

Student & Family **Handbook**



Immanuel Lutheran Church and School

Updated 1-15-22

“In the same way, let your light shine before others, so that[a] they may see your good works and give glory to your Father who is in heaven. “ —Matthew 5:16

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Statement of Faith

**The Word of God is at the foundation of all we do.
We welcome and equip people to follow Christ and live authentic faith.
We are a family that demonstrates our faith in Christ
by the way we love, support, and teach one another.**

**We are aligned with the doctrine and confessions
of the Lutheran Church-Missouri Synod.**

We Believe...

- in one God in Three Persons, the Holy Trinity – Father, Son and Holy Spirit. Matthew 28:19, II Corinthians 13:14
- that the Bible is God's message to man and that it is the only source and standard of Christian teaching. II Timothy 3:14-17
- that man is sinful by nature and in need of salvation. Romans 3:23, 6:23
- that God so loved the world that He sent His only begotten Son, Jesus Christ, into the world to be our Savior. John 3:16-17, 14:6, Romans 5:8
- that God provides salvation and life through faith alone in Jesus Christ. Romans 3:28, Ephesians 2:8-9
- that God desires each Christian to respond to His love in Christ by dedicating his daily life to the glory of God. John 15:1-6

Belief and Practice

With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God: the Father, Creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the Trinity are co-equal and co-eternal, one God.

Working Together

In a community of caring and committed individuals, disagreements will occasionally arise. At Immanuel we follow the directives given in Matthew 18:15-22:

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them.”

Then Peter came up and said to Him, “Lord, how often will my brother sin against me, and I forgive him? As many as seven times?” Jesus said to him, “I do not say to you seven times, but seventy-seven times.”

Purpose & Philosophy

School Purpose Statement

Immanuel Lutheran School is established and supported as a ministry of Immanuel Lutheran Church. The purpose of Immanuel Lutheran School shall be:

- To provide Christian nurture based on the Word of God for children and their families.
- To offer a quality Christian educational program that is appropriate to the developmental needs of the child.
- To extend Christian love and fellowship.
- To serve the needs of families in the congregation and the community.

School History & Programs

Immanuel Lutheran Church began in 1882, moving to this location in 1986. The current school began in 1989 with a small preschool program. Growth and expansion followed, necessitating the building of a classroom addition in 1992. In August 2005 Immanuel Lutheran Church and School dedicated the new Family Life Center, which includes a gymnasium and locker rooms, additional classrooms, a new library, science/art lab, music room, and kitchen.

Today the school serves approximately 210 students and offers programming for toddlers through eighth grade.

School Philosophy

We believe that each child is a special gift of God and is to be encouraged to develop socially, emotionally, physically, cognitively and spiritually. Our goal is to accept and affirm each child's unique competence as a learner today, rather than just making a child "ready" for future learning. Each child is provided with appropriate activities that will challenge the child to continued growth to reach his or her potential.

As the child experiences these truths, he or she grows in self-esteem, accepting both his or her God-given gifts and limitations. This becomes the foundation for learning, enabling the child to respond boldly and confidently as God's child and as a life-long learner.

Immanuel's curriculum meets and exceeds the Illinois State Learning Standards, never compromising the doctrine of the Lutheran Church-Missouri Synod or the mission and ministry of Immanuel Lutheran Church. These standards are used in the selection of curriculum materials. Under the guidance and support of our Christian staff, the child learns to approach, examine, and evaluate the materials and his or her experiences in light of the Christian faith. This process is a life-long skill that enables the child to grow in faith and to witness that faith to others.

Through a stimulating environment with hands-on experiences and varied learning resources, the child can gain problem-solving skills, social skills, independence and a love for learning. These concrete learning experiences broaden the foundation for future learning.

At Immanuel each child experiences God's love and learns to know Jesus as his or her personal Savior. Students join in daily prayer and worship, learn biblical truths, practice stewardship of God's world and learn to share the Gospel with others.

The school supports the parent or guardian as the child's primary teacher. We also recognize the family's responsibility to provide Christian nurture for the child. Since the home remains the chief agency for the Christian training of the child, the school strives to support the family in this task. In turn, the school expects the family to model the Christian faith life in worship and Christ-centered living. Together the parent/guardian and the school work cooperatively to enhance the child's life as a learner and as a child of God.

Immanuel Lutheran Church and School takes its non-discrimination policy seriously. The Immanuel School Committee is responsible for implementation of the non-discrimination policy and addresses any concerns in this area. Immanuel Lutheran Church and School welcomes students of all races, creeds, nationalities, ethnic origins, and all other legally protected classifications.

I am special. I am God's Child.
I am loved, accepted, forgiven,
and redeemed by Christ.

Program Overview

Preschool

The preschool program is designed to prepare a child for Kindergarten and beyond. In following with the State of Illinois guidelines, children must be age-appropriate for the class on or before the September 1 deadline. The learning environment includes an integrated thematic curriculum. Each theme is drawn from Bible stories and academic themes, and is explored through the use of learning centers with related activities. While the daily schedule offers both freedom of movement and freedom of choice, it also includes activities that are more structured. These varied experiences allow each child to develop his or her own unique approach to learning as well as learning expected classroom participation.

The schedule is flexible to meet the needs and interests of the children and may include:

- Free choice/learning centers/snack
- Circle time: large group activity with attendance, calendar, Bible story, music, etc.
- Large and fine motor activities
- Literature and language development
- Field trips
- Guest speakers
- Bi-monthly chapel services

Since the school does not provide for diaper changing, each child must be potty trained. Potty trained at Immanuel is defined as:

The ability to communicate the need to use the bathroom and in a timely manner

The skill set to remove and put on clothing before and after use of the toilet

The ability to fully cleanse themselves in the bathroom

Children may not wear diapers or pull-up diapers to class. A parent will be called to assist the child if the child has an accident that presents needs beyond the child's capabilities. It is understood that young children have accidents from time to time, and each child is therefore required to always have an extra set of clean clothing at school. However, if a child has frequent accidents, his or her enrollment may be put on hold until potty training has been fully achieved.

Kindergarten-Grade 5

The Kindergarten program offers two alternatives. Kindergarten meets five mornings per week. Kindergarten ALL meets Monday through Friday afternoon in addition to the five mornings. Both programs follow the goals and objectives established for Kindergarten. In Kindergarten ALL the children will explore, reinforce, and build on skills introduced during morning sessions.

- Students will have free time to choose additional reinforcement activities.

- All students participate in weekly chapel services along with the middle school students.
- Teaching and living the Christian faith remains our primary goal throughout all the grades. This is achieved through the religion curriculum and through the integration of the Christian faith into all subject areas.
- Daily devotions and weekly memorization also provide faith-nurturing experiences for the student.

Immanuel's curriculum meets and exceeds the Illinois State Learning Standards and National Lutheran School Accreditation Standards.

- Religion
- Literature-based guided reading program
- Language arts
- Science aligned with NGSS (Next Generation Science Standards)
- Social studies
- Fine arts
- Physical education and health
- Technology

The curriculum is enhanced in the following ways that support the development of the whole child. Other program elements may include:

- Circle time (large group activity with attendance, calendar, Bible story, and music)
- Library time
- Field trips and guest speakers
- Band, orchestra, and choir
- Sports (Cross Country, Volleyball, Basketball, Cheerleading, Track & Field)
- Extracurricular activities (Student Council, Tech Club, Math Club)
- Junior Achievement
- School dramas and musicals
- Mission and service projects
- Annual events (National Lutheran Schools Week, Family Fun & Field Day, Annual Thanksgiving Feast Service Project, National Spelling Bee and Geography Bee)

Middle School

Immanuel middle school provides all the elements of the Kindergarten-Grade 5 program in a departmentalized setting. Further enhancements include:

- Outdoor Education in Grade 6
- Middle school electives
- Overnight class trips (Previous trips include Gettysburg, Washington DC, and Greenfield Village, Mich.)

Special Needs

- Immanuel provides special needs assistance for qualifying students when appropriate screening takes place and results of any outside testing are shared with ILS.
- Immanuel reserves the right to determine whether or not it can meet the needs of the student and to re-

test the student if deemed necessary by the administration.

- Parental refusal to adhere to recommendations following testing will result in a meeting to determine if ILS is able to serve the student's needs.
- 504 plans are developed under the purview of the Immanuel Special Needs Coordinator in cooperation with Batavia District 101.
- 504 will be executed in cooperation with the classroom teacher, the special needs coordinator, the public school district, outside service provider, the parent or guardian, and the administration.
- Immanuel respects the privacy interests of all special needs students, particularly with regard to any confidential medical and testing information.

Outside Services

Under certain circumstances, the staff may recommend various outside services. If these recommendations are not followed or if the desired result cannot be achieved, a meeting will be held with the parent or guardian and the administration to determine next steps. These may include the determination that Immanuel cannot meet the student's needs.

School Policies & Procedures

Attendance

School Calendar

The school calendar is issued at the beginning of the school year. The calendar meets the attendance requirements of the Illinois School Code and generally follows the Batavia District 101 calendar for major holiday vacations.

School Hours

- Preschool 8:40-11:15 AM, 12:30-3 PM
- Kindergarten 8:30-11:30 AM
- Kindergarten ALL-5 8:30-3:15 PM
- Middle school 8:07-3:15 PM

School Office Hours

The school office is open from 8 AM until 4 PM on attendance days. The office is closed on weekends, holidays and other non-attendance days. If you cannot reach office personnel in person, call 630.406.0157 and leave a message or contact the school office at school@immanuelbatavia.org.

Emergency Closings

- Families will be notified of school closings due to

weather conditions or other emergencies via text, email, Facebook, and Twitter.

- Information may also be broadcast over local radio and television stations.
- Information is available on Immanuel's website, www.immanuelbatavia.org and through the Emergency Closing Center www.emergencyclosings.com.
- School weather closings generally follow Batavia District 101.
- Preschool sessions canceled for emergency or weather will not be rescheduled.

Classroom Hallways

- Classroom hallways open for grade school and kindergarten students at 8:20 AM and open for preschool students at 8:35 AM and 12:25 PM.
- The classroom hallway will again be open for preschool pick up five minutes before dismissal.
- All other times, hallways remain closed during school hours.
- Parents, volunteers, and other visitors must register at the office. (Please bring driver's license for first-time check in.)
- All items to be delivered to students or staff must be brought to the office.
- All visitors and volunteers must wear a visitor's badge while in the school building.

Grade School Arrival

- Grade school students are expected to enter and exit the building using the main school entrance.
- Because our hallways are crowded, parents are asked to say good-byes in the atrium.
- Since teachers are preparing for the day's class and supervising students, parents should contact teachers through the school office or via email. Please remember that during the school day, teacher time for correspondence is limited.

Preschool Arrival

- Each preschool child must be accompanied to the classroom, signed in, and left in the care of the classroom teacher no sooner than five minutes before class time.
- No child is to be left unsupervised in the classroom, hallways or parking area.

Preschool Dismissal

- Students will only be released to a parent or guardian, a sibling sixteen years or older, or an adult, 18 years or older, who has been given written authorization.
- A sibling 16 years or older may pick up a family member with written permission from a parent/guardian.
- The parent or guardian must grant written authorization to a minimum of two individuals, 18 years or old-

- er, in addition to the parent or guardian and sibling.
- All changes must be made in writing, in advance, at the school office. The staff may request identification of any individual at any time.
- Beginning at 11:30 AM, preschool and morning-only kindergarten students will be supervised in the school office and Extended Care fees will apply.
- The most up-to-date court orders limiting parent or guardian access must be on file in the school office.
- Immanuel Lutheran Church and School will abide by all court orders.

Early Dismissal

- Those students leaving before the regular dismissal time are to be met and signed out at the school office by the parent or guardian. Students are signed out via SchoolCheckIn software, which requires parent drivers license for first time.

Grade School Dismissal

- Prompt pick up is expected at the end of the day.
- Those students remaining after 3:30 PM will be sent to Extended Care and fees will be assessed according to the Extended Care Procedure outlined in this handbook.

Reentry Passes

- At the beginning of the school year, students in Kindergarten through Grade 5 are given a reentry pass that allows them to return to their classroom after the 3:15 PM dismissal to retrieve forgotten books, assignments, or other belongings.
- The reentry pass allows students to do so up to ten times throughout the school year; once the ten times have been used, the student is no longer allowed to go back to the classroom after dismissal.
- Students in Grades 6 through 8 will also have a reentry pass with ten chances to use after school.
- Their passes also include five additional chances to return to their locker during class time to retrieve forgotten books, assignments, or supplies.
- After the five chances to return to the locker during class time have been used, the student is no longer allowed to do so.
- When a student uses his or her reentry pass, he or she must be supervised by an adult, and the card must be initialed and dated after each use.

Extended Care

The mission of Immanuel's Extended Care Program is to provide professional care, supervision, recreation, and enrichment activities before and after school in a safe environment.

- Before school care (7AM until start of school day) will offer quiet and unstructured activities. After school activities (3:15-5:30 PM) will include quiet activities, indoor and outdoor games, unstructured activities, study time/help sessions, and a snack time (snack

brought by students).

- The program is staffed by school personnel, serves only students enrolled at the school, and operates only on days when school is in session. Afternoon service is not provided on early dismissal days.
- Students remaining at school more than 15 minutes following the end of their school day will be sent to Extended Care.
- The Accident and Emergency Form that was provided to the school will serve as the emergency information for the Extended Care Program. Change of address, telephone number or the addition or deletion of emergency contacts (two emergency contacts must be listed for each child) must be made through the school office or parents may make changes on FACTS, Immanuel's online school software. Children must log in on arrival, and parents log out when leaving.
- Children should not bring toys from home. Often these items are very personal and important, so the child feels the item must be defended and protected. This is not consistent with the sharing atmosphere encouraged in Extended Care.
- As an extension of Immanuel Lutheran Church and School, the Extended Care Program follows the policies and procedures of this Student and Family Handbook. Children are expected to respect all adults and other students, and behavior that is unsafe for others or self will not be allowed.
- In the event that a decision to close school occurs after a parent has left a child in Extended Care, the parent will be notified as soon as possible. Care will be provided until arrangements can be made for the parent or a listed emergency contact to pick up the child.
- Medication that needs to be given regularly while a child is participating in Extended Care will be held in the school office. The procedure for administering medication outlined under Medical Needs will be followed.
- Students enrolled at Immanuel, preschool through Grade 8, are eligible to participate in both the before and after school sessions.
- Students are encouraged to bring a healthy snack with them if they choose. Immanuel will not provide snacks. Please note that carbonated beverages are not permitted.
- Families using morning or afterschool care are to keep their balance paid on a monthly basis. If extended care fees are not paid on time, the family may no longer be allowed to participate in these programs until the account is brought up to date.

Daily Attendance

Daily attendance and punctuality are expected. The school and home must work together to provide for continuity of instruction and the development of positive

work habits. To ensure the safety of the student, the parent or guardian must contact the school office when a child is absent through one of the following methods:

- Sending a written note in advance of the absence
- Telephoning within the first hour of class attendance
- Emailing the school office at school@immanuelbatavia.org

Absence

Attendance and punctuality are recorded on the permanent record for each grade school student in Kindergarten and above. In the Illinois School Code, an excused absence is defined as:

- Absence for pupil illness
- Absence due to a death in the family
- Absence due to student medical care

All other absences or tardiness will be marked as unexcused.

- Absences for vacations not on the school calendar are marked unexcused. Every attempt should be made to schedule vacations and family outings outside of school hours.
- If children leave campus during the school day and return without a medical note they are considered unexcused.
- When one such absence exceeds 50 minutes in length, the student will be charged with a one-half day unexcused absence.
- Absences due to illness or unexcused reasons during a given school day will result in no extracurricular participation on that day (this includes clubs, performances, practices, games, and tournaments).
- Every attempt should be made to schedule medical and dental appointments outside of school hours. (See: Missed Assignments)
- **When absent for medical reasons more than three consecutive days or when activity must be limited, students must present a written excuse from a doctor.**

Punctuality (Kindergarten-Grade 8)

- Students who are tardy must be accompanied to the school office by an adult to school office to obtain a tardy pass.
- A child is considered tardy if he or she arrives in the classroom after the official start of the day, but within 50 minutes of that time.
- Students arriving later than 50 minutes will be marked absent for one-half day of school.
- Students who leave school more than 50 minutes before the dismissal time (2:25 PM) will also be marked absent for one-half day of school.
- Students in Kindergarten-Grade 2 will lose recess after being marked tardy three times in one semester and a notice will be sent home.
- Students in Grades 3-8 will serve a truancy detention (designed to address attendance issues), between 3:15-4:15 PM, after being marked tardy three times in one semester, and a notice will be sent home.

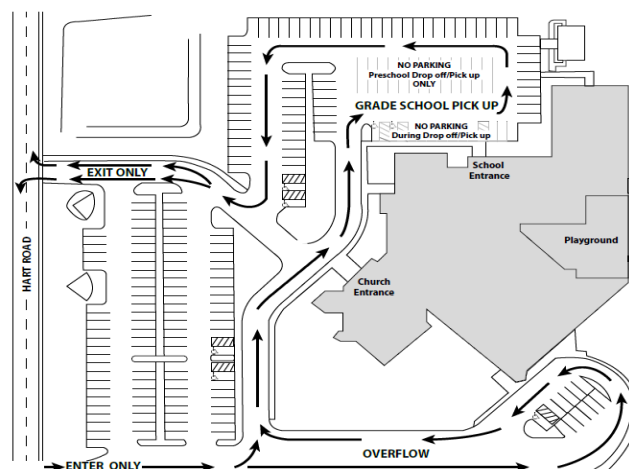
- After the third behavioral detention or loss of recess, a meeting with the principal is required to work out a plan to reduce tardiness.
- If tardiness continues and the plan does not result in punctuality, the School Committee will intervene.

Written Documentation

- The staff records all telephone messages concerning attendance.
- Any other absence or tardy must be documented by a written note from the parent or guardian explaining the cause.

Truancy

- The State of Illinois defines an unexcused absence as truancy, with excessive truancy defined as 5 percent of school attendance days.



- Any child who accumulates combined unexcused absences of more than nine attendance days will be considered for grade level retention.

Safety at School

Drop Off and Pick Up

- No cell phone use in car line.
- Speed limit (10 mph) will be enforced.
- Name cards must be left in windows throughout the school year.
- Pedestrians may only cross at the crosswalk.
- After 8:15 AM, Kindergarten-Grade 5 students can be dropped off at the corner by Door 2.
- Children should be ready to exit the vehicle.
- Driver must stay in the car to ensure that the line continues to move.
- Drivers who need to exit the vehicle to assist the child must park in the lot to do so.
- Parents who park their cars in the lot must accompany their children to and from the building.

- All bicycles must be walked while on school property or riding privileges for that student will be suspended. Bicycles should be locked to the bicycle rack during the school day.
- Students who walk to or from school must cross school property at cross walks and use sidewalks at all times.
- Students walking or riding bicycles to school must have a completed Walk/Ride form on file in the school office.
- To allow for the safety and protection of all students, staff and families, a map is distributed each fall with directions outlining safe parking, entrance, and egress. All adults and students are expected to exhibit compliance with these procedures.
- Students are expected to remain with their supervising adult and to walk at all times.
- Once a child has left the school building at the end of the day, he or she may not return unless accompanied by an adult.
- Extended Care opens at 7 AM and closes at 5:30 PM.
- The school doors open for office business at 8 AM.
- All doors remain locked during the school day beginning at 8:45 AM.
- Entry must be made by ringing the bell at the main school entrance (Door No. 3N).
- Students who arrive at school earlier than 8 AM will be sent to Extended Care.

Pets

Pets are not allowed on the campus unless it is a certified service animal or has received prior administrative approval as part of a school function.

Safety Drills

- Drills for fire, tornado, lock down and other emergencies are held on a regular basis at the school.
- All occupants of the building, including volunteers and visitors, are expected to participate in all drills.

No Guns

The School has a strict no-guns policy, for the safety of all persons involved with the school. Accordingly, no guns are allowed at the school facility or any school events, except by uniformed police or other security personnel authorized to be there in their official capacity.

Schools are prohibited places for any firearms. Accordingly, even a person with a concealed carry license may not legally have a gun in the school. Following is the statutory reference.

(430 ILCS 66/65)

Sec. 65. Prohibited Areas.

(a) A licensee under this Act shall not knowingly carry a firearm on or into:

(1) Any building, real property,

and parking area under the control of a public or private elementary or secondary school.

- (2) Any building, real property, and parking area under the control of a preschool or child care facility, including any room or portion of a building under the control of a preschool or child care facility.

Asbestos Management

In accordance with the regulations of the Illinois Department of Public Health, we are required to inform you of the presence of material that contains asbestos fibers were found in the mastic used to adhere the tile in the original church building. It does not constitute a health risk in this location since it is under the tile and bonded within the mastic.

Immanuel Lutheran Church and School conducts ongoing building surveys to identify and safely manage previously installed products that contain asbestos. Furthermore, all renovation of our building must be reviewed in advance by our Board of Trustees to ensure that materials that contain asbestos will not be disturbed without the use of proper safeguards. Work that requires removal or repair of material that contains asbestos is restricted to trained and qualified persons only.

Your child's health is our utmost concern. Immanuel Lutheran Church and School is committed to a policy of safety and to effectively managing asbestos on our campus. Our Asbestos Management Plan is located in the financial office and is available for your review.

Please contact me if you would like more information about materials within our building that contain asbestos.

Illness, Medical Care & Accidents

- A child who is ill cannot attend school.
- When absent fewer than three days, daily reporting is required.
- When absent more than three consecutive days, a written excuse from the health care provider must be submitted to the school office before the child will be allowed to return to school. Absences for children without the proper documentation will be marked unexcused. Absence and truancy policies will apply.
- If activities should be limited due to illness or injury for fewer than three days, a note must be provided.
- When student activities must be restricted for more

than three days due to illness or injury, a note from a health care provider must be submitted to the school office.

- Immanuel is required to follow all written instructions from physicians.
- The staff reserves the right to request confirmation from a physician that the child's medical condition is not contagious.
- A child must remain at home if he or she shows any of the following symptoms :
 - Fevers of 100.4 degrees or higher (Children must be fever free without medication for 24 hours before returning to school)
 - Persistent cough or difficulty breathing
 - Diarrhea
 - Vomiting during the previous 24 hours
 - Contagious rashes
 - Eye infections (conjunctivitis or pink eye with drainage) until examined by a physician and determined to not be communicable or until after 24 hours of antibiotic treatment
 - Any known communicable disease
- The parent or guardian is to contact the school office within the first hour of class time indicating why the child is absent.
- The school must also be notified immediately if a student has a communicable condition such as chicken pox, strep throat, hand-foot-and-mouth disease, measles, conjunctivitis, or scarlet fever so that the school can inform the Health Department and other families, as required.

Illness or Accidents at School

- Any child who becomes ill at school will be sent home. A parent or guardian, or other adult authorized on the emergency form, will be contacted to provide care for the child.
- In the event of a minor accident, the staff will administer basic first aid.
- In the event of an emergency, 911 emergency services will be contacted.
- The parent or guardian will be contacted when the injury requires more than basic first aid.
- The parent or guardian is responsible for any and all costs incurred for medical treatment.

Medical Needs

- A Medical Care Authorization form must be completed and signed by the child's doctor and the parent or guardian, indicating all directions for care and administration of any medications (both prescription and over-the-counter) required during the school day. By signing this form, parents indemnify and hold harmless Immanuel Lutheran Church and School

and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

- All medications (prescription and over-the-counter) must be brought to the school office. Students are not to have any type of medication in their possession.
- Students may possess asthma inhalers or EpiPens for immediate use as medically necessary, provided the Medical Care Authorization form has been completed. Arrangements for storage of such medications will be arranged jointly by the teacher and parents. Per 105 ILCS5/22-30@ Immanuel and its personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.
- All medication must be administered by either the parent or guardian or a staff member in the school office.
- Verbal authorization for administration of medication must be confirmed via email before the medication can be given to the student.
- The school and its staff shall incur no liability, except for willful and wanton conduct, as a result of a student's self-administration of any medication, the storage of medication, or the authorized administration of medication by school personnel.

Concussion Protocol

Athletes may not participate in practices, games, or meets if they do not have a Concussion Information Sheet on file in the office. A student athlete must be removed from practice or competition if a coach, physician, game official, athletic trainer, parent or legal guardian, the student himself or herself, or any other person deemed appropriate under ILCS's return-to-play and return-to-learn protocols believe that the athlete exhibits signs, symptoms, or behaviors consistent with a concussion or brain injury. Athletes may not participate again until they have met all of the ILCS return-to-play and return-to-learn protocols.

Return-to-Play and Return-to-Learn Protocols

- The Athletic Director will appoint a Concussion Oversight Team that is responsible for establishing and overseeing return-to-play and return-to-learn protocols. This team must consist of at least one physician. Other members of the team include the Athletic Director and the Principal; other staff members may serve on the Concussion Oversight Team as deemed appropriate.
- A student who has been removed from athletic activities due to a concussion or suspected concussion may not be permitted to practice or compete again until

- a. The student has been evaluated using established medical protocols based on peer-reviewed scientific evidence consistent with Centers for Disease Control and Prevention guidelines by a treating physician or by an athletic trainer working under the supervision of a physician;
- b. The student has successfully completed each requirement of the return-to-play and return to learn protocols;
- c. The student has successfully completed each requirement of the return-to-learn protocol;
- d. The treating physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- e. The student and the student's parent or legal guardian have:
 - Acknowledged that the student has completed the requirements of the return-to-play and return-to-learn protocols;
 - Provided the treating physician's written statement to the Concussion Oversight Team; and
 - Signed a consent form indication that the person signing:
 - *Has been informed concerning and consents to the student participating in returning to play in accordance with the return-to-play and return-to-learn protocols;*
 - *Understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the return-to-play and return-to-learn protocols; and*
 - *Consents to the disclosure to appropriate persons, consistent with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) of the treating physician's written statement and, if any, the return-to-play and return-to-learn recommendations of the treating physician.*

- A coach may not authorize a student's return to play or return to learn.

Food Served at School

- The school provides the preschool child with water or

milk at snack time. The parent or guardian is required to provide snacks on a rotating schedule as outlined in the classroom newsletter. In Kindergarten-Grade 8, snacks are allowed as directed by the classroom teacher.

- Full-day grade school and Kindergarten**ALL** students may bring daily lunches from home or order meals, milk, or juice through the hot lunch program.
- Carbonated beverages and/or glass containers are prohibited from school lunches.
- The student should be able to open any and all prepackaged food items included in his or her lunch.
- Students are not permitted to share food items.
- The school offers a hot lunch program for students and staff. Hot lunch must be ordered online using parent codes received via email from the school office. Orders must be placed at least two weeks in advance.
- All hot lunches must be preordered. Students who have forgotten their lunch will be provided a basic meal. Should this service be needed, the school reserves the right to assess the family for the cost of the lunch.
- Families should pay at the time they preorder hot lunch so that their account remains current. If a family's hot lunch fees are not paid on time, their child(ren) may no longer be allowed to receive hot lunch until the account is brought up to date.
- Since snacks and cooking experiences are often integrated into the curriculum, if, for medical or religious reasons, a child is unable to be served a particular food item, the school must be informed in writing by completing the Student and Family Information form and notifying the teacher.
- If a family desires to provide a special treat in celebration of a holiday or a child's birthday, the classroom teacher must be contacted in advance. Food allergies must be taken into account.

Academics

- Tests and assignments will be made up at the discretion of the teacher.
- Teachers in Grades 6-8 may require tests to be made up outside of school hours or during study hall so that the student does not miss further learning.

Late or Missing Assignments Due to Absence

- Student work may be requested via a morning telephone call or email to the school office and picked up at the office after 3:30 PM.
- Assignments that are missed due to an unexcused absence will be provided to the student upon the student's return to school.
- A child will be given one day to make up assignments for each day of absence. Grades on late as-

signments will be lowered 10 percent per day.

- It is the student's and the parent or guardian's responsibility to obtain and ensure completion of all student work following return from an absence.

Late and Missing Assignments Not Due to Absence

- In grades six through eight, a student who is not prepared for class (i.e., missing an assignment, does not have proper physical education attire, etc.) may be given an academic detention (designed to address academic issues) to be served the next day, unless other arrangements are made by the teacher. Appropriate consequences will be given to students who accumulate numerous academic detentions.

Grading

- Preschool and Kindergarten Grading Scale
 - BE Beginning/Emerging
 - DV Developing
 - AM Achieving/Mastering
 - NA Not Applicable
- Grades 1 and 2 Grading Scale
 - 3 Exceeds grade level expectations
 - 2 Meets grade level expectations
 - 1 Beginning to meet grade level

Grade Point Average (GPA) Values

A	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A-	3.7	B	3.0	C	2.0	D	1.0		
		B-	2.7	C-	1.7	D-	0.7		

Expectations

- Grades 3 through 8 Grading Scale

	94.5 and up	A	O		
	91.5	A-	O		
	88.5	B+	O		
	85.5	B	S		
	82.5	B-	S		
	79.5	C+	S		
	75.5	C	S		
	72.5	C-	S		
	69.5	D+	N		
	66.5	D	N		
Re-	63.5	D-	N	port	
	0	F	N	cards	

will be issued on a quarterly basis.

- Mid-Term Progress Reports will be sent home in the middle of each quarter for middle school students.

Awards

- Honor Roll certificates will be awarded on a quarterly basis to students in Grades 6, 7, and 8. The following criteria will be used in all graded subjects:
 - High Honor Roll
 - 3.8 GPA and above
 - No D's or F's in any subject
 - Honor Roll
 - 3.5-3.79 GPA and above
 - No D's or F's in any subject
- The following certificates will be awarded to all students at the end of each semester:
 - Faithful Worship
 - Missed one Sunday or fewer during each semester
 - Outstanding Attendance
 - Missed one school day or fewer and/or tardy one time or fewer during each semester

Minimum Requirements for Promotion and/or Graduation

- Annual GPA above 2.0
- Yearly average must equal C or higher in any core subject (language arts, mathematics, science, social studies)
- If these minimum requirements are not met, a meeting with the principal, parents, and teacher will be required to determine the best course of action.

Testing

- Academic progress is measured using MAP (Measures of Academic Progress) Testing. This computerized test is administered three times each year and tracks student progress.
- In addition, DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is used to track fluency in reading in Kindergarten through Grade 5.
- Children in preschool, Kindergarten, second, and eighth grades will receive vision screening, as well as those in special education classes and those referred by teachers, and transfer students.
- Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.
- Students are not required to undergo vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation form is on file at the school.
- Vision screening is not optional.
- All children for whom a vision examination report is not on file in the school office and who are in the mandated age/grade/group will be screened.
- Hearing screenings will be provided annually for all children in preschool, Kindergarten and Grades 1-3, special education, teacher referrals, and transfer students.
- The child will be screened unless there is a completed and signed report form indicating that the child

has had an ear examination by a physician and an audiological evaluation by an audiologist within the previous 12 months.

- In cases of known hearing loss, an audiological evaluation completed by an audiologist within the previous 12 months may be accepted instead of threshold monitoring services.

Technology

Immanuel Lutheran Church and School utilizes technology to support the day-to-day business operations, ministry, and education. All of Immanuel's policies related to technology use can be found in a separate document, *ILCS Technology Policies*.

Athletics

The athletic program of ILS provides students with all levels of athletic ability the opportunity to participate in organized sports activities that are Christ-centered.

ILS encourages students to try various sports as a way to have fun, stay healthy, and learn something new. ILS has a no-cut policy for all of its teams. Along with learning the fundamentals of any particular sport, our student athletes will also learn the importance of Christian behavior in their relationship with teammates, coaches, and athletic opponents. Parents and coaches will support this growth as they encourage our student athletes to develop and improve their God-given skills and abilities.

At ILS we consider athletics as an opportunity to teach life skills and develop leadership qualities. Christian behavior and sportsmanship is expected from everyone—students, parents, and coaches—at all times.

A comprehensive description of Immanuel's policies related to its extracurricular athletic programs can be found in a separate document, the *ILCS Athletic Handbook*.

Field Trips

- Signed permission slips are required for all field trips.
- No child will be allowed to participate in a field trip without a signed permission form. The parent or guardian will be contacted to provide care during the field trip for any student without a signed permission form.
- Students may only participate in field trips designed for the grade in which they are enrolled.
- Families are responsible for all field trip fees over and above what is covered by tuition.
- Children under eight (8) years of age must be transported in an age-appropriate car seat, provided by the parent or guardian.

- Parents or guardians or staff members who drive for field trips must provide proof of a valid driver's license and automobile liability insurance coverage as required by the State of Illinois.
- Drivers must adhere to all traffic laws and safety rules of the road at all times, including no cell phone use.
- Drivers must require that all occupants use seat belts.
- Children under 12 years old may not be seated in a front seat.
- Parents will follow Volunteer Field Trip Helper guidelines on page 20.
- Chaperones may not make additional stops or deviate from the planned travel route to or from the field trip destination.
- Chaperones must be 18 years of age or older and be parent or guardian.
- Grandparents wishing to drive for field trips may drive their grandchild only.

Discipline

Disciplinary Philosophy

Discipline at Immanuel is Christian discipline. Therefore, it is not administered in a spirit of vengeance, nor with thought of retribution, but rather that the child be guided toward the achievement of behavior controls that make him or her the kind of citizen who will grow in favor with God and man. Christian discipline always has the good of the child uppermost in mind. We believe that all members of the school community have the right to learn, the right to teach, and the right to share in a safe, healthy, courteous, and Christian environment. This would include:

- Treating all people with mutual respect and Christian love
- Respecting and caring for one's own property
- Respecting and caring for the property of others
- Using healthy and safe choices at all times

We believe that whatever a teacher does, even in the matter of discipline, is to be done in a spirit of love for the Lord Jesus and love for the child. No corporal punishment is permitted.

Code of Conduct

- Respect God and His Word. For example: be an example to others by following the example of Jesus, use words and language that encourages others and builds them up.
- Respect the teacher and others in authority. For example: respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school.
- Respect the teaching-learning process. For example: be regular in attendance and be on time to school, do your best with the gifts God has given

you, complete assigned work and turn in assignments when due, follow classroom rules and help classmates do the same; do not interfere with the learning of others.

- Respect the rights of others. For example: recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened, this includes any school activities and Internet interactions.
- Respect the property of others. For example: take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology.

Clothing & Personal Belongings

Each school child must wear neat and clean clothing that reflects the Christian values of the school and that will allow the child to fully participate in all activities.

Students at Immanuel are expected to be neat and well groomed. Their clothing should be in good taste for school living, worn in the generally accepted manner, and be decent and inoffensive. Clothing that exposes undergarments, bare midriffs or is otherwise revealing is inappropriate for school. To ensure modesty and appropriate dress for school:

- Shirts and blouses should not be low cut in a revealing way and be long enough to be tucked in.
- Skirts, dresses, and shorts must be fingertip length and should NOT be extremely tight.
- Tops with spaghetti straps are not allowed.
- In Grades 3-8, leggings may be worn if covered by shirt, sweater, skirt, or shorts that are a minimum of fingertip length. Sheer panels and cutouts are not allowed.
- Pants should not drag on the floor.
- Pants, shorts, and skirts need to be worn at the natural waist.
- Clothing should not display writings or pictures that are vulgar, suggestive, political, or advertise alcohol or drugs.
- Distressed and frayed jeans are allowed as long as no skin is showing through the rip and the distressing is in a modest place (e.g., knees). If skin shows in any area, students need to wear colored tights or leggings under the jeans. Rips or holes in inappropriate areas are not allowed, even with tights.
- Gym clothing is required for grades 4 through 8 and should be worn only for gym.
- Students should wear footwear in the building at all times. Socks must be worn with all shoes and tennis shoes.
- Sandals or shoes must have a back strap or back support (no flip flops).
- Hats should be removed upon entering the building and should not be worn at any time in school.
- Coats designed for outdoor wear should not be

worn in the classroom.

- Hair should be neat, clean, and kept out of one's eyes.
- Earrings that dangle and could get caught on something should be avoided.
- Light makeup is acceptable.

Students who do not adhere to the dress code will be directed to change clothing or wait in the school office until parents are notified and appropriate clothes provided. For the first infraction, the student will receive a notice that must be signed by a parent and returned to the student's teacher. Any further infractions will result in a behavioral detention.

Preschool through Grade 2

Each child must bring a complete change of labeled clothing in a labeled re-sealable bag for emergency use. A labeled backpack or school bag large enough to accommodate 9x12-inch papers is required.

Preschool through Grade 5

Students must have clothing and shoes appropriate for outdoor play. When snow is on the ground, all students must have waterproof boots and snow pants to play in the snow. Grade school students will go outside for a recess break unless it is raining or the wind chill factor is below zero. Shoes must be worn in the classroom at all times. No outdoor clothing, boots, or hats are to be worn indoors.

Physical Education Attire

All students in grades Kindergarten through Grade 8 are required to wear athletic shoes for participation in physical education class. This proper footwear may include athletic shoes worn to school by the student or a change of shoes brought from home.

Students in Grades 4 through 8 are required to wear the specified Immanuel gym shirt and shorts for all physical education classes. It is the student's responsibility to see that these gym clothes are laundered on a weekly basis or whenever deemed necessary by the physical education instructor.

Students who have been issued lockers must keep them neat and orderly. Only school-issued locks may be used on gym lockers. Combinations should not be shared. Lost locks will incur a replacement fee.

School Rules

- Be careful with equipment and the building.
- Be respectful to all people at all times.
- Keep hands and feet to self.
- Stay in assigned areas.
- Walk when inside the building.
- Toys, games, matches, pocket knives, radios, CD players, iPods, games and playing cards are not al-

lowed in school without special permission from the student's homeroom teacher.

- Use inside voices when inside the building.
- Wear clothing within the limits of the dress code.
- Gum is not allowed.
- Children must be supervised by an adult at all times.
- Remain seated in the lunchroom until dismissed.
- Students may not share food.
- Stay to the right while in the hallways.
- Food and/or drink is not permitted in the Technology Lab.
- Students are to recognize that romantic displays of affection are considered inappropriate on the school grounds and during school sponsored activities.
- Being disrespectful to the teacher is not allowed.
- Offensive language and name-calling are not allowed.
- No throwing items without prior approval or instruction.
- Intentional hitting and kicking is not allowed.
- Possession of any controlled substance, firearm, or any other dangerous object is not allowed. (These behaviors are considered severely unsafe and will result in immediate suspension or expulsion of the student(s) involved.)
- Threats of violence or threatening remarks about guns, bombs, or weapons are not allowed.
- Verbal and written threats are not allowed.
- Cheating is not allowed.

Cheating

It is our hope that in a Christian community cheating will not occur, and it will not be tolerated. Cheating is defined in the following ways:

- Purchasing or obtaining materials already submitted and returned (tests, projects, etc.)
- Copying homework, test, and/or quiz answers from others
- Plagiarism ("the taking of ideas and passing them off as one's own", e.g. copying reports from encyclopedias or Internet sites, but not noting them as sources)
- Using unauthorized notes or materials during quizzes and/or tests
- Allowing family members or friends to do homework or projects for you
- Selling or providing old tests and projects to other students
- Passing answers to other students upon request
- Forging parent's signature

Playground Rules

- Children must be supervised by an adult at all times.
- Children must share the playground and be inclusive.
- Jumping off equipment is never permitted.
- Play fighting is not permitted.
- Slides are for going down seated and feet first only.

- One child on the slide at a time.
- Stay off the top of the equipment, walls, and railing.
- Leave rubber chips on the ground.
- No dodge ball.
- No throwing items without prior approval or instruction.
- No sitting, standing, or walking on the wall.

Bullying/No Harassment

Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (as through social media), or emotional abuse or through attacks on the property of another. It may include but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within the school.

Immanuel Lutheran Church and School does not and will not tolerate any type of unlawful harassment. Harassment includes, but is not limited to,

- Bullying, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin or disability.
- Intentional and repeated vicious behavior that is not limited to sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct or electronic communication of a sexual nature involving either members of the opposite or the same sex.
- It is inappropriate and unacceptable to call other students mean, unkind names or to tease them in ways that are hurtful. It is also inappropriate and unacceptable to grab or touch another child in ways that are hurtful or embarrassing. Students are not to engage in any of these behaviors.
- If the parent or guardian feels their child is being harassed in any way, the child's teacher or a school administrator should be notified immediately. These matters will be thoroughly investigated and, where appropriate, disciplinary action will be taken.

Public Witness

Students and parents are ambassadors of Immanuel Lutheran Church and School, which has a defined purpose to represent our church and school in the most positive, Christian manner at all times. Occasionally, students may be participants or spectators at events and activities where their actions reflect upon the larger school community. Whenever a student speaks, performs, or otherwise publicly represents Immanuel Lutheran Church and School or any of its officially endorsed activities, all behavior should display the fruits of the Spirit and support our mission and philosophy.

Search & Seizure

All items brought onto school premises or to school-related events are subject to being searched, with or without cause, by school personnel, including book bags, purses, lockers, etc. Similarly, students will be required to empty their pockets at the request of any teacher or administra-

tor. The school also retains the right to conduct random locker or book bag searches. Items found to be in violation may be confiscated by the teacher or administrator and returned to the parent or student at the teacher's or administrator's discretion. Immanuel is required to contact local law enforcement when a student is found to have used or been in possession of, sold, or distributed any weapon or illegal substance. Students found to be in violation of this policy will be subject to disciplinary action that may include suspension or expulsion. Items not allowed include, but are not limited to:

- Toys (including electronic games and those resembling weapons)
- Weapons (any items considered dangerous and/or could cause personal injury)
- Tobacco, alcohol, or drugs

Incidents Involving Drugs

Administration will notify the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. Administration will notify the Illinois State Police of such incidents through the School Incident Reporting System.

Disciplinary Consequences

Students who violate the above rules and standards are interfering with the learning of other students and harming their own interests.

- Students found violating any of these rules and standards may be sent to the principal's office. A telephone call will be made to the parents/guardian.
- In kindergarten through Grade 2, depending on the severity or frequency of the offense, children may be sent home for the remainder of the day or more serious disciplinary sanctions may be enforced.
- In Grades 3-8, depending on the severity or frequency of the offense, discipline may include behavioral detention, suspension, or expulsion.
- A second visit to the principal's office due to serious or repeated violations may result in a behavioral detention, 3:15-4:15 PM on a specific day.
- Serious or repeated violations may warrant an automatic behavioral detention given by the principal.
- Extremely serious or repeated violations, at the discretion of the school leadership, may result in suspension or even expulsion. The decision to expel a student is subject, pending review by a disciplinary committee consisting of the supervising teacher, the principal, a pastor, and a member of the Immanuel School Committee.
- Suspensions and expulsions will be recorded on the student's report card and permanent record.

- Tracking of detentions and suspensions is cumulative over the course of the school year.
- If a student is given a suspension for behavior, he or she may not be able to participate in field trips, assemblies, or other privileges.

Volunteer Guidelines

Immanuel is greatly enhanced by the participation of volunteers. These guidelines have been developed to protect the safety and well being of the children at our school. Volunteers serve as role models of Christian behavior, submitting to the directives of the staff members who are ultimately responsible for the students. Volunteers are expected to be supportive of these guidelines and all school policies, and will be denied participation if it is deemed necessary by the administration.

Frequency of Volunteering

- It is required that any volunteer working with children must be cleared through the SchoolCheck IN system.
- All volunteering is limited to the parent, guardian or grandparent (grandparents may volunteer in the classroom only) of the student, unless authorized by school administration.
- Volunteers who serve more than 15 hours during one calendar year will be required to complete the Immanuel Lutheran Church and School Volunteer packet, including the background check.

Arrival and Departure

- Each time an individual volunteers at Immanuel Lutheran Church and School, he or she is to check in at the school office and obtain a volunteer badge.
- Driver's license will be needed for first-time check in.
- At the end of the activities, each volunteer is expected to sign out.
- Volunteers are expected to arrive and depart following the agreed-upon time schedule.

Confidentiality

- Volunteers should be mindful that many aspects of a child's learning or behavior, as well as a parent's concerns about such matters, are private and to be respected as confidential. They should thus strive to avoid gossip or other sharing of sensitive child or family information with others outside the classroom.
- Our goal is to support each child and his or her family. It is the role of the staff to know and keep this information confidential, sharing only what is needed.

Siblings

- Siblings are welcome to attend functions such as Jesus' Birthday Party (preschool), Family Field & Fun Day (K-8), and special classroom presentations under the direct supervision of their parent(s).

- Since the role of the parent volunteer is supervision of students or coordination of student activities, siblings are not permitted to attend field trips or classroom functions in which the parent is acting in a supervisory capacity.

Discipline Procedures for Chaperones

- Redirect children to appropriate choices
- Refer all behavior problems to the teacher.
- Model caring Christian behavior to the children and to others in the school settings.

Training

Any training needed by volunteers concerning the location of supplies, operation of copy machines, use of the oven, etc., will be made available as needed. If directions are not available, please contact the school office staff for assistance.

Field Trip Helper Guidelines

All chaperones will assist the classroom teacher with supervision of students and should be prepared to fulfill any duties delegated by the classroom teacher. Their own child may or may not be in the group they are supervising. See page 12 for student Field Trip guidelines.

Before the Trip

- Each volunteer must provide drivers license information and state-required liability insurance prior to each trip.
- Each volunteer who signs a field trip permission form is assumed to be driving. If plans change, the parent is to notify the teacher directly.
- Parent or guardians attending overnight field trips will be required to successfully complete the Immanuel Lutheran Church and School volunteer packet, which includes a more in-depth background check.
- If for any reason this level of background check cannot be successfully completed, fingerprinting will be required.
- Chaperones must be 18 years of age or older and parent or legal guardian.
- Grandparents wishing to drive on a field trip may drive their grandchild only.

At School on the Day of the Trip

- Volunteers meet in the designated area at the time of the trip. The teacher will provide each volunteer with a list of the students in their group, the school telephone number, and the directions to the destination.
- The students will be grouped in the classroom and leave for the parking lot together with the teacher.
- Each volunteer is responsible for seatbelt use by each occupant of the vehicle. Children under the age of eight (8) are required to use a child safety seat. Children under twelve (12) must not ride in the front seat.

- The teacher is responsible for verifying seatbelt use and to indicate when the cars are ready to leave.
- Drivers will follow the teacher's specific directions regarding the route traveled and supervision of students.
- Drivers will not stop en route for food, snacks, fuel, etc. (except in an emergency), unless approved by the teacher. Hard feelings result when one group stops to purchase additional treats.
- Parents who are chaperoning/driving on field trips should not use cell phones while driving, except in emergency. Their primary responsibility is the safety of the students. They should otherwise generally refrain from using cell phones while on the trip.
- All drivers must follow traffic laws and safety rules of the road at all times.

At the Destination

- Volunteers and children remain in the car until all cars are parked and the teacher has exited the car.
- Each volunteer is responsible for helping to provide leadership and care for the group, under the direction of the teacher. Groups are to stay together unless directed otherwise by the teacher. Volunteers can facilitate student learning by directing and guiding the children.
- No cell phone use except for pictures or in an emergency.

Back at School

- Volunteers and children are to remain in the car until all cars are parked and the teacher exits the vehicle. The volunteer escorts the group to the school entry; the teacher leads students to the classroom.

Of Special Note

- Drivers of vehicles equipped with on-board video or DVD players may only provide G rated movies while driving students on field trips, at the teacher's discretion.

Room Parent Guidelines

Communication

Each teacher utilizes the talents of room parents differently and will be in contact with their room parents to discuss the best ways to meet the needs of the teacher and the students. It is important to talk with the teacher about expectations for parties before beginning to plan.

Correspondence

- Any and all correspondence from room parents being sent home in Friday Folder must be approved by the classroom teacher.
- Monetary donations may be collected for a class gift at Christmas and the end of the year only.
- Occasionally there are special events in the lives of staff members, such as weddings, baby showers, or funerals.
- Letters requesting donations for these gifts must

make clear that contributing to the gift is optional and that there no suggested donation or limits.

When dividing contributions, please keep in mind some aids are part-time and some are full time.

- Treats may be brought to celebrate teacher birthdays. Please work with the school office personnel, who have access to class and school schedules, to determine appropriate timing for treats.

Classroom Parties

- Parents may be asked to contribute supplies needed for classroom parties.
- It is a good idea to send a reminder sheet in the Friday Folder prior to the party.
- Room parents and other volunteers who assist with parties in the classroom should secure childcare for younger siblings as siblings may not attend these events.
- Those assisting with parties must sign in as visitors in the school office.

Parent-Teacher League

The purpose of Immanuel PTL is to enrich the lives of Immanuel students, parents, grandparents, staff, and faculty by offering Christ-centered activities, parent education, and coordinating quality fundraisers that raise crucial funds to support any additional need of the school, all which glorify and display the love and thankfulness we have for God and each other. All parents or guardians of children enrolled at Immanuel, Immanuel's faculty and staff, Immanuel's alumni, and any communicant member of Immanuel's congregation are members of the PTL. As such, they are encouraged to volunteer and participate in PTL events.

Booster Club

The purpose of the Immanuel Eagles Booster Club is to support and promote all extracurricular athletic programs at Immanuel Lutheran Church and School. The Booster Club will be funded by concessions sold at home games and athletic fund donations. The Booster Club will be facilitated through volunteer support. Every family with a son or daughter participating in the Immanuel athletic program will be expected to volunteer at sporting events through concessions, score book, and tournament help. Members of Immanuel Lutheran Church and School who would like to support the Eagles athletic program are also invited to participate as an active member and volunteer.

University Partnerships

ILCS supports the preparation of future church workers, including Lutheran school teachers. As such, faculty members may be asked by local universities to serve as cooperating teachers. When this happens, parents will be given advanced notice. Cooperating teachers will be present at all times when students are in the class-

room, including when the student teacher is required to assume full teaching responsibility. Immanuel's curriculum will continue to be fully implemented when a student teacher is involved, and the student teacher must uphold the doctrine and beliefs of ILCS and the Lutheran Church Missouri Synod.

Home-School Relationships

Parent Communication

Working together, we can build our school's reputation as a place that celebrates our faith in our Savior and a place of excellence in education. The staff and Immanuel School Committee value the input of the family; thus, a feedback form, School Comments, is available on the school website at the bottom of the Currently Enrolled tab. Various surveys are also administered, including an end-of-year survey.

At times, concerns will arise. In Matthew 18, the Bible provides God's people with guidance in addressing concerns. At Immanuel Lutheran Church and School, God's guidance on this matter is taken seriously.

- It is our responsibility to first speak directly with the appropriate individual of our concerns.
- If speaking to that individual does not resolve the issue, contact the principal, who will assist in resolving the matter.
- If the matter is still not resolved, a meeting with the pastor and the principal will be scheduled to determine next steps.

The Immanuel School Committee and Immanuel Mission & Ministry Council (MMC) assist in addressing the issues involving school policy. School Comments may be made on the school website (at the bottom of the Currently Enrolled tab). A request for variance of policy must be written, addressed to the Immanuel School Committee, and submitted to the school office. The MMC, who is responsible for all school policy, will review the input and respond in a timely manner.

Mutual Respect

Immanuel expects its students to treat others with respect and Christian understanding. It is the school's expectation that parents or guardians treat others with this same respect and Christian understanding as well.

Communication

- Immanuel uses an electronic mass communication tool to contact parents in the event of an emergency or to relay information to groups of families.
- Parents should confirm with the school office the preferred telephone number(s) for this service.

Eagle Info

- This weekly newsletter is the school's main avenue of communication and is sent home electronically each week during the school year.
- It is the family's responsibility to read the email for announcements and for notification of school activities.
- Grade school students also use a Friday Folder that includes printed announcements and/or student work.

Financial Transactions

- The financial office manages school funds.
- All home-to-school payments, such as book orders, hot lunch orders, field trip payments, teacher gifts, and classroom fundraisers, are to be delivered to the school office.
- All payments are to be enclosed in an envelope labeled with the child's name and payment purpose.
- Faculty members are not permitted to collect money, nor are they responsible to check student possessions for payments.
- Hot lunch payments are requested at the time of order as Immanuel is obligated to pay at the time of order.
- Families using morning or after-school care are to keep their balance paid on a monthly basis. Continued use of extended care may be denied for past due accounts.
- Sports and activity fees are due at the time of registration. Lack of payment will result in a student not being allowed to participate.

Student Records

- Student records are confidential, thus information is only shared on a need-to-know basis with the staff.
- No information is released to any outside person or agency without the written permission of the parent or guardian.

Custody Arrangements

- The most up-to-date court orders limiting parent or guardian access must be on file in the school office before they can be legally enforced by school personnel.

Record Updates

- Parents or guardians must keep the school informed of any new or changed information, thereby keeping all records updated and correct.
- The school cannot be held responsible as a result of false or omitted information that has been requested from or provided by the parent.

Family Directory Information

- A family directory consisting of student name, class,

parent or guardian name, address, email, and telephone number is published and distributed to all school families and staff.

- The parent or guardian must notify the school in writing, if family information cannot be released.
- Use of this directory is limited to personal family use, and its contents may not be used for any other purpose.

Conferences

- The school schedules one required parent-teacher conference each year.
- Parent-teacher conferences are required at the end of the 2nd quarter for students in grade K—8 who are failing or have gone down a letter grade in any subject.
- Additional conference appointments may be requested at any time to address concerns or to monitor student progress.

Caring & Sharing

- Since family concerns directly affect the child, parents/guardians are encouraged to keep the staff informed of these concerns.
- The staff strives to support both family and child; thus, in addition to the teaching staff, the pastor and principal are also available for support or to provide referrals.

Suspected Abuse or Neglect

- The State of Illinois requires that the staff of a school report all cases of suspected child abuse and/or neglect to the Department of Child and Family Services.

Lost & Lonely

- The school will take normal precautions with personal belongings, but cannot be held responsible for them.
- Lost and Lonely items will be placed outside the office door. Any unclaimed items will be donated to charity.

Photographs

- Photographs and videos are routinely taken by the school and may be used for publicity purposes, such as in the church and school's social media and brochures.
- If a family member objects to such use, he or she must notify the school in writing by indicating so on the child's registration form.

Classroom Visits

- Parents or guardians of enrolled students may visit their child's class with a minimum notice of one business day.
- Classroom visits are limited to two periods (one and one-half hours). Parents are encouraged to participate as classroom helpers to learn more about the

school. Visiting days for adults are also scheduled on the school calendar.

- Student visitors or potential students may visit on scheduled Shadow Days.
- Teacher education students occasionally observe classes as part of their training, and the school serves as a site for student teachers.

Enrollment, Tuition & Fees

Enrollment

Non-Discrimination Policy

Immanuel Lutheran Church and School does not discriminate on the basis of race, color, sex, national or ethnic origin. