

What We Believe About Christian Education

We believe that Christian education is a necessary part of God's mission, commanded to the community of believers directly through the Great Commission.

We believe a complete education meets the spiritual, social, emotional, mental and physical needs of students.

We believe that Christian education teaches faithful living both through direct instruction and by offering a personal model of a Christ-centered life.

We believe that effective learning is supported by both clear and accurate theory and by ample opportunities for individual practice.

The Purpose of Park View Lutheran School

Park View Lutheran School is a key ministry of Park View Lutheran Church. In partnership with parents, the ministry seeks to provide a Christian education with the following goals.

Children may receive a comprehensive education, which develops their natural talents in arts, academics, athletics and faithful Christian living.

Children may be joyfully nurtured in the Word and the Will of God.

Children may learn to know, trust, love and serve Jesus Christ, as both a savior and as the model of successful and satisfied life.

With a firm foundation in faith, children may enjoy productive and responsible lives here on earth, and enjoy the delights of heaven hereafter.

These purposes shape and direct all the policies and programs of Park View Lutheran School.

Organizational Structure

The Park View Lutheran School is a ministry of Park View Lutheran Church. Both legally and functionally, the School operates as a cherished ministry of the Church.

Among Evangelical Lutheran Churches, ultimate authority rests with the congregation's voting membership. Members ordinarily delegate operating responsibility to the Council, which relies upon its committees to perform most necessary functions for the Church. Through the Council, the School Board is responsible to the congregation for the faithful, creative and orderly operation of the Day School.

The School Board welcomes parents to its meetings! If notice is provided, the agenda can accommodate a parent's particular issues. Spontaneous visits are also welcomed, although if delicate issues are discussed, observers may be asked to leave the room for a period.

Expectations of Parents – Faith Formation

We believe constant and candid communication between home and school are essential if children are to form a solid foundation of both academics and faith. All of our expectations of parents spring from this need for prompt and honest communication.

All parents who are not members of Park View Lutheran Church, and are new to Park View Lutheran School, are expected to attend New Parents' Classes. In this three session forum, we will get acquainted, discuss Lutheran history and doctrine, and consider the Lutheran teachings being presented to your children. If new parents are Lutheran, only the first class is required, as an opportunity to meet other new parents. If schedule conflicts occur, the Pastor will visit parents in their home at their convenience.

We believe God can shed a special level of mutual grace and understanding on those who worship together. Accordingly, school families are encouraged and expected to attend Sunday worship at Park View for special occasions. These include:

The service at which School Staff Members are installed
School Sunday, each month.
The Day School's Annual Winter Program
The Day School's Annual Science Fair

If your child is part of the Worship Team for a Sunday, an absence demeans your child's preparation and anticipation. Please make every effort to honor your child's faith development!

Children form life-long habits under our very noses. Before we turn around, a first grader is entering fourth. Those years are gone forever, and with them, our opportunity to influence those life-long habits. At worship, children form permanent impressions about God, about trust, and about faithful community. In choosing a parochial education, you have made a huge commitment to your child's academic and spiritual formation. We do all we can during weekly Chapel, but Sunday worship *with you* completes the circle. At Park View Lutheran, or at another church, each Sunday morning is a precious and passing opportunity! We implore you to use each one!

If you have questions about these expectations, we hope you will share them with us. Pastor Joyce will be delighted to discuss any issues you may have with our vision of faith development within the family context.

Expectations of Parents – Other Matters

Accidents happen. However, parents are responsible for willful damage to property caused by their children. This includes extraordinary wear and tear of textbooks while in a child's care.

A lot happens at Park View, and we believe open communication between school and parents is essential. We will provide an annual calendar, a monthly calendar, and a weekly newspaper, *The Page*, with upcoming events. Your child will receive progress reports and grades four times a

year. Conferences are scheduled around these reports and grade cards. If you have any questions about *any* issue, we encourage you to ask your child's teacher or Pastor Joyce as soon as possible.

School doors open at 8:15 and classes begin with prayer, the Apostles' Creed and the Pledge of Allegiance at 8:30. To encourage promptness, a \$5 fine is imposed after a child has been tardy more than 5 times per half-semester. If you wish to accompany your Kindergartener to class, we welcome your interest and participation. All grades are dismissed at 3:15 PM.

