

2019-2020  
IMMANUEL LUTHERAN SCHOOL  
STUDENT AND PARENT  
HANDBOOK



**IMMANUEL**  
CRYSTAL LAKE



# TABLE OF CONTENTS

SCHOOL HANDBOOK	
Vision and Mission .....	3
Philosophy Statement .....	3
Objectives .....	3
Code of Ethics.....	3
Right to Education .....	4
Admissions and Enrollment.....	4
Arrival and Departure.....	5
Attendance Policy .....	5
Awards .....	6
Band Instruction .....	6
Bicycles.....	6
Bullying Policy.....	6
Bus Transportation.....	7
Chapel Services .....	7
Church Attendance.....	7
Child Protection Policy.....	8
Concussion Protocol.....	8
Copier.....	8
Curriculum.....	8
Discipline Policy.....	9
Discipline-School Rules.....	11
Disaster Drill Procedures.....	12
Dismissal During the School Day.....	12
Dress Code.....	12
Electronic Devices/Cell Phones.....	13
Emergency Medical Release Forms and Phone Numbers.....	13
Emergency School Closing.....	13
Events .....	14
Extra-Curricular Sports .....	14
Family Accounts .....	15
Field Trips .....	15
Financial Assistance Programs .....	15
Grading Policies .....	16
Gum, Candy, and Food .....	16
Health Requirements .....	16
Homework Policy .....	17
Lockers .....	17
Lost and Found .....	18
Lunch Program .....	18
Math and Reading Placement .....	18
Medication .....	19
Money Sent to School .....	19
Newsletter-Church/School .....	19
Parent-Teacher Communication .....	19
Parent-Teacher Conferences .....	20

Panther P.R.I.D.E.(PTL) .....	20
Partnership Hours .....	20
Pets .....	20
Physical Education .....	21
SchoolPictures .....	21
Service Organizations .....	21
Testing .....	21
Textbooks and Workbooks .....	21
Tuition Discount Policy .....	21
Vending Machines .....	21
Visitors.....	21
Volunteers.....	21
Water Bottles.....	22
Wellness Policy.....	22
ATHELTIC HANDBOOK .....	25
PRESCHOOL HANDBOOK .....	31
IMMANUEL CARE HANDBOOK.....	41
APPENDIX	
Chromebook Policy .....	45
Medication Authorization and Release.....	49
Concussion Information Sheet.....	50
Health Alert .....	52
Healthy Snack Options .....	53
Acceptable Use Policy .....	54
Partnership Hours Examples .....	55

**Principal’s Right to Amend Handbook**

The Principal of Immanuel Lutheran School retains the right to amend the contents of this Handbook during the course of the school year for just cause. In the event that the handbook is amended, the parent(s)/guardian(s) will be given notification of such changes in writing through electronic communication. As such, it is imperative and a parent(s)/guardian(s) responsibility to make certain that its electronic email address remains current with the school.

**Principal's Right to Interpret and Apply Handbook**

The Principal of Immanuel Lutheran School retains the right to interpret rules and policies contained in this handbook, and to apply them to situations and circumstances as needs arise.

**Parent Policy**

Immanuel Lutheran School believes a positive and working relationship between the school and parent(s)/guardian(s) is essential to fulfilling the school’s mission and creating an environment where students, parent(s)/guardian(s) work together with civility, trust and respect. As such, Immanuel Lutheran School reserves the right to not continue enrollment or to not re-enroll a student if the school concludes the actions or behaviors of the student, parent(s)/guardian(s) seriously interfere with the positive working relationship between the student, parent(s)/guardian(s) and the school, or seriously interfere with the school’s mission statement and/or educational purposes.

PLEASE NOTE: The terms, conditions and all matters set forth in this handbook are incorporated as part of the contractual agreement between Immanuel Lutheran School and its student(s), parent(s) and/or guardian(s). Student(s), parent(s) and guardian(s), by attending Immanuel Lutheran School, do hereby agree to abide by all the provisions found herein, and in the contract itself.

# 2019-2020

## Immanuel Lutheran School

### Student and 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, parent(s)/guardian(s), 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 Christian citizens.

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, with the guidance of the Holy Spirit, lead children to Jesus Christ, their Savior.
- To cooperate with and assist parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 parent(s)/guardian(s), 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 glorify God in service to him and those around me.
- I realize I cannot do all of this on my own, but with the help of God, I will do my very best.

## **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.

## **ADMISSIONS and ENROLLMENT**

### **APPLICATION FEE**

Application for enrollment is a process that takes place each spring. In order to reserve a spot in Preschool 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 upon registration. If your child is on a waiting list and a spot is not open, the \$50 fee will be returned.

### **ENROLLMENT POLICY FOR CHILDREN ENTERING PRE-SCHOOL 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 to turn in their forms and registration fee. February 1<sup>st</sup>, registration will be open to community families.

Immanuel Lutheran School reserves the right to not re-enroll a student. An interview process will be conducted through which Immanuel can anticipate being able to meet the needs of that child in such a manner that allows classmates an equal opportunity for learning. New students will be admitted on a trial basis (45 calendar days) 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.

### **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 1<sup>st</sup>. As a state recognized school, Immanuel respects these regulations.

### **REGISTRATION FEES**

Formal registration fees for Kindergarten through Grade 8 students are \$300 and are due either through the mail or in person by June 15. From June 16 through July 15 fees are raised to \$350. Each month thereafter the fees will increase \$50. For Grades 5-8 there is an additional Chromebook/technology fee of \$100 per year. The result of this fee will allow for the students to keep their Chromebook upon completing a minimum of 2 years at Immanuel and graduating with their class.

### **TUITION COLLECTION POLICY**

Immanuel Lutheran School contracts with TADS for the collection of tuition for those families who desire a payment plan. The annual cost of the program is \$55 per family. TADS 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

Payments are due on the 1<sup>st</sup> or 15<sup>th</sup> of each month. A late charge (\$35) will be imposed on accounts that are late in payment. Monthly payment plans include 12 Months (first payment due in July) and 10 Months (first payment due in September). If an account (including tuition, hot lunch, or other fees) is outstanding at the end of the school year, re-enrollment for the following school year will be held in abeyance until the account is settled.

### **NEW/TRANSFER STUDENTS**

A student wishing to enter and attend Immanuel Lutheran School must submit a birth certificate and parents must fill out a "Request for Records Transfer" which will enable the school to attain the official transcripts from the

student's previous school. Immanuel Lutheran will request special education and disciplinary records in addition to the health, academic, attendance and other general records. The school shall be allowed to contact the prior school relating to these records if further clarification is deemed necessary.

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 ability to achieve satisfactorily at the grade level in which he/she applies for enrollment. Immanuel Lutheran School will assess students wishing to enter as new or transfer students. All new or transfer students will be considered "temporary", subject to the "Probationary Status" referenced in the identically named section of this handbook. 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. A registration checklist must also be completed and fully satisfied.

### **PROBATIONARY STATUS**

Any new or transfer student is subject to a probationary status of 45 calendar 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, parent(s)/guardian(s) will be notified immediately.

Final acceptance will be determined upon the completion of a parent teacher conference, receipt of "birth certificate", execution and agreement of the school's handbook and parent(s)/guardian(s) contract, adequate transcripts being received by Immanuel Lutheran School from the student's prior attended schools, the completion and satisfaction of the registration checklist, teacher's observations **and** testing (if testing is deemed necessary). The school's principal will make a final determination regarding permanent enrollment between the 45<sup>th</sup> and 60<sup>th</sup> day of enrollment.

### **FULL TIME STUDENTS**

A full time student is defined as a student who takes all their required academic classes at Immanuel Lutheran School, unless the level of course is not offered at Immanuel.

### **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 go directly to their classrooms. Students who need to arrive at school before 7:30 a.m. must report to Immanuel Care. The Immanuel Care entrance is on the back side of the building, off the blacktop playground. Immanuel 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** – Parent(s)/guardian(s) may drop-off or pick-up students at the front entrance driveway (please stay in your car and be alert of others). Parent(s)/guardian(s) 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, you 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 Immanuel Care. 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 hand-held cell phones 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 and punctual attendance is required. 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. There is a correlation between class attendance and successful 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 arrives late). The teacher submits student attendance via the school 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 per trimester, the student may be considered truant and may be required to meet with the principal and/or pastor along with his/her parent(s) or guardian(s).

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

**Absences – Parent(s)/Guardian(s) are to call the office (815-459-1444) before 9:00 a.m. each day their child is absent.** The office may call parent(s)/guardian(s) after 9:00 a.m. if a student is absent and the school has not been contacted. If a student must leave during the day, a note or email must be sent to the homeroom teacher and school office. 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/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 for a vacation. Parent(s)/Guardian(s) can follow assignments on the school management system or wait until returning to school. Reading and journaling would be good practice for students missing school due to vacation trips. Parent(s)/Guardian(s) 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 8<sup>th</sup> Graders are presented at the 8<sup>th</sup> Grade recognition night.

### CHRISTIAN ATHLETIC AWARDS

One male and one female athlete may be chosen from Grade 8 for as the Christian Athlete Award. 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 a 2.5 GPA, and providing leadership in the classroom.

### BAND INSTRUCTION

Students in Grades 4-8 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](http://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 emotional scars which may not be visible, but can be 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
  - 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 specific person
4. Reactive Bullies
  - Have been picked on and have been targets for 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 parent(s)/guardian(s) on this type of behavior should also be considered.

Those students who feel they are being bullied should follow these steps:

- a) Ask the person to stop,
- b) Step away from the situation, **AND**
- c) Inform a teacher or other school personnel adult .

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/guardian 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. This sub-committee shall possess the authority to expel the student from 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. Parent(s)/Guardian(s) are encouraged to help children to learn stewardship principles by returning a portion of the blessings God has provided to them. Parent(s)/Guardian(s) are invited to worship with us though their attendance at chapel will not 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 these "Means of Grace" offered during 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:

- Saturday – 6:00 traditional at historic church (174 McHenry Ave)
- Sunday – 8:00 traditional at Pathway Court
- 9:30 contemporary at Pathway Court
- 9:30 Sunday School and Bible Classes at Pathway Court
- 11:00 contemporary at Pathway Court

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 recurring adult volunteers who supervise or work with children at school or on field trips. Adult volunteers must be 21 years of age or older. All parent(s)/guardian(s) 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 visitor's 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 (Annual Written Permission Slip completed at beginning of year) 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/](http://www.familywatchdog.us/) .

### **CONCUSSION PROTOCOL**

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion, for example; loss of consciousness, headache, dizziness, confusion, or balance problems will be immediately removed from physical activity and will not be allowed to return to play until cleared, in writing, by an appropriated health care professional. To ensure the safety of Immanuel Lutheran School students and compliance with the Youth Sports Concussion Safety Act, the school concussion protocol includes the following components: 1) the formation of a Concussion Oversight Team that includes the Athletic Director, health professional, and Principal 2) Concussion Oversight Team education as it pertains to identifying and responding to concussions 3) Concussion Information Sheet for students and parent(s)/guardian(s) and 4) Acute Concussion Care Plan which must be completed by the student's physician. In addition, all coaches of sports teams for Immanuel Lutheran School must be trained in identifying and dealing with students receiving head injuries before they can begin coaching.

### **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, health, calisthenics, games, team sports.
- **MUSIC** -classroom music, a variety of vocal and chime/bell choirs, and band.
- **ATHLETICS** - competitive team sports in the Fox Valley Lutheran League may include volleyball, cheerleading, basketball, track, and cross-country.
- **TECHNOLOGY** – Students in grades K-4 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 5-8 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, and 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 parent(s)/guardian(s) 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** (i.e. Be an example to others by following the example of Jesus, use words and language that encourage others and build them up)
2. **Respect the teacher and others in authority** (i.e. 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 and Learning Process** (i.e. Be regular in attendance, be on time to school, and come to class with needed supplies and completed assigned work, 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** (i.e. 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** (i.e. 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(s)/guardian(s), 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 (page 2).

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), and will be immediately placed on disciplinary probation for the remainder of the trimester.

### **Suspension**

A student may be suspended from classes for cheating, inappropriate actions or attitudes, or repeated infractions of school regulations. If a student is suspended they will be immediately placed on disciplinary probation for the remainder of the trimester. Parent(s)/Guardian(s) will be notified immediately by phone of the suspension. A suspended student will be reinstated to class at the discretion of the principal.

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 on the days of the suspension. School work or tests given during the time of the student's suspension will receive no greater than 75% credit. All suspensions must be documented and will become part of the student's permanent record.

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

### **Expulsion**

The Principal of Immanuel Lutheran School possess the authority to expel a student from Immanuel Lutheran School.

When a student is expelled, the student and parent(s)/guardian(s) will be notified of the reasons for the expulsion. Reasons for expulsion include, but are not limited to:

1. Use, sale, or possession of drugs, alcohol, or tobacco.
2. Possession of a weapon at school or a school sponsored activity.
3. Vandalism or theft of school property.
4. Assault, battery, or any threat of force or violence directed toward any school personnel or pupil.
5. Continued willful disobedience of the school's behavior standards that remain unresolved by the above disciplinary measures.
6. Parent(s)/Guardian(s) unsupportive of the staff or rules and decisions of the school,
7. Any violation of the school's behavior or other standards as set forth in this handbook while the student is on disciplinary probation, and
8. Any additional matter that warrants expulsion as determined by the Principal of Immanuel Lutheran 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 failing grade on any graded work.

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

### **Appeal Committee**

The Appeal Committee shall consist of two designated members from the Board of Governance and a Pastor from Immanuel Lutheran Church. The Appeal Committee shall be seated each academic year, on or by the first full week of school, and shall consist of two alternates from the Board of Governance and one pastor alternate (in case of conflicts). The Appeal Committee appointments shall be made by the head Pastor at Immanuel Lutheran Church.

Should an alternate be needed due to a conflict, the alternate will be determined by the head Pastor at Immanuel Lutheran Church.

### **Appeal Process**

Parent(s)/Guardian(s) may appeal decisions by the Principal of Immanuel Lutheran School by submitting a written grievance to the Appeal Committee within 5 business days of the decision. The written grievance must state with specificity the decision(s) that is being appealed, and must be addressed and hand delivered as follows: Immanuel Lutheran School, Care and Attention of Appeal Committee, "Written Grievance", 300 S. Pathway Court, Crystal Lake, Illinois 60014. In this written grievance the Parent(s)/Guardian(s) must provide the Appeal Committee with an email and mailing address where all communications are to be sent relating to the appeal process. The Appeal Committee, through one of its members, will acknowledge receipt of the appeal via email to the Parent(s) or Guardian(s).

The Parent(s)/Guardian(s) filing the appeal will have 5 business days after their written grievance is hand delivered to submit documentation related to their appeal, addressed and hand delivered as follows: Immanuel Lutheran School, Care and Attention of Appeal Committee, "Written Grievance", 300 S. Pathway Court, Crystal Lake, Illinois 60014 (unless an alternative communication form is provided by the Appeal Committee to the Parent(s)/Guardian(s)). The Appeal Committee, through one of its members, will acknowledge receipt of the submitted documentation to the Parent(s) or Guardian(s) via email, will share the written grievance and submitted the documentation to the Principal on the same day, and will allow the Principal 5 business days to submit documentation related to the appeal. The Principal's submission will be provided to the Parent(s)/Guardian(s) via email on the same day.

The Appeal Committee will review the submitted documentation from both parties and will make a decision based on the documents provided within 10 business days thereafter based upon the school's handbook, contractual agreement of the parties and submitted materials. The decision may be (1) to take no action, (2) to reverse and declare the Principal's decision void, (3) to amend, supplement or revise the Principal's decision with specified conditions. All Appeal Committee decisions are final. No further recourse is available or allowed. This is agreed to by the Principal, student and parent(s)/guardian(s) as part of their contract and as a policy of this handbook.

The student and his/her parent(s)/guardian(s) agree to the obligation of presenting all information to the Appeal Committee in its entirety, and in good faith and honesty. Further; and because this is a private school, the Principal, the parent(s)/guardian(s) and the student agree and confirm that no attorney shall be permitted to present either for the Principal, student, and/or parent(s)/guardian(s) during this process as it is disruptive to the Appeal Committee's review of the grievance. The Principal, student and parent(s)/guardian(s) agree to said waiver of attorneys in this process, as part of their contract and as a policy of this handbook, and do hereby agree to represent themselves in this process upon entry into Immanuel Lutheran School.

## **DISCIPLINE - SCHOOL RULES**

### *General Rules*

- Always walk on the 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 parent(s)/guardian(s) supervising recess.
- If a child has a medical reason for not participating in outside recess, a note from the doctor is required.
- 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 recess is over, unless a playground supervisor has given them permission to do so.
- If weather does not permit an outside recess, classes will be supervised indoors.
- The boundaries of the playground extend west to the bottom of the swale, north to hill before the baseball fence, 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.
- Students may not stand on the X-Wave. 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. This decision will be made and announced by 10:45 am.
- Snow boots (Grades PreK-8) and snow pants (Grades K-4) must be worn to play in or on the snow.
- 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 for the entire class) will not be permitted during the lunch hour.

#### *Washroom Rules*

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

### **DISASTER DRILL PROCEDURES**

The school will conduct evacuation, shelter in place, bus evacuation, and law enforcement drills within 90 days of the start of the school year. Directions and routes for emergencies 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, parent(s)/guardian(s) should not call the school office - phone lines are necessary for communication with emergency personnel. Emergency communication details will be sent via mass email and text messaging.

### **DISMISSAL DURING THE SCHOOL DAY**

Taking students out of school during the school day is strongly discouraged. However, if this cannot be avoided, parent(s)/guardian(s) must sign students out in the office. The student's attendance record will be adjusted upon arrival back to school.

