



# Bethesda International Academy

**Transformational Learning, Anchored in Faith**

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[www.biachicago.com](http://www.biachicago.com)

## 2025-2026 Student & Parent Handbook

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## **Appendix A WELLNESS Policy**

## **Appendix B Concussion Policy and All Items Related to Participation in School Athletics**

## **Appendix C Health Topic Resources**

**Vision Statement:**

BIA is a community-minded body of learners who will be equipped to serve others with compassion through personal responsibility and exceptional academics, anchored in Christian faith.

**Mission Statement:**

BIA is a diverse Christian school that inspires learners with creative academic opportunities through exceptional instruction which engages the mind, nurtures the spirit and transforms the world, through a firm foundation of academics and faith.

**Tag Line:**

Transformational Learning, Anchored in Faith

**Core Values:**

Community-minded, Spirituality, Compassion, Diversity and Responsibility

**BIA Measure of Success:**

Success is measured by students who are accountable for their personal and educational growth and responsibility, respect and honor God, love and care for all people, and are willing to serve others with integrity and empathy through community partnerships which in turn, will help transform the world in which they live. Students are equipped for the rigors of high school and beyond emotionally, socially, academically, physically, and spiritually.

**Founding Motto**

The entire curriculum of Bethesda International Academy is based on the motto chosen by the members of Bethesda Lutheran Church upon the establishment of the day school: "The education of the soul is the soul of education."

- **Worship** at Bethesda is integrated into every aspect of the curriculum and is the framework through which the students are led to approach life.
- **Evangelism** allows our students to learn to witness naturally and effectively throughout their daily lives and in their communities.
- **Fellowship** is the acceptance of one another as fellow members of the body of Christ. Each person's uniqueness is recognized, and individuals are helped to achieve their full potential. Bethesda community members know that they are valued, accepted, and a respected part of the school family.
- **Service** is a natural part of Bethesda's school life. Students are led to help others, not only in the classroom but also in their community and the world.

**Goals of Bethesda International Academy**

- **Teach the Lutheran expression of the Christian faith.**  
All instructions in our school are in harmony with the Christian faith as expressed in the confessional beliefs of the Lutheran Church – English District. The primary focus of Lutheran doctrine is a clear distinction between Law and Gospel as a means by which the Holy Spirit enables Christians to increase and exercise their faith.
- **Equip students for ministry.**  
Our school is a ministry of the congregation which educates and equips its members, primarily the young, to be active and capable ministers of the Gospel to the world. The teaching ministry has been given to the church to equip all God's people in the performance of their unique ministries. Teachers seek to equip each student for this ministry, so that, through the Holy Spirit's guidance, each student is blessed by God to become a blessing to others.

- **Reach out in mission with the Gospel.**

Every baptized Christian has been commanded to bear witness to the Gospel of Jesus Christ. Our school seeks to equip all students for the personal ministry of spreading the Gospel and living their faith through their works and actions.

- **Provide an education in a Christian environment.**

Our school seeks to provide an environment where both staff and students are encouraged to live their Christian faith, where regular worship opportunities are provided. Our school endeavors to work in partnership with parents in nurturing the Christian faith of the students. This Christian environment does not seek to isolate students from the world, but rather to prepare and strengthen them for ministry in the world.

## **Non-Discrimination Statement**

Bethesda International Academy admits students of any race, color, or national 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, or national origin in administration of its educational standards, admissions practices, scholarship program, and athletic and other school administered programs.

Bethesda is in compliance with the applicable sections of the Illinois School Code, with relevant case law (Plyer vs. Doe), and with 23 Illinois Administrative Code Part 425.

The school complies with applicable federal and State laws prohibiting discrimination including, but not limited to:

- a. Title IX of the *Education Amendments of 1972* (20 USC 1681 et seq.)
- b. The *Individuals with Disabilities Improvement Act* (20 USC 1400 et seq.)
- c. The *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.)
- d. Title VI of the *Civil Rights Act of 1964* (42 USC 2000d et seq.)
- e. Title VII of the *Civil Rights Act of 1964* (42 USC 2000e et seq.)
- f. The *Americans with Disabilities Act of 1990* (42 USC 12101 et seq.)

## **Admission Standards**

### **Overview**

Bethesda International Academy is owned and operated by Bethesda Lutheran Church. The school is a part of the total parish education program. Enrollment is open to all children. Applicants are admitted on the basis of space available and the potential benefit to the child; academically, physically, emotionally and spiritually. Students with special learning or behavioral needs are admitted only if it is established that Bethesda has adequate facilities and staff to meet those needs. Bethesda works with parents, physicians, psychologists, social workers and local school district special needs staff to meet individual student needs. Bethesda participates in the formation and implementation of IEP's and 504 plans to aid students with special needs.

Bethesda International Academy is governed by a school board. The school is administered by the school principal through the direction of the School Board. The school principal is responsible for carrying out the policies contained in the Policy Manual.

Bethesda International Academy is an Illinois State Registered and Recognized School, as per the requirements of the ISBE. While the school is not licensed or regulated by the IL DCFS, Bethesda is considered "EXEMPT" as per the Illinois DHS. Bethesda International Academy maintains many of its policies in keeping with DCFS Guidelines.

### **Order of Enrollment**

Bethesda has established the following order for new enrollment:

- Previously enrolled students
- Children of members belonging to Bethesda Lutheran Church
- Siblings of currently enrolled students
- Children of families wishing to become members of Bethesda Lutheran Church
- Children from other Lutheran congregations
- All others

## **Students Transferring to Bethesda**

Students transferring to Bethesda must submit a birth certificate and parents must fill out a "Request for Transfer of Records" which will enable Bethesda to receive an official transcript from the student's previous school. Bethesda will request special education and disciplinary records in addition to the usual health, academic and attendance records. Bethesda also reserves the right to contact sending schools if further information is needed or for clarification of records received.

A pre-admission test may be given to new students enrolling at Bethesda. Grade placement for all new students is considered "temporary", subject to a nine week probationary period. This time period will allow the school time in which to receive the transcripts and to monitor the student's progress in order to determine if grade placement is correct and to determine if Bethesda's program is adequate to meet the needs of the student.

## **Records and Records Transferring**

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

Final acceptance will be determined upon parent/teacher conference, adequate transcripts from previously attended school(s), teacher observation and testing (if used). The school principal will make the final determination regarding permanent enrollment.

## **Admission Procedures**

### **Preschool**

- The child must be **3** years old by September 1<sup>st</sup> of the year in which enrollment is sought for Preschool 3 and 4 years old by September 1<sup>st</sup> for Preschool 4. Exceptions can be made but students may NOT enter Kindergarten unless he/she is 5 years of age by September 1st. **All students must be toilet independent.**
- Enrollment begins for Bethesda Lutheran Church members and currently enrolled school families in January & opens to all families on February 1<sup>st</sup> on a first-come basis in accordance with the established order of enrollment. The registration form must be completed and non-refundable registration fee (per child) paid to the school office in order to begin the enrollment process.

### **Kindergarten**

- The child must be **5** years old by September 1<sup>st</sup> of the year in which enrollment is sought.
- The registration form must be completed and non-refundable registration fee (per student) paid to the school office in order to begin the enrollment process.

### **Grades 1 – 8**

- The registration form must be completed and a non-refundable registration fee (per student) paid to the school office in order to begin the enrollment process.
- Copies of the most recent standardized test scores and latest report card must be submitted.
- If a pre-enrollment interview with the principal is required, both parents and students are expected to attend.
- The student may receive a placement test and interview by the teacher/principal to determine level of ability according to our curriculum.

- The school office will inform the parent and/or guardian when the enrollment decision has been made. Upon acceptance, the school office will supply the parent(s) with the remainder of forms to be completed to finish the enrollment process.

Final acceptance will be determined upon parent/teacher conference, adequate transcripts from previously attended school(s), teacher observation and testing (if used). The school principal will make the final determination regarding permanent enrollment.

### **REGISTRATION and TUITION Registration Fee**

This fee is due at the time of re-enrollment or initial registration. It is NON-REFUNDABLE. This is a yearly fee for each student.

### **Education Fee**

This fee is set annually and is used toward the cost of books, materials, supplies and other educational items including technology. It is our policy that ALL FEES are paid in FULL by Fee Night. Any fees that are not Paid in FULL by Fee Night will require that a family set up a payment plan in the school office. All fees must be paid before Nov. 1st.

### **Tuition**

Bethesda Lutheran Church, Chicagoland Lutheran Educational Foundation, and the English District generously support the educational ministry of the school. The actual per pupil cost for the 2024-2025 school year was in excess of \$9000 per child, and because these aforementioned entities desire that all children have the opportunity to receive a Christian education, they will continue to provide regular and generous gifts for the continuation of this ministry.

Bethesda International Academy uses Quickbooks Payments for the collection of tuition payments. Tuition can be spread over 10 months beginning in August (ending in May). All payments are Automatic or ACH/EFT –Electronic Funds Transfer from checking or savings account. Credit card payments to Quickbooks payments carry a usage fee. There is a \$55.00 late charge for late or rejected/denied payments.

A Delinquent Tuition Report will be submitted to the governing board monthly. Delinquent tuition accounts will be addressed by the governing board and school Principal. Families with delinquent accounts risk suspension or expulsion from our school if arrangements are not made in a timely manner.

Christian education is an investment in your child's future. Providing a Christian education for your child very often means that financial priorities must be carefully planned. Our donors cover the difference between the tuition amount paid by school families and the actual operating cost per pupil. We thank God for the congregation's support of our mission and ministry at Bethesda International Academy.

Multiple child discounts are available for families having more than one student. **Members of Bethesda Lutheran Church do not receive a membership discount.** No final report cards or transcripts of records will be issued if there is a balance due for fees, tuition, fines, book replacement fees, etc.

### **Tuition Grant Program - Financial Aid**

It is the policy of Bethesda that financial considerations should not prevent any child from receiving a Christian education in our Day School. To that end, if parents find they are unable to afford the entire tuition amount, they may apply for a tuition grant. These grants are given as funds are available and are based on need as demonstrated through the application process. You can apply for tuition assistance by going to the BIA website at <https://www.biachicago.com/financial-aid> and following the links to our financial aid application. There is a \$35 fee associated with this application.

## **GENERAL PRACTICES, PROCEDURES AND INFORMATION – Absences from School**

**Parents should call the school office to notify staff when your child is absent 773-743-0800.**

**If the school office does not receive notice from a parent by 9:15AM regarding student absence, staff will call the parent.**

At no time during the hours in which the student is under the supervision of the school will he/she be allowed to leave the school grounds except by prior arrangement with a parent and/or guardian. **Prior** notification to the school office is required for the student to leave the school grounds or go home by other than established means. Verbal requests will not be accepted unless an emergency arises, in which a telephone call may provide valid authorization.

**If arrangements have been made and a student is to be picked up during the school day, the parent and/or guardian should go to the office (NOT THE CLASSROOM) to sign out their child.** If someone other than the parent and/or guardian is picking up the child, he/she must present a signed note from the parent and/or guardian before the child will be released.

### **NO CHILD WILL BE RELEASED TO MEET HIS/HER PARENT, LEGAL GUARDIAN, OR OTHER PERSON IN THE PARKING LOT.**

The school assumes no liability in cases where the student leaves the premises in violation of the above stated guidelines. Students remaining after school for a school sponsored activity are not to leave the school grounds without appropriate adult accompaniment.

