



2023-2024
IMMANUEL LUTHERAN SCHOOL
STUDENT AND PARENT
HANDBOOK



IMMANUEL
CRYSTAL LAKE

Immanuel Lutheran School
300 S. Pathway Ct.
Crystal Lake, IL 60014
815.459.1441
ImmanuelCL.org

CONTENTS

Introduction	5
Mission Statement	
Vision Statement	
Philosophy Statement	
Objectives of Immanuel Lutheran School	
Code of Ethics	
Right to Education	
Admissions and Enrollment	6-7
Application Fee	
Enrollment Process	
Non-Discriminatory Policy	
Registration Fees	
Tuition Collection Policy	
New/Transfer Students	
Probationary Status	
Full Time Students	
Arrival and Departure	7
Attendance Policy	7-8
Tardies	
Absences	
In-School Illness	
Vacation Trips	
Awards	9
Band Instruction	9
Bicycles	9
Bus Transportation	9
Chapel Services	9
Church Attendance	9
Child Protection Policy	9-10
Code of Conduct	10 - 13
Reasoning	
Guidelines and Rules	
Bullying Policy	
Academic Integrity	
Cell Phones, Smart Watches, and Other Electronic Devices	
Chromebook Usage	
Dress Code and Appearance	
Dress Code Enforcement	
Discipline	13-15
Philosophy	
Consequences	
Detention	
Suspension	
Disciplinary Probation	
Expulsion	
Appeals	
Concussion Protocol	15-16
Copier	16
Curriculum	16
Disaster Drill Procedures	16
Dismissal during the School Day	16
Emergency Medical Release Forms and Phone Numbers	16
Emergency School Closing	16
Events	17
Birthdays	

Classroom Parties	
Halloween	
Christmas Services	
Music Concerts and Performances	
Extracurricular Sports and Activities	17-18
Extracurricular Eligibility Requirements	
Athletic Activities Guidelines	
Sports Physicals	
Family Accounts	18
Field Trips	18
Financial Assistance Programs	18-19
Need Based Aid	
Grading Policies	19
Report Cards	
Honor Roll (Grades 6 – 8)	
Failure of A Subject	
Promotion and Retention	
Eighth Grade Graduation	19
Graduation Requirements	
Christian Athletic Awards	
Gum, Candy, and Food	20
Health Requirements	20
Physicals, Immunizations, and Exams	
Sports Physicals	
Vision and Hearing Screening	
Mandatory Information Regarding Religious Objections	
Homework Policy	21
Locks	21
Lockers	21
Lost and Found	21
Lunch Program	21
Medication & Procedures	22
Money Sent To School	22
Parent/Guardian-Teacher Communication	23
Parent/Guardian-Teacher Conferences	23
Panther Parents (formerly PTL)	23
Partnership Hours Program	23
Pets	23
Physical Education	23
School Pictures	24
Testing	24
Textbooks and Workbooks	24
Tuition Discount Policy	24
Vending Machine	24
Visitors	24
Volunteers	24-25
Water Bottles	25
Wellness Policy	25-26
Immanuel Athletic Handbook	27-31
Immanuel Lutheran Preschool Handbook	32-34
Immanuel Care Program	35-38
Appendix A: Immanuel Chromebook Policy	39-41
Appendix B: Medication Authorization and Release	42
Appendix C: Concussion Information Sheet	43-44
Appendix D: Healthy Food and Beverage Options	45
Appendix E: Health Alert	46

INTRODUCTION

MISSION STATEMENT

Immanuel Lutheran School's mission is to share God's love through His Word and our actions. We exist to touch hearts and transform lives with the light of Jesus Christ.

VISION STATEMENT

Our vision is to be His light as a "City on a Hill". Immanuel Lutheran School will nurture students in a Christ-centered and relationally driven environment while we strive for academic excellence.

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

- With the guidance of the Holy Spirit, lead children to Jesus Christ, their Savior.
- Cooperate with and assist parent(s)/guardian(s) in guiding their children into a useful and purposeful Christian life.
- 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.
- Maintain the highest standards of education integrated with and related to the teachings of God's Word.
- 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.
- 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, 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.

ADMISSIONS AND ENROLLMENT

APPLICATION FEE

Application for enrollment is a process that opens each January. In order to reserve a spot in Kindergarten through Grade 8 a Registration Fee is required. These fees are collected for processing applications and they hold student spots for the following school year. Applications are not 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 application.

ENROLLMENT PROCESS

Returning students will be given first priority. Registration for Immanuel Lutheran Church members and returning students begins in January each year. 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 of 60 calendar days to determine if Immanuel is able to best meet their educational needs.

Immanuel Lutheran School gives preference in admission to:

1. Siblings of children already enrolled in Immanuel.
2. Members of Immanuel Lutheran Church.
3. Members of other LCMS churches.
4. Members of other Lutheran Church bodies.
5. Order of applications.

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, athletics 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. As a state recognized school, Immanuel respects these regulations.

REGISTRATION FEES

Total registration fees for Kindergarten through Grade 8 students are \$350 and are due by June 15. This includes the non-refundable \$100 deposit. Each month thereafter, a \$50 late fee will be incurred. For Grades 5-8 there is an additional Chromebook/technology fee of \$125 per year. The result of this fee will allow for students to keep their Chromebook upon completing a minimum of two 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 TADS administrative fee is \$20-58 per family depending on the billing cycle chosen. 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 ILS 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. ILS will request special education and disciplinary records in addition to the health, academic, attendance and other general records. ILS will also require an assessment done prior to finalizing enrollment. 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 ILS 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 60 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 Day 60 and 90 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 north side of the building, off the blacktop playground. Immanuel Care begins at 6:30 a.m.