We provide before-school care (from 7 AM) and after-school care (until 6:30 PM) for grades K-8 in the Church's Fellowship Hall. Your child will receive breakfast or a snack, help with homework, and then supervised free play. The fee for this service is \$5 per hour for 1 child, \$8 per hour for 2 children, and \$10 per hour for 3 or more children. If you prefer, a weekly payment option is also available at \$20 per week per child for before school care and \$40 per week per child for after school care.

Ms. Jerome sells cards for before and after school care. Please note that before and after school care is included with the tuition for those in the Early Childhood program.

At the time of registration, we will ask you whom you authorize to pick up your child. We may ask for photographs just to be sure no mistakes are made. Please understand our concern for your child's safety!

Our front and back doors are locked at all times. As visitors enter the building, we ask that everyone check in with Ms. Jerome in the School Office.

Registration and Enrollment

Children who will be five years old by November 1 are eligible to register for Kindergarten. Before registration, we encourage you to examine the *Curriculum Guide*, which sets out the material your child will master in each subject area at each grade level.

To register a child, we need a completed application, birth certificate, medical examination report, the immunization record, and a \$200 registration fee. The School Board reviews the documents and votes to enroll all children who will benefit from the educational experience we offer.

Members of Park View Lutheran Church receive first preference in enrollment. Members of other Lutheran Churches receive second preference. All students enrolled have first preference to re-enroll the following year.

Jesus loves everyone. We don't discriminate either.

Financial Matters

Tuition schedule for 2011-2012.

	Basic	Active
One child	\$5,005.00	\$4,004.00
Two children	\$7,678.00	\$6,160.00
Three or more	\$9,933.00	\$7,953.00

Tuition is payable over an eleven-month period, starting in August and ending in June. Tuition is due on the first day of each month. Payments not made by the 10th will be charged a \$35 late fee. We will give you a tuition payment booklet, with amounts and due dates. If tuition payments are 70 days overdue, a child will not be admitted to class until all fees are paid.

Scholarships and financial assistance are available for many families! Please inquire at the School office!

Book fees of \$275 are due July 1st and increase to \$300 after July 10th.

All financial accounts, including scholarships and financial assistance, are completely confidential. There is a \$35 charge for a returned check. Furthermore, after a check has been returned, payments for the following 90 must be made in cash or by money order.

If a child is withdrawn from Park View Lutheran School during the year, refunds will be made on the following schedule.

First school day of the month	Full tuition refunded
Third school day of the month	One half tuition refunded
After the third school day	No tuition refunded

Academic Expectations

An important merit of small class sizes is the individual attention your child will receive. Your teacher will constantly evaluate your child's mastery of material in order to identify individual learning styles and also to discover problem areas. A progress report at five weeks into the semester will notify parents of any problem areas. Report cards are prepared and sent home each ten weeks. Parent conferences are scheduled at report card dates. However, if you have questions of the teacher or the pastor, we ardently encourage you to present your concerns to us at once! Communication is of paramount importance!

All children receive homework every night except before weekends, holidays and vacations. If your child is in the Before-school or After-school program, homework is addressed immediately after breakfast or snack. Projects become longer term and more complex as children mature; school-related work may spill over into weekends and vacations for grades 5-8.

Dress Code

The students of Park View Lutheran Day School wear uniforms during the school year. Chapel is held every Wednesday, and blue sweaters are part of Chapel attire. Information regarding the ordering and purchase of uniforms for the upcoming year is available in the School Office. When we have play days, play clothes are appropriate; *The Page* will tell everyone what to expect. Disciplinary detentions involve supervised service that is sometimes grubby. If your child is serving a detention, bringing a change of old clothes is completely in order.

Toys and Other Items

Please do not let your child bring toys or other personal possessions to school. We will take such items into safekeeping, and return them to the adult who picks your child up. We will be careful, but we take no responsibility for loss or breakage. In particular, we ask that radios, CD players and other personal entertainment items be left at home. Your child needs all the social skills we can offer him/her!

Candy, food, gum and drinks are not allowed in the classrooms or the school halls. The Fellowship Hall has a snack and pop dispenser for the students' use during lunch and After-school. Classroom parties are also an exception to this guideline.

A Lost-and-Found bin is located in the room between the School lower foyer and the Fellowship Hall. Feel free to explore.

Environment of Instruction

The teachers of Park View Lutheran School are devoted Christians who believe God has called them to love and serve their neighbors through their work. All teachers are certified by the State of Illinois, or are in the process of meeting such certification.

The Park View Lutheran School class size is 22 students or less. We recognize the many merits of having two or more grades in a single classroom, to accommodate individual differences in cognitive progress. If you have questions about multiple grading, please feel free to consult either your child's teacher, or Pastor Joyce!

Our Curriculum includes the following areas of study:

Reading, vocabulary, phonics, and literature

Mathematics

Science: Physics, chemistry, geology, biology and environmental science

Drama and visual arts

Religion
Geography, history, political science
Music and choir
Physical education and health

We have prepared a detailed outline of the material we expect each child to master at each grade level. These *Curriculum Guides* are available in the School Office, and we urge you to read this material carefully. In today's economy, the mastery of basic information and cognitive skills is absolutely essential for career success. We could not be more sincere about ensuring your child's preparation for life!

Every class has one library period per week. Students may check out two books per week. Books are due the following week. Overdue charges are 5 cents per book per day.

All students attend Chapel each week, typically on Wednesday at 9 AM. Students wear the full uniform in Chapel, which includes the sweater. Parents are warmly welcomed to join our singing, Bible reading, sermon, and prayers. We celebrate Holy Communion on the first Wednesday of the month. At Christmas and at year-end, the children vote on which species of barnyard animal from Heifer International to send to a poor family, funded by our weekly Chapel offerings.

Letter grades are given to students in grades one through eight. The grading scale is as follows:

A	93-100%	Outstanding	E	Excellent
B+	89-92%	Excellent	G	Good
B	85-88%	Very Good	S	Satisfactory
C+	81-84%	Good	N	Needs Improvement
C	77-80%	Satisfactory		
D	70-76%	Poor		
F	0-69%	Failing		

High Honor Roll is awarded to students with an "A" average. Honor Roll is awarded to students who have a "B" average. High Honor Roll and Honor Roll recognition begins at grade 3.

Children mature at vastly different rates. For a student to be retained at the present grade level, one or more indicators must be observed by the teacher(s) and administrator:

1. Scores one or more standard deviation below grade norms on standardized tests.
2. Delay in academic performance.
3. Social and/or emotional immaturity for age and grade level.

For a student to be eligible to skip a grade, the following criteria will be applied and agreed to by the teacher(s), administrator, parent and student, and approved by the Board of Education:

1. Scores one or more standard deviations above grade norms on standardized tests (95% or above).

2. Grades must place the student consistently on the Honor Roll.
3. Social, emotional and physical maturity must be appropriate for the grade to be entered.

Illness or Injury

We are responsible for contacting the parent or guardian when a student becomes injured or ill. Contact is made as soon as possible after the illness or injury occurs. According to legal code, except in the case of extreme emergency, the school may not be responsible for taking an injured child to a doctor or hospital. First aid will be administered, but we may not administer aspirin or treatment beyond first aid.

A child who contracts a contagious condition with visible symptoms (e.g. pink eye, lice, chicken pox, measles, etc.) must remain home until the child is no longer contagious. If a staff member suspects a child has a contagious condition, the school office and the child's parents will be notified immediately. The child will be re-admitted with a doctor's note that the condition is no longer contagious. We will notify other parents in the school if a contagious condition has been identified. We all need to know!

No member of the Park View Lutheran School faculty or staff may administer over-the-counter medication. Medication prescribed by a doctor may be administered under the following circumstances.

1. We receive a written request with dosage and timing, and with a full release of liability.
2. The medication is received in the original container with the full label.
3. An authorized adult will administer the medication.
4. No medication will be stored in the refrigerator.

The school purchases student accident insurance for all students. The students are protected within the coverage limits of the policy.

Time Matters

Children in grades Kindergarten through third have two 15-minute recess periods per day. Older grades have one 20-minute recess per day. In every case, a teacher supervises outdoor recess. During inclement weather, recess occurs in the Church's Fellowship Hall.

Grades Kindergarten through third eat at 12 noon, and grades four through eight eat at 12:30. Children may bring a bag lunch, and a hot lunch is also available. The hot lunch menu for the upcoming month is provided, with the cost per meal. The hot lunch order form should be completed and returned with proper funds by the deadline. Milk may also be purchased each semester by completing the milk forms and paying the fees. A snack and pop machine are located in the Fellowship Hall for desserts.

Kindergarten and first grade enjoy two snacks per day, provided by the parents. We will teach the children about nutrition; please reinforce the lesson by your healthy snack choices.