In cases of prolonged illness or injury (3+ days) arrangements may be made to provide assignments or arrange for outside tutoring

It is vital that your child be present on a regular basis for the following reasons:

- It helps to instill self-discipline and responsibility.
- It exposes students to interaction with fellow students and teachers.
- It allows the student the opportunity to participate in class discussions.
- It involves the student in unique learning environments not otherwise available. (ie: science experiments)
- Many wonderful learning opportunities that are lost through absence from class are not retrievable or repeatable.

**Absences/Illness:** Students should be fever and symptom free for 24 hours before returning to school.

When students are absent from school due to illness, their primary focus should be on getting well. To that end, Bethesda will not send work home to be completed by ill students. We would prefer that students, who are ill, spend time resting so that they may return to school.

**Students will be allowed two (2) school days for each day out of school to make up work missed due to illness.**

**Please note:** Parents may come to school after 3:00 pm, and collect the day's homework as listed on the board or in the assignment notebook. However, if you come to school to pick up homework, the work should be completed upon return to school.

All absences require a **telephone call or email** (copy both teacher and office) that day (especially important in cases of communicable disease). We require children to be free of any fever or significant symptoms (e.g. constant cough, vomiting or diarrhea) for at least 24 hours before returning to the classroom in an effort to keep contagious illness in check. Absence from school regardless of reason will be marked as an absence.

**Students must be in attendance at school in order to participate in extracurricular activities.**



The school calendar is available on our website at [www.biachicago.com](http://www.biachicago.com). Parents are strongly encouraged to plan their vacation trips during normal school vacations. Please note the following guidelines if you plan to take an extended trip during the academic year:

- Notify the student's teacher and the school office as early as possible prior to the trip.
- Explain the reason for the trip and give dates of departure and return.
- It is the obligation of the parent and student to procure all missed work and make sure it is completed in a timely manner. **Students have one (1) day per each day missed to make up work. After the allotted time, credit will not be received although the work must still be made up.**
- Homework assignments will be given to the student **AFTER** he/she returns to school.
- It may be necessary for the student to stay after school in order to get teacher instruction for missed work.

When students will be absent for extended periods of time due to vacations, the teacher may **help** the student determine what academic work will be missed, but will not provide daily assignments ahead of time. Parents should carefully weigh their decision to remove a student from school for extended vacations during non-vacation times. Many times such absences can prove detrimental to the educational progress of the student. While a death in the family, a student illness, or occasional medical appointments are acceptable and understandable reasons for absences; absences for other reasons should be avoided.

### **Tardiness**

Habitual tardiness is to be avoided. Late arrival often disturbs the class, interrupts normal procedures and is detrimental to the education of all. Habitual tardiness will be addressed by the classroom teacher and administrator.

After 8:45 AM a parent must accompany their child to the school office and sign them in. Students in Grades K-8 who are habitually tardy, may face some consequences including:

- Detention
- May receive less than full credit for work missed
- Working lunch

### **Absence and Retention**

Daily school attendance is required to meet the educational goals of the school. Students who are absent miss important instruction, labs, and other such activities. Although missed work can be made up, some of the above cannot, which means an important component of the education we offer at Bethesda is missing.

Regular school attendance also provides the student with an important part of their training for the future. Employers expect, and in most cases, demand punctual and consistent attendance at work. In training children to be at school, on time, we are equipping children for life beyond the walls of Bethesda.

For the above stated reasons Bethesda has established the following guidelines related to school absenteeism:

- If a student accumulates ten (10) absences their parents will receive a phone call from the Principal.
- Any student at Bethesda who misses more than fifteen (15) days in an academic year, may be considered for retention in their current grade unless adequate proof can be provided that shows mastery of curriculum objectives of the current grade.
- Any student who misses thirty (30) or more days may be retained in their present grade level regardless of curriculum mastery.
- It is the policy of Bethesda that when a decision is made to retain a student, for any reason, at their current grade level that parents must abide by that decision or voluntarily withdraw their child from Bethesda International Academy.

- The administration reserves the right to make exceptions regarding this policy in the case of prolonged illness, injury, and the like.

### **Accreditation**

Bethesda is recognized by the State of Illinois. Bethesda strives to meet applicable educational standards of the State of Illinois. Teacher certification, length of school day, attendance, health requirements, and required school subjects are just some of the state standards that Bethesda meets or exceeds.

### **Annual Events**

Bethesda International Academy has a variety of annual events in which students and families participate. Some of these events are directly connected with the curriculum, while others are optional:

- **International Fest**– Every year in November, families come together to celebrate all cultures through food and fellowship. Students perform during the event in song, dance, readings, etc.
- **Children's Christmas Service** – Each December, the school conducts an Advent/Christmas worship service. A variety of worship forms are used to share the Christmas message.
- **Learning Fair/Science Fair**- Each February (or date to be determined), Bethesda students celebrate a culmination of their work on a topic of study. Older students give presentations, while younger students have displayed work in their classrooms.

### **Athletics**

Students in Grades 1-8 are eligible to participate in after school athletics. These activities include cross country, basketball, volleyball, bowling, and track.

A record of a recent physical examination or a sport physical is required in order to participate in athletics. All students who participate in interscholastic athletic activities are required to have on file an information document, approved by the Illinois High School Association, about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions. The sports physical must be on file prior to participation in any practices or competitions. Sixth and seventh graders must have a sports physical completed within the past 395 days.

**See Appendix B for Concussion Policy and All Items Related to Participation in School Athletics**

### **Birthday Treats**

Birthdays will be acknowledged and celebrated in the classroom.

### **Building Access**

- Doors are locked during school hours.
- For the safety of all, anyone visiting the school needs to check in at the office.
- Students are instructed not to open the doors for anyone.
- All visitors to the school are to enter through the Campbell Ave door. This entrance is under supervision and has a buzzer to announce your arrival.

### **Chapel**

Chapel is held on a weekly basis. Pastor, teachers and other guests lead children in these worship opportunities. Parents are invited and encouraged to attend chapel with the students. Chapel is held in the sanctuary on Wednesday morning beginning at 9:00 a.m.

Offerings gathered during chapel services are used to support specific mission projects. These projects are designed to help students share their faith through their offerings.

## **Class Size**

Class sizes have been established by the BIA School Board with the following capacities:

- Preschool 3 12 students/adult up to 18
- Pre Kindergarten 14 students/adult up to 20 students
- Kindergarten 28 students (an aide will be provided when class size reaches 17)
- Grade 1-8 Classrooms are maxed at 28 students (aides will be assigned as class size necessitates and resources allow.)

\*Exceptions may be made on an individual basis upon recommendation of the principal.

## **Classroom Visits**

As a matter of courtesy, and to avoid classroom disruptions, please notify the teacher and school office at least two (2) days in advance if you wish to visit/observe in any classroom. On the day of your visit, please stop in the office to check-in and receive a visitor's pass.

## **Detention/Suspension**

Students in Grades K-8 serve detention if poor behavior, tardiness, or work habits warrant such action. Parents will be notified of the procedures for detention early in the school year, and how their student may avoid having to serve a detention. Parents will be notified of when, where and why their child is serving detention. Repeated detentions within a quarter will trigger additional behavior modification remedies which may include, but are not limited to, longer detentions, suspension and in the most severe cases possible expulsion.

The following behaviors may result in a student receiving an in school or out of school suspension as determined by the School Administrator:

- Fighting
- Public Displays of Affection
- Inappropriate language
- Physical contact including but not limited to: hand-holding, cuddling, kissing etc at school or at school sponsored events.
- Stealing
- Weapons
- Internet Abuse
- Drugs

The School Administrator will complete a Behavior Assessment Plan and Suspension Conference Form when issuing a suspension.

## **Discipline**

Bethesda International Academy is a setting in which God seeks to accomplish His good and gracious will for students. Living in the assurance of God's love, mercy, and forgiveness students are encouraged by the power and teaching of the Holy Spirit to live Christian lives in accordance with God's will for them. Students, parents, teachers, and the administrator share the responsibility for maintaining an environment conducive to a Christian education for all students.

The word "discipline" comes from the same root word as "disciple." That best explains our objective in the discipline policy, namely, enabling students to become Disciples of Christ. Our ultimate goal is that students develop an attitude of love, and respect for parents, teachers, classmates and self.

We view discipline not in terms of punishment but rather the teaching of self-control. Discipline is positive when the goal is to build self-respect in the heart, not tear self-respect down. Every effort will be made to make discipline educational – to help the child understand the purpose and benefit of the disciplinary process.

We feel that routine matters are between the teacher and the student, however, when the teacher feels a continuing problem is developing, parents will be contacted.

Students who demonstrate a continued lack of self-control and fail to function within the guidelines of the school may be suspended from school by the principal. Suspensions may lead to eventual expulsion from Bethesda. Any student facing expulsion will be entitled to due process including a written complaint and a hearing before the school administrator.

Teachers are responsible for setting classroom rules and procedures that will promote a proper learning climate in their rooms. Teachers are given a degree of flexibility in establishing these rules as long as they do not conflict with established school rules. Many teachers include their students in establishing these rules and procedures. The list of school rules include:

- Students will show respect for the authority of teachers and other adults within the school. They are to obey reasonable directions, use only acceptable language, and avoid actions that may show disrespect for those in authority.
- Students are not allowed in the classroom before or after school unless the teacher is present. Students are not to be in the classroom before 8:30 a.m. or after 3:30 p.m. unless given permission by the teacher.
- Students are to be in assigned play areas during recess and lunch period.
- Students should remain quiet during passing periods. There is to be no loitering or horseplay around or in restrooms or hallways.
- Stick-on labels, signs, and the like are not to be used in desks, lockers, or other school equipment or furnishings.
- Snowball throwing is strictly prohibited.
- "Nuisance items" such as toys, character pencils or erasers, fidget spinners and the like should not be brought to school. Teachers will confiscate these items if brought to school.
- Fighting is strictly prohibited. Students who are caught fighting are subject to immediate suspension irrespective of who "**started**" it.
- Actions occurring off campus but related to school shall be dealt with as if they occurred at school.
- Harassment and bullying of another student will not be tolerated.
- Students may not chew gum on campus.
- No personal electronics such as iPods, radios or **cell phones** are to be used or carried during the school day (8:45 -3:15). Such items brought to school for use after school must remain turned off and left in the school office until after the school day ends. If seen, heard or used during the school day, the items will be confiscated and the parent will be required to retrieve the item in the school office.
- Students are expected to respect and care for all school equipment, furnishings, and the building. Behavior which causes damage to any of the above will be the responsibility of the student and parents who will be expected to pay for all needed repairs or replacement.

## School Uniform

"Whatever you do, do it to the glory of God" helps set the tone and guidelines for both individual activities and group participation. This statement from God's Word can also serve as our guide in personal grooming as children of God come together to learn, grow, and develop.

The appearance of each student should reflect the values and nature of Christian education. Parents will be notified if their child is wearing clothing that is deemed by the Administrator to be inappropriate or a distraction. Frayed or torn clothing is not acceptable.

### **Pants:** (boys and girls)

Must be solid colors - navy blue, black, brown, gray or khaki

Pants must fit properly; sagging; hip huggers, low riding, excessively baggy, or excessively tight pants are not allowed. **No "athletic-style pants" Blue Jeans are reserved for Fridays and "special" days.** If girls elect to wear tights or tight elastic pants "jeggings" they must wear a skirt over them. Boys may not wear them.