Morning D47 buses will drop off students beginning at 7:30am. The afternoon bus will pick up students in the pick-up zone at 2:05pm then proceed to St. Thomas for distribution of students.

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 or dropping off students. Students are to be picked up no later than 2:20 p.m. Children not picked up by 2:20 p.m. are brought to the school office to call a parent/guardian. If there is no communication made, children will be taken to Immanuel Care and usual child care fees apply. Please be sure your child knows the details of their pick-up arrangements.

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 is 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 announcement 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 2:10 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 along with his/her parent(s)/guardian(s).

TARDIES

Tardies are monitored by the school administration using the school management system. When a student reaches the sixth tardy in a trimester, parent(s)/guardian(s) will be contacted by the school office to arrange a meeting time with the principal. The result of the meeting will establish the path forward or consequences. For subsequent trimesters, students will start with no tardies marked against them.

ABSENCES

Parent(s)/Guardian(s) must complete an online Student Absence Form before 9:00 a.m. each day their child is absent. The office will 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/guardian signs the student out in the office and picks them up.

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 Health Alert in Appendix E for a list of highly contagious diseases).

Students absent for more than three consecutive days due to illness are required to bring in a doctor's note for verification of the illness and/or permission to return to school.

If a student is absent for two or more consecutive days, absent work may be requested and available for pick-up in the office after 3:00pm. Upon their return, students will complete missing absent work in a period of time equal to that which was missed.

IN-SCHOOL 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 the school management system.

VACATION 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

Throughout the school year, students are recognized for outstanding achievement in academics, attendance, athletics, Christian character and leadership.

BAND INSTRUCTION

Students in Grades 4-8 may enroll in an optional band program. Band classes are taught by the band teacher from Music Education Services under Music and Arts, 907 W. Irving Park Road, Itasca, IL 60143. 847-805-1800. www.musicarts.com. Some lessons are taught as a “pull-out” program, while others may be before or after school. There is a separate registration and financial arrangement for families who choose to participate in the Music and Arts 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.

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 through their attendance at chapel but 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 when 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 are 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 recommended even though they may hold membership at another church.

Members of Immanuel Crystal Lake (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 current school year. Worship services to be counted toward attendance do not include weekly school Chapel services.

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 Parent 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 form is available in the office and 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 programs 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 children safe and to keep parents informed of the names and addresses of sex offenders, the Illinois State Police recommend that you check the Illinois State Police Website at <https://isp.illinois.gov/Sor> or www.familywatchdog.us

CODE OF CONDUCT

REASONING

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. In order to establish clear guidelines for proper Christian behavior at Immanuel Lutheran School, the following behavioral standards have been instituted:

Respect for everyone, from everyone, everytime.

1. **Respect of 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 of 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 of the teaching and learning processes** (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)

GUIDELINES AND RULES

GENERAL

Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school for any of the following.

1. Engaging in insubordinate and/or disorderly conduct.
2. Engaging in conduct that endangers the safety, morals, and violates the Immanuel Code of Conduct

BULLYING POLICY

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

Immanuel Lutheran School addresses bullying at each grade level and at the appropriate developmental grade level. Topics may include defining bullying, victim and bystander, explaining how to identify and report bullying.

Students who feel they are being bullied should:

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

Accusations will be investigated.

Determination of bullying will result in 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 student may also serve an in-school suspension and be placed on disciplinary probation.

Any subsequent acts of bullying by a student may result in an immediate removal from class for an in-school suspension for the remainder of the day and an additional 1-day in school suspension. The student may be required to appear before a sub-committee to determine the student's future at Immanuel Lutheran School. The sub-committee may include the principal, a pastor, a board of governance member, and/or a school staff member. This sub-committee will offer a recommendation for the student's future at Immanuel Lutheran School. The principal possesses the authority to expel the student from school.

ACADEMIC INTEGRITY

At Immanuel Lutheran School we value honesty, integrity, and academic excellence. We strive to gather evidence of student learning and to provide feedback to students on their progress. Cheating/plagiarism prohibits our ability to do this well. It also does not align with our Christian values as a school and damages the classroom community. Therefore, plagiarism/cheating is a serious offense. Examples of academic dishonesty include, but are not limited to the following:

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

Repeated occurrences of failing to uphold academic integrity will result in a parent/guardian conference with the teacher and administration. Disciplinary consequences may be applied.

CELL PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES

Student use of cell phones, smart watches, and other electronic devices are prohibited during the regular school day. All devices are to be turned off before entering the school building and are not allowed to be turned back on until they enter the vehicle in which they are leaving. Student devices will be collected by the teacher prior to the start of the school day. Any devices not collected and found being used during

school hours will be confiscated and must be retrieved by a parent/guardian from the school office. Repeat violations will require an alternative arrangement created by the school principal. Immanuel Lutheran School is not responsible for lost, stolen or broken items.

NOTE: If a parent/guardian needs to contact their student during the school day, they must call the school office.

CHROMEBOOK USAGE

Students in grade K-8 will use Chromebook and an "ilspanther.org" account throughout the school year. The Immanuel Chromebook and account are intended for academic purposes. The Immanuel Lutheran School Chromebook Policy (see Appendix A) details the appropriate use and care of Immanuel Chromebooks. Student and Parent/Guardian are expected to sign the policy prior to Chromebook use.

