police within 3 days of each incident through the Student Incident Reporting System (SIRS) in ISBE Web Application Security. (IWAS).

### **S. Firearms and Drugs**

As per Illinois State law, Saint Luke Academy maintains the campus as a gun-free zone. Any student found with a firearm will be expelled. Any adult found with a firearm will be prosecuted under State law.

The school administrator –

- Immediately notifies a local law enforcement agency of firearm incidents at the school.
- If a student is in possession of a firearm, the school administrator immediately notifies the student's parent or guardian.
- Immediately notifies local law enforcement officials of verified incidents involving drugs occurring on school grounds.
- Notifies the Illinois State Police within 3 days of each incident through the Student Incident Reporting System.

School grounds include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity.

#### **T. Supervision of Faculty, Staff, and Principal**

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. The principal is to confer with teachers and others who provide or assist with instruction regarding improvement, techniques, activities, resources, and other pertinent items; and to conduct a formal evaluation in terms of proficiency and competency at least every two years. The principal is evaluated at least every two years in terms of proficiency and competency.

#### **U. Students' Needs for Support Services**

Students' needs for support services such as counseling and social work are evaluated when school staff believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. 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

#### **V. Concussion Policy**

Concussions received in and out of school are a serious diagnosis that must be monitored carefully due to both short-term and long-term potential consequences. Saint Luke Academy recognizes the importance and priority of students that may suffer a concussion at any time. The following outlined protocol is to ensure safety for the child who has received a concussion. It must be coordinated between faculty, the child and family, and their primary caregiver or specialist diagnosing the concussion:

- The principal appoints a concussion oversight team. The CLEF School Nurse, Pat Braun is automatically a member of the team.
- A child with symptoms of concussion happening at school goes to the school nurse or trained adult staff or faculty to express symptoms or a possible concussion if an incident was not witnessed. If the child experiences a potential concussion in a school activity (sports related, playground, classroom) they must be removed from the activity and sit quietly until they can receive further evaluation. If the child receives an out of school

concussion, the school must be notified as soon as possible. Concussions received both in and out of school require clearance from a licensed physician, nurse practitioner, or medical specialist before the child returns to school.

- The school nurse or faculty must be notified to assist with monitoring the child. The school distributes a brochure to any family whose child may have sustained a concussion, regardless of whether or not the concussion occurred while the child was participating in an interscholastic athletic activity. The Illinois Department of Public Health provides a series of customizable concussion handouts and posters via the Centers for Disease Control (CDC). The handouts are available at <https://www.cdc.gov/headsup/resources/custom.html>
- Once back in school, the school nurse and / or faculty make the following assessments each day. A child is assigned a level when he returns to school or school is notified of concussion and gradually progresses to the top level. Each level or stage should be approximately 24 hours or longer. If symptoms reoccur, the child would return to the previous stage. Consult with the parent, primary provider (Pediatrician or Nurse Practitioner) or specialist may be done if questions or if the child has reoccurring symptoms:

### **Return to Learn (Levels 1-5) and Return to Play (Level 4) Policies**

The principal/director or designee appoints a person or persons to implement the return to learn and return to play policies. This person(s) may not be the coach of an interscholastic athletic team.

The principal/director or designee is responsible to supervise that person(s).

Level 1:

- No school
- Complete Cognitive Rest
- No screen time, No reading, No physical activity

Level 2:

- Modified School Attendance with Accommodations
- Student will observe
- Allow visit to the nurse as needed or symptomatic
- Reduced academic engagement
- Shortened task duration of 10-20 minutes
- No physical activity
- No tests, no homework
- Frequent breaks as needed
- Allow extra time between classes
- Limited exposure to loud environments

Level 3:

- Full Day Attendance with accommodations
- Gradual increase of Cognitive Demands as Tolerated
- Student will actively engage
- Prioritizing assignments and tests; quizzes
- Limited exposure to loud environments
- Allow extra time for text/ in-class assignment completion
- Breaks as needed
- Allow visit to school nurse as needed

- Focus on content and basic essential learning
- Extended time allowance for homework
- Increased task duration of 20-40 minutes
- No physical activity

Level 4

- Full Day Attendance without Accommodations
- Full Cognitive Engagement
- Removal of accommodations
- Return to physical activity as specified by primary health care provider (Physician or Nurse Practitioner)

Level 5

- Full School and Extracurricular Involvement
- No symptoms are present. Student is consistently tolerating full school days and typical academic load without triggering any symptoms.
- No accommodations are needed
- Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

Each day and progression of level must be documented by the school nurse or assigned faculty member as well as any communication with parent/family or Health care provider.

