

2016-17 THEME

“Standing Firm In Christ...I Can’t Be Shaken!”

Psalm 16:8 *“I keep my eyes always on the LORD. With him at my right hand, I will not be shaken.”*

Immanuel Lutheran School Parent Handbook

Vision Statement

Immanuel Lutheran School will be the foremost provider of academic instruction and Christian education in our community as we faithfully prepare the next generation for lifelong learning as confident Christians, secure in their faith, and fully equipped to serve their Savior.

Mission Statement

Our mission is to provide an exceptional education in a Christ-centered environment which fosters the development of a God-pleasing academic and spiritual life.

The vision and mission statements are based upon the following key beliefs.

We believe in:

- A Christ-centered environment
- A strong partnership between church, school, parents, and students
- A comprehensive approach to academics
- Development of the whole child

PHILOSOPHY STATEMENT

Immanuel Lutheran School, as a ministry of Immanuel Lutheran Church and in cooperation with congregation and community families, strives to prepare its students for the academic, social, and spiritual challenges they will face. Immanuel Lutheran School, with support from church and family, creates a Christ-centered environment that encourages children to creatively develop their God-given academic, physical, emotional, social and spiritual gifts as they grow into responsible young Christians.

It is the goal of Immanuel's program to produce confident, young Christian role models who reflect the love of Jesus Christ in the families, congregations, and communities in which they live and serve.

OBJECTIVES OF IMMANUEL LUTHERAN SCHOOL

- To lead children to Jesus Christ, their Savior.
- To cooperate with and assist parents in guiding their children into a useful and purposeful Christian life.
- To help children discover and develop their God-given gifts, talents, and skills and use them to His glory, in the service of His church, and in ministry to the community and world at large.
- To maintain the highest possible standards of education integrated with and related to the teachings of God's Word.
- To develop the kind of Christian character that will enable children to live their Christian vocation and become useful citizens and leaders in the church and world.
- To utilize the special gifts of teachers and parents and other resources to realize these goals and purposes under God's grace.

CODE OF ETHICS

As a student of Immanuel Lutheran School:

- I, as one knowing and accepting Jesus as my Savior, will conduct myself as a Christian to the best of my ability.
- I will show honor, courtesy, and respect toward my parents, teachers, and classmates.
- I will conduct myself properly in chapel and devotions.
- I will never knowingly, by word or deed, injure anyone's person, feelings, or property in any manner.
- I will be honest with myself and with others.
- I will practice cleanliness of mind and body at all times.
- I will put forth an honest effort to do as well as I can in my academic courses.
- I will do all to the Glory of God and to His service and those about me.
- I realize I cannot do all of this on my own, but with the help of God, I will do my very best.

The Right To Education:

- The teacher has the right to teach.
- The student has the right to learn.
- No student has the right to interfere with this teaching and learning.
- Every student is provided the opportunity to learn.

Immanuel Lutheran School reserves the right to not re-enroll a student. New students will be admitted on a trial basis to determine if Immanuel is able to best meet their educational needs.

Order of admission to Immanuel Lutheran School

Immanuel Lutheran School gives preference in admission to:

- (1) members of Immanuel Lutheran Church,
- (2) to siblings of children already enrolled in Immanuel,
- (3) to members of other LC-MS churches,
- (4) members of other Lutheran Church bodies, and
- (5) any other students.

ADMISSIONS and ENROLLMENT

APPLICATION FEE

Application for enrollment is a process that takes place each Spring. In order to reserve a spot in Little Ark through Grade Eight an enrollment fee of \$50.00 per student is required. These fees are collected for processing applications and they hold your spot for the following school year. Applications are taken on a first come first served basis according to our enrollment policy. Once a class reaches capacity you will be placed on a waiting list. You will be notified if you have been placed on a waiting list.

ENROLLMENT POLICY FOR CHILDREN ENTERING LITTLE ARK THROUGH GRADE 8

Immanuel Lutheran Church members and returning students will be given first priority. Registration for ILC members and returning students begins in January each year. During this time they will be given the month the opportunity to turn in their forms and registration fee. February 1st, registration will be open to community families.

NON DISCRIMINATORY POLICY

The school admits students of any race, color, gender, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs. In order to admit a child, Immanuel must anticipate being able to meet the needs of that child in such a manner that allows classmates an equal opportunity for learning. According to Illinois state regulations, kindergarten students are to be five years of age on or before September 1st. As a state recognized school, Immanuel respects these regulations.

REGISTRATION FEES

Formal registration fees for kindergarten through grade eight students are \$300 and are due either through the mail or in person by June 15.

TUITION COLLECTION POLICY

Immanuel Lutheran School contracts with SMART Tuition Management for the collection of tuition for those families who desire a payment plan. The annual cost of the program is \$45 per family. SMART provides a variety of options to pay including: ACH (Automated Clearinghouse) also known as EFT (Electronic Funds Transfer); paper check/money order handling; monthly invoice/coupon book; telephone/internet payment and credit card payment. Families who pay in full need not enroll in SMART.

Payments are due on the first of the month. A late charge (\$40) will be imposed on accounts that are late in payment. Monthly payment plans include 12 month (first payment due July 1) and 10 month (first payment due September 1). If an account (including tuition, hot lunch, or other fees) is in arrears at the end of the school year, re-enrollment for the following school year will be held in abeyance until the account is settled.

TRANSFER STUDENTS

A student wishing to enter Immanuel Lutheran School must have satisfactorily completed the grade in which he/she was previously enrolled and provide evidence of the ability to achieve satisfactorily at the grade level in which he/she applies for enrollment. Immanuel Lutheran School may also assess students wishing to transfer.

PROBATIONARY STATUS

Any new or transfer student is subject to the probationary status of 90 days. During this time all students are evaluated by the teachers to ensure that the needs of all children are being met. If any serious concerns should arise during this time, you will be notified immediately.

ARRIVAL AND DEPARTURE

Immanuel Lutheran School's doors are open to students at 7:30 A.M. Students are to enter the building from the parking lot through the front entrance door and gather in the commons. Students who need to arrive at school before 7:30 A.M. must report to Extended Care. The Extended Care entrance is on the back side of the building, off of the blacktop playground. Extended Care begins at 7:00 A.M. The afternoon bus will pick up students in the pick-up zone then proceed to St. Thomas for distribution of students. Please do not drop off in the bus "pick-up" area south of the main entrance.

Drop-off and pick-up procedures – Parents may drop-off or pick-up students at the front entrance driveway (please stay in your car and be alert of others). Parents who will be leaving their car to enter the building should park in the parking lot. Do not drop off your children or pick them up in the parking lot if you do not park. If you are not parking your car, must use the front entrance driveway for drop off and pick up.

Due to safety concerns, students may not play on the playground equipment nor run around the parking lot during pick-up times. Please leave pets in the car when picking up students. Students are to be picked up by 2:30 p.m. Please **be sure your child knows the details of their pick-up arrangements.** Children not picked up by 2:30 p.m. are brought to the school office and possibly taken to the after-school child care program. The usual child care fees apply.

Drivers need to exercise extreme caution in the parking lot at all times! **Please note – Illinois State law stipulates: 1. Drivers are not to use cell phones in a school zone per Illinois law; 2. Drivers are to stop and give the right-of-way to pedestrians in a crosswalk; 3. Drivers are to stop for school buses that have their stop sign extended; 4. Parking in handicap spaces are by permit only; 5. Use extreme caution when entering uncontrolled intersections (such as the "Y-intersections" by the south entrance).**

ATTENDANCE POLICY

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. It develops dependability and responsibility in the student and contributes to his/her academic achievement.

An all-school devotion is broadcast on the school intercom system at 7:50. Students who are not seated by 7:50 will be counted as absent (unless their bus is late on arrival). The teacher submits student attendance via the Sycamore Management system. If a student arrives after 7:50, the absent status is changed to a tardy or partial day status depending on how late the student arrives. Students who leave earlier than the dismissal at 2:05 will also have their attendance data amended. Students who are marked absent because of issues related to the school bus will be changed to a "present" status once they have arrived at school. ***If a student's absence exceeds ten percent of the accrued days of attendance, the student may be considered truant and will meet with the principal and/or pastor along with parent.***

Tardies - Tardies are monitored by the school administration using the software management attendance system. When a student reaches the sixth tardy in a trimester, parents will be assessed a \$15.00 fee for each tardy following the sixth tardy in a trimester. For subsequent trimester, students will start with no tardies marked against them. In the event of a merited fee assessment, parents will be notified.

Absences - Parents are to call the office (815-459-1444) before 9:00 A.M. on each day their child is absent. The office may call parents after 9:00 A.M. if a student is absent and the school has not been contacted. Students who plan to leave school during the day must give an early dismissal note from their parents to the homeroom teacher. Students are not allowed to leave the school grounds during school hours unless a parent or guardian signs the student out at the office and picks them up.

Illness - If a student is ill, a phone call will be made from the school office. The student will wait in the school office for the parent (or guardian) to make arrangements to pick up the child as soon as possible. The school administrative assistant will record the early dismissal in software management attendance system. Students absent for more than five consecutive days due to illness are required to bring in a doctor's verification of the illness.

If a child is ill, he/she should be symptom free (i.e. fever, vomiting, diarrhea, or rash) for 24 hours before returning to school. School or class health alerts will be publicized by a note home or by emails. (See the Health Alert list in appendix for a list of highly contagious diseases).

Vacations Trips - Families are strongly discouraged from taking vacations while school is in session. Generally, such absences adversely affect the quality of a student's education. Upon their return, students will complete such work in a period of time equal to that which was missed. Teachers are not expected to have school work ready to give students before leaving on a vacation. Parents can follow assignments on Sycamore or wait until returning to school. Reading and journaling would be good practice for students missing school due to vacation trips. Parents are to inform the teacher(s) and the school office in advance of such absence.

AWARDS

ACADEMIC AWARDS

At the end of the school year, students are recognized for outstanding achievement in academic areas. Awards for eighth graders are presented at the graduation dinner.

CHRISTIAN ATHLETIC AWARDS

One male and one female athlete are chosen from the eighth grade as the Christian Athlete. These athletes are recommended by coaches, then reviewed by the upper grade teachers, and selected by the athletic director and principal. The criteria for selecting the Christian Athlete includes: demonstrating a Christian attitude in and out of school, participating in a number of different sports, attending church and/or Sunday school regularly, excelling in a sport, maintaining at least average grades, and providing leadership in the classroom.

BAND INSTRUCTION

Students in grades four through eight may enroll in optional band instruction. The band classes are taught by the band teacher from Music Education Services (1041 Bonaventure Dr., Elk Grove, IL 60007; (847)805-1800; www.theCrescendo.com). Some classes are taught as a "pull-out" program; while others may be after school. There is a separate registration and financial arrangement for families who use the Music Education band program.

