

Parent and Student Handbook



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daystar: literally Venus, the third brightest object in the sky, the morning star, the harbinger of daylight;

biblically, a reference to Christ as the bright, the Morning Star, the herald of the dawn

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WELCOME TO DAYSTAR

To carry out the program of a school in an orderly manner,
it is necessary to establish routines, procedures,
and policies for the school to function effectively.

This handbook is provided to students,
parents, and staff to inform them of Daystar policies and
procedures. In all our interactions and procedures we seek to provide a
community that is Christ-centered, safe,
and supportive. Everyone is asked to cooperate
in making Daystar a place where the
dignity of everyone is respected and students have
an engaging and challenging
environment in which to grow and learn.

Please contact Mrs. Harriet Potoka if you
have any questions regarding the contents of
this handbook.

MISSION STATEMENT

Daystar School exists to provide students of Chicagoland parents a kindergarten through 8th grade education in a faith-based, culturally-engaged manner using curriculum and programming structures consistent with both our Christian philosophy and the best available educational theory and practice.

STATEMENT OF BELIEF

On the foundation of God's infallible Word, the Scriptures of the Old and New Testament, we declare the following articles to be our summary statement of the Christian faith:

GOD: There is one infinite and holy, loving and personal God who speaks to us in Scripture and reveals himself to us in his acts of creation, salvation, and renewal, as Father, Son, and Holy Spirit. As finite beings created in God's image, we declare that it is our purpose, our privilege, and our joy to worship, honor, serve, and obey him.

CREATION: The world which is our home belongs to God, who created it and faithfully sustains it by his providence. Creation is the theater of God's glory, displaying his power and majesty. He calls us to discover creation's resources, to receive them with thanksgiving and delight as his gift, and to use them wisely as stewards and caretakers responsible to God and to our neighbor.

SIN: Our ability to carry out our human calling to honor God, serve our neighbor, and care for the creation, is marred by the corrosive effects of sin which touch every part of life. When our first parents listened to Satan's lie, questioned God's Word and rebelled against him, they brought his judgment upon themselves, their posterity, and the creation. Brokenness, disease, hate, arrogance, alienation, abuse of creation, and ultimately death, are the inevitable fruit of sin in our world.

COVENANT: However, God has not rejected or abandoned his world but turned to it in love. He gave the rainbow sign to Noah as a pledge of his promise to care for all creatures. He covenanted with Abraham, promising to be a faithful God to him and his children, and through them to bless all nations. Through his servant Moses, God disclosed his law for the human community, promising rich blessing as the fruit of obedience. God always keeps his promises. We acknowledge with gratitude and joy that he is our God, we are his people, and this is his world.

REDEMPTION: As he promised, God in love sent Jesus Christ into the world to save it from sin and its consequences. The atoning death of the Son of God is the only payment for the debt of human sin and his resurrection is the only liberation from the powers of evil and death. The victorious Lord sends the Holy Spirit to create faith, cleanse and renew hearts, and build a community of love and holiness. It is this community's mission to proclaim and live this good news and to disciple the nations.

KINGDOM OF GOD: Jesus Christ is King of Kings and Lord of Lords. His kingdom is the everlasting kingdom, and he reigns over all things for our good. To be a citizen of this kingdom is a privilege, a joy, and a responsibility. Led by his Spirit, cultivating the fruit of love, joy, and peace, we place our every thought, word, and deed in the service of Christ's present and coming reign and live daily in the confident hope of his triumphant return.

GOVERNANCE

The Daystar School is owned and operated by the Daystar Education Association. The Association is structured as a not-for-profit corporation with a Board of Trustees composed of no more than sixteen members.

The Board holds meetings in August, September, October, November, January, February, March, April, May and June. Special meetings are called as needed to deal with specific issues. Committees or task forces are put in place to assist the Board and staff in carrying out its work.

In addition to being the instructional leader of the school, Daystar's principal is responsible for the general management and operation of the school. As the school continues to grow, our goal is to have a two person administrative team which would allow each person to focus their time and attention on specific areas, i.e. educational leadership, public relations, development, recruitment, etc.

The principal has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules which if violated could result in suspension or expulsion.

SCHOOL DAY, CALENDAR, CANCELLATION

School Hours

Monday, Tuesday, Thursday & Friday	8:00 a.m. to 3:00 p.m.
Wednesday	8:00 a.m. to 1:00 p.m.

Office Hours

Office hours are from 8:00 a.m. to 4:00 pm, Monday through Friday, throughout the school year. During the summer, the office is only open on Mondays, Tuesdays, Wednesdays, and Thursdays.

Calendar

The Daystar school year begins near the end of August and ends in late June. A school calendar is prepared in the spring for the following year and published in the Home Bulletin. Reminders of conference days, vacation days, etc. are printed in appropriate home bulletins throughout the year. The year consists of 180-185 student days in session. The State of Illinois requires a school year of 175 days.

Emergency School Closing

If the Chicago Public Schools close due to inclement weather, Daystar will also be closed. We may also close on days when CPS does not. You can check our status on days in question by tuning in to WGN Radio 720, WBBM News radio 78, CBS 2 Chicago, NBC 5 Chicago, ABC 7 Chicago, WGN Morning News, Fox 32, or CLTV News, by calling 847-238-1234, or by going online to www.EmergencyClosings.com.

GENERAL INFORMATION

Arrival and Dismissal

Everyone's cooperation is needed to make the drop-off and pick-up procedure an orderly and safe procedure for students.

- During student pick-up, do not engage teachers in conversation about your child's day. This not only holds up the line of traffic but it also distracts teachers from their dismissal responsibilities.
- Students are not permitted to walk to a vehicle unaccompanied by a teacher or to cross 16th Street to a vehicle unaccompanied by a parent – this is essential to ensure each child's safety!
- Whenever possible, cars should move forward in the line of traffic; if you arrive and there is a line of cars in the circle, wait in the parking lot and join the end of the line - do not drive around and form a second line of vehicles.
- Never leave your car unattended in the drop-off or pick-up area, even for a few minutes. If you plan to enter the building, you must leave your car in the parking lot.