DRESS CODE AND APPEARANCE

Scripture tells us to do everything in moderation and to His glory. 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 for students in Grades K-8.

Appropriate Dress for Monday through Thursday:

1. Uniform shirt with the embroidered school logo. This includes the collared short sleeve polo, collared long sleeve polo, and the hoodless sweatshirt. You may purchase new uniform shirts from Dennis Uniform or purchase used uniform shirts in the school office.
 - a. Solid colored long sleeve shirts may be worn under a collared uniform shirt. They must be white, maroon, black, navy, or gray in color.
 - a. Solid colored sweaters or full-zip hoodless micro fleeces may be worn over a collared uniform shirt during school hours. They must be maroon, black, navy, or gray in color.
2. Uniform style twill pants, shorts, skirts, or jumpers. All bottoms must be a solid neutral color (i.e. tan, black, navy, gray, or olive), must fit appropriately (not excessively baggy or tight) and must be in good condition (not torn/frayed or with holes). **Colored denim, jeggings, and leggings are not acceptable uniform pants.**
 - a. Shorts preferably extend to the knees, but minimally reach the tip of the longest finger while the arm is extended at the side.
 - b. Skirts and Jumpers must have a covering worn underneath such as playground shorts, leggings, or tights. Leggings, tights, and socks must be a solid neutral color and are only allowed when worn under Skirts or Jumpers.

Appropriate Dress for Friday/Spirit Wear:

1. Uniform shirts, Immanuel Panther Gear, or Immanuel Spirit Wear t-shirts such as Kids of the Kingdom, Immanuel Faith Family, Immanuel Musical, Immanuel VBS, etc.
 - a. An approved Immanuel Panther Gear hooded sweatshirt is allowed on Friday/Spirit Wear days.
1. Uniform pants/shorts, Immanuel Panther Gear pants/shorts, or denim jeans/shorts. All bottoms must fit appropriately (not excessively baggy or tight) and must be in good condition (not torn/frayed or with holes). Shorts must meet the length requirement above.

Appropriate Everyday:

- Shoes - Approved footwear includes athletic shoes and dress shoes. Dress shoes must have a closed toe and low heel. **Sandals, flip flops, and crocs style shoes are not acceptable footwear.**
- Coats and Jackets may be worn only when entering and departing from the building.
- Hair may be colored, bleached or highlighted within reasonable limits and 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.

Other Notes:

- Special dress days may be determined by classroom teachers and administration.
- Volunteers are asked to dress appropriately.

The following articles of clothing are prohibited:

- Outside apparel worn inside the building such as: hats, visors, bandanas, sunglasses, jackets or hooded sweatshirts.
- Items denoting gang involvements such as badges, jewelry, chains, tattoos, etc.
- Clothing and accessories with inappropriate language, symbols, or graphics that make references to drugs, alcohol, tobacco, gangs, or innuendos that are suggestive in nature.
- Apparel that poses a safety concern such as: sagging pants, spiked clothing, platform shoes, shoes with high heels, open-toe shoes, slippers, shoes with wheels, cleated athletic shoes, etc.
- Clothing that is deliberately cut or mutilated.

DRESS CODE ENFORCEMENT

The faculty reserves the right to review a student's appearance and take appropriate actions in dealing with dress code violations. This may include any of the following actions:

- The teacher will verbally tell a student and/or parent(s)/guardian(s) there has been a dress code violation.
- The student will call home and arrange for a change in clothing so that they are in compliance with the dress code.
- If subsequent dress code violations occur, a "Contact/Incident Report" may be issued, and the student may serve a detention.

DISCIPLINE PHILOSOPHY

Discipline is often thought of as a negative when it is used within the school community. It however, is part of a loving and learning community. We have all sinned and fallen short and as a result of God's love for us we must provide guidance and learning to correct the wrongs of each child. *Christ's love compels us, because He has died for us all* - 2 Corinthians 5:14. It is with this love and reassurance that we are saved and redeemed Children of God and we must lovingly guide and teach or discipline our students.

The Immanuel community is encouraged to resolve matters quickly and properly. It is with a philosophy of repentance, forgiveness and renewal that we proceed in our discipline process.

Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed. Immanuel's discipline philosophy encompasses the following:

- Discipline that is just should lead to repentance with the long-term goal of training in righteousness. Repentance is very important as it allows for an awareness of the error which will allow for it to be truly understood and contritely corrected (truly being sorry for the wrong).
- Discipline may result in consequences even though forgiveness has been extended.
- Discipline is directed at the behavior or attitude, not the person and is appropriate for the offense.
- Restoration plays a role in discipline by ensuring justice and protection for offended parties.
- Discipline involves partnering with teachers and parents throughout the process.
- Once this process has been applied, a true renewal can take place for all involved.

CONSEQUENCES

Classroom Management Consequences

When student behavior in the classroom or in other activities violates the ILS Code of Conduct, a discipline process will be followed based on our philosophy of Repentance, Forgiveness, and Renewal.

- Teacher addresses the offense with the student(s).
- Teacher communicates why it is an offense. Discussion between all those involved may include teacher, student(s), parents/guardians and principal, if necessary.
- Teacher will determine appropriate consequences within the classroom. If the offense warrants an office referral, the principal will determine the appropriate consequences.

- After consequences are fulfilled, appropriate conversations of apology/forgiveness and reassurance to those involved will take place.
- Teacher allows for the renewal process to begin.