BICYCLES

Students who ride bicycles to and from school are to place them in the bicycle rack provided for them. Bicycles may be used only for coming to school and departing at the end of the day. No riding is allowed during any part of the school day. Locks are recommended as the school is not responsible for bicycles parked in the bicycle rack or on the school grounds.

BULLYING POLICY

Bullying is a deliberate, repeated harm or threat of harm by the same student or group of students against a relatively defenseless student or staff member.

The negative behavior may be directed at a person's body, feelings, or possessions. It may take the form of:

1. Physical Bullies
 - Push, shove, kick or hit their targets

- Enjoy taking or damaging their target's property
- Believe violence is an acceptable way to solve conflict
- Have often been hurt themselves
- 2. Verbal Bullies
 - Use words to hurt or humiliate their targets
 - Use teasing, name-calling, insults, or racial comments to injure their targets
 - Leave scars that may not be visible, but are more painful and last longer than bruises
 - May have been emotionally abused themselves
- 3. Relational Bullies
 - Convince peers to reject someone from their group
 - Cut their target off from his/her social support system
 - Devastate a target who now feels alone and unwelcome
 - Girls most often tell false stories, say bad things behind people's backs, tell others not to be someone's friend, and try to persuade others to dislike a certain person
- 4. Reactive Bullies
 - Have been picked on and have been targets from so long that hurt turns to rage
 - May finally strike out at their attackers
 - Can become bullies themselves
 - Have been responsible for school shootings
- 5. Cyberbullies
 - Use the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner.

Immanuel Lutheran School will include a unit on bullying at each grade level and at the appropriate developmental level of the grade. The unit will define bullying, explain how to identify and report bullying, and reinforce concepts of bully, victim and bystander. Presentations to parents on this type of behavior should also be considered.

Immanuel Lutheran School will not tolerate bullying in any shape or form. The first offense for bullying will earn a meeting with the school principal to discuss the incident and reinforce that bullying will not be permitted. The offender will also be given a written notice describing the incident which will be sent home, signed by a parent and returned to the principal. The second offense of bullying by the same student will result in an immediate removal from class for an in-school suspension for the remainder of the day. The third offense of bullying by a student will result in an immediate removal from class for an in-school suspension for the remainder of the day and an additional 1-day out of school suspension for the student. The student will then also be asked to appear before a sub-committee to determine the student's future at Immanuel Lutheran School.

Following each incident, the student involved may also be required to perform a service project which emphasizes positive interaction with others to demonstrate acceptable and encouraging behaviors.

BUS TRANSPORTATION

Bus transportation is provided by District 47. Immanuel will provide a list of bus riders to officials at District 47. Students who wish to ride the bus home with a friend must have a permission slip signed by a parent and the principal.

CHAPEL SERVICES

Weekly chapel services are generally held in the commons on Wednesdays at 8:00 a.m. Offerings are designated for various ministries as determined by the faculty. Parents are encouraged to help children to learn stewardship principles by returning a portion of the blessings God has provided to them. Parents are invited to worship with us though their attendance at chapel will no longer count towards church attendance. Each grade level has an opportunity to prepare and lead a chapel service during the school year.

CHURCH ATTENDANCE

Regular church attendance is strongly encouraged. Worship is where God comes to His people in Word and sacraments. We want to avail ourselves of His grace and mercy given in this "means of grace" offered at a worship service. Church attendance reinforces basic Christian tenets especially as it relates to the third commandment – "Remember the Sabbath Day by keeping it holy". Weekly attendance of church and Sunday school attendance is kept for students in grades K-8 and recorded on the report card. ILS classes or choirs are scheduled to sing at church services during the school year and their presence is strongly requested in spite of membership at another church.

Members of Immanuel (who have their children enrolled at ILS) are required to attend church at Immanuel Lutheran Church at least fifty percent of the Sunday worship services during the calendar year. Church attendance is tracked using the connection card system. It is important that a family member take the time to register their attendance. Families, who fall below the fifty percent attendance threshold for the school year, may not be eligible for the “member” tuition rate for the following school year. Immanuel Lutheran Church services and Bible Study are as follows: worship at historic church (174 McHenry Ave) - Saturdays @ 6:00 p.m. (traditional); worship services at 300 Pathway Ct. – Sundays @ 8:00 a.m. (traditional); worship (contemporary), Sunday school and Bible classes @ 9:30 am (beginning on Sunday, August 28), and worship (contemporary) @ 11:00 a.m. Worship services to be counted toward attendance do not include weekly children’s chapel.

CHILD PROTECTION POLICY

It is the goal of Immanuel Lutheran School to provide a safe environment for all children involved in any school-sponsored program or activity. These activities will be conducted in a safe and secure environment and children will be properly supervised while participating in these events. Background checks are conducted on all staff members and adult volunteers who supervise or work with children at school or on field trips and must be 21 years of age. All parents and guests who enter the building during school hours must have their driver’s license or state ID run through the Raptor System at the front desk. A visitors badge will be created and must be worn while in the building.

Counseling situations in which one child and one adult will be alone together will be arranged in an “open view” area (visible access; no concealed area). Classrooms and meeting room doors with a window will have an unobstructed view of the room through the window; the door may be open or closed. Doors without a window will be left open during the activity.

A parent or legal guardian must provide advance written permission for a child to be transported to or from any scheduled activity. If an adult is to drive their automobile transporting children other than their own (child(ren)) for a school sponsored activity, a Volunteer Driver’s Statement (see the Appendix) must be on file in the school office.

No Immanuel Lutheran School employee, volunteer, or adult participant may use physical punishment to discipline a child in the course of a school activity. An adult other than the parent or legal guardian may physically restrain the child only when the child is in danger of injuring himself or someone else. Removal of privileges, time out or verbal correction can be used to preserve order and safety in program and activities.

Any inappropriate conduct or interaction between an adult and a child or child to child will be confronted immediately and investigated by the staff member in charge of the activity. Teachers and clergy are mandatory reporters of child abuse/neglect. All persons involved in ILS leadership shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement or showing of obscene material.

Because of our changing society and in an effort to keep your children safe and to keep you informed of the names and addresses of sex offenders, the Illinois State Police recommend that you check the Illinois State Police Website at <http://www.isp.state.il.us/sor/frames.htm> or www.familywatchdog.us/ .

COPIER

Only authorized and trained people may use the copiers for church/school related purposes.

CURRICULUM

The curriculum of Immanuel Lutheran School is based upon: The Bible, selected textbooks, and is correlated with the Illinois State Goals for Learning. The areas of instruction are the following:

- **RELIGION** - daily devotions, midweek chapel services, Bible study, doctrine, church history, worship, missions, and memory work.
- **LANGUAGE ARTS** - reading, English, spelling, handwriting, literature, creative writing, and research papers
- **MATHEMATICS** - arithmetic, algebra, geometry, and related areas.
- **SOCIAL STUDIES** - geography, history, civics, current events, and U.S. and Illinois constitutions.
- **SCIENCE** - concepts in biological, earth, and physical sciences, health and safety.
- **ART** - includes water colors, crayon, acrylics, and sketching, collages, and special creative projects.
- **PHYSICAL EDUCATION** - physical fitness and wellness, calisthenics, games, team sports.
- **MUSIC** -classroom music, a variety of vocal and chime/bell choirs, and band.

- **SPANISH** – includes grammar and articulation of the language for students in grades Little Ark-8.
- **ATHLETICS** - competitive team sports in the Fox Valley Lutheran League may include volleyball, cheerleading, basketball, track, and cross-country.
- **TECHNOLOGY** – Students will have a computer class at least once a week utilizing Learning.com's Easy Tech Curriculum. Various software packages and internet resources are also integrated into the curriculum. The computer is used as an educational tool. Students in grades 6, 7 and 8 will be assigned a Chromebook to be used by them each day. Students will have the assigned Chromebook with them throughout the year and will be responsible for the care of that Chromebook.

DISCIPLINE POLICY

As students and teachers in a Christian School, we are expected to reflect the love of Christ, and therefore should show mutual caring for each other and for the group. Unfortunately, there are occasions when sin enters this relationship and the action of one child interferes with the teaching/learning process. Ordinarily, a word from the teacher to the student is sufficient to correct the problem. Occasionally, the problem may continue. It is to deal with this situation that the Immanuel Lutheran School has adopted a Discipline Policy. It is our prayer that this policy will serve as an aid to parents and teachers as we work together to provide a Christian education for our children.

In order to establish clear guidelines for proper Christian behavior at Immanuel Lutheran School, the following **BEHAVIORAL STANDARDS** have been instituted:

1. **Respect God and His Word** (for example: be an example to others by following the example of Jesus, use words and language that encourages others and builds them up)
2. **Respect the teacher and others in authority** (for example: respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school)
3. **Respect the Teaching Learning Process** (for example: be regular in attendance and be on time to school, do your best with the gifts that God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same)
4. **Respect the Rights of Others** (for example: recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened)
5. **Respect the Property of Others** (for example: take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology)

The school's disciplinary response to inappropriate behavior may be applied in the following sequence: classroom disciplinary practices, restitution (if applicable), detention, suspension, and expulsion.

Detention

When a student misbehaves in the classroom or in other class activities, a detention may be given to that student. When a student comes to detention, all behavior normally expected in the classroom applies to the detention room. The student is to come to detention at the assigned time and will complete a **Detention Essay**. No other homework or other work may be completed during this time. There is to be no talking. If the student misbehaves during detention, another detention will be assigned. Grades K through 4 shall serve 30-minute detentions. Grades 5 through 8 will serve 45-minute detentions. The assigning teacher, upon notice given to the parent/guardian, will determine detention day and time. The detention may be served before or after school. Behaviors that would warrant detention include, but are not limited to violations of the CODE OF ETHICS.

After a student has served three detentions in a trimester, if an additional detention is warranted, the student will receive a one-day suspension (in school or out of school).

Suspension

A student may be suspended from classes for cheating, inappropriate actions or attitudes, or repeated infractions of school regulations. Parents will be notified immediately by phone of the suspension. A suspended student will be reinstated to class at the discretion of the principal. A conference with the student,

parents/guardian, and appropriate school personnel is required before a student may be reinstated in the class.

A suspension may assume either of the following forms or a combination thereof:

1. On campus suspension: The student may be required to report to a specific place on campus during school time. The student shall be assigned academic work to make up for the loss of class time.