Classes begin at 8:00 a.m. and students not in their respective classes at that time are considered tardy. Students should arrive between 7:30 and 8:00 a.m. From 7:30 until 8:15 a.m. each morning, a staff member is available at the student entrance on Dearborn Street to meet them and direct them to their classroom. If parents bring children after 8:15 a.m., they should be brought to the office entrance on 16th Street.

Classes dismiss at 3:00 p.m. and students will be escorted and supervised by teachers at the exit until 3:15 p.m. Students who have not been picked up by 3:15 p.m. will join the After School Care program and parents will be charged for the time they are in the program (\$4.00 per hour if paid in advance; \$4.50 per hour if billing is required).

Parents in School Learning Spaces

Any time that parents are in the school, they are required to enter the building using the main school entrance on 16th Street where they will sign in and out. The only exception is when parents drop off students in the morning – at that time parents may accompany their children into the **Great Room** and remain with them there until students leave for the classrooms with their teachers.

Telephone

School telephones are intended for school business and emergencies. Students who need to use the phone must have permission to do so from school personnel. Students and/or teachers will not be called from class for phone calls unless it is an emergency.

Damages

Students are expected to demonstrate Christian stewardship and take pride in our school. Proper use of school facilities, books, equipment, furniture, etc. is expected. Parents are responsible for paying either the cost of replacing or repairing property destroyed, damaged, or vandalized by their children through any manner other than appropriate use.

Admission/Non-discriminatory Statement

The Daystar Education Association admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its school and does not discriminate on the basis of race in the administration of its admission policies, scholarships and loan programs, athletic, or other school-administered programs.

To be consistent with Illinois school code, children will be admitted to kindergarten if they are five years of age by September 1 of the year they are to be enrolled. To enroll in Daystar's first grade program, children should be six years of age by September 1 of the year they are to be enrolled.

Gifts

Gifts for teachers from parents and students should not be presented to teachers in the school setting.

Holiday Celebrations/Student Birthdays

Holiday celebrations for students and teachers are scheduled during school hours and must be approved by the principal. Student birthdays are highlighted by teachers in the respective classrooms; students may provide their class with a small treat. Birthday balloons, posters, special guests, etc. should not be brought to school for student birthdays. Birthday parties can not be scheduled during the school day or held on site after school hours.

Student Lunches

Parents are responsible to provide students with a daily lunch. Lunch containers must be clearly marked with the student's name. Milk is available to all students; carbonated drinks are prohibited. Students may bring non-refrigerated drinks, however "red" drinks are prohibited. For health reasons and possible allergic reactions, food items may not be shared or exchanged with other students. One or two days per week the school will offer other options for you to use at your discretion. You will be informed of those options through the Home Bulletin. We ask that families refrain from bringing fast food to their children for lunches.

Morning Snacks for Students

The morning snack you send for your child should be healthy. Avoid sweets, salty chips, pop, etc.

Pictures

Individual photos are taken of each child by a professional photographer in the fall. A photo of each child is attached to their office file. Information regarding the ordering of colored photos for your use is sent home with the child when pictures are taken.

Daystar staff regularly takes photographs of students in its programs for use in print and electronic publications and for archival purposes. Parents sign a form giving the school permission to use photographs in this way. If you have any questions about this practice, or the use of your child's photograph, please contact the school principal.

Supplies

General school supplies of paper, pencils, crayons, folders, and scissors are furnished for students. If there is excessive use of supplies, individual students may be asked to purchase them.

Electronic Devices

Students are not allowed to have personal cell phones or other electronic devices at school unless they have signed permission on file in the office. If they have received permission to have such a device at school, it must remain in the student's back pack throughout the day and during After School Care. They may only be used during the school day or during After School Care with adult permission and direct supervision.

Daystar does not assume responsibility for these items if they are damaged, lost, or stolen.

Play Items and Other Personal Belongings

Students should not bring play items, collectibles, and other such personal property to school. These items are non-essentials for school and often disrupt and distract students' learning. Such items will be confiscated and stored for the duration of the school year.

Recess Breaks

The scheduled recess breaks are under the supervision of classroom teachers and/or other Daystar staff. Students may be excluded from recess for incomplete homework, missed class time, incomplete class assignments, or minor disciplinary infractions.

Cold Weather Policy

When the temperature is 10 degrees above zero or warmer, students will go outdoors for breaks. (Exceptions are made for health reasons with written requests from parents.) At temperatures colder than 10 degrees fahrenheit or -10 degrees wind chill factor, students will be kept indoors.

Dress Code

Student dress at school should be appropriate for learning, modest, and respectable. At no time should clothing worn by students distract from their own learning or the learning of others. All clothing should be neat, clean, properly repaired and in good taste. It should be manageable by students and appropriate for the season and activity. Hats, caps, other types of headgear, and dark glasses are for outdoor use only. Clothing which advertises amoral activities, secular musical groups, alcoholic beverages, tobacco, individuals (fictitious or real), and groups which show disrespect for the authority of God and/or the ideals and values taught at Daystar are inappropriate. Shirts worn should not have low necklines and should cover the shoulders. They should be long enough that midriffs do not show when arms are raised up. Pants or shorts with printing or phrases across the back are not permissible. Shirts or pants that are so tight that they call attention to body shape should not be worn. Heelies (shoes with wheels) should not be worn at school, either during the regular school day or during After School Care. Any clothing, shoes, or wearing apparel that is in questionable taste, that disrupts the educational environment, that poses a safety problem or is not worn as originally intended, may not be worn. If there are any questions related to the suitability of a student's clothing, the decision of school personnel will be final.