On days when our school has early dismissal, all students will be released from their homerooms in the same manner as 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. Parent(s)/Guardian(s) are responsible for making arrangements for pick-up of 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 K-8.

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, cleated athletic shoes, etc.

D. Clothing that is deliberately cut or mutilated.

**Appropriate dress for Monday through Thursday** is as follows:

**Grades K – 4:**

Uniform shirts should be worn. Pants, shorts, 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 5-8:**

Uniform shirts should be worn. Pants, shorts, or skirts 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 above 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. Non-hooded sweatshirts with the Immanuel logo may be worn during school hours.

**Appropriate Friday dress** is as follows:

**Denim style jeans and shorts** may be worn (not baggy or torn or frayed or with holes). Uniform bottoms are also acceptable. No athletic pants or shorts may be worn.

**Uniform shirts or “official” Immanuel spirit wear tops (including Kids of the Kingdom, Immanuel summer camp T-shirts, etc.) 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** is only allowed in Grades 7 and 8. Makeup needs to be reasonable and appropriate.

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

Volunteers are asked to dress appropriately.

**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/or parent/guardian 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](mailto: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**

Personal devices are not to be used during the hours of 7:30 am and 2:15 pm 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/guardian. Teachers may make exceptions for field trips or other unique circumstances, 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. Parent(s)/Guardian(s) 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/guardian 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

### BIRTHDAYS

**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. Birthday treats are welcome, but teachers should be notified in advance of the treat being brought to school. 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.

### CLASSROOM PARTIES

**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. Parent(s)/Guardian(s) supervising at parties are not allowed to bring younger children to classroom parties thus diverting attention from the focus of the 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, how God has blessed the saints before us, and how He blesses us. Immanuel does observe our cultural recognition of Halloween with classroom parties and a costume parade. **No scary, demonic, or bloody costumes or toy weapons will be allowed.**

### CHRISTMAS SERVICES

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

Choirs will perform at various times throughout the school year during weekend worship, and Advent services. It is required that students will attend when their choir is scheduled to sing or play at a worship service. A written excuse, in advance, to the teacher/director is required if a student cannot attend the performance. In case of illness, the written excuse will be presented to the teacher/director following the student's return. A written assignment will be required for Grades 3-8 for missed performance. A yearly musical performance is presented by the students in Grades K – 4. A spring musical is presented by grades 5-8 students in May. Schedules for performances will be publicized in advance.

## EXTRA-CURRICULAR SPORTS

Immanuel offers a variety of extra-curricular sports for students in grades 5-8 and if needed 4<sup>th</sup> graders. Extra-curricular sports offered will be determined by availability of coaches and number of students. We participate in the Fox Valley Lutheran Athletic Conference, which consists of eight area parochial schools. A fee will be charged for each sport in which a student participates. Fees are used to purchase uniforms, enter tournaments and meets, and pay referees. Fees must be paid before the first game of the season. Immanuel requires a physical examination before any student participates in a sport. 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. 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 Athletic Director will review student grades weekly, on Monday. **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 the next school day. When the student becomes eligible, another "Contact/Incident Report" will be sent home informing parent(s)/guardian(s) 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. Students must be in school at least a half the school day to be able to participate in any extra-curricular activities that same day. Arriving at school after 11:00 am would constitute a half day of attendance.

### **EXTRA-CURRICULAR - ATHLETIC ACTIVITIES GUIDELINES**

The Varsity level is offered for students in Grades 7-8, occasionally adding Grade 6 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.

Each family will be charged, along with the participating fee, an extra \$75.00 service fee. Each parent/guardian will be required to volunteer and complete a total of 5 service hours during each of the sports in which their student participates. In addition to the above service hours, each parent/guardian will be required to work 2 hours at tournaments held here at Immanuel. Track parent(s)/guardian(s) are required to stay and help, if needed, at the FVLAC meets. If all the requirements are fulfilled, the family will receive a refund of \$75.00.

### **FAMILY ACCOUNTS**

The Scrip program is a way for families to earn money to be used for any Immanuel event or expense. Contact the Office Manager for further information and family account balance.

### **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. Parent(s)/Guardian(s) 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 electronic 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 on file. 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 will participate in class trips. These trips are chaperoned by church/school staff. Each student is responsible for the cost of this trip. In order to cover costs, Grades 6-8 may do fundraising 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 needed" basis. Parent(s)/Guardian(s) must disclose their financial status by submitting the appropriate forms and information to TADS. A 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 possible discount based on the submitted information is made by the Senior Pastor and Principal. All documentation is kept confidential. A letter is sent to the 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 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/hour multiplied by 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. (Preschool receives a \$500 credit.)

**KINDERGARTEN, FIRST & SECOND GRADE TUITION PROGRAM**

A \$500 tuition credit will be awarded for each year a student attends ILS preschool (maximum credit of \$1,500.00.) This credit will be applied evenly towards that student’s Kindergarten, first and second grade tuition.

**FILL THE DESKS 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 TADS which will be reviewed by 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 Needs Based Aide partnership and stewardship requirements 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	GRADING SCALE FOR GRADES 3-5	GRADING SCALE FOR GRADES 6-8																																																								
C = Consistently Demonstrates Understanding P = Progressing Toward Independence B = Beginning to Develop N = Needs Support N/E = Not Evaluated at this Time	<table border="1"> <thead> <tr> <th><u>Grade</u></th> <th><u>Percentage</u></th> </tr> </thead> <tbody> <tr><td>A+</td><td>100-97</td></tr> <tr><td>A</td><td>96-93</td></tr> <tr><td>A-</td><td>92-90</td></tr> <tr><td>B+</td><td>89-87</td></tr> <tr><td>B</td><td>86-83</td></tr> <tr><td>B-</td><td>82-80</td></tr> <tr><td>C+</td><td>79-77</td></tr> <tr><td>C</td><td>76-73</td></tr> <tr><td>C-</td><td>72-70</td></tr> <tr><td>D+</td><td>69-67</td></tr> <tr><td>D</td><td>66-63</td></tr> <tr><td>D-</td><td>62-60</td></tr> <tr><td>F</td><td>59-0</td></tr> </tbody> </table>	<u>Grade</u>	<u>Percentage</u>	A+	100-97	A	96-93	A-	92-90	B+	89-87	B	86-83	B-	82-80	C+	79-77	C	76-73	C-	72-70	D+	69-67	D	66-63	D-	62-60	F	59-0	<table border="1"> <thead> <tr> <th><u>Grade</u></th> <th><u>Percentage</u></th> </tr> </thead> <tbody> <tr><td>A+</td><td>100-99</td></tr> <tr><td>A</td><td>98-97</td></tr> <tr><td>A-</td><td>96-95</td></tr> <tr><td>B+</td><td>94-92</td></tr> <tr><td>B</td><td>91-88</td></tr> <tr><td>B-</td><td>87-85</td></tr> <tr><td>C+</td><td>84-82</td></tr> <tr><td>C</td><td>81-78</td></tr> <tr><td>C-</td><td>77-75</td></tr> <tr><td>D+</td><td>74-72</td></tr> <tr><td>D</td><td>71-68</td></tr> <tr><td>D-</td><td>67-65</td></tr> <tr><td>F</td><td>64-0</td></tr> </tbody> </table>	<u>Grade</u>	<u>Percentage</u>	A+	100-99	A	98-97	A-	96-95	B+	94-92	B	91-88	B-	87-85	C+	84-82	C	81-78	C-	77-75	D+	74-72	D	71-68	D-	67-65	F	64-0
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**Honor Roll – (Grades 6 – 8)** High Honor Roll certificates are given to students with all A’s (A+, A, or A-). Honor Roll certificates are given to students with A’s and/or B’s.

**Eighth Grade Graduation** – Students in Grade 8 are eligible for eighth grade graduation if they have fulfilled all academic requirements as determined by the faculty. If Grade 8 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 recognition night (usually the week before graduation) is held in honor of the graduates. All graduation fees, 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 trimesters 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 parent(s)/guardian(s) 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**

Gum, candy and food are not permitted in the hallway, classroom, and gym. Teachers may allow students to eat in the classroom at various times at their discretion. All grades will have an opportunity for healthy snacks brought from home.

## **HEALTH REQUIREMENTS**

Physicals are required prior to entry into Kindergarten. All students entering, transferring, or advancing into 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> 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 students entering Grade 6.

- 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 Grade 6.
- 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 Grade 5.
- HEPATITIS B immunization is required for entry into Little Ark and Grade 6
- VARICELLA immunization is required for entry into Little Ark or Kindergarten and Grade 6
- DENTAL EXAMINATION and the related form are required for students entering Kindergarten, Grade 2, and Grade 6.
- VISION EXAMINATION is required of all children enrolling in Kindergarten.

## **HEALTH – SPORTS PHYSICALS**

All Grade 4-8 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.

## **HEALTH – HEALTH ALERTS**

A Health Alert information sheet is found in the Appendix and contains a list of communicable diseases, their symptoms and actions that should be taken. A notice will be sent home to affected classrooms, as needed.

## **HEALTH – VISION AND HEARING SCREENING**

A screening is done by the McHenry County Health Department at our school for all PreK – Grade 3, Grade 5, and Grade 8 students. This does not replace exams performed by licensed physician.

## **MANDATORY INFORMATION REGARDING RELIGIOUS OBJECTIONS**

Children of parents or legal guardians who object to health, dental, or eye examinations or any part thereof, or to immunizations or to vision and hearing screening tests on religious grounds shall not be required to undergo the examinations or immunizations if the parents or legal guardians present to the appropriate local school authority a signed Certificate of Religious Exemption detailing the grounds for objection and the specific immunizations and/or examinations to which they object. The grounds for objection must set forth the specific religious belief(s) that conflict with the examination, immunization, or other medical intervention. The certificate will be signed by the parent or legal guardian to confirm their awareness of the school's exclusion policies in the case of a vaccine preventable disease outbreak or exposure. The certificate must also be signed by the child's health care provider responsible for performing the child's examination for entry into Kindergarten or Grade 6. This signature affirms that the provider educated the parent or legal guardian about the benefits of immunization and the health risks to the student and to the community from the communicable diseases for which immunization is required in Illinois.

Below is a link that provides additional information, instructions and form.

<http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>

## **HOMEWORK POLICY**

The purpose of homework is to give further practice on skills taught. 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 parent(s)/guardian(s) 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 parent(s)/guardian(s). 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(s)/guardian(s) agree or 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, parent(s)/guardian(s) should request assignments through the homeroom teachers. Students must turn in missed assignments within the same number days as they were absent. Teachers are not required to have assignments ready before you leave for a vacation. Parent(s)/Guardian(s) are requested to wait until the end of the day to pick up students' assignments.

### **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, 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 can be found on the TADS School Management site, or you can pick them up at the front desk. Milk is provided with hot lunch. Children bringing sack lunches may purchase milk for \$.55 each. Student lunches may not be microwaved and the staff will not be able to wash fruit. Please wash and cut fruit before sending it with your child. Pop is not allowed during the lunch hour or during school hours. The hot lunch program provides a choice from either the Sandwich Bar, Salad Bar, or Main Entrée for the Hot Lunch Menu. Prices for Hot Lunch are \$3.75 for the entrée and the salad bar. The Sandwich Bar will be \$4.50. 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 school management system. 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 for the whole class) 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**

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 Grade 5 student who meets the criteria would be in Grade 6 Math.)

Guidelines for student placement in Math are:

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 as needed.

### **READING**

This program is designed for students in Grades 7-8. Grades, 7-8 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. Ability to maintain grades.

Student placement will be evaluated by the reading committee as needed.

Grades K-6 will be placed in differentiated groups within their grade levels.

### **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, parent(s)/guardian(s) 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(s)/guardian(s) 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 Student and Parent Handbook) has been completed by the parent(s)/guardian(s) 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(s)/guardian(s) 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.

### **MEDICATION- PROCEDURE FOR ADMINISTERING**

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(s)/guardian(s) 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/guardian 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 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/GUARDIAN-TEACHER COMMUNICATION

We strongly encourage parent(s)/guardian(s) and students to communicate with teachers frequently concerning student progress, to cooperatively seek to prevent potential problems, and to find solutions to existing problems. Parent(s)/Guardian(s) 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 from 7:15 AM to 2:15 PM. 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 you need to contact the teacher during school hours, call the office.

If a parent/guardian has a concern with a teacher, the parent/guardian 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/guardian attend the fall Parent-Teacher Conference. Conferences with individual teachers may be requested at any time during the school year.

## PANTHER P.R.I.D.E. (PTL)

The purpose of the PTL is to offer opportunities for parent(s)/guardian(s) to be involved in the program of Immanuel Lutheran School. Activities include organizing and coordinating fundraising events (see the list of fundraising events under PTL Fundraisers) and coordinating parent/guardian volunteer opportunities (including lunch/recess supervision, classroom room helpers, office assistance, class party coordinators, and field trip assistance).

## FUNDRAISERS

Fundraisers are ways to supplement and support the education and athletic programs at Immanuel Lutheran School. Families and friends are encouraged to participate in these opportunities. See the list in the appendix for a schedule of possible PTL events and fundraisers.

**Auction** – The PTL will conduct an auction to help raise funds for the school and to provide a social event for the parent(s)/guardian(s) and friends of Immanuel.

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

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

**Flower Sale** – Students may buy flowers for Mother's Day. This is a Student Council/National Junior Honor Society event.

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

**Grades 6-8 Class Trip Fundraisers** – The sixth, seventh and eighth grade classes conduct fundraisers to offset the cost of the overnight class trips. Parent(s)/Guardian(s) of the students will help organize these fundraisers

**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.

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

**Scrip** – Order online at [shopwithscrip.com](http://shopwithscrip.com). A certain percentage of profit can be placed in family accounts. Contact the office for the school account number to sign in.

**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.

**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.

### **PARTNERSHIP HOURS PROGRAM**

In an effort to keep tuition increase to a minimum and to encourage parent/guardian 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 Student and Parent Handbook. Forms are completed by the parent/guardian 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 at the end of the school year.

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 P.E. or recess more than two times in a row. Students in Grades K-4 are required to wear socks and gym shoes. Girls wearing skirts or dresses to PE must wear shorts underneath the skirt or dress.

Children in Grades 5-8 are required to wear a school gym uniform with a pair of gym shoes brought to school exclusively for gym classes. Failure to bring a uniform will result in points taken off their grade. A uniform will be given to the student for a daily rental fee of \$1. Parent(s)/Guardian(s) 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 may not participate in recess or athletic 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. Parent(s)/Guardian(s) are under no obligation to purchase any picture package.

### **SERVICE ORGANIZATIONS**

**Kids of the Kingdom** (Grades K-4 and Grade 5 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 at school, in church and throughout the community.

### **TESTING**

Students in Grades K – 8 will take the MAP(Measure of Academic Progress) Testing Program once 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 Continuum of Learning Resources from Kindergarten through Grade 12.

### **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 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 cost to educate (approximately \$8,000 per student) is 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 receive 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 help, 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 must participate in reference checks.

### **Authorized Access to Information and Storage**

Confidential forms and reports from background checks and references will be seen only by a 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 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 secure tops should be used to reduce the chance of spills.

## **WELLNESS POLICY for IMMANUEL LUTHERAN SCHOOL**

### **WORDS OF TRUTH**

"Do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought with a price; therefore glorify God in your body and in your spirit, which are God's." 1 Corinthians 6: 19-20 (NKJV)

### **BELIEF STATEMENT**

Immanuel Lutheran School of Crystal Lake, IL is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.

As Christians, we understand that we were created in the image of God. In addition, we understand that our bodies are a gift from God and should be treated as such. God did not intend for us to be inactive. Therefore, we were not made to exercise our brains only; our bodies were meant to be used too.

The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits that promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

### **INTENT**

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code. This includes goals for nutrition education, physical



activity and other school-based activities designed to promote student wellness, and nutrition guidelines for all foods available during the school day. A plan for measuring implementation includes one or more persons charged with operational responsibility and involving parent(s)/guardian(s), students, school food service providers, school administrators, and the public.

## **RATIONALE**

Our personal health begins with an honest look at ourselves. Health is made up of many of different components and each component of health should be treated and viewed as equal in its importance. These components are emotional, mental, physical, social, and spiritual.

## **NUTRITION EDUCATION GOALS**

- Students in all grades, pre-K through 8 will receive nutrition education that is interactive and teaches the skill they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent throughout the school, classrooms, lunch room, and other areas where the message can be presented.
- The curriculum for health education will include both nutrition and physical education.
- Health education and making healthy decisions will be infused as appropriate throughout the other curricular areas.
- The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- Staff who provide nutrition education will be offered appropriate training opportunities.
- The school will seek ways to involve the parent(s)/guardian(s), students, and the community in nutrition education activities.

## **PHYSICAL ACTIVITY GOALS**

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity through, before, and/or after school activities such as athletic programs.
- The school will work with the community to help provide safety for students walking, riding bikes, or otherwise using physical activities to get to school.
- The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities in family events.
- The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

## **NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE AT SCHOOL**

- Food and beverages in the food service program will represent good choices for a balanced and nutritional diet.
- The school does not allow use of the vending machine, offer snack bars, or school stores. During school sponsored activities, healthy alternatives will be offered in the concession stands, so that parent(s)/guardian(s) and students can make choices.
- Healthy choices and nutritional food value will be a consideration in selecting school-sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
- When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutrition snacks and instead provide children with nutritional alternatives.