2. Home suspension: The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time.

Students on suspension are ineligible for athletics and all other extra-curricular activities. School work or tests given during the time of the student's suspension will not receive full credit. All suspensions must be documented and will become part of the student's permanent record.

If a student is suspended two times in the same trimester, that student may be expelled from Immanuel Lutheran School if the behavior demonstrates "continued willful disobedience that remains unresolved".

Expulsion

Pupils at Immanuel Lutheran School will be expelled at the discretion of Immanuel Lutheran School, usually for a clear and serious cause. When a student is expelled, the student and parent/guardian will be notified of the reasons for the expulsion. Reasons for expulsion include, but are not limited to:

1. Use, sale or possession of narcotics, alcohol or tobacco.
2. Possession of a weapon at school or a school sponsored activity.
3. Vandalism or theft of school property.
4. Assault or battery or any threat of force or violence directed towards any school personnel or pupil.
5. Habitual truancy.
6. Continued willful disobedience of the school's behavior standards that remains unresolved by the above disciplinary measures.
7. Parents unsupportive of the staff or the rules and decisions of the school.

Academic Cheating Policy

Cheating will include the following behaviors:

1. Copying or allowing homework to be copied.
2. Cheating on quizzes or exams (i.e. stealing test materials, using cheat notes, copying answers or allowing answers to be copied).

The first offense dealing with homework, quizzes, or tests will result in an automatic in-school suspension and will receive a "0 (zero) or F" on the assignment/quiz/test.

Repeated occurrences of cheating will result in a parent conference and may involve out of school suspension or expulsion.

Appeal Process –

Parents may appeal administrative decisions by submitting a written grievance to the appeal committee. The committee consists of two designated members from the Board of Governance and the senior pastor. After review of grievances by the committee, all decisions are final.

DISCIPLINE - SCHOOL RULES

General Rules

- Always walk right side of the halls and stairs.
- Use quiet voices.
- No shoving, pushing, kicking, tripping, or rough play.

Recess Rules and Procedures

- Show respect to teachers and parents supervising recess.
- If a child has a medical reason for not participating in outside recess, a note from the doctor is required.
- Please do not walk on, pull out, or otherwise disturb the landscape materials which surround the building.
- Once outside, students are not to enter the building again until the lunch recess is over, unless a playground supervisor has given them permission to do so.
- If the weather does not permit an outside recess, classes will be supervised indoors.
- The parking spaces beyond the basketball hoop will be blocked off for use during recess.
- The boundaries of the playground extend west to the far edge of the ditch, north to midway through the swale (half way to baseball field), east to fenced-in playground, and south to building and parked cars.
- Throwing of mulch, rocks, snow balls or any other items that could cause injury will not be tolerated.
- When using the slide, walk up the stairs to slide down the slides. Slides are one-way only.
- Only one person may be on a swing at a time and must be in the sitting position. Swing front to back, not side to side.
- Walk or stand a safe distance from the swings. Use caution when pushing another student on a swing.
- Use the X-Wave in a seated position only. Stay out from underneath the equipment.
- Hanging by the hands is permitted on the Maypole. Do not sit on top or hang upside-down.

Winter additions:

- If the wind chill factor is below zero degrees at recess time, the children will be kept indoors. Otherwise, they will be outside for recess. This decision will be made and announced by 10:45 am.
- Snow boots (all grades) and snow pants (grades 1-4) must be worn to play in or on the snow. Boots must be removed upon entering the building.
- Children may play in the snow, but may not throw snow or push each other into the snow.

Lunch Room Rules and Procedures

- Stand patiently in line – no shoving or cutting in line.
- Sit down and eat lunch quietly.
- Use good table manners and be considerate of those around you.
- No sharing of or touching other people's food.
- Talk in normal conversational tones – no shouting across the room.
- Once seated, students are to remain seated for the meal.
- No food or drink should be taken outside to finish during recess.
- Birthday and other celebrations (such as bringing in special food) will not be permitted during the lunch hour.

Washroom Rules

- Go to the washroom quickly -- no loitering.
- Wash hands.
- Place paper in trash can.
- Use quiet voices

DISASTER DRILL PROCEDURES

The school will routinely conduct evacuation, shelter in place, and law enforcement drills during the school year. If a tornado "warning," (not a "watch") is issued by the U.S Weather Bureau, a school drill will be conducted. Directions and routes are posted in every room. All persons in the building are to follow established procedures. If conditions dictate, school dismissal will be delayed until the danger passes. During emergencies, parents should not call the school office - phone lines are necessary for communication.

DISMISSAL DURING THE SCHOOL DAY/OUT FOR LUNCH/EARLY DISMISSAL

Taking students out of school during the school day is strongly discouraged. However, if this cannot be avoided, parents must sign students out in the office. The student will receive a half day absence on their attendance record.

On days when our school has early dismissal, all students will be released from their homerooms in the same manner as at the end of a normal school day. All early dismissal days appear on the school

calendar, and reminders are sent home in the Friday newsletter. Parents are responsible for making arrangements for the pick-up their children on these days.

DRESS CODE

The purpose of the dress code is to foster an atmosphere of respect and responsibility and where learning can occur without visual distractions. Clothing should not prove to be a safety hazard for students. We value parental cooperation in the purchase of appropriate clothing and the enforcement of the dress code. The dress code is written for students in grades kindergarten through eight.

The following **articles of clothing are prohibited**:

- A. Outside apparel worn inside the building such as: hats, visors, bandanas, sunglasses, jackets or hooded sweatshirts (unless directed otherwise by a teacher).
- B. Items denoting gang involvements such as badges, jewelry, chains, tattoos, etc.
- C. Apparel posing a safety concern such as: sagging pants, spiked clothing, platform shoes, shoes with high heels, “flip-flops”, slippers, shoes with wheels, or cleated athletic shoes, etc.
- D. Clothing that is deliberately cut or mutilated.

Appropriate dress for Monday through Thursday is as follows:

Grades K – 2:

Uniform shirts should be worn. Uniform style pants, uniform style shorts, uniform style skirts, or jumpers may be worn. They must be solid navy, olive green, gray, tan, or black in color. Pants, shorts, and skirts should be constructed of cotton, or corduroy fabrics. Solid colored leggings or tights may be worn under a skirt or jumper. Girls must wear shorts under skirts and dresses on PE days.

Grades 3-8:

Uniform shirts should be worn. Uniform style pants, uniform style shorts, or uniform style skirts may be worn. They must be solid navy, olive green, gray, tan, or black in color. Pants, shorts, and skirts should be constructed of cotton or corduroy fabrics. Solid color leggings or tights may be worn under a skirt. Skirts and shorts must fall no shorter than 2 inches about the knee.

All:

Solid colored sweaters may be worn during school hours. They must be white, navy blue, black, maroon, or gray in color. Sweaters may be pull-over or button up.

Appropriate Friday dress is as follows:

Only denim style jeans and shorts may be worn (not baggy or torn or frayed or with holes). No athletic pants or shorts may be worn.

Uniform shirts or “official” Immanuel spirit wear tops (including Kids of the Kingdom and Immanuel summer camp T-shirts) must be worn.

Special dress days may be determined by student council and/or classroom teachers.

Appropriate on any day:

Hair may be colored, bleached or highlighted within reasonable limits with a natural color. (i.e. no purple, green, bright red, orange, blue, etc.)

Makeup (7th and 8th grade girls only) needs to be reasonable and appropriate.

Sandal style shoes must have a heel strap (for student safety).

Teachers, substitute teachers, office staff, aides and volunteers are asked to dress professionally.

DRESS CODE ENFORCEMENT

The faculty reserves the right to review a student’s appearance and take appropriate actions in dealing with dress code violations.

Step 1 – The teacher will verbally tell a student and parent that there has been a dress code violation.

Step 2 - The student will call home and arrange for a change in clothing so that they are in compliance with the dress code.

Step 3 – If a third (and subsequent) dress code violation occurs, step 2 will be followed, a “Contact/Incident Report” will be issued, and the student will serve a detention.

UNIFORM PURCHASES

To purchase new or used school uniforms, please see Mrs. Rutzen (nrutzen@immanuelcl.org) in the kitchen who can help you. Purchases are to be made between 7:30 am and 9:00 am.

ELECTRONIC DEVICES/CELL PHONES

Devices such as i-pads, i-pods, hand-held games and cell phones (calculators are specified on supply list) are not encouraged, but are permitted to be brought to school. They are not to be used during school hours and must be turned off and in the student’s school locker during school hours. If these items are brought out during school hours, they will be confiscated and must be retrieved from the teacher by a parent. Teachers may make exceptions for field trips on a bus, etc. **ILS is not responsible for lost or stolen items.**

EMERGENCY MEDICAL RELEASE FORMS AND PHONE NUMBERS

An Emergency Medical Release Form is kept on file. This information is also kept on the school’s web site. Parents should review this information to verify that it is current. This will assure prompt professional medical aid for the child in the event a parent cannot be reached at time of emergency.

EMERGENCY SCHOOL CLOSING

If school is to be closed because of severe weather, a communication will be conveyed through the Emergency Closing Center (which broadcasts to various television and radio stations in the Chicago area). A phone call through the Schoolreach system will be activated informing families of school closing. **If District 47 closes school for weather emergency reasons, Immanuel will also close.**

EVENTS

CLASSROOM PARTIES/PARTY INVITATIONS

Due to health regulations, homemade snacks for parties and birthday treats are prohibited. Nutritional treats are encouraged - (See Appendix for a list of healthy snack options). Consider providing non-food items as an alternative. Classroom parties or activities (may be off campus) for grades K - 8 are organized for Halloween, Christmas, and Valentine's Day celebrations. The cost of these parties and/or food donations will vary from classroom to classroom. There is no formal Christmas gift exchange between students. Birthday treats are welcome, but teachers should be notified in advance of the treat being brought to school.

Parents supervising at parties **are not allowed to bring younger children to classroom parties** thus diverting attention from the focus of the event.

NO invitations to personal birthday or other parties are allowed to be given out during the school day or on school premises, unless every child in the class is invited.

EVENT - HALLOWEEN

Historically Halloween was celebrated as "Hallowed Eve", the evening before All Saints Day; a day when we celebrate God's goodness to the Saints who have gone before us. It is not certain if Martin Luther specifically "timed" the nailing of his 95 Theses on the door of the Castle Church in Wittenberg, but October 31st is generally recognized as the day that began the Reformation of the Church.

While Halloween has lost its original intent, in today’s culture, it simply provides the opportunity for adults and children to don costumes and express themselves in a different way. This is an opportunity to talk to our children about how Halloween got its start and how God has blessed the saints before us and how He will bless us as well. Immanuel does observe our cultural recognition of Halloween with classroom parties and a costume parade. **No scary or demonic costumes or toy weapons will be allowed.**

EVENT - CHRISTMAS SERVICES

All students participate in Advent/Christmas services in December (usually a Wednesday evening Advent service). Students are required to attend practices and performances. Proper “church” attire required.