**Shorts** - may be worn from April 1 through October 31. (Exception when temperature is above 65 degrees) Shorts – (solid colors - navy blue, brown, black, gray or khaki) Denim shorts of any color are not allowed. Shorts must fit properly at knee length; sagging, hip-huggers, low riding, or excessively baggy or tight shorts are not allowed. Capri pants for girls are allowed provided they are consistent in color and material type as noted above. Cargo type shorts of the above noted material and colors are allowed.

### **Skirts/skorts, jumpers (girls):**

Skirts, skorts or jumpers of solid color (navy blue, black, gray, brown or khaki) are allowed.

Polo style dress in solid color

Length should be no shorter than the middle finger tip with arms fully extended while standing.

Jumpers of solid color with an approved shirt type may be worn.

### **Socks:**

Tights may only be white, navy or maroon. Socks or hosiery must be worn at all times

### **Shirts:**

Polo type uniform shirts should be worn each day. On Fridays, students are allowed to wear spirit shirts. Excessively long and very short shirts should be avoided.

At no time should the student's stomach or lower back be visible. Shirts must be able to be tucked in. Shirts may be short or long sleeves. Sleeveless styles are not allowed. Shirts worn under polo shirts must be a solid color.

### **Sweaters/Sweatshirts:**

Sweaters or sweater vests of any solid color are allowed.

Sweaters must be worn over an approved shirt. **Solid colored** zippered cardigan styled or pullover sweatshirts or fleece may be worn. No logos or lettering exceeding 3"x5" will be permitted. (Exception: Bethesda spirit wear or class trip sweatshirts) Students should keep one sweater or sweatshirt (see above for approved styles) in their locker for colder classroom days.

Jackets or coats MAY NOT be worn in the classroom.

### **Shoes:**

Regular dress shoes or clean athletic shoes in white and/or black only are allowed. All shoes must have non-marking soles (to prevent scuff marks in hallways, classrooms, gym floor, etc.). Boots, shoes with cleats, work shoes, sandals/flip flops, clogs (including Crocs), open-toed shoes or any other type of footwear that may be dangerous to the child (including shoes with wheels) will not be allowed. Shoes must be tied or fastened at all times. Snow boots may not be worn in the classroom and are to be removed and placed on the floor outside the lockers. The student must have a pair of shoes to wear in the classroom.

## Other Considerations

- Field Trips: The nature of some field trips requires the students to wear clothes that may not adhere to the standardized dress code. In these cases, the classroom teacher and principal (or his/her designee) will determine appropriate dress.
- Fridays are considered denim days. Jeans may be worn with spirit shirts.
- Special theme days will be announced throughout the school year.
- **Wednesday (Chapel Days) are dress code or better days - no hoodies etc.**

On “**Casual Days**” – when we are allowed to be “out of uniform” the following applies: No frayed or torn clothing (including torn or frayed jeans), no short shorts, no leggings/tights as pants, no yoga pants, no sleeveless tops, no inappropriate pictures or words on clothing and no sweat pants. Athletic/Wind sweats may be worn on casual days.

## Dress Code Violations:

Students out of uniform will be directed to the school office and a parent will be notified. Subsequent or major violations may require parents to bring a change of clothing for the student or other actions as deemed appropriate.

### 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.

- **Piercing Rule** – Facial (nose, lip, eyebrow, etc.) piercings are not allowed. Students may wear no more than 2 earrings in each ear.
- Noticeable facial hair is not allowed.
- Make-up may be used in Grades 6-8 only and should be used in moderation.

## DROP-OFF AND PICK-UP

**USE OF CELLPHONES (EVEN HANDS FREE) is prohibited by law in school zones.**

### **Morning Drop-off**

Doors open at 8:30 AM. IF students arrive prior to that, their parents are to check them into Morning Care. Bethesda is not responsible for students arriving before this time and not going to Morning Care. The main door (Campbell Ave entrance) should be used by ALL students.

### **After School Pick-up**

Half-day preschool: Ends at 12:00 pm. Pick-up will be through the Campbell Avenue doors. Students must be signed out.

All other classes end at 3:15 pm.

Preschool and Kindergarten students will be dismissed through the Pratt Blvd gate.

Grades 1-8 will be dismissed through the Campbell Avenue doors.

Please follow instructions given by teachers and safety patrol personnel.

Students who walk to the library or bike/walk home will need a completed *After School Release Form* before we will allow them to leave campus. Only students in Grades 5th-8th will be allowed to leave campus.

### **Extended Care**

Extended Care (for Preschool – 8<sup>th</sup> Grade) is offered by Bethesda as a service to working parents. The cost is \$6.00 per hour and will be charged to the nearest hour. Up to one hour \$6, two hours \$12 and 2.5 hours \$18. A monthly discounted rate of \$210 is available for families. These programs operate, according to the needs and program viability, after school (3:30-6:00p.m.). These self-supporting programs are designed to be a relaxed atmosphere for children. Children can engage in a variety of activities from free play on the playground to arts and crafts. For students wishing to get a head start on homework, a quiet place is provided. A fee of \$1.00 per minute will be charged for those who are picked up after 6:00pm. A monthly payment option is available. In order for continued use of the program all payments are due upon receipt of the Extended Care statement. Children with past-due accounts will not be allowed to use the program.

### **Before School Care**

A before school care program is available and located in the main school building gymnasium. Students may arrive as early as 7:00 am and will be sent to their classroom when the first bell sounds at 8:30am. While in morning care students can play with games from home or use the ones provided; they may study, read or chat with friends. Students must remain in the gym unless permission is given to leave. The charge for this service is \$10.00 per morning. Students who arrive early and choose to remain outside will not be charged for before school care. (Bethesda assumes no responsibility for students waiting outside before 8:30am) A monthly payment option of \$125 is available for morning care students.

### **Field Trips**

Field trips during the school day are designed to be educational and fun. Teachers may require students to take notes, answer questions or take tests or quizzes related to the trip. A signed permission form is required for all trips. A phone call cannot be accepted for field trip permission. For some field trips, a fee will be charged to help offset the cost of the field trip. Parents are asked to sign a *Walking Field Trip* permission form (every year) for trips taken within walking distance from school.

In most cases, transportation for field trips will be by bus. In rare circumstances they will be by private vehicles driven by parents/chaperones. When private vehicles are used each student must be secured according to state statute. Seatbelts or car seats are required for all students. All drivers/chaperones are required to complete a background check and drivers must provide proof of insurance. When considering signing up to chaperone a field trip please note that siblings are not allowed on field trips; if you are driving, it is our policy that NO VIDEO or DVD be shown and no cell phone or hand held device be used in the vehicle (State of IL Law); and under no circumstance should you deviate from the planned field trip – or make any unapproved stops to or from the field trip.

### **Fundraisers**

Money raised through school approved class fund raisers is to be spent for the designated purpose. Most school sponsored fundraising is used either for a specific event (class trip). All monies must be kept in a Bethesda account.

### **Gift Donations**

Gifts of money and equipment may be made to Bethesda International Academy. All gifts are accepted through the school office and may be tax deductible. The school office will be available to supply donors a receipt for tax purposes. Gifts donated become property of the school and may be utilized as the staff deems appropriate. We respectfully ask that you check with the school before making any donations of equipment/supplies.

Bethesda encourages potential donors to utilize matching funds programs available through many employers.

## Graduation Requirements

8<sup>th</sup> grade students are eligible for graduation if they complete the required course of study and successfully pass (at the 75% level) tests over the United State Constitution and the State of Illinois Constitution. Students, if needed, will be given multiple opportunities to successfully complete this requirement. All other requirements such as attendance, health and others are found elsewhere in this handbook. All school work (term papers, projects and final tests) must be completed in order to graduate. All financial obligations to the school must be paid in full in order to graduate, and have files sent to high school.

Mastery of skill is required. A student that fails both semesters in 2 classes may be retained.

## Grievance Procedures

We utilize the Matthew 18 approach to resolve grievances. Following this Biblical precept, disputes should be resolved using the following steps:

1. Person-to-person (e.g. parent to teacher), this is by far the easiest and most God-pleasing way to resolve matters.(Multiple meetings may be needed to resolve issues.)
2. Person-to-person with a mediator (e.g. parent to teacher with principal); keeping the matter between the two parties and a mediator can resolve many problems quickly.
3. The final step (if all others have failed) is to bring the concern to the executive council (pastor, principal and other designees). Again, this is considered the **final step** and should be done only after repeated efforts to resolve the matter.

Out of Christian love and respect, and because Scripture directs us in this matter and warns us of the evils of the tongue, **please keep grievances out of the parking lot, social networks or telephone conversations with unaffected parties and deal with them as outlined above.**

## Bullying and Harassment

**I. Preamble:** The Illinois General Assembly finds that “a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with students’ ability to learn and participate in school activities. Because of the negative outcomes associated with bullying in schools, the General Assembly finds that school districts, charter schools, and non-public, non sectarian elementary and secondary schools should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying.” 105 ILCS 5/27-23.7

### II. Bullying Defined:

**Bullying** is any type of conduct that may:

1. Reflect a coercive **imbalance of power**; AND
2. Is **severe, pervasive** and often **purposeful** and **repeated**; AND
3. Places an individual in (a) **reasonable** fear of **substantial** detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student’s academic performance or ability to participate in any school related activity.

Further the Illinois legislature defines “Bullying” as meaning:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance; or



(4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

"Cyber-bullying" includes the creation of a webpage or blog or other means in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Conduct which may be considered bullying might include:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; harassment, threats, intimidation, theft, public humiliation, retaliation for asserting or alleging an act of bullying, stalking; sexual assault; and destruction or damage to property of another.
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, *examples* of conduct that may constitute bullying include the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, age, gender, or expression, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would ***not ordinarily*** be considered bullying for purposes of this policy include:

- Mere teasing
- "talking trash"
- Trading of insults

### **III. Bullying is prohibited**

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this Policy is conduct that occurs on school property, at school sponsored activities or events, or "cyber-bullying" conduct from outside of school; while students are being transported or walking to or from school or school sponsored activities or events; or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions, including but not limited to restorative measures.

Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The highest risk location for bullying occurs:

- On the school bus
- Walking to and from school
- On school playgrounds
- In school cafeterias, locker rooms, and in bathrooms
- Through use of the Internet and cellular phones, even from off-campus

This Policy applies to bullying that may occur at any of these locations, but is not limited to these locations.

For purposes of this Policy, a **bystander** to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.

#### **IV. Responding to Bullying**

It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration should consider the following:

- The ages and maturity of the students involved;
- The type, frequency, severity and patterns of behaviors;
- The context in which the incidents occurred;
- Any other relevant circumstances.

In this regard, this Policy recognizes the sound principles of remediation measures and restorative justice and encourages application of these principles in any response or discipline that may be imposed.

#### **V. Report and Investigation**

Bethesda has developed a reporting procedure (Incident Report form) to be filled out whenever an allegation of bullying is made. Anyone who witnesses any conduct that could constitute bullying shall make such a report as soon as possible to any school staff member. This report then shall be submitted to the principal/executive director or designee(s) responsible for student discipline who as soon as practicable shall conduct or cause to be conducted a thorough investigation of the alleged incident, and make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with Bethesda's established due process procedures. This procedure will promptly inform parents or guardians of all students involved in the alleged incident of bullying. The procedure will discuss with parents or guardians as appropriate, the availability of counseling, school psychological services, other interventions, and restorative measures.

The police and State's Attorney shall be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and

other applicable law enforcement authorities. Bethesda always retains its right to investigate and impose any discipline for violation of this Policy, whether or not criminal charges are pursued.

The school principal/executive director or designee periodically shall review disciplinary incidents involving bullying conduct or conduct placing students at risk of bullying for purposes of monitoring: 1) the effectiveness of the school's programs and interventions in creating a climate of mutual respect and civility in the school community, and 2) the application of this policy in a non-discriminatory manner. A report of the principal's findings shall be made to the Governing Board at least once a year.

## **VI. Notification / Training**

Students and Parents/legal guardians will be notified of this Policy annually through receipt of the school's Handbook. The Policy is also posted on the school's website. The school shall utilize a framework to incorporate the social and emotional learning standards for all grade levels as required by State law.

All partners to this agreement understand the importance of the most current and up-to-date information on issues relating to bullying and agree to utilize their best efforts in participating in training and sharing information on this important topic.

Any training in the schools will include training for all staff members including teachers, administrators, para professionals, coaches, support staff, sponsors of student groups and any volunteer who is engaged in interacting with students on a regular basis.

## **Hate Speech/Intolerance**

Bethesda International Academy does not condone and will not tolerate any type of hate speech or intolerance of people due to their race, creed, ethnic origin or religious beliefs. As our Lord Jesus Christ welcomed all, so do we. Any student who engages in such activity, whether written, verbal or electronic will face the following consequences:

1. Upon completion of an investigation by the principal or his appointee, if evidence points to such behavior the offending student or students will be suspended immediately pending a meeting of the executive council (Pastor, principal, governing board) to consider the situation.
2. The student or students and their parents will be invited to attend the meeting to offer their opinions and/or defenses.
3. The council will review all associated documentation and interview witnesses as needed.
4. The council will then decide if any further course of action which can include any or all of the following:
  - Mandatory counseling,
  - Required sensitivity and awareness training,
  - Extension of the suspension for up to an additional five (5) days,
  - Expulsion of the offending student or students for conduct unacceptable to BIA,
  - If facts warrant, civil authorities may be notified, or
  - Dismissal of the complaint

In situations such as this, those children or families threatened or named as targets of such behavior will be notified and given the opportunity to address the executive council prior to the council's rendering of a final decision. **The decision of the executive council is final.**

## **HEALTH INFORMATION**

### ***Emergencies and Illness:***

Parents must have on file in the office a list of names and numbers of someone who can pick-up the child and be responsible for that student should he or she become ill or have an accident during school hours. Should a

health condition require a 911 emergency call, the Chicago Fire Department/Paramedics will, along with the Chicago Police Department, provide to your child on-scene emergency medical care and transportation.

Upon arrival, the paramedics will assess and treat your child per standard operating procedures. Then, if needed, they will transport your child to the nearest available hospital. The fees for services rendered will be the responsibility of the parents or guardian.

If your child becomes ill at school, a staff member will attempt to reach a parent and then, if needed, the other names given for emergencies. **A student will not be sent home without an adult.**

**Emergency Information** – Be sure your child's emergency information and your emergency contact information is current and that the school is notified every time there is a change made. **This is extremely important!**

**Medication at School:** There are cases when a student's health could be compromised by not getting medication during school hours. All medications must be kept in the school office. Students with inhalers may carry them if their parents indicate this in writing. When a student requires any medication at school, the parent must supply:

1. Written permission authorizing school personnel to administer medication. (All Prescription and OTC medications) signed by doctor or doctor's representative.
2. A written order from the physician indicating the necessity of medication. (All Prescription and OTC medications)
3. The original labeled container of the medication. For prescription medication the pharmacist will supply a duplicate labeled container so one can be kept at home and one at school. Each container should contain the phone number of the pharmacy, the student's name, the physician's name, and the medication and dosage to be given.

### Care of Students with Diabetes

- a. When the school has a student with diabetes, all school employees receive training in the basis 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 during a regular in service training as provided by Section 10-22.39 of the School Code
- b. The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physicians diabetes care plan that also carries a parent signature, both of which are maintained in the school files.
- c. The school requires every staff member who is taking care of a student with diabetes to be trained appropriately, per 105 ILCS 145, as a "Delegated care aide" by a licensed healthcare provider with expertise in diabetes or a certified diabetes educator.

### Stay-in Requests for Recess:

The school's position is that children healthy enough to attend school are well enough to take part in gym and outdoor recess. A stay-in request will be honored if made by the child's physician in writing and filed in the school office.

### Screenings:

Screenings are required for the following grades and all who have an IEP/504:

- |          |  |
|----------|--|
| Vision:  | Kindergarten and all new students (grades 1-8)                   |
| Dental:  | Kindergarten, 2nd, 6th and all new students (grades 1-8)         |
| Hearing: | Preschool, 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> |

**State law requires that all health required examinations and scheduled immunizations be fulfilled by October 15. Students who do not meet this deadline will be suspended until proof of both is presented to the school office.**

## **REQUIRED HEALTH EXAMS**

ALL **NEW** STUDENTS entering K- 8<sup>th</sup> Grade: Birth Certificate, Physical/Immunizations, Dental Exam, Eye Exam

PRESCHOOL STUDENTS: Birth Certificates and Physical/Immunizations

KINDERGARTEN STUDENTS: Physical/Immunizations, Dental Exam, Eye Exam

2<sup>nd</sup> GRADE STUDENTS: Dental Exam

6<sup>th</sup> GRADE STUDENTS: Physical/Immunizations, Dental Exam

## **Home/School Communication**

Communication is one of the keys to a strong home/school bond. To allow for this to occur, BIA uses the following:

- A weekly newsletter (Parent Bulletin) is e-mailed home with information about the school and upcoming events. Please read each copy thoroughly. This is sent out typically on Friday.
- A “Back to School Night” gives parents a chance to meet their child’s teacher, ask questions and visit their classroom. Specific classroom procedures are often shared during these visits. In addition, school fees will be collected for the school year.
- Parent/Teacher conferences are held twice a year. A **mandatory** conference is scheduled following the first trimester. An optional second conference is held following the second trimester as needed.
- Periodic notes, e-mails, and telephone calls are also used to keep in touch. Additional conferences may be scheduled as needed.

## **Homework Philosophy**

Educational practitioners all agree that homework has a place in the education of children. We at Bethesda International Academy feel that work assigned to be completed by the student independently, provides a source for practice and mastery of material presented by the teacher. Homework (independent work) provides students with the opportunity to develop lifelong skills including time management, scheduling, self-discipline, and the ability to work independently.

Specifically speaking, homework at Bethesda has three (3) primary goals:

1. To provide practice in subject material covered that day;
2. To prepare the student for material which will be covered the next day, and
3. To allow the student to complete long-term or long-range assignments such as book reports or projects. The goal of homework is to engage the students in meaningful activities as guided by the above stated goals.

Teachers at Bethesda International Academy strive to make homework meaningful without being redundant or wasting precious time. We realize the stresses put on children due to extra activities; however, we believe school and its accompanying work should remain the **number one** priority for all students.

Generally speaking, Bethesda expects students to spend approximately 15 minutes per grade in outside work. Thus, first graders can expect to spend about 15 minutes, third graders approximately 45 minutes and eighth graders approximately 2 hours. While these guidelines are not hard and fast, they should be used as a guide. Most often time spent on homework may be less, and occasionally, more depending on class or subject circumstances. If you discover your child consistently spending more time than this, it is important to contact your child’s teacher.

## Honor Roll

The purpose of BIA Honor Roll is to recognize and honor students who have attained outstanding academic success to provide positive reinforcement that inspires all students to strive harder and perform at their highest level in all subjects. BIA Honor Roll is recognized for grades 4-8.

“Gold” 4.3 and up, “Maroon” 3.5-3.74, “Honorable Mention” 3.3-3.49 are the three designations we apply to students who demonstrate academic excellence. To be considered for these awards students must maintain a grade point listed above without receiving any grade lower than a B-. All academic areas are included in this award.

## Grading

<b>A+ 98-100</b>	4.3	<b>A 93-97</b>	4.0	<b>A- 90-92</b>	3.7
<b>B+ 88-89</b>	3.3	<b>B 83-87</b>	3.0	<b>B- 80-82</b>	2.7
<b>C+ 78-79</b>	2.3	<b>C 73-77</b>	2.0	<b>C- 70-72</b>	1.7
<b>D+ 68-69</b>	1.3	<b>D 64-67</b>	1.0	<b>D- 60-62</b>	.7

Valedictorian and Salutatorian awards for 8<sup>th</sup> Grade graduation will be determined using grades achieved in Grade 6-8. Students transferring to Bethesda during those years will have their average figure using the above scale and the grades received as part of their permanent academic record.

For students in Grades 1-3, the following grading is used:

### Key for Performance Levels

- 4 Exemplary
- 3 Proficient
- 2 Developing
- 1 Emerging
- NA = Not Applicable at this time

## Inclement Weather

In the event of bad weather, Bethesda will generally close when CPS closes. Please utilize the following for information regarding weather and emergency related closures:

**RADIO:** WGN – 720AM and WBBM – 780AM

**TELEVISION:** CBS 2, NBC 5, ABC7, WGN9 and FOX32

Parents can also check [www.emergencyclosings.com](http://www.emergencyclosings.com) for information about school closings.

**Please note that Bethesda may choose to cancel classes even when CPS does not, since all of our students are transported by cars. The safety of our students, their families, and our teachers will always be the primary concern when making this decision.**

If school is cancelled due to inclement weather all extra-curricular activities scheduled and extended care for that day are also cancelled.

## Invitations

If you are hosting a birthday party, unless the entire class is invited, invitations are NOT to be handed out through school.

## **Lockers**

Students are assigned a locker at the beginning of the school year. The following list of regulations applies to the hallway lockers:

- Students are to use only their assigned lockers. Students may not trade lockers without a teacher's permission.
- Lockers are the property of Bethesda. Thus, the administration and faculty reserves the right to inspect lockers at any time.
- No stickers are to be used inside or out. Students may use magnets on the inside only.
- Lockers should be kept clean and should be cleaned out prior to each major holiday break and at the end of the school year.
- Students are not to alter the locking mechanism.
- Damage done by the student requiring repair or replacement of the locker will be the responsibility of the parent.

## **Friends of Bethesda**

Our school sponsors a Friends of Bethesda parent group. This organization serves as an arm of the school, helping to foster communication between the school and home. It sponsors educational programs for students, parents and teachers; helps provide needed services to the home and school; and also does major fundraising for school projects. The FoB works closely with the principal and staff to provide needed assistance. The FoB is an organization which operates under the authority of the principal.

## **Promotion**

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade level. Classroom achievement, teacher evaluation, and standardized test scores are used to form the basis for this evaluation.

## **Retention**

Students who would benefit from a second year at a grade level are recommended for retention. This recommendation is based on teacher observation, test scores, classroom achievement, standardized test scores, and parent/teacher conferences. Parents will be informed sometime during the third quarter if this option should be considered for their child.