## **GOALS FOR OTHER SCHOOL-BASED ACTIVITIES**

- The school will maintain the lunch area to insure that it is a clean, safe, and enjoyable meal environment.
- The school will arrange a lunch schedule that provides adequate time for serving meals, for students to eat, and for clean-up following the meal.
- Drinking fountains will be available in the school buildings and students will be given opportunity to have water throughout the day.
- Students will be encouraged to participate in the meal program. The staff will monitor lunches brought from home and encourage families to provide nutritious meals.
- The identity of students who receive free or reduced lunches will be protected.
- Lunch periods will be scheduled near the middle of the school day with adequate time for students to eat before needing to leave the lunch area.
- Food will not be used as a reward or punishment in the school. Children who have been removed from the classroom for disciplinary reasons will be provided with lunch.

- Teachers will be encouraged to provide all students with physical activities at recess and other times when physical education or activity is scheduled.
- Food service staff and teachers will receive proper training in nutrition and physical education.
- The school will make efforts to provide students and families opportunity to participate in physical activities in after-school programs.
- The staff will strive to be role models in practicing healthy eating habits.
- The school will provide information and outreach materials about other FNS programs such as Food Stamps, and Women, Infants, and Children (WIC) to families.

#### **IMPLEMENTATION AND EVALUATION**

- The wellness policy will be implemented at Immanuel Lutheran School by the school staff. Teachers will be responsible for operating the policy and reporting any problems to the principal.
- The principal will be responsible for overseeing the implementation of the wellness policy.

# ATHLETIC HANDBOOK

## IMMANUEL'S ATHLETIC PHILOSOPHY

Immanuel's philosophy focuses on a Christ-centered learning. Toward that end, it is the aim of the athletic program to facilitate such an environment in athletic settings outside the classroom.

The primary purpose of the athletic program is to provide the student-athlete with the opportunity to grow in the grace and knowledge of Jesus Christ as his Lord and Savior. The Immanuel athletic program desires to help students live out their lives in unselfish Christian service in His world. The program provides certain opportunities and emphasizes definite aims. Among them are the following:

- Athletics provide the coaches and players alike an opportunity to witness for Christ by word and action.
- Athletes are taught to accept decisions and responsibilities in a Christ-like manner.
- Athletics provide an intense emotional situation in competitive sports which is a maturing factor.
- Athletics provide for physical development and the opportunity to serve the need of the team.
- Athletics provide for those who are gifted in physical ability the opportunity to use their God-given talents.
- Athletics provides life-lessons such as, working together toward shared goals, communicating effectively, overcoming challenges, maintaining a positive attitude, practicing sportsmanship, and winning or losing with dignity.
- Regardless of the amount of playing time or whether the team has a winning season, the above remain embedded within the experience.

## OVERVIEW OF IMMANUEL'S ATHLETICS

Immanuel offers a variety of extra-curricular sports activities for students in grades 5-8, and sometimes grade 4. We participate in the **Fox Valley Lutheran Athletic Conference (FVLAC)**, which consists of seven area parochial schools; Immanuel-Belvidere, Immanuel-Crystal Lake, Immanuel-Dundee, St. John's-Elgin, Westminster Christian, Zion-Marengo, and St. Paul-Rochelle.

The athletic program is divided into Junior Varsity and Varsity levels. The Junior Varsity (JV) level is offered for students in Grades 5-6, sometimes 4. The JV level is designed to introduce the student-athlete to the game. Playing time will be close to equal over the course of an entire season, not per game. **Equal playing time will not be enforced during tournament play.**

The Varsity level is offered for students in Grades 7-8, sometimes 6. While acknowledging that "winning isn't everything," coaches are committed to providing our varsity teams 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.

The goal every year of our Varsity teams is to qualify for the Lutheran State Tournament at the end of the season.

A fee will be charged for each sport in which a student participates. Fees are used to replace and repair uniforms, enter tournaments and meets, and pay referees. Fees must be paid before the first game of the season. Immanuel requires a physical examination before any student participates in a sport.

	<u>JV LEVEL</u>	<u>Varsity Level</u>
Basketball:	\$60 per student	\$70 per student
Volleyball:	\$50 per student	\$55 per student
Track:	TBD per student	TBD per student
Cross Country		\$35.00

Each family will be charged, along with the participating fee, an extra \$75.00 volunteer fee. Each parent(s)/guardian(s) will be required to volunteer and complete a total of 5 services hours during each sport their student participates. In addition to the above services hours, each parent(s)/ guardian(s) will be required to work 2 hours at tournaments held here at Immanuel. Track parent(s)/ guardian(s) will be required to stay and help if needed at the FVLAC meets. If all the requirement about are fulfilled the family will receive a refund of \$75.00. Parent(s)/Guardian(s) are also required to volunteer at Athletic events; i.e. admissions, concessions, and/or scorer's table. If you cannot work at home games, you must find a suitable replacement.

Track fees are TBD. Athletes receive a hooded sweatshirt and track jersey for their first year. The fee after they have received the uniform is \$35.

Athletic fees must be paid for prior to the first scheduled game. This fee enables Immanuel to periodically replace and repair present uniforms.

Immanuel also 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 a comparable insurance is also required.

## EXPECTATIONS OF THE COACHING STAFF

### The Christian Coaches' Creed:

**I BELIEVE** that the sports sponsored by Immanuel Lutheran School have an important place in education and therefore pledge myself to cooperate with other educators to administer sports so that the value of athletic competition will be understood and accepted as an integral part of Christian growth.

**I BELIEVE** that Christian sportsmanship is learned. I realize that I am a model to officials, players, and spectators. I believe that my actions will have a lasting effect on those who observe me. Therefore, I will...

- Accept and support the decisions of the officials.
- Contain my emotions and actions to the best of my ability in order to be a witness to my Christian faith, my church, and my school.
- Exercise patience, tolerance, and diplomacy in my relationships with all players, co-workers, parents, guardians and spectators.
- Teach the game for the benefit of all and seek to coach according to the rules, remembering that the feelings of the members of both teams are equally important.

**I BELIEVE** that I have a unique calling and opportunity as a coach to influence student athletes. My life as a Christian serves to show them the joy and importance of being a follower of Jesus Christ.

### Coaching Code of Conduct:

1. Treat opposing coaches, participants and fans with respect
2. Take steps to minimize blow out games. Ex. Immanuel is ahead by a significant margin; non-starters should be played or additional passing be required before scoring attempts.
3. A coach shall not discuss the final results with a referee after the completion of the game. Any issues regarding officiating will be documented and provided to the Athletic Director for resolution.
4. A coach shall provide fair playing time opportunities as stated in the overview of Immanuel Athletics.

## EXPECTATIONS PLACED ON STUDENT ATHLETES

### COMMITMENT AND DEDICATION

We consider the student athlete to be someone special, someone who can take on and manage added responsibilities. These responsibilities are accepted in order to broaden the athlete and further develop strength of character. It has been aptly put, "You owe it to yourself to always do whatever you do in life to the best and fullest of your ability."

By being an athlete you are representing your school, your community, and your God. You assume a leadership role when you are on a team. The student body and supporters of Immanuel Lutheran School know you, and *you are in the spotlight*. Because of this leadership role you can contribute to school spirit and community image by your performance and high ideals. The younger students are watching you. Model what a Christian is so they may grow from your actions.

### ATTENDANCE

Attendance is a matter of priority. Being a part of a team carries with it responsibility to the rest of the team. As such, a high priority should be placed on attending all meetings, practices, and games. It is understood that that today's society is fast-paced and conflicts will arise, but please do all that you can to schedule appointments away from practices and games. Team policies may limit playing time if practice is missed (coach's discretion). A student must be at school by 8:30 (by the end of 1<sup>st</sup> period) to be able to participate in their team's game/practice that day. If a student is out of school due to other family needs (i.e., funeral, orthodontic visit), parent(s)/guardian(s) should contact the Athletic Director who with the Principal will make a ruling on eligibility for that day's practice or game.

Participants and their parent(s)/ guardian(s) will be responsible for informing the team's coach of any potential problems or other concern prior to the season. A common example is an athlete participating in another program outside of Immanuel. Immanuel encourages athletes to explore all the possibilities offered to them. While it would be ideal for the athlete to put Immanuel first, that is not always the case. As a common courtesy to the coach and players who will be on the athlete's team, parent(s)/ guardian(s) must notify the coach of this conflict. Parent(s)/Guardian(s), please be aware that choosing Immanuel second is acceptable, but may result in reduced

playing time as to be fair to the other athletes who participate fully to Immanuel athletics.

### **HEALTH AND MEDICAL**

Being in good health is important for the student athlete. Hidden health concerns may be amplified by physical exertion of athletic competition. Physical examinations (physicals) are required for all students participating in sports at Immanuel and should be submitted to the school office before the start of the sport in which they will be participating.

### **ATHLETIC FEE**

Fees must be paid prior to the first scheduled game of the season. All money from this fee goes to pay for referees, equipment, uniforms, etc...

Any family unable to pay the athletic fee because of financial considerations must contact the Athletic Director so other arrangements can be made.