A student that is not in compliance with the dress code policy will be given a reasonable period of time to make adjustments so that he/she will be in compliance. Failure to comply will result in the student being removed from school until their appearance or clothing meets school policy or school code. The student's parent/guardian will be notified prior to any such removal.

Attendance

Regular school attendance is important and essential for each child's successful academic progress. Irregular attendance may cause scholastic difficulty as well as social problems. The learning that takes place each day cannot be recaptured by simply making up work. Parents are encouraged to help their children develop good habits of promptness and attendance and are expected to make sure their children attend school regularly and arrive on time.

Attendance at Daystar is calculated by 1/4 days. If students are late to school but arrive by 8:15 a.m. they are tardy. However if they arrive later than 8:15 a.m. it is no longer considered "tardy" but is noted on their attendance record.

If students are frequently absent or tardy, they may forfeit park or play time, team time, and/or participation in learning excursions, and may be required to attend an after school or Saturday work session.

Regularly Scheduled Appointments, Lessons, etc.

Standing appointments and private lessons of any type must be scheduled outside the school day.

Absences

School staff should be notified of all absences. A parent or guardian should call the school office and give the child's name, grade, teacher, and reason for the absence. If a child is absent and the school has not been informed, attempts will be made to contact the parents to verify the absence. Teachers should receive prior notice if a student will be absent for personal reasons. This notice should be in writing including the reason for the absence and the dates the child will not be in school. Teachers may, but are not required to, provide assignments in advance.

Absences from school fall into two categories:

Excused absence: Those beyond parents' control such as student illness, death in the family, or emergencies. For these absences, teachers assume the obligation, along with parents, to help the child complete work that was missed. As a general guideline, for each day missed a day is allowed for completing make-up work.

Absence for personal reasons: Those caused by parents for vacations, visiting family, etc. The responsibility for make up work rests with the student and parents in these situations. Teachers are not required to give out specific assignments in advance of absences. Within two (2) to five (5) days after returning to school, the student must make up tests and work missed during the absence. The actual number of days will be determined by the administration and staff. In certain situations, parents may be asked to pay for the tutoring their child needs to master work missed during the absence.

Absence from school on a frequent basis makes learning difficult for the students and teaching difficult for the teachers. In situations where students miss school frequently they will be expected to make up work during after school hours and may be suspended from learning excursions and other classroom activities. Parents may be assessed a fee to cover the cost of monitoring and assisting their children during these times. Regular attendance is also a requirement for receiving financial aid. Any student that is consistently absent from the classroom over the course of a school year will not make the necessary progress to advance to the next level.

Early Dismissal

Parents who find it necessary to take their children from school before the end of the school day must report to the office and receive an early dismissal form from office staff. This form is then given to the classroom teacher informing him/her that a student is leaving. Students are considered absent for a portion of the day if they leave before 2:50 p.m.

Visitors

All visitors must use the 16th Street entrance and sign in at the front office. Persons interested in learning more about the school are welcome to visit. All visits must be

prearranged through the office; time spent in the classrooms is usually limited to 20-40 minutes so it does not interfere with the learning environment. Parents are welcome to visit classes but must make such arrangements at least one day in advance.

Volunteers

Each year parents are invited and encouraged to be involved at Daystar by volunteering to help at the school. The voluntary services of parents are important to the development of partnerships between home and school. There are so many tasks which simply could not be done without the dedication and commitment of parents who give so freely of their time.

Each year a detailed listing is sent home outlining ways that parent and other volunteers can be part of our community. Volunteering at the school is a concrete way to demonstrate to your children your support for what they are doing at school and to show them that their education is important to you.

Volunteers work under the direction of teachers, office staff or the principal and, while they may assist with student supervision, they are not responsible for the enforcement of student discipline.

Alcoholic Beverages

The possession or consumption of alcoholic beverages, including beer, malt liquor and wine, on property owned or occupied by the school is prohibited. Any person who violates this policy will be asked to leave the school property immediately and, if he or she fails to do so, may be arrested and prosecuted for criminal trespass, disorderly conduct or any other charge that may be appropriate.

Tobacco Free

Daystar is a tobacco free environment; all smoking and the use of tobacco products is prohibited. This policy is to protect and enhance the learning environment and contribute to the health and well-being of all students and employees. This applies to all students, employees, volunteers, parents, and visitors.

For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products such as cigarettes, pipes, chewing tobacco, cigars, bidis and snuff. The "use of tobacco products" includes smoking, dipping, chewing and inhaling.

EDUCATIONAL PROGRAM

Daystar School's curriculum, programs, and structures are continually being revised and shaped to represent the best available educational theory and practice for the development of the whole child: cognitively, physically, socially, and spiritually.

Key features of our program include:

- a school climate that is caring and non-competitive, with high expectations for achievement
- development of students' social skills, responsibility, and accountability in the context of a caring community
- development of lifelong, self-directed learners through goal-setting, self-assessment, and personalized learning
- development of students' understanding of the learning process and their personal learning styles
- an international perspective for the development of global citizens
- an engaging curriculum that facilitates both the acquisition of important content and the development of thinking skills
- thematic, integrated units which develop students' multiple intelligences and which incorporate authentic life situations
- instruction that is collaborative, interdisciplinary, experiential, developmentally appropriate, and responsive to students' needs
- extensive use of city resources: museums, factories, universities, businesses, nature preserves, medical facilities, government agencies, etc.
- authentic use of educational technologies and the internet
- various forms of assessment: progress reports, portfolios, exhibitions, standardized tests
- emphasis on parental and community involvement
- a faith-based, culturally-engaged Christian perspective

Information about particular features of our educational program follows. More extensive and detailed information about the educational program is presented to parents each year in September. Parents are invited to a meeting at the school and teachers go over subject areas, thematic units, worship, Bible, social and character development, home/independent projects, reading requirements, expectations for completion of work, behavior guidelines, etc.