Behaviors that would warrant consequences include, but are not limited to violations of the Code of Ethics or Code of Conduct. After recurring consequences or a detention in a trimester, the administrator may assign a one-day suspension, and the student will be immediately placed on disciplinary probation for the remainder of the trimester.

DETENTION

The detention may be served before, during, or after school at the discretion of the administrator. The administrator, upon notice given to the parent(s)/guardian(s), will determine detention day and time.

SUSPENSION

If a student is suspended, they will be placed on disciplinary probation for the remainder of the trimester. Parent(s)/Guardian(s) will be notified of the suspension. A suspended student and parent(s)/guardian(s) will be required to meet with the principal before reinstatement.

A suspension may include an In-School Suspension, an At-Home Suspension, or a combination of the two. Academic work missed during the suspension is required to be completed. Students on suspension are ineligible for extracurricular activities. Suspensions will be documented and may become part of the student's permanent record.

DISCIPLINARY PROBATION

Disciplinary probation is a period of school days determined by the principal in which the student is required to remain free from Code of Conduct or Code of Ethics violations. If a staff member feels a violation has occurred, it will be referred to the principal. The principal will determine if conduct warrants a sub-committee review. The sub-committee may include the principal, a pastor, a board of governance member, and/or a school staff member. This sub-committee will offer a recommendation for the student's future at Immanuel Lutheran School. If at the end of the probation no violations have occurred, the student will be removed from probationary status.

EXPULSION

The Principal of Immanuel Lutheran School possesses 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 Code of Conduct or Code of Ethics or other standards as set forth in this handbook while the student is on disciplinary probation.
8. Any additional matter that warrants expulsion as determined by the Principal of Immanuel Lutheran School.

APPEALS

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

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

APPEALS 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 five (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 five (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 ten (10) business days thereafter based upon the school's handbook, contractual agreement of the parties and submitted materials. The decision may be:

1. Take no action.
2. Reverse and declare the Principal's decision void.
3. 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.

CONCUSSION PROTOCOL

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion, (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems) will be immediately removed from physical activity and not allowed to return to play until cleared, in writing, by a healthcare professional. To ensure the safety of ILS students and compliance with the Youth Sports Concussion Safety Act. School concussion protocol includes the following components:

- Formation of a Concussion Oversight Team that includes the Athletic Director, health professional, and Principal.
- Concussion Oversight Team education as it pertains to identifying and responding to concussions.
- Concussion Information Sheet for students and parent(s)/guardian(s).
- 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 Learning Standards. 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 instrumental music, and band.
- ATHLETICS – competitive team sports in the Fox Valley Lutheran League may include volleyball, cheerleading, basketball, track, and cross-country.
- TECHNOLOGY – Chromebooks, variety of educational software and websites, Google Classroom Suite.

DISASTER DRILL PROCEDURES

The school may conduct fire evacuation, bus evacuation, severe weather, and shelter-in-place/crisis 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 may be sent via mass email, automated call, and/or 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 school newsletter. Parent(s)/Guardian(s) are responsible for making arrangements for pick-up of their children on these days.

EMERGENCY MEDICAL RELEASE FORMS AND PHONE NUMBERS

An Emergency Medical Release Form is kept on file. Parent(s)/Guardian(s) should review this information to verify that it is current by filling out the *Emergency Treatment Card*. This will allow 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 closed because of severe weather, communication will be conveyed through email and the Emergency Closing Center (which broadcasts to various television and radio stations in the Chicago area). A mass automated phone call will be activated informing families of a 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. 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. 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 by classroom. Parent(s)/Guardian(s) supervising at parties are not allowed to bring younger children to classroom parties.

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 31 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 provides an 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. Scary, demonic, or bloody costumes or toy weapons are not permitted.

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 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.

EXTRACURRICULAR SPORTS AND ACTIVITIES

Immanuel offers a variety of extracurricular sports and activities for students in grades 5 – 8 and if needed grade 4 students.

Extracurricular sports offered will be determined by availability of coaches and number of students. ILS participates in the Fox Valley Lutheran Athletic Conference. A fee will be charged for each sport in which a student participates. Fees may be used to purchase uniforms, enter tournaments and meets, and pay referees. Fees must be paid before the first game of the season. ILS requires a physical examination before any student participates in a sport. The sports' physical is valid for one school year. 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: Boys' and Girls' Track and Field

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

The Athletic Director, Musical Director, and teachers will review student grades weekly. In order for a student to remain eligible for sports or extracurriculars, all course grades must remain 65% or higher. A student and parent(s)/guardian(s) with a course grade of F (64%) or lower will be notified that the student has one week to raise the grade(s). After the one week grace period, the student may not be able to participate in practice, games, or rehearsals until his/her course grades are at least a 65% or higher. When the student becomes eligible the student and parent(s)/guardian(s) will be informed. Eligibility is at the discretion of the Athletic Director and Principal.

A student must be in attendance a minimum of half of the school day to be able to participate in any extracurricular activities that same 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 and coach to verify eligibility. Eligibility is at the discretion of the Athletic Director and Principal.

ATHLETIC ACTIVITIES GUIDELINES

The athletic program is divided into Junior Varsity and Varsity levels. The Junior Varsity (JV) level is offered for students in Grade 6 and below. 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.

Varsity level athletics 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.

FAMILY ACCOUNTS

Families have the opportunity to earn money to be used for any Immanuel event or expense (i.e. class trip). 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 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.

FINANCIAL ASSISTANCE PROGRAMS

NEED BASED AID

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.