MUSIC CONCERTS AND PERFORMANCES

Chime and voice choirs will perform at various times throughout the school year during weekend worship, Advent services and Fine Arts Festival. **It is required that students will attend when their choir is**

scheduled to sing at a worship service. A written excuse (in advance) to the music teacher is required if a student cannot attend the performance if known in advance. Otherwise, the written excuse will be presented to the teacher following the student's return. A fall musical performance is presented on Grandparents Day by the students in grades k – 4. A spring musical is presented by upper grade students in May. Schedules for performances will be publicized in advance.

EXTRA-CURRICULAR ACTIVITIES

Immanuel offers a variety of extra-curricular sports activities for students in grades 5-8. We participate in the Fox Valley Lutheran Athletic Conference, which consists of eight area parochial schools. To financially support the athletic program, we require a uniform rental/ participation fee: junior-varsity basketball = \$65.00 per student; varsity basketball = \$75 per student; junior varsity other sport = \$55.00 per student; varsity other sport = \$60.00.

Fees must be paid before receiving a uniform. This fee enables Immanuel to periodically replace and repair the present uniforms. Immanuel requires a physical examination before any student participates in a sport. The physical is valid for a period of one school year. School insurance or proof of family insurance is also required. The sports offered at Immanuel are as follows:

FALL: Girls volleyball, Boys volleyball, Boys and Girls Cross Country.

WINTER: Boys basketball, Girls basketball,

SPRING: Track and field

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS

The homeroom teacher will review student grades weekly. **A student with a single grade of F (64%) or lower will not participate until the grade has been improved to 65% or higher.** The student will be informed verbally, the student will not participate that day and a "Contact/Incident Report" will be sent home. The "Report" is to be signed and returned to the principal on the next school day. When the student becomes eligible, another "Contact/Incident Report" will be sent home informing parents of the student's status. The student will not be able to participate until all his or her grades in all academic subjects are at least a 65% or higher! Student must be in school at least a half of the school day to be able to participate in any extra-curricular activities that same day. Arriving at school after 10:00 am would constitute a half day dismissal.

EXTRA-CURRICULAR - ATHLETIC ACTIVITIES GUIDELINES

The Varsity level is offered for students in grades 7-8, occasionally adding 6th grade as needed. While acknowledging that "winning isn't everything," coaches are committed to providing our varsity team with the best opportunity to win within the rules of the game, and represent the school in a manner which inspires and exemplifies pride. Therefore, playing time is not guaranteed. Playing time will be determined by ability, attitude, practice behavior, and game situations.

In addition to teaching young students the benefits of team play, sportsmanship, and commitment; our Varsity teams strive to qualify for the Lutheran State Tournament at the end of each season.

To help financially support the athletic program, we require a sports participation fee:

	<u>Junior Varsity Level</u>	<u>Varsity Level</u>
Volleyball:	\$55 per student	\$60 per student
Basketball:	\$65 per student	\$75 per student
Track/Cross Country:	TBD per student*	TBD per student*

*Track/Cross Country fees TBD, you receive a hooded sweat shirt and track/cross country jersey for the first year, the fee after you received the uniform is \$40.

Parents are required to volunteer and will be assigned to responsibilities at regular season Athletic events and also at Tournaments; i.e. admissions, concessions, and/or scorer's table. If you cannot work at any of these times, you are responsible to find a suitable replacement. If you do not find a replacement, you will be assessed a \$25 fee for each missed assignment. Athletic volunteer hours will count towards Partnership Hours.

FIELD TRIPS

Field trips are scheduled by individual teachers to enhance the curriculum or as a special class activity. The cost for such trips is assessed prior to the trip. Parents who accompany a class field trip event are not to bring younger children with them. Refunds are not given if a student is unable to go on a field trip.

Annual written permission slips must be signed at the beginning of the school year for a student to participate on a field trip. No permission will be accepted by telephone. A permission slip must be turned in. Since field trips are a part of the curriculum, it is expected that all students will attend.

FIELD TRIPS – EXTENDED/OVERNIGHT

The sixth grade class spends approximately a week at Walcamp for outdoor education each year. The seventh and eighth grade classes spend four days in Washington, D.C. (Springfield, IL and St. Louis, MO on alternating years) as part of their study of American government and history. These trips are chaperoned by church/school staff. Each student is responsible for the cost of this trip. In order to cover costs, the sixth through eighth grade classes may do fund-raising according to the policies of Immanuel Lutheran Ministries. Additional agreements must be signed for any overnight trips.

FINANCIAL ASSISTANCE PROGRAMS

Need Based Aide - Tuition discount is available for Immanuel members and non-members (maximum for community members is member rate tuition) and is granted on an “as need” basis. Parents must disclose their financial status by submitting the appropriate forms and information to SMART Tuition Aid online (www.smarttuitionaid.com). The \$35 processing fee for this service is paid by the applicant. Once the application is processed, a tuition recommendation is forwarded to Immanuel Lutheran School. A decision regarding tuition and discount based on the submitted information is made by the senior pastor and principal (all documentation is kept confidential.) A letter is sent to applicant family with the tuition discount decision. Any questions or concerns should be addressed to the principal. Tuition discount does not cover any other fees or costs (registration, book/technology, field trip, etc.) incurred in the education of the student(s).

For families who qualify for tuition discount, there is required 40 hours of partnership hours at Immanuel (in place of the 20 partnership hours) and proof that the head of family has engaged in a stewardship class or has a written family budget (submitted to the senior pastor). Failure to fulfill the 40 hours of partnership time will result in an invoice being sent at the end of the year (based on \$10/hr. times the number of unfilled hours).

Referral Program - Immanuel offers a discount to families who help us boost our enrollment. A current family will receive a \$1,000 tuition credit for a newly enrolled full-time student they refer. The family referred must remain enrolled until Spring Break and then the tuition credit will be applied to the referring family’s account. The applying family must name the referring family in the application process. (Little Ark receives a \$500 credit.)

Kindergarten, First & Second Grade Tuition Program— A \$500 tuition credit will be awarded for each year a student attends Little Ark 3 year old, 4 year old and/or Kindergarten Prep (maximum credit of \$1,500.00) This credit will be applied evenly towards that student’s Kindergarten, first and second grade tuition at Immanuel Lutheran School.

Fill the Desk Mission – For families who cannot afford tuition costs, ILS offers the Fill the Desk Mission project. The tuition is funded by the Mission Endowment Fund of Immanuel Lutheran Church. This is only available for families if there are available unfilled seats in a particular class. Families must submit the appropriate information to SMART Tuition Aid Analysis which will be reviewed by the senior pastor and principal. A letter stating extenuating circumstances is also needed. However the registration of a student will be held in abeyance until June 15 in order to ensure that there is still an available seat in the class. If room exists at that time, the registration will be processed and the student enrolled. The same volunteer and stewardship requirements as stated above are applicable.

GRADING POLICIES

Report Cards – Report cards are issued at the end of each trimester. The grading scales are as follows:

K- 2 GRADING SCALE
C = Consistently Demonstrates Understanding
P = Progressing Toward Independence
B = Beginning to Develop
N = Needs Support
N/E = Not Evaluated at this Time

3 rd GRADE GRADING SCALE	DES 4-8
A = 90-100	
B = 80-89	
C = 70 – 79	
D = 60—69	
F = 59 AND BELOW	
C+	84-82
C	81-78
C-	77-75
D+	74-72
D	71-68
D-	67-65
F	64-0

Honor Roll – (Grades 5 – 8) High Honor Roll certificates are given to student with all A's (A+, A, or A-). Honor Roll certificates are given to students with A's and/or B's (no C's). To be placed on either honor roll for a given trimester, a student must not have an N (needs improvement) mark in any subject.

Eighth Grade graduation – Students in grade eight are eligible for eighth grade graduation if they have fulfilled all academic requirements as determined by the faculty. If an eighth grade student has received an “F” in a previous trimester and is failing the same subject in the third trimester, he/she will NOT be eligible to participate in the graduation ceremony. A graduation and awards dinner (usually the week before graduation) is held in honor of the graduates. All graduation fees (as determined by staff) as well any other outstanding tuition and fees must be paid prior to graduation.

Failure of a subject - If a student in grades 3-8 fails two trimester of any subject, the student will be required to repeat the subject. Arrangements are to be made with the principal as to how the subject will be repeated.

Promotion and Retention Students who have shown satisfactory progress during the school year will be promoted to the next level. In cases where a student's retention (repeat of a level) would serve to assist the student in his or her overall educational experience, the parents will be informed and will have the opportunity to discuss the matter with the principal. These discussions will take place well before the end of the school year. The principal in consultation with faculty members determines all retentions and grade level placements.

GUM, CANDY, AND FOOD

Students are not allowed to chew gum at school. Generally the eating of candy or food in the hallways and classrooms is not permitted. Teachers may allow students to eat in the classroom at various times at their discretion.

HEALTH REQUIREMENTS

Physicals are required prior to entry into Kindergarten. All students entering, transferring, or advancing into 6th, 7th, or 8th grade will be required to show proof of receipt of one dose of Tdap vaccine (containing tetanus, diphtheria, acellular pertussis). Physicals are also required for entry into the 6th grade. All fifth, seventh, and eighth grade students participating in interscholastic sports must have a sports physical. These physicals are required by the State of Illinois in order for students to participate in games and practices. A Health Alert information sheet is found in the Appendix contains a list of communicable diseases, their symptoms and actions that should be taken.

- IMMUNIZATIONS – DPT and POLIO boosters are required after age 4 and before entry into Kindergarten. Tdap (guards tetanus, diphtheria and pertussis) vaccination is required prior to 6th grade
- MEASLES immunization must be given after 15 months of age and before entry into Kindergarten.
- RUBELLA immunization must be given after one year of age and before entry into Kindergarten.
- MUMPS immunizations are not required, but are strongly recommended.
- MEASLES, MUMPS AND RUBELLA BOOSTER SHOT is required for entry into kindergarten and fifth grade

- HEPATITIS B immunization
- VARICELLA immunization is required for entry into Kindergarten or Little Ark and 6th grade
- DENTAL EXAMINATION and the related form are required for students entering kindergarten, second, and sixth grades.
- VISION EXAMINATION is required of all children enrolling in kindergarten

HEALTH - VISION AND HEARING SCREENING

A screening is done by the county health department at our school for all Pre-K – 3, 5th and 8th grade students. This does not replace exams performed by licensed physician.