High Expectations

Daystar students are expected to faithfully complete the tasks and projects assigned to them. Their completed assignments should demonstrate that adequate time, attention, and effort have been invested in their work. If students are negligent in their work they may be required to redo or finish work at home. They may also forfeit park or play time, participation in a learning excursion, or be required to attend an After School Work Session or a Saturday Work Session.

Home/Independent Projects

Daystar's program focuses on developing each student as a self-directed, life-long learner. The inclusion of home or independent projects is one tool that is used in working toward this goal. Each student is required to complete a minimum of three such projects throughout the school year. The framework for these projects is outlined by the teachers along with guidelines and suggestions for completion.

Learning Excursions

Daystar's educational program is designed to make use of Chicago and area resources and students will participate regularly in learning excursions. *Participation is a privilege* and students may be denied this privilege because of inappropriate behavior, negative attitudes and/or uncompleted work. Teachers will provide parents with written notification of all learning excursions. A permission form, signed by a parent or guardian, is required for a student to accompany his/her class on a learning excursion.

Transportation for learning excursions is usually provided by chartered bus or public transportation. There may be a few unusual situations when private vehicles are used. For safety reasons, good conduct is essential at all times for each mode of transportation. Disciplinary measures will be taken against students who do not follow instructions and/or create a safety hazard for themselves or others. Students may be denied the privilege of participating in learning excursions as a result of misconduct during transport. Students may also walk to some locations such as the museum campus and city parks in the area.

Parent volunteers who accompany students on learning excursions may be asked to lead student groups. They are also expected to supervise students' activities and behavior but are not responsible for the enforcement of student discipline.

Homework

Homework gives students the opportunity to develop good study habits and take personal responsibility for learning. It may also be assigned to help students learn to work independently, increase knowledge, develop insights, and stimulate creativity. Current research indicates that homework has an effect upon achievement when it is timely, reviewed by the teacher, and promptly returned to the students. Homework assigned will not require use of skills which have not been developed in the classroom. Students will not be overloaded with work beyond reason.

When homework is assigned, the approximate amount of time to complete the work will be:

Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

Grade 6	60 minutes
Grade 7	70 minutes
Grade 8	80 minutes

Individual students may have additional homework if they do not make good use of time at school. Homework requirements may be adjusted based on the learning needs of students and/or other extenuating circumstances. Parents are expected to see that their children complete assigned homework.

Independent Reading Program

“Reading is a basic life skill. It is a cornerstone for a child’s success in school and, indeed for life. Without the ability to read well, opportunities for personal fulfillment and job success will be lost.”
 -Becoming a Nation of Readers

Research has shown that one third of an individual’s vocabulary comes from voluntary reading. Research has also shown that students who voluntarily read books, magazines, or newspapers at least once a week have higher average reading proficiency scores than students who rarely read voluntarily.

To build students’ reading skills, participation in our Independent Reading Program is required of all students. Reading for this program occurs outside the classroom and during D.E.A.R time at school. Guidelines for the program are shared with parents and students each fall. Each student is asked to maintain a Reading Log to keep track of the number of books and the types of materials read.

Promotion

Students are placed by the certified staff, in consultation with the parents, at the grade level best suited to them academically, socially, and emotionally. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the certified staff, such exceptions are in the best educational interest of the students involved. Retention will be made on an individual basis for compelling reasons based on data that such a decision may benefit a particular child.

Internet Access

Daystar students are provided with access to the internet. Use must be consistent with the curriculum of the school as well as the instructional needs, learning styles, abilities, and developmental level of the students. Use is a privilege, not a right. The Daystar Acceptable Use Policy outlines network etiquette as well as acceptable and unacceptable uses. Parents are required to sign a form indicating that they have read and discussed the Daystar Acceptable Use Policy with their children and give their children permission to access the internet at school.

Team Time

Once a week all students meet together for a time of fun and fellowship. Teachers plan a wide variety of activities for this time and students learn how to work and play together. Students may forfeit the privilege of participating in team time for various reasons, i.e. if they have work to complete or redo, if their behavior or attitude has not been appropriate, or if they have been consistently tardy.

Worship

Students and teachers meet twice a week for one-half hour for worship. Components of worship include: invitation, prayer, reading of scripture, singing, and brief lessons. Students also learn about the seasons and special days of the church year. Teachers take turns in leading worship and various themes are selected each year. Middle School students are also given the opportunity to plan and lead the worship time.

Cheating and Plagiarism

Cheating and plagiarism have become so prevalent in schools today it has been labeled an "educational epidemic." Perhaps most troubling is students' cavalier attitude toward cheating. At Daystar we expect students to engage in honest scholarship. Parents are expected to make sure their children understand what cheating and plagiarism include. Plagiarism is using another person's "ideas or expressions" in your writing without acknowledging the source. Cheating includes but is not limited to: copying someone else's homework, project, art work, or written assignment or letting someone else copy your homework, project, art work, or written assignment; using unauthorized study guides or notes during a test; copying another student's test answers or letting another student copy your answers and/or letting a sibling or parent complete your work for you.

Title I Services

Daystar participates in the NCLB Title I program; a federally funded program that provides supplemental education assistance to a number of our students. Students in grades K-2 are selected for the program by teacher judgments, parent interview, and developmentally appropriate measures. Students in grades 3-8 are selected for the program based on standardized test scores and teacher recommendation. Parental involvement is an important component of the program.

HEALTH AND SAFETY

Doctor Appointments

Whenever possible parents are asked to schedule any medical appointments for students on Wednesday afternoons or at other times when they will interfere with the school day as little as possible.

Illness

When a child is not well he/she should be kept at home until it is determined that no contagious disease is present. A child will be sent home if he/she has:

- A temperature of 100 or higher
- Any undiagnosed rash
- Conjunctivitis
- Head lice

The school must be notified if a child becomes ill with a contagious disease. For childhood communicable diseases, a letter will be sent home with each student in the classroom to alert other parents to possible exposure of their child.