### **ACADEMIC ELIGIBILITY**

A student-athlete with a single grade of F (64%) or lower will be informed verbally. Parent(s)/Guardian(s) will be informed with a Contact/Incident Report. When the student becomes eligible the same process as above will be repeated.

Circumstances may arise with student that special academic plans. These students will be evaluated by the staff, principal and Athletic Director on an individual basis to determine their playing status. Grades will be checked every Monday by the Athletic Director.

With the parent(s)/guardian(s) and coaches' consent the student will be able to practice with the team. The student will also be able to sit on the bench each game, but is not allowed to be in uniform. If the Athletic Director, Principal, or teacher feels that at any time the student is not putting forth the effort to improve his grades, they then have the right to remove the student from practices and games.

At times a given student-athlete may face challenges in the classroom, which are simply beyond his or her academic ability. At Immanuel, every effort is made to assist all students who are in this situation. Student-athletes who find themselves in this position will be considered for exemption from the stated policy on an individual basis. The line of appeal is through the Athletic Director.

### **CONDUCT ELIGIBILITY**

The student athlete has the responsibility of being a leader in the school. If the conduct of any student athlete is unacceptable according to the behavior guidelines stated in the school handbook, or such that it impairs the efficient working of the school, then ineligibility may follow as a consequence. It is expected for student-athletes to conduct themselves in a Christ-like manner in all parts of their life.

- a. Consideration for conduct ineligibility may be brought to the Athletic Director by any member of the staff (this includes but is not limited to teachers, coaches, cooks, janitors, pastors, or secretaries). If the Athletic Director determines that action may be needed, the issue will be brought forward for a decision.
- b. A unanimous decision must be reached by the Principal, Athletic Director, and homeroom teacher in order for conduct ineligibility to be declared.
- c. Conduct ineligibility for practices and games will remain in effect for a period of two weeks or as determined by the Principal, Athletic Director, and homeroom teacher.

## **EXPECTATIONS PLACED ON PARENTS/GUARDIANS**

### **SUPPORT**

The philosophy of this handbook is to encourage full participation on the part of every person involved in the Immanuel Athletic program. There are several ways in which parent(s)/guardian(s) are able to be involved and develop a deeper sense of ownership for athletics at Immanuel.

- a. The biggest way parent(s)/guardian(s) can get involved and show support for their student athlete as well as the overall program is to attend the events. Sportsmanlike excitement by a large crowd adds a special dimension that we want your child to be able to experience.
- b. In this school it is the volunteers that make a big difference between mediocre events and great events. This is particularly evident at tournaments where the time and effort involved are significantly multiplied. Therefore, we ask parent(s)/guardian(s) to help at the many home games and the tournaments and meets we will have at Immanuel. We ask that each family asked at events during the course of the sports season.
- c. We ask that parent(s)/guardian(s) be responsible for providing transportation to and from away games and tournaments.
- d. Please be as prompt as possible picking up your child after practices and games. This will greatly assist

our coaches in exercising their other responsibilities.

- e. Each parent(s)/guardian(s) will be required to volunteer and complete a total of 5 services hours during each volleyball and basketball season. In addition to the services hours, each parent(s)/guardian(s) will be required to work 2 hours at tournaments held here at Immanuel. Track parent(s)/guardian(s) will be required to stay and help the whole day at the FVLAC, Lombard, and Freeport meets. If any of these requirements are not met the family will be charged with an addition fee equal to the participation fee.

### **SUPPORT VOLUNTEERS**

The support volunteers are parent(s)/guardian(s) , staff, or students who fill an important niche in the practical administration of home games and other areas. In general, their responsibilities include but are not limited to the following items:

- ⇒ Serving as a model for the student athletes and upholding the precepts of the Christian Coach's Creed.
- ⇒ Being responsible in carrying out the duties that have been assigned.
- ⇒ Being punctual for scheduled events or informing the Athletic Director or Concession Stand Coordinator of delays or conflicts at the earliest possible time.

**The positions filled by support volunteers include but are not limited to...**

- ⇒ scorebook
- ⇒ scoreboard
- ⇒ concession stand
- ⇒ gate/admissions

### **SPORTSMANSHIP**

Because we are Christians we should strive to avoid some of the accepted practices of fans in other settings. By our actions we witness what we truly value. Please read and follow the **CODE OF CONDUCT GUIDELINES FOR ATHLETES, PARENTS, GUARDIANS, AND SPECTATORS.**

**CODE OF CONDUCT  
2019-2020**

As an extension of both Immanuel’s mission statement and athletic philosophy, the Athletic Code of Conduct has been developed. Appropriate behavior is expected from the athletes, parent/guardian spectators, and coaches. The following code includes the rules and guidelines which will promote a sports environment that reflects the Christian values of Immanuel Lutheran School.

To be considered for a position on any team, the athlete and both parent(s)/guardian(s) must sign the code of conduct, thus agreeing to abide by its rules. Some of the rules apply specifically to adults; some apply to athletes only. Many are applicable to both the parent(s)/guardian(s) and student-athlete. The signed code will be kept on file.

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for student-athletes, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of myself or of others.
4. I will make an effort to learn and familiarize myself with the rules of the game and the policies of the league.
5. I (and my family member/guests) will be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, and other sporting events.
6. I (and my family member/guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent/guardian; such as, booing and taunting, refusing to shake hands, using profane language or gestures, or fighting and violence.
7. I will obey the Second Commandment; I will not use the name of the Lord inappropriately.
8. I will not encourage any behaviors or practices that would endanger the health or well-being of the athletes.
9. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
10. I will demand that my child treats other players, coaches, officials, and spectators with respect.
11. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or by his/her performance.
12. I will praise my child for competing fairly and trying hard.
13. I will never ridicule or yell at my child, coach, or other participants for making a mistake or losing a competition.
14. I will emphasize skill development to coincide with winning and losing.
15. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I/my child may have to win.
16. I will never question, discuss, or confront coaches’ decisions at the game field.
17. I will never question or discuss my child’s playing time with the coach.
18. I will never question or discuss other student-athletes on my child’s team with the coach.
19. I will demand a sports environment that is free from drugs, tobacco and alcohol. I will refrain from their use at all sports events.
20. I will refrain from coaching my child or other players during games and practices, unless I am one of the coaches.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

1. Verbal warning by the Athletic Director or Principal.
2. Written warning
3. Game suspension with written documentation of incident kept on file.
4. Season suspension (possibly jeopardizing future involvement in sports program)

\_\_\_\_\_  
Print Name    Father/Guardian

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name    Mother/Guardian

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name    Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**ATHLETIC DEPARTMENT  
EMERGENCY INFORMATION AND PARENT/GUARDIAN CONSENT  
2019-2020**

Name \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Grade \_\_\_\_\_

Day Phone of Parents/Guardian(s): Father \_\_\_\_\_ Mother \_\_\_\_\_

In an emergency, if the parents/guardian(s) cannot be reached, notify:

\_\_\_\_\_ Phone \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone \_\_\_\_\_

Known Allergies \_\_\_\_\_





# Immanuel Lutheran Preschool Student and Parent Handbook 2019-2020

## **Vision Statement**

Immanuel Lutheran Preschool will be the foremost provider of Early Childhood care, providing an introduction to academic instruction and Christian education to 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 safe, fun, Christ-centered learning environment that 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, parent(s)/guardian(s) , and students
- A balanced, interdisciplinary, collaborative approach to learning through play
- Development of the whole child
- Development of confident joyful learners
- Building on each child's interests and natural curiosity and providing daily integrated learning opportunities across children's cognitive, physical, social and emotional development
- An environment that welcomes children of all cultural, ethnic and linguistic backgrounds in inclusive settings designed to meet individual needs

## **Philosophy Statement**

Immanuel Lutheran Preschool, 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 Preschool, 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 Preschool program to produce confident, joyful learners who will become young Christian role models who reflect the love of Jesus Christ in the families, congregations, and communities in which they live and serve.

### **Objective of Immanuel Lutheran Preschool**

- To lead children to Jesus Christ, their Savior.
- To cooperate with and assist parent(s)/guardian(s) 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 parent(s)/guardian(s) and other resources to realize these goals and purposes under God's grace.
- To provide fun learning opportunities in a wide range of areas and a variety of settings including whole-class activities, work in small groups and individual interactions with the teacher
- To evaluate student progress through ongoing monitoring and evaluation, setting goals specific to Illinois Early Learning Standards and using learning and developmental foundations that are research-based.
- To provide vision, hearing and general-health screenings to identify children's special needs early and provide appropriate supports and referrals.
- To build trusting relationships with families who will be engaged in the program through conferences with teachers and opportunities to assist in the classroom and other school activities.

### **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 Immanuel Lutheran Preschool 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 PRESCHOOL 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 1<sup>st</sup>, 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 1<sup>st</sup>. As a state recognized school, Immanuel respects these regulations.