GRADING POLICIES

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

Kindergarten – 3rd Grade

C = Consistently Demonstrates Understanding

P = Progressing Toward Independence

B = Beginning to Develop

N = Needs Support

N/E = Not Evaluated at This Time

Grading Scale				
Grades 4 - 5			Grades 6 - 8	
A	100-93		A	100-97
A-	92-90		A-	96-95
B+	89-87		B+	94-92
B	86-83		B	91-88
B-	82-80		B-	87-85
C+	79-77		C+	84-82
C	76-73		C	81-78
C-	72-70		C-	77-75
D+	69-67		D+	74-72
D	66-63		D	71-68
D-	62-60		D-	67-65
F	59-0		F	64-0

HONOR ROLL (Grades 6 – 8)

After each trimester, High Honor Roll certificates are given to students with all A's. Honor Roll certificates are given to students with A's and/or B's.

FAILURE OF A SUBJECT

If a student in Grades 3-8 fails two trimesters of any subject, the student may 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 retention and grade level placements.

EIGHTH GRADE GRADUATION

GRADUATION REQUIREMENTS

Students in Grade 8 are eligible for eighth grade graduation if they have fulfilled all academic requirements as determined by the faculty. If a Grade 8 student has received an "F" in a previous trimester and is failing the same subject in the third trimester, he/she may NOT be eligible to participate in the graduation ceremony. All graduation fees, as well any other outstanding tuition and fees must be paid prior to graduation.

CHRISTIAN ATHLETIC AWARDS

One male and one female athlete is chosen from Grade 8 for 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 an Immanuel sport, attending church and/or Christian education opportunities, excelling in a sport, maintaining a 2.5 GPA, and providing leadership in the classroom.

GUM, CANDY, AND FOOD

Gum, candy and food are not permitted in the hallway, classroom, and gym. However, 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, IMMUNIZATIONS, AND EXAMS

Physicals are required prior to entry into Kindergarten. All students entering, transferring, or advancing into Grades 6, 7, and 8 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 (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 or are new to Illinois schools.

SPORTS PHYSICALS

All Grade 4-8 students participating in extracurricular 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 ALERTS

A Health Alert information sheet is found in Appendix E 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.

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 physicians.

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. For additional information, instructions and form, please visit the Illinois Department of Public Health.

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, prior arrangements will be made with the parent(s)/guardian(s).

If a student is absent for two or more consecutive days, absent work may be requested from the homeroom/classroom teacher. Absent work will be available for pick-up in the office after 3:00pm. Upon their return, students will complete missing absent work in a period of time equal to that which was missed. Teachers are not required to have assignments ready before a vacation.

LOCKS

Students in grades 6-8 will be assigned a P.E. locker and lock courtesy of Immanuel. Each student's lock is for school locker room use only and is his or her responsibility. If a school lock is lost, a replacement must be purchased by the student at a cost of \$15. Lockers are expected to be locked at all times and personal items are the responsibility of the students. Locks will be collected at the end of the school year and reissued at the start of the next school year. If equipment is broken through misuse or inappropriate action, the student will be charged \$15 for the replacement of the item.

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 a local charity.

LUNCH PROGRAM

A nutritious hot lunch is available for all full-time students. Milk is provided with the hot lunch purchase. Children bringing sack lunches may purchase milk for \$0.55 each. Student lunches may not be microwaved and staff will not be able to wash fruit. Soda is not allowed during the lunch hour or during school hours.

Hot Lunch costs \$4.00 for the regular entrée or salad lunch order. Students order hot lunch at the beginning of the day and it is charged to the family account. The family account may not carry a balance in excess of \$50. Hot lunch balances can be accessed via the school management system. Any questions concerning money owed should be directed to the school office.

When available, students in grades 6-8 may order additional main entrée item for \$1.25. This allows students to have two of the main entrée items for the day (for example: two hot dogs). All sides remain the same portion size as a regular lunch order. Students must order this upcharge in the mornings with their regular entrée or salad lunch order. Please note, this upcharge cost is NOT covered by the free/reduced lunch program. Students with the balance over \$50 will not be eligible to purchase the additional main entrée.

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.

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 Appendix B) 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.

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 will view their email daily. 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.

PARENT-TEACHER CONFERENCES

Conferences are scheduled in the Fall for K-8 students. It is expected that parents/guardians attend the Fall Parent-Teacher Conference. Conferences with individual teachers may be requested at any time during the school year.

PANTHER PARENTS (formerly PTL)

The purpose of the Panther Parents is to offer opportunities for parent(s)/guardian(s) to be involved in the programs/events in support of Immanuel Lutheran School. Activities include organizing and coordinating fundraising and other school events.

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 implemented. An on-line form is completed by the parent/guardian doing the volunteer work. The link to the on-line form is available in Panther News or on the school website. Status reports on recorded volunteer hours will be given to each family throughout the school year. Volunteer opportunities include but are not limited to lunch/recess supervision, classroom room helper, office assistance, class party coordinator, field trip chaperone, and sports support volunteers.

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 and administrator. Do not bring pets on the school property. Pets must remain in the car at arrival and dismissal times.

PHYSICAL EDUCATION

No one is excused from Physical Education without a note from home or the doctor. A doctor's excuse is required if a student needs to be excused from P.E. or recess more than two consecutive days. Students who do not participate in Physical Education because of illness or injury may not participate in recess or athletic extracurricular activities that day.

Students in Grades K-5 are required to wear socks and gym shoes. Skirts and Jumpers must have a covering worn underneath such as playground shorts, leggings, or tights. Leggings and tights must be a solid neutral color and are only allowed when worn under Skirts or Jumpers.

Students in Grades 6-8 are required to wear an ILS gym uniform, socks, and non-marking gym shoes. Shoes must be designated for P.E. use and be kept in their assigned P.E. locker. Failure to bring a uniform will result in points taken off their grade, and a rental uniform may be loaned to the student. Parent(s)/Guardian(s) will be notified if the uniform is not brought on a regular basis. Uniforms should be brought home and laundered weekly. Replacement uniform tops or bottoms may be purchased for \$9 each.

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.

TESTING

Immanuel uses an assessment tool called MAP (Measure of Academic Progress) Growth . MAP Growth is designed to measure present student achievement and growth over time. This assessment is used in grades K-8 and is typically given three times a year (Fall, Winter, and Spring) and covers Math, Reading and Language Usage. Scores are 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 the 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 - Crystal Lake has a strong commitment for supporting families who desire a Christian day school experience for their children. The actual per student cost to educate exceeds the tuition charged because of the generous financial support through Immanuel Lutheran Church - Crystal Lake and its members. Thus members of Immanuel Lutheran Church - Crystal Lake receive a discounted tuition rate but are expected to participate in stewardship and worship practices.

Members of Immanuel Lutheran Church - Crystal Lake (who have their children enrolled at ILS) are encouraged to attend church at Immanuel Lutheran Church - Crystal Lake 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 school year. Worship services to be counted toward attendance do not include weekly school Chapel services.

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 nametag.

VOLUNTEERS

During school hours, we ask all volunteers to sign in at the office before entering any classrooms. We also ask all volunteers and coaches to dress appropriately and wear a nametag.

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 databases.
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.

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 or property damage.

WELLNESS POLICY

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 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 ensure 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 the 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 the 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.

IMMANUEL LUTHERAN SCHOOL ATHLETIC HANDBOOK

IMMANUEL'S ATHLETIC PHILOSOPHY

Immanuel's philosophy focuses on 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 coaches and players 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 needs 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 extracurricular sports activities for students in Grades 5-8, and occasionally Grade 4. We participate in the Fox Valley Lutheran Athletic Conference (FVLAC), which consists of local parochial schools; Immanuel-Belvidere, Immanuel-Crystal Lake, Immanuel-Dundee, 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 Grade 6 and below. 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.

The Varsity level is offered for students in Grades 7-8. 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, equal 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.

ATHLETIC FEES

A fee will be charged for each sport in which a student participates. Fees are used to replace and repair athletic team uniforms, tournament/meet entrance fees, and pay referees. The athletic fee may be billed through TADS, the school management system, after the second week of the season. Fees must be paid before the first game or meet of the season.

Athletic Fees Assessed per Student Participant	
Junior Varsity Level (JV)	Varsity Level (V)
Cross Country \$60	Cross Country \$60
Volleyball \$70	Volleyball \$90
Basketball \$70	Basketball \$90
Track and Field \$60	Track and Field \$60

IMMANUEL ATHLETICS AWARDS PROGRAM

The Immanuel athletics program strives to recognize student athlete participation through the Panther Awards Program. All athletes will be recognized based upon their participation and commitment levels.

Athletic Awards

- Level 1 - All participants will receive a certificate of participation.
- Level 2 - Participants who maintain an 80% or higher attendance rate for games and practices throughout the season will receive one "I" letter during their career and a pin for each sport they meet the qualifying standard for during their time at Immanuel.
- Level 3 - Each school year athletes who meet the standard of 80% participation for three sports will receive the Iron Panther Award Certificate.

The "I" letters and pins will be given out during chapel after the completion of each season. The Iron Panther Award will be given out at the conclusion of the school year.

EXPECTATIONS OF COACHING STAFF

CHRISTIAN COACH'S 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 blowout games.
3. A coach shall not discuss 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 OF 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 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 discretions). A student must be in attendance a minimum of half of the school day to be able to participate in any extracurricular activities that same 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 concerns 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.

ACADEMIC ELIGIBILITY

The Athletic Director and teachers will review student grades weekly. In order for a student to remain eligible for sports or extracurriculars, all course grades must remain 65% or higher. A student and parent(s)/guardian(s) with a course grade of F (64%) or lower will be notified that the student has one week to raise the grade(s). After the one week grace period, the student may not be able to participate in practice, games, or rehearsals until his/her course grades are at least a 65% or higher. When the student becomes eligible the student and parent(s)/guardian(s) will be informed. Eligibility is at the discretion of the Athletic Director and Principal.

Circumstances may arise with students having 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 reviewed weekly by the Athletic Director or administration. 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.

- 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.

- A unanimous decision must be reached by the Principal, Athletic Director, and homeroom teacher in order for conduct ineligibility to be declared.
- 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 OF 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.

- The best 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.
- 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 parent(s)/guardian(s) be responsible for providing transportation to and from away games and tournaments.
- 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.

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
- 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 GUIDELINES FOR ATHLETES, PARENTS, GUARDIANS, AND SPECTATORS

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 an athletic 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 members/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 members/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 the incident kept on file.
4. Season suspension (possibly jeopardizing future involvement in sports program)

We have read and understand the above guidelines in the ILS Athletics Handbook and will adhere to them.