It is expected that most students will be promoted annually from grade-to-grade. In the few cases where retention may be an option, a teacher-principal-parent conference will be held to determine the appropriate grade level for the child concerned.

## **Report on Asbestos**

In accordance with the regulations of the Illinois Department of Public Health, we are required to inform you of the presence of material that contains asbestos fibers used in the mastic to adhere tile in the "old school" building. It does not constitute a health risk in this location since it is under the tile and bonded within the mastic. Your child's health and safety is our utmost concern. Bethesda is committed to a policy of safety and to effectively managing asbestos on our campus. Last inspection February 2024.

**School Hours** The school office is open between the hours of 8:00 a.m. and 4:00 p.m.

Half Day Preschool: 8:45 –12:00

Full Day Preschool through 8th Grade 8:45 – 3:15 Monday - Friday

Students dropped off before 8:30 AM must go to Morning Extended Care. Bethesda is not responsible for children before 8:30 AM. (You will be charged the going rate of this program). Any student not picked up by 3:30 p.m. will be escorted to the Extended care their parents will be charged the going rate of either program.

Students are expected to go directly to their classroom when the doors open at 8:30 AM. Students should plan on leaving the school premises immediately after school unless participating in a school related program all students staying after must be under the immediate supervision of a staff member.

Students are expected to be in their classroom at the beginning of the class period. Any student not in the classroom will be marked tardy. Students in Grades 1-8 who arrive after school begins (8:45) should check in at the school office and receive a late pass. Late students will not be allowed in class without first checking into the school office.

### **School Calendar**

The school calendar is on our website ([www.biachicago.com](http://www.biachicago.com)). This calendar lists all school holidays, early dismissal days, and other special events throughout the school year. We encourage you to check the calendar throughout the school year. Changes to this calendar will be announced through the school newsletter and reflected on the calendar.

### **School Pictures**

Pictures of all students are taken each fall. This is an optional purchase; however, all students will be photographed. Price and package details will be sent home in a flyer before picture day. Retakes will be held a few weeks after the original picture day.

### **Standardized Testing**

Students in grades first through eight participate in the Measure of Academic Progress (MAP), a nationwide testing program. Results of these tests are communicated to parents when they are received. Other standardized tests are given on an as needed basis.

### **Social Media**

Bethesda International Academy

- Does 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.

### **Technology**

Bethesda provides computers, networks and the internet as one way of enhancing its goal to teach skills, knowledge and behaviors students will need as successful and responsible adults in the community as a whole. The school's computers and network connections provide opportunities to explore and use a varied and exciting set of resources including computer and other Internet programs.

Bethesda provides these technology tools under the supervision of school personnel to support and enhance the curriculum. The school requires that students who use the school's computers and networks will do so in a way that is consistent with its education and spiritual mission.

### **Telephone Calls**

Telephone messages received in the school office during school hours will be given to teachers. Teachers will then relay the message to the student when they feel it is appropriate. Please be aware that teachers do not always have the time to check voicemail messages so it is important to plan your child's after school



activities and plans before they come to school. No student will be called to take a telephone call unless it is an emergency.

### **Weapons**

School is no place for weapons of **any kind**. At Bethesda International Academy, we strive to provide a safe and secure environment for our students, teachers and staff. If a student brings to school any type of weapon (knife, gun, explosive, etc.) and it is discovered that student will be immediately suspended pending a meeting of the Executive Council to consider permanent removal from the school.

Bethesda reserves the right to search a student's desk, locker, and personal possessions and, if deemed necessary, the person if information is received that a student may be in possession of such a weapon. Such searches have been declared by the courts to be constitutional, and do not violate or interfere with the student's freedom from unreasonable searches. Parents will be notified in the event that such a search took place whether or not a weapon was discovered during the course of such a search.

### ***The Principal/Executive Director will:***

1. Immediately notify a local law enforcement agency of firearm incidents at the school;
2. Immediately notify the parents or guardians of students in possession of firearms on school grounds, which 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 within 48 hours of becoming aware of the incident;
3. Will notify the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; and,
4. Will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

### **Withdrawal from Bethesda after the first day of school.**

If you desire to withdraw your child from Bethesda, the following procedures are to be followed:

1. The parent/guardian must inform the school in writing by the first of the month if the child will be leaving Bethesda during the upcoming month. The annual tuition obligation will be prorated, accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month. Failure to meet the first of the month deadline will result in an additional month of attendance to be included when calculating the tuition obligation. Account balances must be paid in full and all school property returned by the final attendance day. Refunds due to prepayment will be mailed to the family after the final attendance day. Fees for registration, education and technology are non-refundable.
2. All tuition and payment of any other fees are to be current. Official school student records will not be transferred to another school if there are any outstanding charges.
3. All student-owned supplies and materials may be taken home on the day of withdrawal.
4. If the family is moving, a forwarding address is to be left with the school office.

### **Worship**

Regular attendance at church and Sunday school is an expression of Christianity in action. As part of the educational program of training the whole child, Bethesda students are encouraged to attend worship services regularly.

### **Yearbook**

A school yearbook is published yearly. The yearbook contains pictures of students, staff, athletic teams, school organizations, school events and activities, and day-to-day happenings of the school. Orders and

payments for the yearbook will be taken in the fall. Extra yearbooks are rarely available, so please plan ahead.

### **Zero Tolerance**

The abuse of prescription medication or the use, distribution and sale of alcohol, illegal drugs or other intoxicants by students are strictly prohibited. Violations of this policy will result in immediate suspension pending a review to consider expulsion. State statute requires that Bethesda's administration report any instances of drug violations, firearm incidents and instances of battery committed against school personnel to local law enforcement officials, Illinois State Police and or the School Incidents Reporting System.

## **STUDENT SAFETY**

Bethesda takes very seriously its responsibility to keep students, staff, volunteers and visitors safe while at school. In conjunction with the Chicago area first-responders a Crisis Management Plan has been developed and implemented.

This Crisis Management plan includes strategies for dealing with most circumstances including fire, tornado and other such natural events as well as school intruders, man-made environmental threats, bomb threats and other such situations.

Students are taught to respond to these incidents and behave accordingly. Fire, tornado and lock-down drills are held each year. The faculty reviews this plan and up-dates it as needed. Local authorities annually approve the plan and are often on site to observe drills.

You can help us keep everyone safe by:

- Observing and following guidelines about checking into and out of the building
- Helping to monitor doors - If you observe a door being propped open or unlocked please notify the office.
- Always park in approved areas – keeping parked cars from obstructing fire-responders
- In the event of a lock-down or building evacuation please help us by not attempting to pick-up your child. Our plan also contains contingencies for the dismissal of students following such an event. During a lockdown, no one will be permitted to enter or leave the facility.
- In the event that we need to conduct an offsite dismissal students may be picked up at the Chicago Public Library - Northtown Branch (6800 N. Western). All parents will be notified electronically or by phone if such a situation arises.

A copy of the Crisis Management plan may be reviewed by parents. A copy is available in the school office.

### **Missing Student Report**

The Administrator and Administrative Assistant for Bethesda are alert to flag records requests for any current, transfer, or former student reported as a missing person by the Illinois State Police. If a child reported as a missing person is attending the school, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and to the local Police Department.

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

In the event of serious injury, death, or other event that should occur that has a marked effect on the emotional state of the students and/or staff at Bethesda, outside intervention workers *may* be contacted. The administrator will have a list of sources available. The decision to involve outside personnel will be made by the administrator and/or designated representative.

## **Eye Protective Devices**

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid material; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

## **Toxic Art Supplies**

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

## **School Liability**

Bethesda International 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.

**This policy requires that parents sign a form acknowledging that they have been informed of and understand the policy. Parent signatures on the Handbook Acknowledge form verify that policy has been read and understood.**

## **Asthma/Diabetes**

School 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
  - i. the name of the asthma medication
  - ii. the prescribed dosage; and,
  - iii. 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 pupils with asthma to 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

- i. the name and purpose of the injector
- ii. the prescribed dosage
- iii. 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:

- a) signed parent permission notification
- b) 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. a care plan signed by the student's parent/guardian is on file.
- b. 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.

#### 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:

- a. written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered:
- b. 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).
- c. a copy of items a) and b) on file in the school's office.
- d. 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 storing of other student medications and may be accessible only by the school nurse or school administrator. Administration of medical cannabis is permitted in the following circumstances:

- a. While on school premises
- b. While at a school-sponsored activity; or,
- c. 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

#### Undesignated Medications

The school does not permit the administration of undesignated medications.

#### General School Compliance

The school agrees to comply with any other state or federal laws or regulatory requirements.

Health Topic Resources - SEE Appendix C

## **Firearms**

As per Illinois State law, Bethesda International 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.

## **STUDENT RECORDS**

### **Birth Certificates and Health Exam Records**

**A.** Certified copies of birth certificates (or other acceptable proof) are kept on file for each student enrolled. Birth certificate is to be submitted before the child attends school. If not submitted within 30 days of enrollment, student is excluded from school until submitted. (Original certified copy may be brought to the school office and shown to principal or office manager and returned to parents after copy is made.)

**B.** Proof of immunizations as specified by the Illinois Department of Public Health is to be submitted before child attends school.

### **C. Health Exams**

Students are required to have had health exams performed within the following time frames.

- a. Within one year prior to entering P, K or 1<sup>st</sup> grade;
- b. Upon entering the 6<sup>th</sup> grades for elementary school and 9<sup>th</sup> grade for high school;
- c. Irrespective of grade, immediately upon entrance into school.

Note: New students may submit up to date health and immunization records from the former school.

**D.** By November 15, the school submits information through IWAS regarding the number of students who have and who have not received the required immunization and health exams.

**E.** By November 15, Students enrolled in kindergarten and in any grade where this is the first time the student has enrolled in an Illinois school are required to have had vision exams performed before October 15<sup>th</sup> of the school year.

**F.** Students in 2<sup>nd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grade are required to have dental exams before May 15<sup>th</sup> of the school year

**G.** By June 30, the school submits through IWAS information regarding the number of students who have received required vision and dental exams.

## **Academic Curriculum**

### **Preschool**

Our Preschool recognizes the need for providing an atmosphere in which we foster spiritual, social, physical, and mental growth in your young child. Knowing that children learn by being active, curious, confident, and by having divergent thinking, we provide many opportunities for varied learning experiences appropriate to the developmental level of young children. This learning will occur through daily activities, which include play, conversation, books, audio-visual materials, a wide variety of hands-on experiences, and incidental happenings.

### **Preschool goals**

- To acquaint children with Jesus and His Love.
- To help children establish themselves away from home.
- To broaden children's growth experiences in all areas.
- To help children get along with others.
- To help strengthen the relationship between family and the school and church.

### **Grades K-8**

Bethesda International Academy has developed a curriculum that reflects the philosophy of the church and school. Our course of study is based on the Word of God and seeks to educate the whole child.

Our learning objectives not only meet, but exceed, the goals established by the State Board of Education. The curriculum complies with public Act 84-126 of the State of Illinois. This legislation defines the primary purpose of schooling as the transmission of knowledge and culture through which children learn in areas necessary to their continuing development: Language Arts, Mathematics, Biological and Physical Sciences, Social Sciences, Technology Education, Fine Arts, and Physical Development and Health. The state goals, developed by the State of Education for each of the six primary areas identified in the law, provide the minimum standard for our expectation of learning at the end of our educational program, Preschool - 8.