### **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.

### **PROBATIONARY STATUS**

Any new or transfer student is subject to the probationary status of 45 calendar 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**

Students are to enter the preschool classroom through the Preschool Door (entrance #18). Any parent(s)/guardian(s) who needs to drop off students before class begins, should utilize our Immanuel Care program. The Immanuel Care entrance is on the backside of the building, off of the blacktop playground. Immanuel Care begins at 7:00 A.M.

**Drop-off and pick-up procedures** – Parent(s)/Guardian(s) will drop-off and pick-up students from the Preschool Door. This is the door on the northeast corner of the building with #18 written on the window. Parents/Guardians will sign the children in and out of the classroom.

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. Please **be sure your teacher knows the details of pick-up arrangements**. Children not picked up by the dismissal time will be brought to the school office and possibly taken to the Immanuel 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-away 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.*

**Absences – Parents/Guardians are to call the office (815-459-1444) before 9:00 A.M. on each day their child is absent.** The office may call parent(s)/guardian(s) 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 parent(s)/guardian(s) 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).

### **CHILD PROTECTION POLICY**

It is the goal of Immanuel Lutheran Preschool 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 parent(s)/guardian(s) 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 visitor's 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 Preschool 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/](http://www.familywatchdog.us/).

### **CURRICULUM**

The curriculum of Immanuel Lutheran Preschool is based upon: The Bible, selected textbooks, and is correlated with the Illinois State Early Learning and Development Standards. The areas of instruction are the following: Religion, Language Arts, Math, Science, Social Skills, Music and Art, and Physical Development.

### **DISCIPLINE POLICY**

At preschool, our goal is to maintain a Christian, safe and orderly environment in which your child can learn. Therefore, we place a great emphasis on encouraging appropriate behavior of the children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help the children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. The rules are posted in the classroom and reviewed often with the children.

In the event of a serious incident:

1. An incident report will be given to and discussed with the parent(s)/guardian(s).
2. Continuous incident reports may result in a parent/guardian conference with the teacher, director and principal.
3. After a parent/guardian conference, each incident will, however, be individually assessed by the director to determine the conditions for reinstatement to the program

## DISASTER DRILL PROCEDURES

The school will routinely conduct evacuation, shelter in place, bus evacuation, 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, parent(s)/guardian(s) should not call the school office - phone lines are necessary for communication.

## DRESS CODE

Children in the Immanuel Lutheran Preschool do not have a dress code. Clothing should not prove to be a safety hazard for students. For this reason, we ask that your children do not wear flip-flops or any shoe without a strap on the back. Outside apparel worn inside the building such as: hats, visors, bandanas, and sunglasses are not permitted. We value parental cooperation in the purchase of appropriate clothing and shoe wear as we will go outside everyday as weather permits.

## 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/Guardians 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/guardian 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.** Consider providing non-food items as an alternative. Classroom parties or activities 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.

**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.

## 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 and will be communicated by the teacher. Parents/Guardians will drive their student to and from the event for liability purposes. Arrangements can be made with parental permission to ride with classmates. Refunds are not given if a student is unable to go on a field trip.

**Written permission slips must be signed for a student to participate on a field trip. No permission will be accepted by telephone. A permission slip must be turned in.**

### **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/Guardians must disclose their financial status by submitting the appropriate forms and information to TADS Tuition Aid. 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 Preschool. 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. (Immanuel Lutheran Preschool families will receive a \$500 credit.)

**Kindergarten, First & Second Grade Tuition Program** — A \$500 tuition credit will be awarded for each year a student attends ILS Preschool (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 scale is as follows:

<b>PRESCHOOL GRADING SCALE</b>
C = Consistently Demonstrates Understanding
P = Progressing Toward Independence
B = Beginning to Develop
N = Needs Support
N/E = Not Evaluated at this Time

### **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. Preschool through 5<sup>th</sup> grade will have an opportunity for class snacks.

### **HEALTH REQUIREMENTS**

Physicals are required prior to entry into Kindergarten. All students entering, transferring, or advancing into 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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, 5<sup>th</sup> and 8<sup>th</sup> grade students. This does not replace exams performed by licensed physician.

### 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 students who will be coming from or going to Immanuel Care during the day. Menus are sent home each month in the Friday handouts. Please talk to your child's teacher if you want to use this program for more details and to sign up.

### 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/guardians may come to school to administer the medication. Should your child need prescription medications for problems such as asthma or allergies, the school medication permission form must be completed by both the parent/guardian and the attending physician before medication is administered. Students may carry inhalers, diabetic supplies, or EpiPens with proper authorization and documentation. **Therefore, only medicines prescribed by a physician which are essential for a child to remain in school shall be permitted.** If your child has medication that must be given at school, please see your teacher for information on authorization forms, procedures for administering, and requirements for storing medication.

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 newsletter will be sent home each week by the classroom teacher. 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 parent(s)/guardian(s) 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/Guardians 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/guardian has a concern with a teacher, the parent/guardian 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 beginning of the January for Preschool students. It is expected that parents/guardians attend the January parent-teacher conference. An optional conference will be made available in the Fall and also may be requested at any time during the school year.

### **PARENT TEACHER LEAGUE (PTL)**

The purpose of the PTL is to offer opportunities for parents/guardians 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/guardian volunteer opportunities, (including lunch/recess supervision, classroom room helpers, office assistance, class party coordinators, and field trip assistance).

### **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** – The PTL will conduct an auction to help raise funds for the school and to provide a social event for the parents/guardians 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 Mother's Day. This is a Student Council/National Junior Honor Society event.

**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.

**Scholastic Book Fair** – Students 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.

**6<sup>th</sup> – 8<sup>th</sup> grade Class Trip Fundraisers** – The sixth, seventh and eighth grade classes conduct fundraisers to offset the cost of the overnight class trips. Parents/Guardians 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.



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

### **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.

### **SCHOOL PICTURES**

Individual school pictures are taken each year. Packets are made available to parents/guardians for purchase. Class pictures are also available. Please watch for this information during the school year. Parents/Guardians are under no obligation to purchase any picture package.

### **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.

### **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:

4. 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.
5. 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.
6. Volunteers of Immanuel Lutheran School who work with children and youth must participate in reference checks.

#### **Authorized Access to Information and Storage**

Confidential forms and reports from background checks and references will be seen only by a 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.

### **SNACKS**

We will serve a small snack each day. Due to the severity of allergic reactions to some foods, we will require all snacks and drinks brought to school be chosen from the list below. **Please check the labels before sending in a snack. Products cannot contain nuts, nor be manufactured in a facility that processes nuts.** Fruit or fruit sauces may be sent, providing they are in sealed packages such as individual applesauce cups, raisin packets or sliced apples sealed in a bag, to avoid any potential contact with nut products at home. Your child's teacher will let you know when to send snacks.

#### **Snacks:**

Annie's – Bunnies or Grahams  
Honey Maid – Cinnamon or Honey Grahams  
Ritz Crackers (plain only)  
Sunshine Cheez-Its

#### **Drinks: (Bottles, please. No juice boxes.)**

Water  
100% Fruit juices such as  
Apple  
Grape  
Orange  
Or 100% juice blends

Triscuits (plain only)  
Wheat Thins  
Pepperidge Farm Goldfish (whole grain)  
Keebler Grahams  
Pirate's Booty Snacks  
Rold Gold Pretzels  
Sensible Portions Garden Veggie Straws and Chips  
Unsweetened fruit/fruit sauce in individual, factory sealed packs

Please check with your teacher if you are bringing an item which is not on the above list.

### **WATER BOTTLES**

Water bottles may be brought to school. Only water bottles with sport tops should be used to reduce the chance of spills.

### **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/guardians 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.*

# IMMANUEL CARE HANDBOOK

## PURPOSE

The Immanuel Care Program offers quality Christian based childcare for our school parents/guardians 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 Immanuel Care Program. Parents/Guardians are welcome to use the program for their convenience - everyday or periodically. Registration with emergency contact information is required prior to attendance.

## IMMANUEL CARE DIRECTOR/COORDINATOR

The Principal, by the first day of each academic school year, will appoint a director/coordinator for the Immanuel Care Program for that school year (i.e., Fall 2019 through Summer 2020).

## HOURS OF OPERATION

The Immanuel 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 Immanuel 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 Immanuel Care Room and must be picked up there. Students will not be allowed to look for parents/guardians.

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

## FEES

A \$35 registration fee will be charged upon after the third day your child attends the program. The charge for using the Immanuel Care program will be \$5.00 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 the Immanuel 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 the same as regular school days. Sign-up prior is required and Immanuel Care will only be open if four (4) or more students are signed up for the day. If a student is signed up for care on a day off and Immanuel Care is open, the family will be charged for the times signed up or time attended, whichever is greater.

Fees and charges for using the Immanuel Care program will be posted to the family's TAD'S account and are due on a monthly basis. Late fees will be applied to any unpaid balance. If a family balance remains unpaid, the family will lose Immanuel Care privileges.