HOMEWORK POLICY

The purpose of homework is to give further practice on skills taught. While you may want to give your child some help and guidance with homework, remember that it is your child's job, not your job.

The prompt completion of homework is essential to the learning process of students. Teachers may make policies within their classrooms to assure that homework is completed on time. Teachers will inform parents and students of their homework policies. Teachers may keep students in from recess or after school to complete homework. If a student needs to stay after school, arrangements will be made with the parents. An after school study period will be conducted each day after school except on the last day of the week. The study period will meet from 2:15 until 3:00. Students who have three missing assignments within a subject area in a trimester will be required to attend this after school study period for the balance of the trimester or until such time that the classroom teacher feels confident in dismissing the student. Students with a grade of "D or F" in any core subject will be required to attend the after school study period until such time that the teacher and parent agree that the grades have achieved an average of "C" or better.

HOMEWORK – ABSENT STUDENT

When students are absent for an extended period of time due to illness, parents should request homework through the homeroom teachers. Students must turn in missed assignments within the same number days as they were absent. Teachers will not have the work ready to give before you leave for a vacation. Due to grades 5-8 being departmentalized, it is difficult to have homework ready before the end of the day. Parents are requested to wait until the end of the day to pick up students' homework.

LOCKERS

A student's school locker is the property of the school and must be used for the purposes intended: a storage area for books, school supplies, and outerwear. School officials may search the locker, with or without the student's knowledge or consent.

LOST AND FOUND

Valuable items may be turned into the school office. The child's name should be on jackets, gloves, boots, lunch boxes etc. Students should not leave money or valuables lying around unattended at any time. Those items deemed valuable will be kept in the school office and all other lost and found items will be placed in the bins located in the coat closet (across from the first floor restrooms). At the end of each trimester, any unclaimed items will be donated to charity.

LUNCH PROGRAM

A nutritious hot lunch is available for all full-time students. Menus are sent home each month in the Friday handouts. Milk is provided with the hot lunch. Children bringing sack lunches may purchase milk (\$.50). NO student lunches may be microwaved. Pop is not allowed during the lunch hour or during school hours. Please wash your child's fruit before sending it to school, our kitchen ladies do not have the time to help students with this chore.

This year the Sandwich Bar, Salad Bar, and Main Entrée will be the choices for the Hot Lunch Menu. Prices for Hot Lunch remain the same (\$3.50) with the exception of the Sandwich Bar. The cost to purchase through the Sandwich Bar has increased (due to rising costs) to \$4.00. We will again offer the additional main entrée item for \$1.00.

Students order hot lunch at the beginning of the day and it is charged to the family account. **No one will be allowed to carry a balance over \$50.00.** Hot lunch balances can be accessed via the Sycamore

website. Please send lunch monies on the first school day of the week for the previous week's charges. Any questions concerning money owed should be directed to the school administrative assistant.

Applications for free and reduced price lunches are available to those families whose circumstances qualify them according to guidelines set up by the State of Illinois. If you feel the need of this assistance, contact the school office for the appropriate forms and return to them as soon as possible.

Birthday and other celebrations (such as bringing in special food) will not be permitted during the lunch hour. Arrangements must be made with the classroom teacher in advance.

PLACEMENT IN MATH AND READING CLASSES

MATH GROUPS

This program is designed for students in Grades 1-8 who are at least one year above grade level in Math. These students would advance to the Math level above their current grade level. (For example, a 5th grade student who meets the criteria would be in 6th grade Math.)

Guidelines for student placement in math may include:

1. A recommendation from your child's current or past year's math teacher which is based on readiness, maturity level, work ethic, self-motivation and preparedness.
2. Percentile rank from Math MAP testing.
3. Scores from the Orleans-Hanna Algebra Prognosis Test
4. Scores from the Iowa Algebra Aptitude Test
5. Scores from the Mathematics Diagnostic and Placement Test

Student placement will be evaluated by the math committee at each trimester.

PLACEMENT IN READING GROUPS

This program is designed for students in Grades 4-8. Each Department (Intermediate – grades 3, 4, and 5; Middle School – grades 6, 7, and 8) will have reading at the same time each day thus allowing for the students to be grouped by ability to help meet individual needs in reading. Guidelines for student placement in reading is selected using the following guidelines:

1. A recommendation from your child's current or past year's reading teacher which is based on readiness, maturity level, work ethic, self-motivation and preparedness.
2. Percentile rank from Reading MAP testing.
3. Your child's RIT score from Reading MAP testing.
4. Diagnostic test results.
5. Ability to maintain grades.

Student placement will be evaluated by the Reading Committee at each trimester.

MEDICATION

Over the counter medication of any kind (including cough drops) **will not** be administered by the school as mandated by public health and state officials. If occasional over the counter medication is required, parents **may** come to school to administer the medication. Should your child require daily prescription medications or "as needed" prescription medications for problems such as asthma or allergies, the school medication permission form must be completed by both the parent and the attending physician before medication is administered. Therefore only medicines prescribed by a physician which are essential for a child to remain in school shall be permitted. Prescription medications needed on a short-term basis (for a period of less than 15 days) following an acute illness will be permitted as long as the **Medication Authorization and Release Form** (found in the appendix of the Parent Handbook) has been completed by the parent and signed by a physician. All medications are to be in a pharmaceutical container clearly marked with the child's name and dosage instructions. Acceptable medications are to be brought to the office by the parent not by students. Should the prescription or the dosage change, the school must be notified immediately in writing. Additional forms are available in the office.

PROCEDURE FOR ADMINISTERING MEDICATION

In accordance with the School Code of Illinois and Board Policy, we are required to observe certain procedures if it becomes necessary for the school to give medication to a student, whether prescribed or over the counter. Only those medications that are necessary to maintain the student in school and must be given during school hours will be administered. Whenever Immanuel Lutheran School is requested to give any medication to a student, a written form (see form in appendix) from the physician must include the following:

- Student's name
- How it is to be administered
- Date of birth
- Date of prescription
- Licensed prescriber signature & phone
- Name of medication
- Dosage
- Permission for self-administration of such as inhalers, EpiPens, or Insulin

A written authorization form (see form in appendix) from the parent for the school to administer the drug must be on file. Prescribed medication must be appropriately labeled by a pharmacy or licensed prescriber.

Finally, because medications are dangerous when taken improperly, a parent must bring to the school office or arrange with a designated adult to have delivered to the school office any medications that the school is to administer. **No student is to bring medication to school.** All medications must be appropriately labeled and in the original packaging. **Please note: School personnel will not administer any medication brought to school in zip-lock bags.** This will prevent any accident or any misuse of the medication. Students may carry inhalers, diabetic supplies, or EpiPens with proper authorization and documentation.

All medication will be kept in a locked cabinet in the school office. The Secretary or Principal will unlock the drawer, verify the medication taken, and record the date and time.

MONEY SENT TO SCHOOL

When sending money to school with your child, please place the money in an envelope and write the purpose of the money and the student's name and grade on the outside of the envelope. Students should turn in money to the teacher or the school office at the beginning of each day to prevent misplacing it. **We ask that separate checks be written for each item for which payment is due.**

NEWSLETTER - CHURCH/SCHOOL

A weekly church/school newsletter is sent home electronically on the last day of each week. Please review this newsletter for important church and school information and updates. A weekly school newsletter will also be sent home electronically on Friday (or the last day) of each week. This weekly newsletter will highlight school events, contain notices and news from various groups in school such as PTL, sports teams, Kids of the Kingdom, and other activities.

PARENT-TEACHER COMMUNICATION

We strongly encourage parents and students to communicate with teachers frequently concerning student progress, to cooperatively seek to prevent potential problems, and to find solutions to existing problems. Parents should not wait until the end of the reporting period if they feel a problem exists. An excellent method of arranging a meeting with teachers is through email. Teachers view their email daily when attendance and lunch count are posted at the beginning of the class day. **Teachers are not available for consultation during the day. Please do not interrupt classes to talk to a teacher or try to talk to a teacher as the school day is beginning or ending.**

If a parent has a concern with a teacher, the parent should contact the teacher **first** so the problem may be addressed in a timely manner. "Parking lot" talk is strongly discouraged. **See Matthew 18.**

PARENT-TEACHER CONFERENCES

Conferences are scheduled in the fall of the year for students in grades K-8. It is expected that parent attend the fall parent-teacher conference. Conferences with individual teachers may be requested at any time during the school year.

PARENT TEACHER LEAGUE (PTL)

The purpose of the PTL is to provide opportunities for parents to be involved in the program of Immanuel Lutheran School. Activities include: organizing and coordinating fund-raising events (see the list of fund-raising events under PTL Fund-raisers), coordinate parent volunteer opportunities, (including lunch/recess supervision, classroom room helpers, office assistance, class party coordinators, and field trip assistance).

PTL FUND-RAISERS

Fund-raisers are ways to supplement and support the education program at Immanuel Lutheran School. Families and friends are encouraged to participate in these opportunities. See the list in the appendix for a schedule of PTL events and fundraisers.

Auction – Every other spring the PTL will conduct an auction to help raise funds for the school and to provide a social event for the parents and friends of Immanuel.

Box Tops for Education – Clip and save Box Tops logos from General Mills products.

Flower Sale – Students may buy flowers for their mothers for Mothers Day.

Golf Outing – Get a four-some together and join the Immanuel golfers for 18 holes and dinner. The event includes a meal and raffle.

Manna – 1. Order gift certificates/cards using the Manna order form. 2. Certificates/cards are delivered to the school office within a week. 3. The school pays a discounted rate for the certificates/cards and the purchaser uses them to buy items at face value from that retailer. 4. The difference between the discount and face values comes back to the school. 5. This difference is split 75/25 – 25% going to the PTL budget and 75% to family accounts.

Panther Pursuit - Annual spring event which is a 5K run/walk through the streets of Crystal Lake.

Race For Education – The students may walk or jog around a designated area as many times as they are able in one hour's time. Students and classes will also have an opportunity to receive a number of prizes based on their participation in the Race for Education.

Recycling programs – Immanuel students coordinate recycling of paper, aluminum cans, printer cartridges, and cell phones. Collection points for paper and aluminum cans are outside on the west side of the building; the others are in the commons display case. Proceeds benefit class trips.

Schwans – Order on-line for your food order and have it delivered to your door. 5% of your total order goes to the school.

Scholastic Book Fair – Student purchase books from the in-school store. Proceeds benefit Immanuel's teacher needs.

Secret Santa – Students will be able to “shop” for Christmas gifts through the annual Secret Santa event with benefits going directly towards the benefit of the students.