Print Name Parent/Guardian

Signature of Parent/Guardian

Date

Print Name Student

Signature of Student

Date



Immanuel Lutheran Preschool Student and Parent Handbook

All policies reflected in the above handbook apply to Immanuel Lutheran Preschool unless noted below.

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 a 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.

PRESCHOOL ARRIVAL AND DEPARTURE

Students are to enter the preschool classroom through the Preschool Door (entrance #17 &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 6:30 A.M.

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 #17 or 18 written on the window.

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.

GRADING POLICIES

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

Preschool Grading Scale

C = Consistently Demonstrates Understanding

P = Progressing Toward Independence

B = Beginning to Develop

N = Needs Support

N/E = Not Evaluated at This Time

PARENT-TEACHER CONFERENCES

Conferences are scheduled in the beginning of 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.

IMMANUEL LUTHERAN SCHOOL IMMANUEL CARE HANDBOOK

PURPOSE

Immanuel Care (previously known as Extended Care) offers quality Christian-based childcare for our school parents. Immanuel Care is available before school, after school, and limited midday spots available to preschool students. 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.

ADMISSION

Any students enrolled at Immanuel in Preschool – 8th grade may attend the Immanuel Care Program. Parents/ Guardians are welcome to use the program at their convenience - everyday or periodically. Registration with emergency contact information is required prior to attendance.

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

HOURS OF OPERATION

Immanuel Care is available each school day before school 6:30-7:30 am, after school 2:10-6:00 pm, and limited space for preschool 8:15-2:00 pm. All students remaining at school after 2:20 pm and not involved in a supervised after school activity are required to go to the Immanuel Care Room. If a student is not picked up 15 minutes after a school activity ends (such as an athletic practice), they are required to go to the Immanuel Care Room and must be picked up from the Immanuel Care entrance. All regular Immanuel Care fees apply.

REGISTRATION

Parents/Guardians must register for Immanuel Care using the Immanuel Care Registration Form. The registration form is available on the Immanuel School website or in the office. Student(s) attending Immanuel Care must schedule your spot(s) no later than 2:00pm the Friday before to ensure that we have enough staff. Students will be allowed to attend Immanuel Care if they are not scheduled, however after three unscheduled attendances each trimester, families will be charged an additional \$1.00 per hour per student.

FEES

A \$50 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 \$6.00 per hour per student. 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 non-attendance holidays or breaks will be \$7.00 per hour per student. 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 TADS 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. Late pickup fees are \$1.00 per minute.

After five (5) late pickups, the late pickup fee doubles. After eight (8) late pickups within the same school year the student(s) will no longer be allowed to use the Immanuel Care program. Staff are not allowed to transport children home in their private vehicle.

SIGNING IN AND OUT

Staff will sign-in and sign-out the children upon entering the Immanuel Care Room. Parents/Guardians should utilize the staff parking lot and enter through the door directly attached to the Multi-Purpose Room. Please make sure that an Immanuel Care staff member sees you when you pick up your child.

If it is necessary to have someone other than those listed on your emergency information pick up your child, Immanuel Care must be notified by phone or email. 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 do 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 Immanuel Care worker.

SNACK

Immanuel Care will provide one snack in the afternoon, approximately at 2:45 p.m. If your child requires more than the one snack provided, please send them with additional snacks in their lunch. Also, if they do not like what is being served 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 soda is allowed.

MEDICATION

If a child is to receive medication during Care Room hours, the parent/guardian must provide Immanuel Care 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.) Immanuel Care must be given instructions of 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 Emergency Cards 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 be 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. Immanuel Care has 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 staff.
4. School building and playground rules must also be followed during Immanuel Care.
5. Appropriate and acceptable language is expected.
6. Materials and equipment are to be treated properly and returned to their place when done.
7. Students are to arrive at Immanuel Care promptly after dismissal from their classrooms.

DISCIPLINE

Immanuel Care staff will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well-being of each child which follows the Immanuel Lutheran School Discipline Policy.

Immanuel Care staff will assist the students in discussing problems and promoting forgiving relationships with peers. Repeated discipline issues, physical abuse to other students, and disrespect to Immanuel Care staff will be reported to parents/guardians and school administration. Repeated discipline issues 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 Immanuel Care as determined by the school principal or administration.
3. The school principal or administration will determine the conditions for reinstatement to Immanuel Care.
4. Each incident will be individually assessed by the school principal or administration to determine whether the student will be allowed to continue use of Immanuel Care.

PHYSICAL CONTACT COURSE OF ACTION

Immanuel Care is to provide a safe environment for all children. Physical contact will be defined as contact, whether with the body or objects, between children that is perceived as intentional. Consequences for intentional physical contact is the following:

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

- Third offense: The staff will put the child(ren) in a time-out until the parent/guardian arrives. The parent(s)/guardian(s) and the principal will be contacted immediately. A meeting with the parent(s)/guardian(s), principal, staff, and child(ren) will be conducted. The child(ren) will be suspended from Immanuel Care for two (2) weeks. This is a suspension from Immanuel Care and an incident form will be documented.
- After the third offense, the child(ren) may not be able to use Immanuel Care for the remainder of the school year. The principal will meet with the parent(s)/guardian(s) to determine the final outcome.

DISMISSAL FROM PROGRAM

The following circumstances may result in your child being dismissed from Immanuel 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).
- A child who does not follow our discipline policy or respecting the decisions and directions of Immanuel Care staff.
- Any child who intentionally physically harms another child or staff member.

PERSONAL PROPERTY

Students in Immanuel Care will not be able to access classrooms or lockers. Students should bring all their books and personal items to the lower level of the school at the end of the school day.