**W. School Liability – Asthma, Diabetes, and Seizure Medications**

Saint Luke Academy and its personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector, seizure medication, diabetes medication, or an opioid antagonist.

Saint Luke Academy allows the self-administration and/or self-carry of asthma/diabetes/seizure medications and epinephrine injectors.

**Asthma Medication**

The school has on file the following for each student with asthma medication:

- a) signed parent permission notification
- b) the prescription label, which must contain
  - the name of the asthma medication
  - the prescribed dosage; and,
  - the time or circumstances in which the medicine is to be administered.
- c) the school receives annually an asthma action plan from the parents or guardians

The school requires that all staff members who work directly with students with asthma complete every two years an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

**Epinephrine Injectors**

The school has on file the following for each student with an epinephrine injector: Written authorization from the student’s physician (assistant) or



advanced nurse practitioner containing the following information:

- the name and purpose of the injector
- the prescribed dosage
- the time or circumstances in which the injector is to be administered

### **Diabetes Medication**

The school has on file the following for each student with diabetes medication:

- signed parent permission notification
- a signed physician diabetes care plan that also carries a parent signature.

All school employees receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency.

When a student's diabetes care plan requires a delegated care aid, the school requires every staff member who is taking care of a student with diabetes to be trained as a "Delegated care aide" by a licensed health care provider with expertise in diabetes or a certified diabetic educator.

### **Seizure Medication**

The school has on file the following for each student with seizure medication

- a care plan signed by the student's parent/guardian is on file.
- a copy of the care plan must be provided to any school employee who transports a student with diabetes/epilepsy to a school-sponsored activity
- a copy of any prescriptions and the methods of administration is on file.

## **X. Medical Cannabis**

The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, administration must be done in a manner that, in the school administrator's opinion, does not disrupt the educational environment or expose the product to other students. The school may also allow for self-administration under the direct supervision of a nurse or administrator. In either case, administration is contingent upon receipt of the required documents. The school shall have on file the following for each student with prescribed medical cannabis:

- written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered
- a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
- a copy of items a) and b) on file in the school's office.
- if applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.

The medical cannabis is stored at all times in a manner consistent with the store of other student medications and may be accessible only by school nurse or school administrator. Administration of medical cannabis is permitted in the following circumstances:

- While on school premises
- While at a school-sponsored activity; or,
- Before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus

#### **Y. Mandated Reporting**

All paid staff and regular volunteers are mandated reporters and are required to report any suspicion of child abuse. Mandated reporters participate in an online training class within three months of engagement and at least every three years thereafter.

#### **Z. Sexual Harassment training**

The school provides sexual harassment training at least once a year to all employees.

Note: Go to

<https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx> for a model for training.

#### **AA. Asbestos**

Saint Luke Academy has an approved Asbestos Management Plan and copies of three-year inspection reports available for inspection by parents, teachers, and employees.

#### **BB. Toxic Art supplies**

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades Pre-K through Grade 2.

#### **CC. Protective Eye Devices**

Every student, teacher, and visitor is required to wear an industrial quality protective eye 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.

#### **X. Saint Luke Academy Parent Boosters**

The mission of the Parent Boosters is to support the Academy through volunteer work, funding efforts, parent education, and sponsoring and coordinating various events within the school community.

The success of the Parent Boosters is a result of a positive working relationship with the faculty, staff, and administration, as well as the many hours of volunteer service and monetary donations that dedicated families contribute. Family donations and involvement allow us to enrich our students by supporting the Academy's efforts to enhance the teaching and learning environment.

The *Knightly News*, the weekly school e-newsletter announces Parent Boosters meetings and contains opportunities for parent involvement.

#### **XI. Saint Luke Academy Board**

The Academy Board oversees the policies and operations of the school, advises the principal, and supports the efforts of the Parent Boosters. The Board is made up of church members and Academy parents/guardians. The principal and the pastor sit on the board as non-voting members. Parents/guardians interested in being a part of the Academy Board should contact the Principal or the Pastor who is Board President.

#### **XII. Uniform Policy**

All students in Grades JK/K-2 are required to wear the Saint Luke Academy uniform. Uniforms may be purchased through the Academy website. Preschool students do not need to wear uniforms, but should arrive in neat, comfortable clothing and shoes appropriate for play.