6th – 8th grade Class Trip Fundraisers – The seventh and eighth grade classes conduct fundraisers to offset the cost of the overnight class trips. Parents of the students will help organize these fundraisers

Thrivent – Owners of certain Thrivent products have been sent letter of participation for the “Choice Dollars” program. These owners are encouraged to consider Immanuel Lutheran Church and School as a designee for these funds. These funds are used in the Annual Fund Appeal.

Vendor Fair - Crafters and vendors display their wares for purchase or contact.

PARTNERSHIP HOURS PROGRAM

In an effort to keep tuition increase to a minimum and to encourage parent involvement, the partnership hours program has been instituted. Partnership hour tracking forms and a list of opportunities for volunteering are available in the school office and in the appendix of the Parent Handbook. Forms are completed by the parent doing the volunteer work and left in the box (by the electronic picture frame) in the school office. Status reports on recorded volunteer hours will be given to each family every trimester.

The partnership buyout is \$200 per family. A family can volunteer 20 hours (or \$10/hour if less than 20 hours) at church or school in lieu of the payment. Both school and church volunteer work can be counted.

PETS

Pets are not to be brought to school, unless permission has first been obtained from the teacher. Do not bring pets on the school property.

PHYSICAL EDUCATION

No one is excused from physical education without a note from home or the doctor. A doctor's excuse is needed if a child is to miss gym or recess more than two times in a row. Students in grades K-4 are required to wear socks and gym shoes. The shoes used for gym classes must be different than the shoes worn outside.

Children in grades 5-8 are required to wear a school gym uniform with a pair of tied gym shoes brought to school exclusively for gym classes. Failure to bring a uniform will result in disciplinary action. Parents will be notified if the uniform is not brought on a regular basis. **Students who do not participate in physical education because of illness or injury are also ineligible for extra-curricular activities that day.**

SCHOOL PICTURES

Individual school pictures are taken each year. Packets are made available to parents for purchase. Class pictures are also available. Eighth graders may have additional pictures taken for graduation. Please watch for this information during the school year. Parents are under no obligation to purchase any picture package.

SERVICE ORGANIZATIONS

Kids of the Kingdom (Grades K-4 and 5th grade helpers)

Students are welcome to join Kids of the Kingdom after school program. This group meets one afternoon a month to participate in service activities.

Servant Living Class (Grades 6 – 8)

This is an elective class that focuses on serving others inside of school and church and outside in the community. Several trips are planned in each trimester to allow students to go into the community to serve.

TESTING

MAP (Measure of Academic Progress) TESTING PROGRAM Students in grade K – 8 will take the MAP tests once in each trimester. The MAP test is a formative test providing data regarding a student's individual academic progress and growth. It is based on the DeCartes – a continuum of learning from kindergarten through twelfth grade. Teachers will discuss the results of the fall testing period during Parent/Teacher Conferences in November.

TEXTBOOKS AND WORKBOOKS

Books are rented from the school at the beginning of the school year through Registration Fee. Books that are damaged or misused by students will be assessed a fine and those books that are lost will have to be replaced at the end of the school year.

TUITION DISCOUNT POLICY

Immanuel Lutheran Church has a strong commitment for supporting families who desire a Christian day school experience for their children. The actual per student tuition costs (approximately \$6000 per student) are not reflected in the tuition charged because of the generous financial support through Immanuel Lutheran Church and its members. Thus members of Immanuel Lutheran Church received a discounted tuition rate but are expected to participate fully in stewardship and worship practices.

VENDING MACHINES

Students may not use the vending machine until after 2:30 PM.

VISITORS

Any visitors to the building must sign in at the school office and wear a Raptor System produced name tag.

VOLUNTEERS

Immanuel Lutheran Church and School will engage in child risk management strategies in the selection of church/school workers, both paid and volunteer, who work with children and youth. This policy reflects the directive of Illinois SB0143 for non-public schools. In addition, this policy with both its proactive

strategies and its response procedures may satisfy requirements of church/school insurance company guidelines. Thus volunteers to Immanuel Lutheran School will adhere to the following:

1. All volunteers (including classroom helps, party helpers, field trip chaperones, etc.) for Immanuel Lutheran School will complete and sign in through the Raptor System which will scan your driver's license and automatically do a search of various Sex Offender data bases.
2. All volunteers of Immanuel Lutheran School will sign an authorization/waiver/indemnity statement as part of the form, releasing the church and the references used from liability.
3. Volunteers of Immanuel Lutheran School who work with children and youth will authorize reference checks.

Authorized Access to Information and Storage

Confidential forms and reports from background checks and references will be seen only by the pastor, principal or business manager of Immanuel Lutheran Church and School. All records will be kept in a secure and locked location separate from personnel files within the office of the principal until they are destroyed. **Every person authorized to see these reports must be informed that making information from them known or available to others is a violation of Illinois law, a Class A misdemeanor.**

VOLUNTEER SIGN IN

During school hours, we ask all volunteers to sign in at the office before entering any classrooms. At this time, please fill out a volunteer form to indicate how much time you are volunteering. We also ask all volunteers and coaches to dress appropriately and to wear a name tag.

WATER BOTTLES

Water bottles may be brought to school. Water is the only beverage allowed during class time. Only water bottles with sport tops should be used to reduce the chance of spills.

Appendix:

1. **Chrome Book Policy**
2. **Medication Authorization and Release**
3. **Health Alert**
4. **Healthy Snack Options**
5. **Supply Lists**
6. **Acceptable Use Policy**
7. **Extended Care Handbook**
8. **PTL Events & Fundraisers**
9. **Partnership Hours Examples**

Immanuel Lutheran School Chromebook Policy
Grades 5-8
2016-2017

The mission of the 1-to-1 (1 Chromebook per 1 student) program at Immanuel Lutheran School is to create a collaborative learning environment for all students. This environment will enable and support students and teachers to implement uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. Teachers will integrate technology with high-quality instruction and assessment to transform the classroom teacher from a director of learning to a facilitator of learning.

DEVICE PURPOSE

ILS is supplying students in grades 5 - 8 with a Chromebook device. This device is property of Immanuel Lutheran School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed within the first weeks after the start of school each year to students in grades 5-8. Parents/Guardians MUST sign and return the Chromebook Agreement document before the Chromebook can be issued to their child. The Chromebook Policy outlines the procedures and policies for student use. Chromebooks will be collected at the end of each school year and students will be reissued the same Chromebook every year while they are still enrolled at ILS.

TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be submitted to our IT staff as soon as possible so that they can be taken care of properly.

GENERAL GUIDELINES

- Chromebooks must have an engraved ILS identification on them at all times and this I.D. must not be altered in anyway. If I.D. is altered, disciplinary action will result.
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords and cables must be inserted carefully into the Chromebook.
- Never transport the Chromebook with the power cord plugged in.
- Never carry the Chromebook while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Vents must never be covered.
- Chromebooks should never be left in an unsupervised area.
- **Parents will assume responsibility for damaged, lost or stolen Chromebooks.

CARRYING YOUR CHROMEBOOK

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- **Parents will assume repair costs for any damage to devices caused by failure to follow above instructions.

SCREEN CARE

- Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen.

- Do not place anything in a carrying case or backpack that will press against the cover.
 - Do not poke the screen with anything that will mark or scratch the screen surface.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils)
 - Do not place the device near magnets or anything with high electric current.
 - Clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- **Parents will assume repair costs for any damage to screens caused by failure to follow above instructions.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their class teacher.
- Students may carry their earphones/earbuds with them whenever they have their Chromebooks.
- Chromebooks needing repair will need to be given to the IT staff to have a loaner Chromebook assigned.
- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Students using a loaner Chromebook will be responsible for any damages incurred while in their possession.
- Students will be required to reimburse the school if a loaner Chromebook is lost or stolen.

CHARGING YOUR CHROMEBOOK

- Students are responsible for making sure their Chromebook gets properly plugged into the charging station each night before leaving school.
- Students will be allowed to remove their Chromebook from the charging station each morning upon teacher's permission.

PASSWORDS AND CONTENT STORAGE

- Take care to protect your password. Do not share your password.
- Password resets can be facilitated by technology staff.
- Inappropriate media may not be used as a screensaver or background.
- Browsing history can only be deleted by an ILS staff member and will be randomly checked by school staff. If history is deleted by student there will be an immediate loss of chrome book use and other consequences.
- Presence of inappropriate media will result in disciplinary actions.

AUDIO/DISPLAY RESTRICTIONS

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Screen brightness should only be adjusted by the teacher and screen must be visible to the classroom teacher at all times.
- Headphones may be used at the discretion of the teacher, but may not be provided by the school.

ACCOUNT ACCESS

- Students will only be able to login using their *@ilspanthers.org email account. Students must not browse on any device as a guest.
- Account login information will be supplied to a student by the teaching staff.

MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps for Education is a suite of products which includes gmail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.

- Prior to leaving the school, or graduating, students that want to save any work need to use Google Takeout to transfer any work to a personal gmail account.

OPERATING SYSTEM ON YOUR CHROMEBOOK

- Chromebooks run a modified version of the Chrome browser. It connects to web resources, apps and extensions provided on the Internet. It does not run Windows application software or Mac application software.
- When a Chromebook starts up, it updates itself automatically so it has the most recent version of the Chrome operating system without having to do a thing.
- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- If your Chromebook needs technical support for the operating system then it needs to be submitted to Mr. Lapp for repair.

ACCEPTABLE USE GUIDELINES

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of ILS.
- Students are responsible for the ethical and educational use of the technology resources of ILS.
- Students using unauthorized game sites, You Tube, etc. in class at in appropriate times will have Chromebook use restricted.
- Access to school technology is a privilege and not a right and can be revoked at any time.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, administrator, or teacher will be considered an act of vandalism and subject to disciplinary action in accordance with the Acceptable Use Policy, student handbook, and other applicable school policies.

PRIVACY AND SAFETY

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number or passwords for yourself or others.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of ILS.
- If you inadvertently access a website that contains inappropriate material, exit the site immediately and let a teacher know.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a parent or teacher.
- Plagiarism is a violation of the student policy. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

GOOGLE ACCOUNTS

Google accounts and access will be given to all students. This is a requirement that gives them access to sign into any device and participate in communication with peers and staff for educational use.

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- E-mail communications sent/received should be related to educational needs.
- E-mail and communications are subject to inspection by the school at any time.
- The student, in whose name a system account and/or Chromebook hardware is issued, will be responsible at all times for its appropriate use.

- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- ILS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Illinois Open Records Act; proper authorities will be given access to their content.