A doctor's note is required before a student may return to school for the following diseases as per the Illinois State Health Department:

- Confirmed strept throat and/or scarlet fever
- Conjunctivitis
- Mononucleosis
- Impetigo
- Hepatitis
- Any undiagnosed rash
- Whooping cough
- Diphtheria
- Typhoid fever
- Polio

Certain communicable diseases require specific amounts of isolation days from school as per the Illinois State Health Department. These are:

- Chicken pox - 6 days
- Mumps - 9 days
- Measles - 7 days

Emergencies

School employees designated by the principal to participate in the medical care program are authorized to give emergency health care to a student when reasonably apparent circumstances indicate that any delay in rendering emergency health care would seriously worsen the physical condition or endanger the life of the student. Employees also are authorized to perform any other first aid or life saving techniques for which the employee has been trained by an approved program.

At the beginning of each school year, it is the responsibility of the parent or guardian to provide emergency contact information to school officials and to make sure that school officials are aware of any specific health conditions or concerns and any necessary emergency care requirements for a student. If a student is subject to unusual health hazards (such as allergic reactions) or has a health condition which requires special treatment in certain defined emergency circumstances, written protocols with precise instructions signed by the attending physician and agreed to by the parent/guardian must be on record.

The following procedure will be followed if it is necessary to obtain emergency medical care for students:

- a. School staff will attempt to contact *parents or guardians* in the order listed on the child's emergency form.
- b. School staff will contact *other authorized persons* listed on the child's emergency form.
- c. School staff will attempt to contact the child's physician/ dentist if information is provided on the child's emergency form.
- d. If school staff is not successful with the above, they will:
 - call another physician or paramedic
 - call an ambulance
 - transport the child to an emergency medical facility in the company of a staff member.

Any expenses incurred for medical care shall be the responsibility of the parent/guardian.

Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow Daystar's procedures on dispensing medication.

No school employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "**School Medication Authorization Form**" is submitted by the student's parent/guardian. All medications, prescription or non-prescription, must be transported to the school in its original container.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." Daystar School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school

personnel. A student's parent/guardian must indemnify and hold harmless the school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Written parental permission must be on file in the office before an aspirin free pain reliever will be administered to students. A record will be kept of the administration of all medication at school.

Communicable Disease Control Policy

1. Daystar will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases.
2. The administration will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary immunization Assessment Program forms to provide for preventable communicable disease control.
3. The administration may exclude students/personnel from school who are suspected of being diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. All reportable communicable diseases will be referred to the local health unit by administration.
4. The decision to close Daystar due to communicable disease outbreaks is at the discretion of the administration. Consultation on such decisions may be provided by the Communicable Disease Review Panel.
5. Communicable disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel. The purpose of this panel is to serve as a resource to Daystar for specific communicable disease instruction, protocol, and procedures for:
 - specific communicable disease cases
 - concerns regarding epidemic control regarding any communicable disease occurrence
6. The Communicable Disease Review Panel will be comprised of the following:
 - Administrator or designee
 - Designated school nurse/public health nurse
 - PhysicianIn addition, one or more of the following may be added to the panel:
 - Local health unit director or designee
 - Physician(s) treating the individual(s)
 - Parent/guardian of the afflicted individual
 - Legal counsel for the afflicted individual
 - Legal counsel for Daystar

7. The final decision on a recommendation from the Communicable Disease Review Panel will be made by the administration and executive committee of the Board.
8. Diseases which may be communicable and may call for application of this procedure include but are not limited to:
 - AIDS - Acquired Immune Deficiency Syndrome
 - ARC - Aids Related Complex
 - HTLV-III/LAV - Human Tcell Lymphotropic Virus/Lymphadenopathy Associated Virus
 - Hepatitis B
 - MononucleosisOther like diseases may be included by the local health unit which could present potentially serious health problems for those who come in contact with the disease/disease carrier. Each communicable disease case will be judged on its individual merits and consequences.

Immunizations

Children entering Kindergarten or school for the first time must submit a signed statement from their physician indicating that they are immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and chickenpox. Forms for this purpose are available from the school office. Children will be excluded from school if immunization records are not complete and on file by October 15.

Physical Examinations

The State of Illinois requires that each child must have a health examination within one year prior to entering school. Health examinations are also required when students begin sixth and ninth grade. The Hepatitis B vaccination is required for all children entering sixth grade. Forms to certify health examinations are available from the school office. Children will be excluded from school if a certificate of health examination is not on file by October 15.

Dental and Eye Examinations

The Illinois Department of Public Health requires all children in kindergarten, second and sixth grades to have an oral health examination and those entering Kindergarten or school for the first time to undergo an eye examination. Forms are available from the school office and must be on file by October 15.

Accidents

Parents are notified as soon as possible by school personnel any time a major injury occurs and the need for a doctor's examination is either obvious or in question. An accident report is filed in the school office giving details about the incident.

Parents will also be notified of the following:

- any injury to the head
- any eye injury
- bee stings
- sprains or unusual swellings

Student Accident Medical Insurance

School insurance is available for a nominal fee and may be purchased at the beginning of each school year. Claim forms are available in the office.

Vision/Hearing Screening

Vision and hearing screening will be conducted each year through the services of a local health provider.

Dignity Policy

Teachers, administrators, and board members are committed to providing all students with a safe and positive place to learn. This includes an environment that is free from offensive kinds of behavior which may rob any person of self esteem. Specific guidelines have been established to deal with situations in which students or teachers believe they have been subjected to behavior that is intimidating or harassing. Students should report such situations to a teacher or administrator so that the matter can be dealt with in a timely manner. More information and procedures can be obtained from the school office.

Child Abuse Reporting

Schools are mandated reporters regarding child abuse. If a staff member is under the belief that sexual, physical, or mental child abuse is occurring or has occurred, a report will be made to the Illinois Department of Children and Family Services.

Physical Activity

Regular physical activity is important for each student. Children should engage in a minimum of 60 minutes of physical activity a day. In addition to the time spent at school in physical activity, parents are encouraged to provide time for physical activity beyond the school day.

TUITION and PAYMENT PLAN

Tuition and Tuition Assistance

Daystar is a private school and the operating costs are covered through contributions from donors and the tuition paid by parents. The tuition rate each year is determined by the Daystar Board. Families with more than one child at Daystar receive a \$500.00 financial aid grant for each additional sibling. Daystar is committed to having a student body from diverse social-economic backgrounds and has a generous tuition assistance program. Guidelines and process for applying for this assistance can be obtained by calling the school office. Tuition assistance grants are contingent on regular attendance, completion of homework, parental cooperation, prompt payment of the family's tuition commitment and any costs incurred for use of After School Care.

Enrollment Fee

A fee of \$100.00 per family is required to finalize enrollment. This fee is credited to the last tuition payment of the school year. The fee is non-refundable if students are withdrawn prior to the end of the school year.

Payment Plan

- a) Ten percent of a family's total tuition for the year is due on August 5.
- b) The remaining amount is due in 9 equal monthly payments: September through May. Payments are due the first day of the month.
- c) A late fee of \$25.00 is added to all payments not received by the 5th of the month.
- d) Payments not made by the 15th of the month will result in suspension of the student(s) until payment is made. Exceptions may be granted by the Daystar Finance committee; requests must be made in writing to explain extenuating circumstances necessitating an exception.
- e) Payments must be made with cash, check or money order.
- f) A \$25.00 charge is assessed for each insufficient funds check.

Full Year Commitment

When the financial agreement is signed, the family is responsible for the full year's tuition even if students are withdrawn prior to the end of the year. Exceptions can be made if withdrawal is by mutual agreement or for extenuating circumstances.

STUDENT RECORDS

Birth Certificates

Official school records must contain a copy of your child's birth certificate. This must be sent in with the enrollment form.

Cumulative Files

A file is kept for each child while in attendance and sent to the next school the child attends. This file includes the academic record, health record, attendance record, and test results. This record is always available to parents upon request. School records (academic and health) are the property of the school in which the child attends. These records are confidential and information from them will not be released other than as provided by law.

State and federal law grants students and parents/ guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant.

Daystar may release directory information as permitted by law, but a parent/ guardian has the right to object to the release of other information regarding his or her child. However, Daystar will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/ guardian.

School records will be forwarded to the school a children transfers to if/when the parents' financial agreement has been met.

Standardized Tests

Each spring a standardized test is administered to students in grades 3 - 8. These tests are one way to assess a student's progress from year to year and identify areas in which individual students need improvement. Many of the goals and objectives of Daystar's program are not assessed through standardized testing and these tests are only a small part of our evaluation of students' growth and development.

AFTER SCHOOL CARE

Daystar provides optional after school care for its students. This program is available on days when school is in session from 3:00 - 6:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. It is available on Wednesdays from 1:00 - 6:00 p.m. The program includes art activities, structured and free choice play, games, puzzles, homework time, snack and outdoor time at a nearby park (weather permitting).

Cost

There is an hourly fee assessed for this program. Parents can sign up their children for after school care by contacting Gene Potoka in the office. There is a \$1.00 per minute charge for the time a child is at Daystar after 6:00 p.m.

Payment

Payments are made in advance. If payments are not made in advance, there is an increase in the hourly rate. Billing statements are sent home on Monday's as needed. Students may be excluded from the program if payments are in arrears.

Picking Up Students

Parents are expected to come into the school to get their children from the After School Care program.

HOME - SCHOOL RELATIONSHIP/COMMUNICATION

Ongoing and regular communication between parents and teachers is essential. Teachers are required to communicate regularly with parents via class letters, e-mail, phone calls, etc.

Parents are encouraged to contact the school office or any teacher to obtain information, share concerns, and discuss problems. Home phone numbers of all staff members are in the Daystar directory. Calls to teachers on week nights should be made prior to 8:30 p.m. Parents are asked to refrain from making calls to teachers/administrators on Sundays. Parents assume responsibility for reading the various communications from the school to stay tuned to what's happening at the school and to support students by showing interest in their work and activities.

Daystar Community Association (DCA)

All parents and guardians of children attending Daystar School are members of the Daystar Community Association or DCA. This group plays a key role in Daystar's parental involvement program and all families are urged to become active members. Research indicates that the active participation of parents and/or guardians in the life of the school informs students that their education is important and results in higher levels of achievement.

The Daystar Community Association focuses on:

- Building community among parents, teachers, administration, and students.
- Encouraging the entire Daystar community to participate in school events, socials, conferences, etc.
- Providing opportunities for parental involvement and participation in the life of the school.
- Supporting teachers by providing services for special school projects and activities.
- Organizing fundraising opportunities to provide financial support for particular school needs, events, and special projects.

Daystar Directory

A directory of staff, parent, and student names, addresses, telephone numbers and email addresses is compiled each year as a service to parents. Any family who prefers to have a cell phone number listed rather than a home phone number should advise school staff of this request.

Parent Newsletters

Teachers send home class newsletters to parents each week on Mondays. This communication informs parents of classroom activities, units of study, homework, special assignments, learning excursions, etc.

Home Bulletin

The Home Bulletin is prepared by office staff and sent home alternate Mondays throughout the school year. This bulletin contains important and current information about school events, calendar reminders, etc. Parents receive this via e-mail or a hard copy sent home with the youngest child.