The Saint Luke Academy uniform:

Uniform bottoms are Khaki or Navy Blue pants, shorts, skorts (girls) or jumpers (girls)

Uniform tops are White or Red collared polo shirts with the Saint Luke Academy logo.

Girls may wear navy leggings under their jumpers on chilly days

Uniform shoes are dress or athletic shoes. No open-toed shoes are allowed.

All children are expected to dress neatly. PreK 3 and PreK 4 students should always have a change of clothes in a clearly labeled zippered plastic bag in their lockers.

#### **Jett Hawkins Law**

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

#### **XIII. Opportunities for Spiritual Growth**

##### **A. Daily Devotions**

Students gather together for daily devotions with their classmates and teachers. The group shares songs and stories around a theme, and also recites the Pledge of Allegiance.

##### **B. Wednesday Morning Worship**

Every Wednesday morning at 9:00 a.m., all Academy students gather for worship with the pastor in the church. Parents are invited to attend any service offered at Saint Luke.

##### **C. Sunday Morning Worship**

The Saint Luke Congregation worships every Sunday at 9:30 a.m. You and your family are invited to attend Sunday school at 8:30 a.m. and church at 9:30 a.m.

## **D. Prayer**

Prayer is an important part of a faith-filled life. Academy students learn the Lord's Prayer and the Common Table Prayer, which is recited daily before lunch.

### **The Common Table Prayer**

*Come Lord Jesus, be our guest.  
Let these gifts to us be blessed.  
Blessed be God who is our bread,  
May all the world be clothed and fed. Amen*

### **The Lord's Prayer**

*Our Father in heaven, hallowed by your name,  
Your kingdom come, your will be done,  
on Earth as in heaven.  
Give us today our daily bread.  
Forgive us our sins, as we forgive those who sin against us.  
Save us from the time of trial, and deliver us from evil.  
For the kingdom, the power, and the glory are yours,  
now and forever. Amen*



## **XIV. Financial Information**

Saint Luke Academy is solely responsible for the financial stability of the school. Saint Luke Church supports the school with funds received through direct contributions from its congregation members.

### **A. Tuition**

Saint Luke Academy uses the Blackbaud Tuition Management Platform, a web-based tuition collection app.

Families are requested to enroll in Blackbaud Tuition, unless tuition is paid upfront, in full, before the first day of classes.

Families will be notified by Blackbaud when their monthly payment is 30+ days overdue. Additionally, the Principal may reach out to you. Any special circumstances should be discussed with the Principal.

In the event that all tuition and fees are not paid by the end of each academic quarter, or an acceptable alternative arrangement not made, report cards and school records may be withheld and re-enrollment for the next academic quarter or academic school year may be denied.

The Fee Schedule is made available annually. Sibling discounts are made available per the Education Fee Form guidelines.

### **B. Financial Assistance**

Financial Assistance is available and can be applied for at the Academy. Contact the principal for additional information.

Likewise, contact the principal if you are interested in making a special gift or donation at the Academy to support our Scholarship Fund.

### **C. Additional Fees**

The Education Fee is paid yearly. This fee offsets the cost of student insurance; textbooks and workbooks used for instruction; technology hardware such as iPads or Chrome books; technology software and subscriptions to web-based apps; educational equipment purchases; and other education-related expenses. This fee is adjusted based on the program in which a child is enrolled and is non-refundable.

Textbooks, iPads, and library books, which are loaned to students, remain the property of Saint Luke Academy. Families are charged a replacement fee for books or iPads that are returned with significant damage.

Registration/Re-Enrollment Fee is due at the time of re-enrollment or admission to school and is not refundable.

Field trips and special all-school lunch events may require an additional fee.

**SAINT LUKE ACADEMY**

1500 W. Belmont Avenue, Chicago IL 60657

School Year: 2024-2025

**SAINT LUKE ACADEMY HANDBOOK RECEIPT ACKNOWLEDGMENT**

I/We have read the entire Saint Luke Academy Student and Family Handbook, and I/We agree to comply with the policies as stated in the Saint Luke Academy and Family Handbook and accept the terms set forth in order for my child(ren) to continue his/her/their enrollment at Saint Luke Academy.

Parent/ Guardian Printed Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Printed Name: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student(s) Name(s):

\_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_

**RETURN THIS PAGE TO THE OFFICE by October 31, 2024**

**Or scan and email to the Academy Office at [academyoffice@stlukechicago.org](mailto:academyoffice@stlukechicago.org)**