PROTECTING AND STORING YOUR CHROMEBOOK

- Chromebooks will be labeled in the manner specified by the school and can be identified by the engraved ILS identification and serial number of each device and individual user account and password.
- When students are in school and not using their Chromebook, they should keep the lids closed and placed in a secure area.
- Chromebooks must be returned to the charging station and properly plugged in at the end of each school day to ensure a fully charged device is ready for use each morning.

LIABILITY

- Parents assume repair costs for any damage to Chromebooks that are not covered under warranty.

We have read and understand the above guidelines in the Immanuel Lutheran School Chromebook Policy and will adhere to them.

Student Signature

Date

Parent Signature

MEDICATION AUTHORIZATION AND RELEASE

Medication that is to be given to a student during the school hours must be accompanied with the following form filled out by the parent or guardian. All medication (including over the counter medication) must be brought to the secretary's desk in the morning. Medication (other than inhalers) cannot be kept in the child's desk or locker. To insure compliance with the directions, the medicine must be brought to school by a responsible adult in the ORIGINAL CONTAINER that includes all dosage information. The parent must assume the responsibility for informing the school (in writing) of any changes in the child's health or medication.

We the undersigned do hereby authorize and request that you administer to

STUDENT' NAME: _____

THE FOLLOWING MEDICATION

Name of medication(s): _____

STARTING: DATE: _____ TO DATE: _____

AT: TIME _____

THE DOSAGE TO BE GIVEN IS: _____

With this signed agreement I/We absolve the designated person administering the medication, Immanuel Lutheran School, and any all members of the boards of any responsibility and liability for any reaction. Etc. which may occur to the above named child during the time of receiving the medication indicated on this form

PARENT NAME (PRINTED) _____

PARENT'S SIGNATURE _____

TELEPHONE NUMBER _____ DATE _____

DOCTOR'S SIGNATURE _____
(REQUIRED)

HEALTH ALERT

<p>() CHICKEN POX Onset is 2-3 weeks after exposure. Symptoms: slight fever, irritability for 1 day; fine blisters on face and trunk. Child is contagious for up to 5 days. Child may not attend school for 1 week after onset or until scabs are dry.</p>	<p>() PINWORMS Itching of the anal area, especially at night, is the most common sign. Child may have insomnia or nightmares and may lose their appetite. Must be treated by a physician and have a doctor's note to return to school. Observe other family members for symptoms.</p>
<p>() CONJUNCTIVITIS (PINK EYE) Onset is 24-72 hours after exposure. Symptoms: red, irritated eyes, swollen lids, yellow mucous discharge that may "glue" eyes shut. Very contagious if caused by infection. Children under 5 are most susceptible. Consult physician.</p>	<p>() RINGWORM Onset varies. Symptoms: rounded, reddish area with a scaly or blistery border, often itchy. Child must have doctor's note to return to school. Cover sores with clothing or dry bandage.</p>
<p>() FIFTH'S DISEASE Onset is 1-3 weeks after exposure. Symptoms: fever, rash (cheeks look like they have been slapped), spreads to arms, thighs, buttocks and trunk. Rash can last up to 10 days and is aggravated by sunlight.</p>	<p>() SCABIES A mite that burrows under the skin leaving an itchy rash. Symptoms: itchy, red rash which can take 4-6 weeks to appear. The rash is usually found in the skin folds of the wrist, elbow or knee; between fingers, or forearms. Must be treated by a physician and must have a doctor's note to return to school.</p>
<p>() HEAD LICE Examine child's hair and scalp for 2 weeks after exposure. Symptoms: itchy scalp, nits (tiny, oval shapes stuck on hair shaft). Treat head and follow instructions on lice information sent home.</p>	<p>() SCARLET FEVER (STREP BACTERIA) Onset is 2-5 days after exposure. Symptoms: fever, rash, sore throat. Fever can be high. Antibiotics are prescribed by a doctor – generally a child must be on it 24 hours before returning to school.</p>
<p>() IMPETIGO Onset varies. Symptoms: golden, crusty sores on hands, legs, feet, buttocks, and around the nose and mouth. Spreads rapidly if untreated. Must be treated by a physician and must have a doctor's note to return to school.</p>	<p>() STREP THROAT Onset is 2-5 days after exposure. Symptoms: sore throat, fever, tender lymph nodes, white spots on back of throat. Antibiotics are prescribed by a doctor – generally a child must be on it 24 hours before returning to school.</p>

Healthful Food and Beverage Options for School Functions*

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards (Attachment A) as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

ACCEPTABLE USE POLICY

Students will be held responsible for their actions and activity while using technology at Immanuel.

1. Technology may not be used to harm other people.

Harassing or degrading messages

Bear false witness or spread rumors

Post anonymous messages or personal communications without the original author's consent.

2. Students may not interfere with others' computer work.

Degrading or disrupting equipment, software, or system performance.

Vandalizing the files of others.

3. Students may not snoop in other's computer files.

Invading the privacy of others.

4. Technology may not be used to steal.

Violation of copyrights or other contracts

Using the work of others and calling it your own.

5. Students may not use the resources or files of others without permission.

Including unauthorized access to resources or entities

6. Students may not use technology at Immanuel for their own financial or commercial gain.

7. Any material transmitted on the Internet must follow these guidelines:

a. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.

b. Only initials may identify individuals in pictures, movies, or sound recordings. Absolutely no first or last names may appear in reference to individuals in any image, movie, or sound recording.

c. No text, image, movie, or sound that contains obscene material or language that offends or tends to degrade others will be allowed.

6. The computer lab and the Internet may only be used under the direct supervision of a teacher or an authorized adult.

7. Computers in the Immanuel office area may not be used by any person under the age of 21 (these computers are not filtered).

CONSEQUENCES

a. Withholding privileges

b. Detention

c. Suspension (which may lead to expulsion)

I have read the Acceptable Use Policy and agree with to adhere to its regulations.

Parent signature _____ Date _____

Student signature _____ Date _____

EXTENDED CARE HANDBOOK

PURPOSE

Immanuel Extended Care Program offers quality Christian based childcare for our school parents including full time and drop-in services. Our guidelines presented in this booklet are essential to operate a program that will provide a safe, comfortable, and enjoyable atmosphere for your children to become involved in.

ADMISSION

Any students enrolled at Immanuel in grades PreK-8 may attend the Extended Care Program. Parents are welcome to use the program for their convenience - everyday or periodically. Registration with emergency contact information is required prior to attendance.

HOURS OF OPERATION

The Extended Care Program is held each school day 7:00 am until 6:00 pm. All students remaining at school after 2:15 and not involved in a supervised after school activity are required to go the Extended Care Room. If a student is not picked up 15 minutes after an after school activity (such as an athletic practice), they are required to go to the Extended Care Room and must be picked up there. Students will not be allowed to look for parents.

The After School Program follows the same policies and procedures regarding health, safety and behavioral programs as Immanuel Lutheran School as outlined in the Parent Student Handbook.

FEES

A \$30 registration fee will be charged upon after the third day your child attends the program. The charge for using the extended care program will be \$4.00 per hour per student and calculated by the half an hour. All fees and charges will be assessed on the day(s) a student is sent to Extended Care Room in the case of a late pick-up by the designated family driver.

Fees for off- holidays or break vacation days will be \$30.00 for a half day (7am – 1pm) (12pm – 6pm) and \$50.00 for a full day (7am – 6pm) with **no** variations to the fees. If the child is signed up for the half-day and stays over the time, a \$4 charge per hour will be assessed.

Fees and charges for using Extended Care program will be posted to the family's financial statement on FastDirect weekly and are due on a monthly basis. If the balance is unpaid at month end, the child will not be allowed to participate in the program until the fees are paid current. This rule will be enforced.

LATE PICKUP FEES

We ask our parents to please be considerate of our Extended Care Room workers and observe opening and closing times of our program. In the case of inclement weather or emergencies please contact the Extended Care Staff by 4:30 if you will not be able to arrive by or before the 6:00 pick up time.

Early/Late pickup fees are:

\$1.00 per minute (3 minutes grace given at 6:00 p.m.)

Penalty Fee for Chronically Late Pickups

After 5 late pickups, the late pickup fee doubles. Chronically late pickups will be addressed to determine if service will be discontinued. Under no circumstances are staff allowed to transport children home in their private vehicle.

LOCATION

We are located in the Multi-Purpose Room next to the gymnasium. The room is large enough to provide a cozy corner as well as tables to complete homework or do projects together. The After School staff is not expected to provide homework help for a student. The program will also use other areas of the school such as the playground, hallways, restrooms, and the like.

SIGNING IN AND OUT

Staff will sign-in the children upon entering the Extended Care Room. Parents are to sign-out their child along with the time out. If you do not remember to sign out the prior time in Extended Care will be used to implement the charge. Please be sure the Extended Care worker sees you when you pick up your child. Help us keep your children safe! Parents should utilize the staff parking lot and enter through the door directly attached to the Multi Purpose Room.

If it is necessary to have someone other than those listed on your emergency information pick up your child, you **MUST** notify the Care Room program or this person will not be allowed to take your child. Identification will be checked for those persons with whom the Care Room staff is unfamiliar. If that person is not listed on your Registration Form, a note will need to be brought into the school with the designated person. Staff does have the right to call the parents if they do not feel comfortable with the child leaving with someone they are not familiar with.

Children who are allowed to go home with another student on a particular day are required to give a signed note from the parent or guardian stating this fact to the Care Room worker.

SNACK

Extended Care will provide one snack in the morning session and one snack in the afternoon session. We provide two snacks for the after-school session. The after-school session snacks are scheduled for 2:15pm and 4pm. If your child requires more than a snack please send them with additional snacks in their lunch. Also, if they do not like what we are serving please have them bring their own snacks.

Please be sure that Extended Care staff is aware of any food allergies. **No gum, candy, or pop is allowed.** If your child does have allergies you are welcome to send a special snack with them that they can have access to during the Extended Care time.

MEDICATION

If a child is to receive medication during Care Room hours, the parent must provide the Care Room worker with a completed, signed Medication Authorization and Release form found in the Parent Student Handbook.

HEALTH AND SAFETY

If your child has a known medical condition (asthma, diabetes, etc.) please be sure the Care Room worker knows what to do if a problem occurs. If a child has any of the following conditions the parent will be notified to pick up the child immediately: Contagious disease, vomiting or diarrhea, or an accident requiring medical attention.

Soap and water will be used to clean superficial wounds and a Band-Aid will be applied for protection. Ice may be used in some situations.

Please keep your Emergency Card updated at all times in regard to phone numbers and other persons to contact for an emergency pick up of your child.

Be sure your child has the proper clothes to play outside - hats, gloves, and boots in the winter; safe footwear for playing outside. If they do not have the appropriate gear they will held to the black top area while outside.