## LATE PICKUP FEES

We ask our parents/guardians to please be considerate of our Immanuel Care Room workers and observe opening and closing times of our program. In the case of inclement weather or emergencies please contact the Immanuel 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. After 8 late pickups within the same school year (i.e., Fall 2019 to Summer 2020) the student(s) will no longer be allowed to use the Immanuel Care program. 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 Immanuel Care Room. Parents/Guardians are to sign-out their child along with the time out. If you do not remember to sign out the prior time in Immanuel Care will be used to implement the charge. Please be sure the Immanuel Care worker sees you when you pick up your child. Help us keep your children safe! Parents/Guardians 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/guardians 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**

Immanuel Care will provide one snack in the morning at approximately 9:00am. 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 Immanuel Care staff are aware of any food allergies. Staff will offer allergy safe snack options. **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/guardian must provide the Care Room worker with a completed, signed Medication Authorization and Release form found in the Student and Parent 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/guardian 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/Guardians have the right to expect that their child will have proper supervision. We as a staff have the following expectations of all children so each child's needs can be met:

1. Children must remain in the designated Immanuel 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 Immanuel Care Room workers.
4. School building and playground rules must also be followed during Immanuel 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 Immanuel Care Room's assigned location promptly from their classrooms.

## DISCIPLINE

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

Most rule infractions will be handled in a time-out situation for students as prescribed by the Immanuel Care Room worker. The Immanuel 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 Immanuel Care Room workers shall be reported to parents/guardians 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 by the Immanuel Care director/coordinator:

1. An incident report will be given to and discussed with the parent/guardian.
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 Immanuel 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.

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

**Second offense:** The staff will have the child(ren) in a longer time-out. The staff will contact the parents/guardians immediately. When the parent/guardian arrives the staff, parent/guardian, 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.

**Third offense:** The staff will put the child(ren) in a permanent time-out, until the parent/guardian arrives. The parents/guardians and the principal will be contacted immediately. A meeting with the parents/guardians, principal, staff, and child(ren) will be conducted. The child(ren) will be suspended from the Immanuel Care Program for two (2) weeks. A full report of the incident will be written.

**Fourth offense:** The staff will put the child(ren) in a permanent time-out, until the parent/guardian arrives. The parents/guardians 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 Immanuel 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:

- Failure to pay for services or pay for a returned check within 30 days of receiving notice.
- Chronic disregard for the 6:00 P.M. closing time (8 late pickups within the same school year (i.e., Fall 2019 to Summer 2020).
- 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.
- 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. Immanuel Care Room will assume no responsibility for missing or broken toys or games.

## CLEANING

The Immanuel 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 Immanuel 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 Immanuel 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 Immanuel 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 Immanuel 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 Immanuel Care has only the best intentions for the health and safety of your children. However, at times, we need parents/guardians 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/guardians and staff. We would like to make that possible by offering free Immanuel Care to parents/guardians that are volunteering and staff that are working during the hours of Immanuel Care. If you are a staff member **working** during Immanuel 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/guardians 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 Immanuel Care. This would include attending the PTL meetings. Please keep in mind that Immanuel 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 Immanuel Care, we will not be available to only Staff/Volunteer children unless, the Staff/Volunteers are willing to pay the regular fee.

# APPENDIX

## Immanuel Lutheran School Chromebook Policy Grades 3-8 2019-2020

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 3 - 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.

### 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.

### 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.

### **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 Chromebook 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.
- 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 an 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 IT staff for repair.



## **ACCEPTABLE USE GUIDELINES**

- Students will have access to all available forms of electronic media and communication which is 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 inappropriate 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/guardian 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/Guardians assume repair costs for any damage to Chromebooks that are not covered under warranty.

**CONSEQUENCES**

- a. Withholding privileges
- b. Detention
- c. Suspension (which may lead to expulsion)

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian 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 and signed by a doctor. All medication (including over the counter medication) must be brought by a responsible adult to the office 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 or guardian 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 OF MEDICATION: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

TIME \_\_\_\_\_

DOSAGE TO BE GIVEN IS: \_\_\_\_\_

With this signed agreement I/we absolve the designated person administering the medication, Immanuel Lutheran School, and 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/GUARDIAN NAME (PRINTED) \_\_\_\_\_

PARENT'S/GUARDIAN'S SIGNATURE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

DOCTOR'S SIGNATURE \_\_\_\_\_  
(REQUIRED)

## CONCUSSION INFORMATION SHEET FOR STUDENTS AND PARENTS

The following recommendations are standard for all students who suffer from a head injury and are designed to help speed your recovery. The typical recovery period for a concussion is 3-4 weeks, but 20% of children may take longer to recover. Your careful attention to these guidelines can help prevent prolonged recovery and further injury.

- Get lots of rest. Be sure to get enough sleep at night — no late nights. Keep the same bedtime on the weekdays and weekends.
- Take daytime naps or rest breaks if you feel fatigued or the onset of a headache. Limit naps to shorter time periods if they prevent you from falling asleep at a reasonable hour in the evening.
- Drink lots of fluids and eat well balanced meals to maintain appropriate blood sugar levels.
- Trigger avoidance: Avoid prolonged computer use, video gaming, television watching, reading, text messaging, and telephone use. Visual stimulation can make your symptoms worse and prolong your recovery. Start with audio activities (IPOD, listening to TV, audible books) before trying visual activities.
- Sub-symptom pace: Limit activities that require a lot of thinking or concentration to short periods of time. These activities can make your symptoms worse. This may include limiting class work, homework and job related activity. For example, if you develop a headache after 30 minutes of reading, then for that day, read only in 20 minute blocks of time, with breaks in between until your symptoms resolve.
- Have a medical evaluation at least by the third day after injury (sooner if you are developing progressive symptoms; e.g. worsening headache, vomiting, mental confusion, imbalance); your evaluation should include a thorough review of symptoms, an examination of your balance and how your eyes function with head movement, and an evaluation of your memory, concentration, and thought processing.
- During recovery, it is normal to feel frustrated and sad when you do not feel right and you cannot be as active as usual. These symptoms should get better with time.
- After several weeks, your doctor may have you start low-level aerobics (walking, treadmill, stationary bike), but you should not participate in contact sports, weight training, running, or heavy lifting until:
  1. You are symptom-free at rest.
  2. You are symptom-free with full academics
  3. You have a normal medical evaluation after successfully completing a graduated exercise program ("Return to Play" protocol)

### Academic Participation

Recovering from a concussion can be a gradual process and school work continues while recovery is taking place. Thus, it is necessary for students, parents/guardians and school personnel to be aware of and consider the following symptoms that a student may demonstrate during recovery:

- difficulty paying attention or concentrating
- problems remembering or learning new information
- needing a longer time to complete tasks or assignments
- greater irritability, less able to cope with stress
- headaches and fatigue that worsen when doing school work

These symptoms are normal, to be expected, and temporary. Cognitive work should be paced at a rate and volume that does not worsen symptoms (sub-symptom threshold). Your doctor, school nurse, guidance counselor, or other school staff members can help you determine appropriate pacing and accommodations if you are having trouble.

### **Requirements for Academic Accommodations during Recovery**

1. Medical evaluation and page 3 of this form is completed by student's physician
2. Parental or guardian authorization for school nurse and medical advisor to exchange information with student's physician.
3. Student has not been cleared to resume game play (athletics) or other contact/strenuous physical activity.
4. Beyond three weeks, an assessment and recommendation(s) by a neurologist or concussion specialist may be recommended.

### **Physical Activity and Sport Participation**

It is important to avoid all contact/collision activity, in school and out of school, in particular any physical activity that carries a risk of head injury. The likelihood of sustaining a second head injury is greater during the recovery phase of a concussion. Rapid or early return to sports and play puts you at risk for Second Impact Syndrome which can lead to severe and possibly fatal outcomes. Therefore, it is necessary to follow these recommendations for returning to sports/play:

- You should NEVER return to play if you have any concussion symptoms (see page 3). This includes symptoms at rest and while doing any physical or mental activity. Be sure the PE teacher, coach and athletic trainer are aware of your injury and ongoing symptoms.
- It is normal to feel frustrated, sad and even angry because you cannot return to sports right away. As with any injury, a full recovery will reduce the chances of getting hurt again. It is better to miss one or two games than the whole season.

## HEALTH ALERT

<p><b>( ) CHICKEN POX</b> 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><b>( ) PINWORMS</b> 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><b>( ) CONJUNCTIVITIS (PINK EYE)</b> 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><b>( ) RINGWORM</b> 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><b>( ) FIFTH'S DISEASE</b> 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><b>( ) SCABIES</b> 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><b>( ) HEAD LICE</b> 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><b>( ) SCARLET FEVER (STREP BACTERIA)</b> 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><b>( ) IMPETIGO</b> 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><b>( ) STREP THROAT</b> 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/guardians 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. 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).**

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

**9. 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.

### 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/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_



## 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/Guardians 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

### **Upward**

- Greet fans and players as they come in
- Work concessions
- Coach, scorekeeper, or referee

### **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 though 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

### **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)