In addition, our curriculum addresses Computer Education, World Languages, and Outdoor Education. Primary sources for the development of our curriculum were the Illinois Education Standards, Local Public School curriculum, and CPH One in Christ curriculum of the Lutheran Church-Missouri Synod.

The learning experiences and the resources to implement the curriculum are determined by our faculty and individual teachers, according to the needs of the students.

### **Fine Arts Education**

Our 1st through 8th grade students receive music and art instruction during the course of the school week.

### **Physical Education**

The physical development of each child is also a goal of Bethesda. Therefore, all students are expected to participate in the scheduled P.E. program at school unless excused, in writing, by a parent or doctor.

Notes sent to excuse a student from P.E. class due to injury or sickness must be from a physician's office and contain specific dates for which the child is to be excused.

Appropriate clothing and footwear are expected for all physical education classes. All K-8 students must have a pair of **non-marking** shoes to be used exclusively in the gymnasium. All students in Grades 4-8 are required to purchase and wear P.E. uniforms. Uniforms may be ordered through SchoolBelles (link available on [biachicago.com](http://biachicago.com)).

A Bethesda uniform is required for students in grades 4th-8th. Students must purchase the gym clothing through the school office and are required to provide their own gym shoes. This uniform is to be worn for all P.E. classes and other activities as directed by teachers. The cost of the uniform is indicated on the fee sheet available to parents during the summer.

### **Sex Education**

We recognize the importance of God's command to parents to equip their child for the world. It is the function of the school to assist parents in carrying out God's command. Our program of sex education is consistent with this philosophy, in that it is taught from a Lutheran Missouri Synod perspective within the curriculum. In addition, as Christian teachers instruct students in other subjects, particularly religion and science, topics related to sex education i.e. reproduction and human development will occur as a natural part of the lessons and discussions. To help parents and teachers to be consistent in the information that is given at each age level, materials are available for check-out in the school office and parents are urged to use these materials with their children.

## **Enrichment**

### **Enrichment Philosophy**

At Bethesda, we believe that every child possesses God-given gifts, which are to be developed to His glory. To that end, we embrace a philosophy of education which seeks to target the gifts of each child at every grade level. We are committed to providing an enriching learning experience which addresses a variety of learning styles represented in our student population.

Throughout the grade levels, Bethesda employs specialists in several areas. These professionals implement their own curriculum, and their lessons are often in conjunction with, or integrated into, the lessons which are taught by classroom teachers on a daily basis. Grades 3-8 are departmentalized in the areas of science, math, history/social science, and English/language arts.

Bethesda also offers a number of voluntary extra-curricular opportunities to enrich life experience beyond the classroom. Students in the primary and intermediate grades are able to take advantage of some of these, as age appropriate. As students advance through to junior high, they are able to select from the full complement of sports, teams and organizations to develop their God given gifts.

**Bethesda International Academy**  
**2025-2026**  
**Parent and Student Signatures Required**

**Please sign ONE sheet for EACH student. When possible, please provide both parent signatures.**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

**HANDBOOK ACKNOWLEDGMENT:**

I have read the 2024-2025 Student & Parent Handbook and understand the policies and rules as outlined. I further understand that the school reserves the right to change or add information and rules as needed and all changes will be fully explained and adequate notice of all such changes will be given.

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

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

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PERMIT TO PUBLISH**

I give permission to Bethesda International Academy to use pictures and/or videos of my child for recruitment information or news release purposes. This permission is granted with the understanding that my child's full name will not be used or published with their photo/video. If my child's full name is used, permission for that will be sought and granted for single use only.

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

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

**WALKING FIELD TRIP PERMISSION**

I give permission for my child to accompany his or her class on field trips which occur within walking distance of Bethesda International Academy (one mile or less). Classes taking walking field trips will have an appropriate number of adult chaperones and advance notice will be given to parents when possible.

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

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

**Please Sign & Return to the main office by Aug. 14th**



**Bethesda International Academy**  
**6803 N Campbell Ave**  
**Chicago, IL 60645**

**ACCEPTABLE USE POLICY**  
**For Technology**

Use of the Internet enables Bethesda to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or personal entertainment. Since the Internet is an unregulated medium there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student account or profile or a social networking website.

Unacceptable use would include, but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit
- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited.

Violations may result in a loss of access as well as other disciplinary or legal action.

Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference. To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.

Both the student and his/her parent/guardian must agree to adhere to this policy before students will be allowed access. Signed forms will remain on file.

Bethesda International Academy  
**Acceptable Use Policy for Technology**  
**2025-2026**

**One Form per Family**

**Signed by Students (K - 8 only) and Parents**

To ensure the rights of all students and staff to learn and grow in a safe Christian atmosphere, I/We agree to abide by these Acceptable Use Policies for Technology set forth in the Bethesda International Academy Parent Handbook.

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

Signature of Student 1 \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student 2 \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student 3 \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student 4 \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**Please Sign & Return to the main office by Aug. 14th**

Bethesda International Academy  
***After School Release Form***  
**2025-2026**

**One Per Student**

\_\_\_\_\_ has my permission to  
Name of Student Grade \_\_\_\_\_

(please check all that apply)

Ride bicycle to/from home/school \_\_\_\_\_ anytime \_\_\_\_\_ only with dated note

Walk to/from home/school \_\_\_\_\_ anytime \_\_\_\_\_ only with dated note

By signing below, you agree to the following:

- You are aware of student dismissal time: 3:15pm
- Students may not remain on school property unsupervised – they cannot play on the playground or stay on campus without a parent or guardian present.
- Once my child leaves school property, there is no adult supervision for them.
- I have made my child aware that, for their safety, they must go directly home after school.
- I have directed my child that if I am not in our agreed pick up area, they are to return to the school office and notify school personnel.
- Any changes to the above permission must be communicated in writing to the school office.
- This permission form will remain in effect unless and until you notify the school office in writing that permission is rescinded.

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

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

**Please Sign & Return to the main office by Aug. 14th**

**One per Child per medication**

Bethesda International Academy  
6802 N Campbell Ave Chicago, IL 60645  
Phone: 773-443-0800 email: cnoble@biachicago.com

THIS FORM MUST BE COMPLETED and SIGNED BY A PHYSICIAN, BEFORE ANY MEDICATION CAN BE ADMINISTERED THROUGH THE SCHOOL OFFICE

**PERMISSION TO ADMINISTER MEDICATION AT SCHOOL**

2025-2026 School Year

**Important Information**

1. Medication should be brought to the school in its original container, clearly marked with the child's name and the medication name and pertinent information. **THIS INCLUDES, INHALERS, PRESCRIPTION MEDICATION AND ALL OVER THE COUNTER MEDS (Advil, Tylenol, Midol, Decongestants, Allergy etc.)**
2. If dosing amount, timing or any changes occur during the school year, it is the parent's responsibility to communicate that and provide a new completed Permission to Administer form to the office immediately. 3. Medication and permission forms will be kept in the office. Teachers will take student's medication on field trips.

I hereby grant permission for the authorized personnel of Bethesda International Academy to administer the medication detailed on this form to my child.

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

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_ Reason \_\_\_\_\_

☐ Liquid ☐ Pill/Tablet/Caplet ☐ Inhaler ☐ Injection ☐ Topical ☐ Eye Drops

Time(s) to Administer \_\_\_\_\_ or \_\_\_\_\_ PRN (as needed) every \_\_\_\_\_ hours.

Additional Instructions \_\_\_\_\_

Possible side effects \_\_\_\_\_

- The above named student may carry and self-administer his/her ☐ inhaler or ☐ epi-pen.

**I certify that s/he has been properly instructed in its use. Circle one: YES NO**

Physician's Name (please print) \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Physician's Phone \_\_\_\_\_

Date \_\_\_\_\_

**Please Sign & Return (with Medication) to the main office**

**Appendix A**  
**Bethesda International Academy Chicago, Illinois**  
**Wellness Policies on Physical Activity and Nutrition**

**Preamble**

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, Bethesda International Academy is committed to providing an environment that promotes and protects children's health, well-being, and ability to learn. All this is done by supporting healthy eating and physical activity. Therefore, it is the policy of Bethesda that:

- Bethesda will engage students, parents, teachers, and foodservice professionals in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Bethesda will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. The school will establish links between health education and school meal programs.

**TO ACHIEVE THESE POLICY GOALS:**

**I. Nutritional Quality of Foods and Beverages Served at Bethesda**

School Meals served through the National School Lunch will (***we do not currently participate***):

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;● offer a variety of fruits and vegetables;
- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

### Meal Times and Scheduling.

- will provide students with at least 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Sharing of Foods and Beverages. Bethesda will discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### Beverages

- Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non-dairy beverages (to be defined by USDA);
- Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding lowfat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Fundraising Activities. To support children's health and school nutrition-education efforts, Bethesda fundraising activities will encourage activities that promote physical activity. Bethesda will make available a list of ideas for acceptable fundraising activities.

Snacks. Snacks served during the school day, in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as snacks and water or juice as beverages. Bethesda will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. Bethesda will disseminate a list of healthful snack items to teachers, after school program personnel, and parents.

Rewards. Bethesda will provide food and beverage options to the students. These rewards will always give teachers and parents an alternative choice of food or beverage.

Celebrations. Bethesda will limit celebrations that involve food during the school day to no more than three parties per class per year. Each party should include alternative choices for students.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). All events will offer food and beverage alternatives.

## III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Bethesda aims to teach, encourage, and support healthy eating by students.

Bethesda will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, and standards-based program. It is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of health education classes, classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- provides fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);

- links with school meal programs, other school foods, and nutrition-related community services;

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons;
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communication with Parents. Bethesda will support parents' efforts to provide a healthy diet and daily physical activity for their children. Bethesda will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Bethesda will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. Bethesda will provide parents a list of foods that meet the school's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, Bethesda will provide opportunities for parents to share their healthy food practices with others in the school community.

Bethesda will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Staff Wellness. Bethesda International Academy highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-8. All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical activity for the entire school year. (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students (through grade 5) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Bethesda should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, the school will give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School. Bethesda offers interscholastic sports programs. Bethesda will attempt to offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment. Teachers and other school personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. School policies concerning safety will apply at all times.

#### V. Monitoring and Policy Review

Monitoring. The administrator will ensure compliance with established Bethesda nutrition and physical activity wellness policies.

The certified staff person will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, the principal will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received a SMI review from the state agency within the past five years, the school will request from the state agency that a SMI review be scheduled as soon as possible. The principal will develop a summary report every three years on Bethesda compliance with the established nutrition and physical activity wellness policies. That report will be provided to the school board.

Policy Review. To help with the initial development of the Bethesda wellness policies, Bethesda will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those schoolwide school assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. Bethesda will, as necessary, revise the wellness policies and develop plans to facilitate the implementation.