CHILDREN'S CONDUCT

Parents have the right to expect that their child will have proper supervision. The child who constantly needs the attention of the staff because of inappropriate behavior is taking away the rights of the others and not allowing for the needs of all the children to be met. We as a staff have the following expectations of your children:

1. Children must remain in the designated Extended Care Room areas and ask permission to take bathroom breaks, drinks etc. that may take them out of the room.
2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative, respectful, and follow the instructions of Extended Care Room workers.
4. School building and playground rules must also be followed during Extended Care Room hours.
5. Appropriate and acceptable language is expected.
6. Children are expected to be responsible for their actions.
7. Materials and equipment are to be treated properly and returned to their place when done.
8. Students are to arrive at Extended Care Room's assigned location promptly from their classrooms.

DISCIPLINE

Extended Care Room workers will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well being of each child.

Most rule infractions will be handled in a time-out situation for students as prescribed by the Extended Care Room worker. The Extended Care Room worker will assist the students in discussing problems and promoting forgiving relationships with peers. Repeated discipline problems, physical abuse to other students, and disrespect to Extended Care Room workers shall be reported to parents and the administration. Repeated offenses may be a cause for dismissal of the child from the program.

Disruptive behavior will be dealt with in the following manner:

1. An incident report will be given to and discussed with the parent.
2. Serious misbehavior may result in a one week suspension from Care Room (During this week the child is expected to follow school policies on required arrival and dismissal times.)
3. The coordinator will determine the conditions for reinstatement to the program.
4. Each incident will, however, be individually assessed by the coordinator to determine the possibility of the child not continuing in our program due to behavior.

PHYSICAL CONTACT COURSE OF ACTION

Our mission for Extended Care is to provide a safe environment for all children while in a less structured environment during non-school hours. Physical contact will be defined as contact, whether with the body or objects, between children that is perceived as intentional. The infractions of this policy will follow these steps.

1. **First offense:** The staff will have the child(ren) in a time-out (age appropriate). The staff will contact the parents immediately. When the parent arrives the staff, parent, and child(ren) will discuss the incident. This is a verbal warning and a report will be written.
2. **Second offense:** The staff will have the child(ren) in a longer time-out. The staff will contact the parents immediately. When the parent arrives the staff, parent, and child(ren) will discuss the

incident and consequences. The principal will be notified. This is a written warning and a report will be written.

3. **Third offense:** The staff will put the child(ren) in a permanent time-out, until the parent arrives. The parents and the principal will be contacted immediately. A meeting with the parents, principal, staff, and child(ren) will be conducted. The child(ren) will be suspended from the Extended Care Program for two (2) weeks. A full report of the incident will be written.
4. **Fourth offense:** The staff will put the child(ren) in a permanent time-out, until the parent arrives. The parents and the principal will be contacted immediately. A final meeting will be conducted with all parties and the child(ren) will be suspended from the Extended Care Program for the rest of the school year. A full report of the incident will be written.

DISMISSAL FROM PROGRAM

The following circumstances may result in your child being dismissed from our care:

1. Failure to pay for services or pay for a returned check.
2. Chronic disregard for the 6:00P.M. closing time.
3. A child who does not follow our behavior recommendations as stated in our discipline policy, including respecting the decision and direction of our Care Room workers.
4. Any child who intentionally physically harms another child or staff members.

PERSONAL PROPERTY

Students will not be able to access classroom or lockers during the After School Program. Students should bring all their books and personal items to the lower level of the school at the end of the class day.

All children are to respect each other's property. We do not encourage them to bring toys or expensive items such as hand held electronic games. However, if those items are brought from home they are to be labeled with a name. Extended Care Room will assume no responsibility for missing or broken toys or games.

CLEANING

The Extended Care staff promises to do our best to make sure the room is clean. All the tables are wiped down a minimum of four times a day. The coat hooks and pew are wiped down at the end of each day. The Extended Care staff sweeps the floor throughout the day and at the end of each day. We wash the floor three times a week. The other two days are scrubbed by the cleaning service. Lastly, all the carpets are vacuumed daily by the Extended Care Staff.

As for the toys, this is a challenge. We try to keep them wiped down and cleaned on a monthly basis. They are also sprayed down with disinfectant on a weekly basis. This happens more often during the flu season. Also as a safety measure, we do our best not to have any fabric type toys that will hold in germs.

When the flu season upon us and other issues we encounter, we will do our best to keep our room as clean as possible.

Side note: At the end of the day, when the kids enter Extended Care, they are to wash their hands. We do our best to make sure it is a habit for all the kids before sitting down and before each snack.

Having your child put their coats, hats, and gloves in their backpacks may prevent other problems we may encounter (possibly having one of those flimsy backpacks just for this purpose could be found

preventative and helpful). Throwing their coats on the floor when they come into Extended Care is not acceptable.

Also, reminding your child that “As nice as hugging friends and buddies maybe, we need to keep those for home” especially during the flu season.

We also always have Kleenex on hand for the kids that may need it. Using a sleeve or hand is not a good method. Please remind your children how to cough into their shoulder or a bent elbow. This is always the best way to prevent germs from spreading.

Please remember Extended Care has only the best intentions for the health and safety of your children. However, at times, we need parents to remind their children of their part in staying healthy and clean.

VOLUNTEERS & WORKING STAFF

The goal of Immanuel is to have the involvement of all parents and staff. We would like to make that possible by offering free Extended Care to parents that are volunteering and staff that are working during the hours of Extended Care. If you are a staff member **working** during Extended Care hours we will provide free care for your child with the exception of paying the registration fee of \$30.00. The registration fee will assist with providing snack for your child during that time. We would also like to extend this offer to those parents who would like to volunteer but are unable to find care for their child. Documentation of the volunteer hours will be needed and also the registration fee is paid. We will waive the hourly rate for the time your child spends in Extended Care. This would include attending the PTL meetings. Please keep in mind that Extended Care runs from 7am – 6pm. **NOTE:** Please be mindful of attendance of children. We are a service and cannot be available for only Staff/volunteer children. If there are no children in Extended Care, we will not be available to only Staff/Volunteer children unless, the Staff/Volunteers are willing to pay the regular fee.

PARTNERSHIP HOUR EXAMPLES

Here is a list of examples of different opportunities to earn Partnership Hours. This list is not all inclusive. A basic rule of thumb is that the activity must benefit more than just your child or family. *Reminder: kindly submit hours on a MONTHLY basis into the box by the electronic picture frame in the office. Thank you!*

♦ **Athletics** (*Parent hours required for Athletics also count towards Partnership Hours)

- Working a concession shift
- Selling tickets during games
- Coaching a sport
- Parents with children not involved in Athletics are welcome to volunteer!

♦ **Supervision**

♦ **Lunch Duty**

- Assisting the younger classes during their lunch time
- Wiping down the tables in between the lunches and after the last lunch

♦ **Recess**

- Helping supervise students during designated recess time

♦ **Field Trips**

- Chaperoning or driving for class fieldtrips

♦ **Library**

- Assisting classrooms during library visits.
- Assisting in cataloging and shelving books.

♦ **Computer Room**

- Turn on equipment
- Supervision of class in computer lab
- Troubleshoot computer hardware
- Assist students with log on

♦ **Drop off/Pick Up**

- Helping to assist the smooth flow of traffic during morning drop off and pickup by helping to assure that cars are moving freely through the pick-up lane, and that parked cars must be parked in an appropriate parking space

♦ **Parent Teacher League**

- Attending meetings
- Planning, running, setting up, working or cleaning up events
- Time spent purchasing items for events

♦ **Room Parents**

- Planning, or assisting during class parties
- Preparing or shopping for class parties

♦ **School Office**

- Assemble information packets
- Assemble Friday newsletters for classes
- Mailings
- Comprise information in spreadsheets

♦ **Janitorial Help**

- Helping clean the school or church buildings
- Helping set up or take down chairs in commons.

♦ **Classroom (You can help in ANY classroom – not just your child's!)**

- Organizing folders and filing
- Bulletin Boards
- Reading/Math groups, Art (preparation for art projects; cut, copy, trace), PE
- Clean up learning centers
- For help that may be completed at home, please check with individual teachers (i.e. cutting out items)
- Or anything else the teacher may need! (Please see individual teacher's for more specific examples)

♦ **Preschool**

- Computer and classroom assistance.

♦ **Rewards Programs**

- Organize programs that assist the school through corporate fundraising (i.e. Box Tops for Education, Labels for Education) *Please note, simply collecting items does not qualify towards your hours requirement

♦ **Bulletin Boards/Decorating**

- Updating bulletin boards
- Decorating the school entry or classrooms

♦ **Christmas Concert/Spring Musical**

- Preparing musical sets/props/costumes
- Accompanist for choirs

♦ **Market Day Program**

- Assisting during the monthly Market Day delivery (sorting and handing out orders)
- Setting up for Market Day

♦ **Student Council**

- Helping organize and overseeing Student Council activities

♦ **Immanuel Lutheran Church**

- Helping the church office assemble the monthly newsletter or weekly bulletin
- Helping the various boards during fellowship hour
- Serving on a board or taskforce
- Teach a Bible class

♦ **Youth Group/Scouts**

- Planning, working or chaperoning youth events or trips
- Planning and working with scouting programs

♦ **Children's Ministry**

- Helping to plan or work the Annual VBS event
- Teach a Sunday school class
- Coach an Upward team or lead an Upward devotion

♦ **Childcare**

- Volunteering in childcare a in supervising children when needed
- Helping organize and disinfecting childcare supplies

♦ **Lawn Care/Garden Maintenance**

- Helping to maintain the school grounds
- Helping to care for and maintain garden(s)

PTL EVENTS

Teacher Luncheon	September 7
New Parent Wine and Cheese Event	September 9
Teacher Luncheon	October 5
Race for Education	October 12
Trunk-or-Treat	October 28
Teacher Luncheon	November 2
Festival of Lights Parade	November 25
Secret Santa	Nov. 30 - Dec. 3
Teacher Luncheon	December 7
Teacher Luncheon	January 11
National Lutheran Schools Week	January 22 – 28
Teacher Luncheon	February 1
Mother/Son Date Night	February 18
Scholastic Book Fair	February 27 - March 3
Teacher Luncheon	March 1
Dinner/Dance/Auction	March 17
Vendor Fair	March 24
Daddy/Daughter Dance	April 1
Teacher Luncheon	April 5
Teacher Luncheon	May 3
Flower Sale	May 3-5
Panther Pursuit	May 13
School Picnic	June 2
Golf Outing	June 7
4 th of July Parade	July 2