A school calendar is issued each academic year, each month and, in *The Page*, each week. Under Illinois and Cook County guidelines, we provide a minimum of 880 hours of instruction, excluding the time dedicated to the study of Religion. Each school day is typically longer than that of Chicago Public Schools, and as a result, we often close earlier in June than the public school system.

Holidays and other days we schedule closings are noted on the various calendars. When weather or other emergency makes the School premises unsafe for your child, we will notify you as soon as possible. We arrange a Phone Tree among the parents, and we ask you to promptly notify the next family! Also the closing will be announced in the Emergency Closing Stations, which are WMAQ, WGN, WLS and B96.

Please notify us by telephone if your child will be absent, before 9 AM if possible. If a student is absent or tardy, and we have not been notified, we will call you to learn the situation. We all need to know where the children are! A child with more than 30 absences in any school year risks retention in the current grade level.

We start right off at 8:30 with prayers, the Apostles' Creed and the Pledge of Allegiance. This opening time sets the structure for the entire day's activities. Please arrange your schedule so that your child can participate fully in the day's events with his/her classmates. After the fifth tardy in any half-semester, we impose a tardy fee of \$5 per child.

In the case of unauthorized absences, the School is required to report the matter to proper authorities. They may take legal action.

Parents who wish to visit our classrooms are warmly welcomed. Please give us a day's notice, so that we may schedule the day around your visit. Spontaneous, non-emergency visits can be very distracting for a child, and we discourage them accordingly.

Park View Lutheran School offers Before-School and After-School care, from 7 AM until 6:30 PM. The fee for this service is \$3 per hour. Parents may buy time cards in the School Office. Children who are not picked up at 3:15 are automatically placed in After-School care. The children receive a snack, and then help with homework. When everything is ready for the following day, free supervised play fills the air.

We indulge the luxury of working closely with parents to provide the highest level of nurture and care. Park View's teachers will contact each new family during the last two weeks of August to schedule a home visit. The purpose of these visits is to make acquaintances, and to share any questions or issues that may exist. Mutual understanding is essential.

New parents are also required to become familiar with the Lutheran faith that will be taught to their children. A series of three classes will provide a forum for parents to meet each other, to explore Lutheran history and doctrine, and to become familiar with the pedagogical goals of our

Religion instruction. If a family cannot schedule these meetings, the Pastor will make a home visit, to cover the same material.

Each Friday afternoon, *The Page* goes home with each child. This document is full of useful and interesting information. We urge you to read it carefully, to learn current School events and possible schedule changes.

Discipline Procedures

Every person in Park View Lutheran School is subject to the same policies and procedures. Obviously the best discipline is self-discipline. Our goal is to form in each child a healthy foundation for self-control, emotional stability, and life-long growth in moral values. We seek this formation through both example and appropriate correction.

Park View Lutheran School uses the following procedure for discipline.

1. Verbal Warning - A teacher, staff member or Pastor warns a child that current behavior is inappropriate and must change.
2. Supervised Time Out – A child is removed from participating in the current activity for a short period of time.
3. Demerit – A document sets out details of the offense, and is signed by the staff member and the principal. The demerit is to be signed by a parent and returned the following school day. If the demerit is not returned in a timely way, another demerit is issued. Three demerits make a child eligible for a detention. Offenses that result in an immediate demerit include:
 - a. Hitting
 - b. Vulgar or obscene language
 - c. Throwing objects or food
 - d. Cheating
 - e. Abuse of property
4. Detention – Time is served by a student in a supervised activity after school, usually performing useful tasks. After five detentions, a child will be eligible for an in-school suspension.
5. In-School Suspension – The child is removed from the classroom environment and school activities for a period of not more than three days. During this period, the parent pays for supervision for the child as s/he performs useful tasks on the premises.
6. Out-of-school Suspension – The following acts shall result in the immediate suspension and possible notification of the appropriate authorities:
 - a. Possession of a weapon
 - b. Possession and/or use of alcohol, tobacco, toxic substances or illegal drugs
 - c. Possession of a material with the intent to cause injury to another person, the school or the church
 - d. Fighting
 - e. Vandalism
 - f. Stealing

7. Immediate suspension – If a student engages in any act listed above, it may require immediate suspension. The School Board will consider removal of the child from the school. Should a child be removed in this manner, no refund will be paid. Parents of a suspended child may appeal the matter to the Council of Park View Lutheran Church.