**Appendix B**  
**CONCUSSION POLICY AND RELATED ITEMS REQUIRED FOR PARTICIPATION IN SPORTS:**

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. \_\_\_\_\_ 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 care giver or specialist diagnosing the concussion:

1. The principal appoints a concussion oversight team. Clef School Nurse, Pat Braun is automatically a member of the team.
2. 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. Both in and out of school received concussions require clearance from a licensed physician, nurse practitioner, or medical specialist before the child returns to school. The school nurse and/or faculty must be notified to assist with monitoring the child.
3. 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>
4. Once back in school, the following assessments are made each day by the school nurse and /or faculty. 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 recurring 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).**

- |                 |   |
|-----------------|---|
| <b>Level 1:</b> | <b>No school</b><br><b>Complete Cognitive Rest</b><br><b>No screen time, No reading, No physical activity</b>   |
| <b>Level 2:</b> | <b>Modified School Attendance with Accommodations</b><br><b>Student will observe</b><br><b>Allow visit to the nurse as needed or symptomatic</b><br><b>Reduced academic engagement</b><br><b>Shortened task duration of 10-20 minutes</b><br><b>No physical activity</b><br><b>No tests, no homework</b><br><b>Frequent breaks as needed</b><br><b>Allow extra time between classes</b><br><b>Limited exposure to loud environments</b> |

- 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)**
  - 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.**

## CONCUSSION INFORMATION SHEET and SIGN-OFF

### Bethesda International Academy

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

SYMPTOMS may include one or more of the following:

<ul style="list-style-type: none"><li>• • Headaches</li><li>• • “Pressure in head”</li><li>• • Nausea or vomiting</li><li>• • Neck pain</li><li>• • Balance problems or dizziness</li><li>• • Blurred, double, or fuzzy vision</li><li>• • Sensitivity to light or noise</li><li>• • Feeling sluggish or slowed down</li><li>• • Feeling foggy or groggy</li><li>• • Drowsiness</li><li>• • Change in sleep patterns</li></ul>	<ul style="list-style-type: none"><li>• • Amnesia</li><li>• • “Don’t feel right”</li><li>• • Fatigue or low energy</li><li>• • Sadness</li><li>• • Nervousness or anxiety</li><li>• • Irritability</li><li>• • More emotional</li><li>• • Confusion</li><li>• • Concentration or memory problems</li><li>• • Repeating the same question/comment</li></ul>
--	--

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of

injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

<ul style="list-style-type: none"><li>● <b>Appears dazed</b></li><li>● <b>Vacant facial expression</b></li><li>● <b>Confused about assignment</b></li><li>● <b>Forgets plays</b></li><li>● <b>Is unsure of game, score or opponent</b></li><li>● <b>Moves clumsily or displays incoordination</b></li><li>● <b>Answers questions slowly</b></li></ul>	<ul style="list-style-type: none"><li>● <b>Loses consciousness</b></li><li>● <b>Any change in typical behavior or personality</b></li><li>● <b>Seizures or convulsions</b></li><li>● <b>Can't recall events after OR prior hit</b></li><li>● <b>Shows behavior or personality changes</b></li><li>● <b>Slurred speech</b></li></ul>
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#### CONSENT / SIGN-OFF

For current and up-to-date information on Concussions you can go to: [www.ihsa.org](http://www.ihsa.org) – under Resources and Sports Medicine [www.cdc.gov/headsup/youthsports/index.html](http://www.cdc.gov/headsup/youthsports/index.html)

By signing this form, we acknowledge we have been provided information regarding Concussions.

**Student-Athlete Name PRINT**

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**Student-Athlete SIGNATURE Date Grade**

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**Parent/Guardian Name PRINT**

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**Parent/Guardian SIGNATURE Date**

---



**State of Illinois  
Certificate of Child Health Examination**

<b>Student's Name</b>				<b>Birth Date</b>	<b>Sex</b>	<b>Race/Ethnicity</b>	<b>School /Grade Level/ID#</b>											
Last                      First                      Middle				Month/Day/Year														
Address                      Street                      City                      Zip Code				Parent/Guardian                      Telephone # Home                      Work														
<b>IMMUNIZATIONS: To be completed by health care provider. The mo/da/yr for <u>every</u> dose administered is required. If a specific vaccine is medically contraindicated, a separate written statement must be attached by the health care provider responsible for completing the health examination explaining the medical reason for the contraindication.</b>																		
<b>REQUIRED Vaccine / Dose</b>	<b>DOSE 1</b>			<b>DOSE 2</b>			<b>DOSE 3</b>			<b>DOSE 4</b>			<b>DOSE 5</b>			<b>DOSE 6</b>		
	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR
<b>DTP or DTaP</b>																		
<b>Tdap, Td or Pediatric DT (Check specific type)</b>	<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT			<input type="checkbox"/> Tdap <input type="checkbox"/> Td <input type="checkbox"/> DT		
<b>Polio (Check specific type)</b>	<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV			<input type="checkbox"/> IPV <input type="checkbox"/> OPV		
<b>Hib Haemophilus influenza type b</b>																		
<b>Pneumococcal Conjugate</b>																		
<b>Hepatitis B</b>																		
<b>MMR Measles Mumps Rubella</b>																		
<b>Varicella (Chickenpox)</b>																		
<b>Meningococcal conjugate (MCV4)</b>																		
<b>RECOMMENDED, BUT NOT REQUIRED Vaccine / Dose</b>																		
<b>Hepatitis A</b>																		
<b>HPV</b>																		
<b>Influenza</b>																		
<b>Other: Specify Immunization Administered/Dates</b>																		
<b>Health care provider (MD, DO, APN, PA, school health professional, health official) verifying above immunization history must sign below. If adding dates to the above immunization history section, put your initials by date(s) and sign here.</b>																		
<b>Signature</b>										<b>Title</b>					<b>Date</b>			
<b>Signature</b>										<b>Title</b>					<b>Date</b>			
<b>ALTERNATIVE PROOF OF IMMUNITY</b>																		
<b>1. Clinical diagnosis (measles, mumps, hepatitis B) is allowed when verified by physician and supported with lab confirmation. Attach copy of lab result.</b> <b>*MEASLES (Rubella) MO DA YR    **MUMPS MO DA YR    HEPATITIS B MO DA YR    VARICELLA MO DA YR</b>																		
<b>2. History of varicella (chickenpox) disease is acceptable if verified by health care provider, school health professional or health official. Person signing below verifies that the parent/guardian's description of varicella disease history is indicative of past infection and is accepting such history as documentation of disease.</b> <b>Date of Disease                      Signature                      Title</b>																		
<b>3. Laboratory Evidence of Immunity (check one)    <input type="checkbox"/> Measles*    <input type="checkbox"/> Mumps**    <input type="checkbox"/> Rubella    <input type="checkbox"/> Varicella    Attach copy of lab result.</b> <b>*All measles cases diagnosed on or after July 1, 2002, must be confirmed by laboratory evidence.</b> <b>**All mumps cases diagnosed on or after July 1, 2013, must be confirmed by laboratory evidence.</b>																		
<b>Completion of Alternatives 1 or 3 MUST be accompanied by Labs &amp; Physician Signature: _____</b> <b>Physician Statements of Immunity MUST be submitted to IDPH for review.</b>																		

**Certificates of Religious Exemption to Immunizations or Physician Medical Statements of Medical Contraindication Are Reviewed and Maintained by the School Authority.**

11/2015

(COMPLETE BOTH SIDES)

Printed by Authority of the State of Illinois

Last			First			Middle			Birth Date Month/Day/Year			Sex		School		Grade Level/ ID	
<b>HEALTH HISTORY</b>																	
<b>TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN AND VERIFIED BY HEALTH CARE PROVIDER</b>																	
<b>ALLERGIES</b> (Food, drug, insect, other)			Yes <input type="checkbox"/> No <input type="checkbox"/>		List:			<b>MEDICATION</b> (Prescribed or taken on a regular basis)			Yes <input type="checkbox"/> No <input type="checkbox"/>		List:				
Diagnosis of asthma?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Loss of function of one of paired organs? (eye/ear/kidney/testicle)			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Child wakes during night coughing?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Hospitalizations?			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Birth defects?			Yes <input type="checkbox"/> No <input type="checkbox"/>					When? What for?			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Developmental delay?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Surgery? (List all.)			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Blood disorders? Hemophilia, Sickle Cell, Other? Explain.			Yes <input type="checkbox"/> No <input type="checkbox"/>					When? What for?			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Diabetes?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Serious injury or illness?			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Head injury/Concussion/Passed out?			Yes <input type="checkbox"/> No <input type="checkbox"/>					TB skin test positive (past/present)?			Yes* <input type="checkbox"/> No <input type="checkbox"/>		*If yes, refer to local health department.				
Seizures? What are they like?			Yes <input type="checkbox"/> No <input type="checkbox"/>					TB disease (past or present)?			Yes* <input type="checkbox"/> No <input type="checkbox"/>						
Heart problem/Shortness of breath?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Tobacco use (type, frequency)?			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Heart murmur/High blood pressure?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Alcohol/Drug use?			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Dizziness or chest pain with exercise?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Family history of sudden death before age 50? (Cause?)			Yes <input type="checkbox"/> No <input type="checkbox"/>						
Eye/Vision problems? _____ Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> Last exam by eye doctor _____								Dental <input type="checkbox"/> Braces <input type="checkbox"/> Bridge <input type="checkbox"/> Plate <input type="checkbox"/> Other _____									
Other concerns? (crossed eye, drooping lids, squinting, difficulty reading)								Information may be shared with appropriate personnel for health and educational purposes.									
Ear/Hearing problems?			Yes <input type="checkbox"/> No <input type="checkbox"/>					Parent/Guardian Signature _____			Date _____						
Bone/Joint problem/injury/scoliosis?			Yes <input type="checkbox"/> No <input type="checkbox"/>														
<b>PHYSICAL EXAMINATION REQUIREMENTS</b>																	
Entire section below to be completed by MD/DO/APN/PA																	
HEAD CIRCUMFERENCE if < 2-3 years old			HEIGHT			WEIGHT			BMI			BMI PERCENTILE			B/P		
DIABETES SCREENING (NOT REQUIRED FOR DAY CARE)			BMI > 85% age/sex			Yes <input type="checkbox"/> No <input type="checkbox"/>			And any two of the following: Family History			Yes <input type="checkbox"/> No <input type="checkbox"/>			Ethnic Minority		
Yes <input type="checkbox"/> No <input type="checkbox"/>			Signs of Insulin Resistance (hypertension, dyslipidemia, polycystic ovarian syndrome, acanthosis nigricans)			Yes <input type="checkbox"/> No <input type="checkbox"/>			At Risk			Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>LEAD RISK QUESTIONNAIRE:</b> Required for children age 6 months through 6 years enrolled in licensed or public school operated day care, preschool, nursery school and/or kindergarten. (Blood test required if resides in Chicago or high risk zip code.)																	
Questionnaire Administered? Yes <input type="checkbox"/> No <input type="checkbox"/>			Blood Test Indicated? Yes <input type="checkbox"/> No <input type="checkbox"/>			Blood Test Date			Result								
<b>TB SKIN OR BLOOD TEST</b> Recommended only for children in high-risk groups including children immunosuppressed due to HIV infection or other conditions, frequent travel to or born in high prevalence countries or those exposed to adults in high-risk categories. See CDC guidelines. <a href="http://www.cdc.gov/tb/publications/factsheets/testing/TB_testing.htm">http://www.cdc.gov/tb/publications/factsheets/testing/TB_testing.htm</a>																	
No test needed <input type="checkbox"/>			Test performed <input type="checkbox"/>			Skin Test: Date Read			Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/>			mm					
						Blood Test: Date Reported			Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/>			Value					
<b>LAB TESTS (Recommended)</b>			Date			Results			Date			Results					
Hemoglobin or Hematocrit									Sickle Cell (when indicated)								
Urinalysis									Developmental Screening Tool								
<b>SYSTEM REVIEW</b>			Normal			Comments/Follow-up/Needs			Normal			Comments/Follow-up/Needs					
Skin									Endocrine								
Ears						Screening Result:			Gastrointestinal								
Eyes						Screening Result:			Genito-Urinary						LMP		
Nose									Neurological								
Throat									Musculoskeletal								
Mouth/Dental									Spinal Exam								
Cardiovascular/HTN									Nutritional status								
Respiratory						<input type="checkbox"/> Diagnosis of Asthma			Mental Health								
Currently Prescribed Asthma Medication:									Other								
<input type="checkbox"/> Quick-relief medication (e.g. Short Acting Beta Agonist)																	
<input type="checkbox"/> Controller medication (e.g. inhaled corticosteroid)																	
<b>NEEDS/MODIFICATIONS</b> required in the school setting									<b>DIETARY</b> Needs/Restrictions								
<b>SPECIAL INSTRUCTIONS/DEVICES</b> e.g. safety glasses, glass eye, chest protector for arrhythmia, pacemaker, prosthetic device, dental bridge, false teeth, athletic support/cup																	
<b>MENTAL HEALTH/OTHER</b> Is there anything else the school should know about this student?																	
If you would like to discuss this student's health with school or school health personnel, check title: <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Principal																	
<b>EMERGENCY ACTION</b> needed while at school due to child's health condition (e.g., seizures, asthma, insect sting, food, peanut allergy, bleeding problem, diabetes, heart problem)?																	
Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe.																	
On the basis of the examination on this day, I approve this child's participation in _____ (If No or Modified please attach explanation.)																	
<b>PHYSICAL EDUCATION</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> Modified <input type="checkbox"/>			<b>INTERSCHOLASTIC SPORTS</b>			Yes <input type="checkbox"/> No <input type="checkbox"/> Modified <input type="checkbox"/>								
Print Name			(MD, DO, APN, PA)			Signature			Date								
Address									Phone								

## Appendix C

### EDUCATIONAL RESOURCES for Health Topics

#### HUMAN ECOLOGY/HEALTH:

<https://www.epa.gov>

Environmental Protection Agency has very good lesson plans for all ages -elementary

#### HUMAN GROWTH AND DEVELOPMENT:

Milwaukee Public Schools has FREE lesson plans, all ages

Bright Horizons <https://www.brighthorizons.com/programs/elementary> schools

Share My Lesson [www.sharemylesson.com/grades](http://www.sharemylesson.com/grades) Growth and Development Lesson Plans (Share My Lesson) Lessons on growth and development-all ages- cost varies per age; quizzes age appropriate

Article and Instruction Human Growth and Development Assessment- Lori Maldonado Info Includes puberty education. cost to materials

Lutherans for Life- this agency (Chicago office) offers free newborn and embryonic models for free that can be used in teaching

#### EMOTIONAL, PSYCHOLOGICAL, PHYSIOLOGICAL, HYGIENIC, and SOCIAL RESPONSIBILITIES of FAMILY LIFE

Outline of Law and info on Family Life Education [https://siecus.org/state\\_profile/illinois/illinois](https://siecus.org/state_profile/illinois/illinois)

Our Best Local Resource is still Robert Crown – they now send instructors versed in many health topics to the schools

<https://www.robertcrown.org> They are free and various age groups

#### SEXUAL ABSTINENCE UNTIL MARRIAGE

[www.advocatesforyouth.org/component/content/article/450-effective-sex-education](http://www.advocatesforyouth.org/component/content/article/450-effective-sex-education)

<https://www.guttmacher.org/.../school-based-sexuality-education-issues-and-challenge..>

#### PREVENTION AND CONTROL OF DISEASE

Center for Disease Control (CDC)

<https://www.cdc.gov/careerpaths/.../lesson-plans/disease-control-prevention.html> The CDC has lesson plans for all ages, free

Study.com <https://study.com/academy/lesson/disease-prevention-lesson-plan.html> They have very good lesson plans for all ages on wide variety of disease entities from communicable to chronic diseases

#### INSTRUCTION GRADES 6-12 ON THE PREVENTION, TRANSMISSION AND SPREAD

<https://safersmarterkids.org/teachers/curriculum/OF AIDS>

#### AGE-APPROPRIATE SEXUAL ABUSE AND ASSAULT AWARENESS AND PREVENTION EDUCATION IN GRADES PRE-L-12

Age appropriate lesson content information [https://www.newhtfd.org/cms/lib/.../sexual\\_abuse\\_prevention\\_awareness.pdf](https://www.newhtfd.org/cms/lib/.../sexual_abuse_prevention_awareness.pdf)  
[www.ncsl.org/research/human.../erins-law-and-child-sexual-abuse-prevention-laws](http://www.ncsl.org/research/human.../erins-law-and-child-sexual-abuse-prevention-laws).

<https://safersmarterkids.org/teachers/curriculum/> aids for lesson plans that are approx. 30 min in length; all different age groups.

#### PUBLIC AND ENVIRONMENTAL HEALTH

Wide variety of lesson plans on public and environmental health [www.nea.org](http://www.nea.org)

EXCELLENT RESOURCE <https://kids.niehs.nih.gov/lessons/index.htm>

Lesson-plans-teacher-guides-and-online-environmental-resource <https://www.epa.gov>

CDC Resource on lesson plan info environmental health <https://ephtracking.cdc.gov>

#### CONSUMER HEALTH

Consumer Health Lessons Good Resource <https://ed.ted.com/lessons?category=consumer-health>

#### SAFETY EDUCATION AND DISASTER SURVIVAL

Youth Preparedness Curriculum (FEMA) <https://www.fema.gov/media-library/assets/documents/34411>  
Excellent Resource to teach all grades, especially lesson plans for younger children  
FEMA's "Be a Hero" Emergency Preparedness uses real world hazards and examples. Includes communication, safety,  
[https://www.fema.gov/media-library-data/.../FEMA\\_MS\\_TG\\_082613\\_508.pdf](https://www.fema.gov/media-library-data/.../FEMA_MS_TG_082613_508.pdf)  
Emergency Preparedness Plans Bright Hub Education  
[forevercurious.org/emergency-preparedness-lessons-plans-and-resources/](http://forevercurious.org/emergency-preparedness-lessons-plans-and-resources/)  
Emergency plan lessons  
<https://civics.sites.unc.edu/files/2012/05/EmergencyManagementSimulation.pdf>  
Disaster lesson plans developed for teachers by teachers: [www.education.com/lesson-plans](http://www.education.com/lesson-plans)  
These include all ages and are free

## **MENTAL HEALTH AND ILLNESS**

Local Resource agencies with various mental health diagnoses information: Lutheran Family Services, Catholic Charities, Lurie Children's Hospital for Behavioral Health,  
Mental Health Lesson Plans- "Hat's On! For Mental Health  
[canwetalk.ca/wp-content/uploads/2016/.../COOR-79I-2016-03-CWT-lesson-plans.pdf](http://canwetalk.ca/wp-content/uploads/2016/.../COOR-79I-2016-03-CWT-lesson-plans.pdf) Good Resource for several age groups  
Mental Health in the Classroom: Resources for Teachers- This resource more for middle school children or older. Also includes some alcohol and substance abuse information for lesson plans  
<https://www.porticonetwork.ca/.../mental-health-in-the-classroom-resources-for-teachers>

## **PERSONAL HEALTH HABITS**

Excellent Resource including lesson plans and activities [www.nea.org](http://www.nea.org)  
Study.com is a useful resource for activities, to study overall health plans  
<https://study.com/academy/topic/health-nutrition-lesson-plans.html>

## **ALCOHOL, DRUG USE, AND ABUSE INCLUDING THE MEDICAL AND LEGAL RAMIFICATIONS OF ALCOHOL, DRUG, AND TOBACCO USE**

This is a useful resource to examine the impact of substance and alcohol abuse on the whole family. Does include legal ramifications as well as many other <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3725219>  
Lesson Plan info from the National Institute on Drug Abuse Includes prevention and identification of risk factors, especially in younger children <https://www.drugabuse.gov/publications/drugfacts/lessons-prevention-research>

## **ABUSE DURING PREGNANCY**

This resource deals mainly with the conclusive and non-conclusive evidence of substance abuse during pregnancy. Middle school and older. [www.teach-nology.com](http://www.teach-nology.com)  
This resource gives info on alcohol as well as substance abuse during pregnancy  
[www.carfleo.org/documents/familylifeelementary/7SubstanceAbuse](http://www.carfleo.org/documents/familylifeelementary/7SubstanceAbuse).  
Another great resource from the CDC- deals with the ramifications of abuse  
<https://www.cdc.gov/ncbddd/fasd/educators.html>

## **EVIDENCE-BASED AND MEDICALLY ACCURATE INFORMATION REGARDING SEXUAL ABSTINENCE AND TOBACCO, NUTRITION AND DENTAL HEALTH**

Dental Health Lessons/ Information – Great lesson plans for dental health for children of all ages Pre K thru eighth grade, free , made for classroom use  
<https://www.mouthhealthykids.org/en/educators/smile-smarts-dental-health-curriculum>  
"Teeth Activities for the Classroom"- fun things to do or include in lesson plans  
<https://www.pinterest.com/cfclassroom/teeth-activities-crafts-and-lesson-plans-for-kids/>  
Great Dental Plans  
<https://madisonfamilydental.com/dental-health-lesson-plans-elementary-school-children>  
Tobacco use info good for elementary students "Tobacco and the Body" [www.scholastic.com/browse/article.jsp?id=3758544](http://www.scholastic.com/browse/article.jsp?id=3758544)



Discovery Education -includes very good discussion questions for children

[www.discoveryeducation.com/teachers/free-lesson-plans/smoking\\_cfm](http://www.discoveryeducation.com/teachers/free-lesson-plans/smoking_cfm)

Great nutritional resource and includes general health information such as physical activity, taking care of self

<https://www.fns.usda.gov/tn/serving-myplate-yummy-curriculum>

Healthy Kids Very good resource that is reasonably priced that includes nutritional resources and lesson plans for children of all ages in elementary school <https://www.superhealthykids.com>

Sexual Abstinence Discovery Education <https://teachingsexualhealth.ca/wp>

[Choosing -Abstinence-Lesson plans](#) Would use for 6<sup>th</sup> grade on

### **ABANDONED NEWBORN INFANT PROTECTION ACT**

Illinois Abandoned Newborn Infant Protection Act: No shame. No blame. No names

Save Abandoned Babies Foundation [www.SaveAbandonedBabies.org](http://www.SaveAbandonedBabies.org)

### **INFORMATION ABOUT CANCER**

Cancer Education and prevention article- "Let Schools Do It" – [www.sciencedirect.com](http://www.sciencedirect.com) LL Morse is an excellent resource

Brain Pop Educators: Cancer <https://genetool.nlm.nih.gov> - has info on different types of cancer and cancer topics

Teaching Guide Grades 4-6 Canadian Cancer Society [www.cancer.ca/](http://www.cancer.ca/)

American Cancer Society <https://www.cancer.org>

Illinois Cancer Society <https://www.cancer.org/about-us/local/illinois/illinois-related-information.html>

### **CARDIOPULMONARY TRAINING (GRADES 9-12)**

<https://vimeo.com/175714116>