Daystar Website

The Daystar website is updated periodically and the "Parent and Student" tab has links to Home Bulletins, permission forms for Learning Excursions, dates of events, and other pertinent information for parents.

Classroom Websites

Each teacher also maintains a website where parents can view photos of projects and activities, access the weekly parent letters, and see homework assignments.

Telescope

This newsletter will be published four or five times a year. Parents can submit the names of relatives and friends to be put on the newsletter mailing list.

Christian Home and School

During the school year each family receives a copy of the Christian Home and School magazine which is published bimonthly by Christian Schools International.

Chicago Parent

This monthly publication is also distributed to school families and sent home with students.

Curriculum Night

Each year parents are invited to an evening meeting at the school to learn more about the educational program. This meeting is held in September or October and teachers go over unit studies, home/independent projects, reading requirements, expectations for completion of work, etc.

Parent Visits

Parents are welcome and encouraged to visit their child's classroom(s). Arrangements should be made with the teacher at least one day in advance. Visits should not interfere with instruction and should be limited in time accordingly. All visitors are asked to register at the office. A "visitor's log" will be maintained to provide a record of visits.

Parent-Teacher Conferences

The Daystar calendar has five marking periods or teaching sessions. Parent-teacher conferences are scheduled at the end of the first and third teaching sessions.

In addition to these scheduled conferences, parents and teachers are encouraged to set up individual conferences as deemed necessary. Parents are required to attend Parent-

Teacher Conferences as well as other orientation sessions, parent meetings, and other special events throughout the year.

Progress Reports

Progress Reports are issued three times per year. These reports provide information regarding students' academic growth as well as their social and emotional growth. The development of students' thinking skills and dispositions are also included in these reports.

At the Middle School level, students' growth in some areas is reported using a point system and letter grades.

Complaint/Concern Procedure

Daystar staff welcomes comments and input from parents; ongoing and regular communication between parents and teachers is essential. When parents have a concern, it is expected they will contact their child's teacher at a time when the issue can be discussed together. This should not happen when the teacher is responsible for his/her class, when he/she is teaching, or when there are students present.

Issues/questions should not be discussed with other parents but should be brought directly to the teacher. Generally when teachers and parents have the time to clearly present their thoughts, an understanding can be reached. Arrangements can be made to have the principal present if necessary.

School personnel are expected to ensure equitable resolution of complaints in a timely manner. In circumstances where danger to persons or property is involved, school personnel may immediately respond to the complaint.

Non-Custodial Parent Policy

In situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school, we follow these guidelines:

1. Daystar will not resist or interfere with a non-custodial parent's involvement in school-related activities, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. A non-custodial parent may not take custody of a child or remove a child from the school premises, unless the parent presents either a written court order, or a written authorization signed and delivered by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is

- given to the non-custodial parent by a court order or comparable legal document, or a written authorization is signed and delivered by the custodial parent.
5. Whenever possible, Daystar will inform and invite the participation of a non-custodial parent in major decisions regarding the educational program of their child, i.e. a change in grade placement.

Posting and Distribution of Materials

Daystar will not post or distribute materials at the school that may disrupt the educational process, violate the rights or invade the privacy of others, infringe on a trademark or copyright, contradict the philosophy and mission of the school, or be defamatory, obscene, vulgar, or indecent.

Any community, educational, charitable, recreational, or similar group that wishes to distribute materials to students or display information at the school must receive prior permission from the Principal. All material and literature that will be approved will be student-oriented and have the sponsoring organization's name prominently displayed.

LEARNING ENVIRONMENT & DISCIPLINARY PLAN

Daystar is a Christian learning community, a kingdom school where we follow Christ's example in how we talk and act. The expected behavior of students is communicated through three basic requirements:

1. **We respect God and others.** Students are encouraged to respond to God in a personal way and learn what it means to live as responsive disciples of Jesus Christ. They are expected to value others as unique individuals created by God who are accepted and celebrated as co-members of God's kingdom.
2. **We work together.** We have been created as social beings and students are encouraged to develop relationships built upon trust, respect, and appreciation. Students learn to work together in cooperation, assuming responsibility not only for their own learning but also for the accomplishments of others.
3. **We learn by trying.** Students are expected to be risk takers. They are presented with learning experiences and tasks that stretch and expand their learning in a supportive setting where it is acceptable to make mistakes. Tasks and projects completed by students should demonstrate that adequate time, attention, and effort have been invested in their work.

Responsibilities of Students

Respect

- To show respect for God and his word.
- To respect the rights, property, and reputations of others.
- To respect and maintain school property.
- To contribute to a positive and safe learning environment.

Christian Community

- To obey teachers and other adults in authority and comply with rules and procedures.
- To treat others fairly, without prejudice, and in a manner that demonstrates God's love.
- To practice civility and to show respect in all dealings with peers and adults in the school.
- To dress and use language appropriate to a biblical learning community.
- To avoid violent behavior.

School Work

- To attend regularly.
- To take education seriously.
- To participate in their own learning (i.e. strive to learn to the best of their abilities) and cooperate in learning activities.

Responsibilities of Teachers

- To set up appropriate classroom rules, procedures and behavior expectations and teach these to students.

- To have each day well planned, lessons prepared, materials organized, supplies and equipment readily available.
- To provide instruction that is appropriate to the needs and abilities of the students and prevents idleness, boredom and/or frustration.
- To realize students’ need for supervision and be consistent in providing such supervision.
- To model Christ-like behavior in all interactions with colleagues, students, parents, guests, officials and personnel encountered at school or off-site.
- To carry out all disciplinary actions as directed, without prejudice, and in a manner that demonstrates God’s love.
- To carefully assess all aspects of a situation between students before determining disciplinary action to be taken.
- To refrain from discussing student behaviors and/or disciplinary actions with other parents or colleagues not involved in problem solving or decision making.
- To collaborate with other teachers working with students to provide consistency in redirecting student behaviors.
- To never undermine the parents of students but consistently show respect for them in all interactions with students.