All children should respect each other's property. Toys or expensive items such as handheld electronic games should not be brought to Immanuel Care. Immanuel Care will assume no responsibility for missing or broken toys, games or other personal items.

Students are not allowed to use a personal cell phone unless permission is granted by Immanuel Care staff.

STAFF MEMBERS AND VOLUNTEERS

The goal of Immanuel is to have the involvement of all parent(s)/guardian(s). We would like to make that possible by offering free Immanuel Care to parents/guardians that are volunteering during the hours of Immanuel Care. Parent(s)/guardian(s) volunteering during Immanuel Care hours will be provided free hourly care. Payment of the \$50 registration fee is still required. If volunteers are not on Immanuel property while their children are at Immanuel Care, they will be charged the current Immanuel Care rate.

APPENDIX A

IMMANUEL LUTHERAN SCHOOL

CHROMEBOOK POLICY

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

Immanuel Lutheran School is supplying students in grades 5 - 8 with a Chromebook device, and this device is property of Immanuel Lutheran School. The Chromebook will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to preloaded Google Workspace for Education, educational web-based tools, as well as many other useful sites. The Chromebook is an educational tool not intended for gaming, social networking, or high end computing. Access to school technology is a privilege and not a right and can be revoked at any time.

RECEIVING YOUR CHROMEBOOK

Chromebooks will be distributed after the start of school each year to students in grades 5-8. Parents/Guardians and Students must sign and return the Chromebook Policy 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 each consecutive year 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 may be repaired. A Loaner Chromebook may be issued, if available.

GENERAL GUIDELINES

- Chromebooks must have an ILS identification label on them at all times.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks must be stored in a supervised or secured classroom when not in use.
- Chromebooks may not be stored in lockers or be left unattended in the hallway.
- Chromebook must not be used near food or drinks.
- Cords and cables must be inserted carefully into the Chromebook ports.
- Transport the Chromebook without the power cord plugged in.
- Chromebook lids should always be closed and the Chromebook held securely when transported.
- Chromebook vents must be clear of obstructions.

SCREEN CARE

- Chromebook screens can be easily damaged and are sensitive to pressure.
- Always clean the screen with a soft, dry microfiber cloth or antistatic cloth.
- To ensure proper care of your Chromebook screen AVOID the following:
 - leaning or putting pressure on the lid when it is closed.
 - placing books, notebooks, or other items on top of the Chromebook.
 - storing the Chromebook with the screen in the open position.
 - lifting or carrying the Chromebook by the screen.
 - poking the screen with anything that will mark or scratch the screen surface.
 - placing anything on the keyboard before closing the lid (i.e. pens, pencils, notebooks, etc.)
 - placing the device near magnets or anything with high electric current.

USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for educational use at school each day.
- Students will be allowed to remove their Chromebook from the charging station upon teacher's permission.
- Teachers will designate which classes require Chromebook use.
- Students may use their earphones/earbuds with Chromebooks upon teacher's permission.
- Students are not allowed to download apps or software of any kind. Doing so will result in an immediate loss of Chromebook use and other consequences.
- Students are responsible for properly plugging their Chromebook into the charging station each day before leaving school.
- Students using any ILS Chromebook will be responsible for any damages incurred while in their possession.
- Chromebooks may not be taken home unless given written permission by the Administrator and parents have been notified.

PASSWORDS AND CONTENT STORAGE

- Account login information and password will be supplied to a student by the teaching staff.
- Students will login using their *@ilspanthers.org email account.
- Students must not browse on any device as a guest.
- Take care to protect your password and do not share your password.
- Password resets can be facilitated by an administrator or IT staff.
- Inappropriate media may not be used as a screensaver, background or profile picture.
- Presence of inappropriate media will result in loss of Chromebook use and other consequences.
- Browsing history will be monitored by school staff.

MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Workspace for Education is a suite of products which includes gmail, calendar, 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.
- You can access your documents and files from any device using your ilspanthers.org account.
- 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.

ACCEPTABLE USE GUIDELINES

- Access to school technology is a privilege and not a right and can be revoked at any time.
- Students are responsible for the ethical and educational use of the technology resources of ILS.
- Students using unauthorized websites or games in class or during the school day will have Chromebook use restricted or suspended.
- 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. 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.
- 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.
- 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.

LIABILITY

- Students and families should never attempt to fix a broken Chromebook nor should they have anyone else attempt to fix their Chromebook.
- Parents/Guardians will be required to reimburse the school if any ILS Chromebook is lost or stolen.
- Parents/Guardians assume repair costs for any damage to Chromebooks that are not covered under warranty.

CONSEQUENCES

Non-compliance with the policies of this document will result in disciplinary action. Actions include but are not limited to:

- Restricting Chromebook use privileges
- Suspending Chromebook use privileges
- Detention
- 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.

Print Name Parent/Guardian Signature of Parent/Guardian _____
Date

Print Name Student Signature of Student _____
Date

**APPENDIX B
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 Church and 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) _____

PHONE NUMBER _____ DATE _____

DOCTOR'S SIGNATURE
(REQUIRED) _____

APPENDIX C CONCUSSION INFORMATION SHEET

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 the 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.

APPENDIX D

HEALTHY FOOD AND BEVERAGE OPTIONS

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
- Breadsticks 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 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.

APPENDIX E HEALTH ALERT

Date: _____

Dear Parent:

Your child may have been exposed to the disease checked below. Please read that section and follow the guidelines.

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