Responsibilities of Parents

- To model Christ-like behavior in all interactions with students, parents, and staff.
- To review student responsibilities with their children and help them understand what is expected.
- To support the school’s disciplinary plan and show respect for teachers in all interactions with their children.
- To communicate to staff, family or home situations that will help teachers understand and address students’ behavior.
- To follow the principles of Matthew 18 and bring concerns directly to staff and those involved rather than engage in dialogue with others.
- To cooperate with the school in correcting and redirecting their own child’s behavior.
- To provide reinforcement and follow-up at home that has been set up by the school and parents.

Behavior Guidelines

Students are in school to learn. All behavior must be conducive to learning and not interrupt the learning of others. Teachers develop specific guidelines for behavior in the classrooms.

Students should not be outside their classrooms without permission.

Items brought to school that are nonessential for learning will be stored in the office and returned to parents. Tobacco products, narcotics, fireworks, and alcohol are not only prohibited, they are illegal. Having any of such items at school is a major infraction and

disciplinary action will be taken. Snappers are considered to be fireworks that pose a danger to others and are prohibited.

Unacceptable school behavior and ongoing infraction of classroom procedures and rules are documented by teachers and recorded in the office. This includes such things as name-calling, classroom disturbances, damage to school property, harassment of others, disobedience, use of nuisance items, fighting or threatening other students, excluding others, etc. Any threat that could be construed as a threat to one's life or safety, even in jest, will be dealt with immediately.

Search and Seizure

To maintain order and security in the school, the administrative staff and teachers are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. This includes school property and equipment owned by the school (such as desks and cubbies) as well as personal effects of a student at the school. A search may be conducted without notice to or consent of the student, when there is a reasonable ground for suspecting that the search will produce evidence the particular student had violated or is violating either the law or the school's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

If a search produces evidence that the student has violated or is violating either the law or Daystar's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Daystar retains the right to and will search for and seize tobacco, drugs, weapons, and other contraband when there is reasonable suspicion that such contraband is in the possession of a student. Such possession is in violation of the laws enacted by local, state, and federal government. The possession/use of tobacco, alcohol, any illegal drugs, or any kind of weapon that could injure another person is forbidden at Daystar. Students who possess such contraband will be subject to discipline which may include expulsion from school.

Daystar will cooperate fully with police and other government authorities in prosecuting students who knowingly and willfully violate the law.

Guidelines for Disciplinary Action

Disciplinary actions are necessary to build and maintain a positive learning environment. In such situations, it is our intent to establish an arena where students experience God's love, correction, discipline, and forgiveness. Disciplinary actions are directed toward changing the student's behavior, and are not intended as punishment. In our disciplinary actions, we will:

- a. Recognize each student as an image-bearer of God and respect his/her dignity.
- b. Whenever possible, carry out disciplinary actions in personal, private settings.
- c. Choose disciplinary actions that require students to assume responsibility for their behavior.
- d. Refrain from administering disciplinary action out of anger.
- e. Involve the parents of offenders in determining specific disciplinary actions.
- f. Carry out all disciplinary action with prayer.

Stages of Disciplinary Action

Stage One: Student and Teacher

- Verbal reprimand, reminder of appropriate action
- Loss of classroom privileges, learning excursions, etc.
- Recess detention with appropriate action assignment
- Communication with parent(s) if there are repeated occurrences
- Student/teacher conference
- Time out

Stage Two: Student, Teacher, Principal

- Student, teacher, principal conference
- Review of student responsibilities
- Office recess detention with appropriate action assignment
- Parental notification
- Use of behavior contract for self-monitoring
- Loss of privileges, learning excursions, etc.

Stage Three: In House Suspension

- Immediate suspension for period of time
- Class assignments and appropriate action assignment
- Ongoing suspension from specific classes, events, situations, etc.
- Guidance referral
- Parental notification (written)

Stage Four: Suspension

- Mandatory parental conference
- Hearing with student present
- Determination of future action
- Meeting with student, parents, teacher, administrator, and member of Education Committee to discuss terms of readmission

Stage Five: Expulsion

- Written notice of the time, place, and purpose of a meeting with all concerned parties including staff, parents, student and Education Committee member, and others as deemed necessary
- Meeting with student, parents, teacher, administrator and member of the Education Committee
- Report to the Board the evidence presented at the meeting and the Board shall take such final action as it finds appropriate

The principal has the authority to suspend a child from school at any time for gross misbehavior. "Gross misbehavior" will include behavior which disrupts the academic atmosphere of the school, places students, teachers, or other school officials in danger, or causes property to be damaged or destroyed.

Acts such as assault, violence, vandalism, possession and/or use of any type of weapon, possession, distribution and/or use of any drugs or alcohol, and inappropriate physical conduct and/or contact, as well as the threat of physical injury, violence, and/or assault, may result, at the sole discretion of Daystar personnel, in one or more of the following consequences: contact with parents or guardian, contact with police, completion of an Incident Form for inclusion in the student's record, suspension, alternative learning placement, or recommendation for expulsion. (Weapons shall include, but not be limited to, guns of any kind, bullets, knives of any kind, mace like or pepper like sprays, fireworks or explosives of any kind, ice picks, slingshots, blackjacks, knuckles, razors or razor blades, or any sharp pointed or edged instrument.)

Corporal Punishment

Teachers and other employees of the school are required to maintain discipline in classrooms and on school property. Daystar does not approve of or permit the use of corporal punishment. Notwithstanding the policy prohibiting the use of corporal punishment as a means of discipline, school personnel may use reasonable force to control behavior or to remove a person from the scene in these situations when necessary:

- a. To quell a disturbance threatening injury to others;
- b. To obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- c. For self defense;
- d. For the protection of persons or property; or
- e. To restrain or correct students or otherwise maintain order.

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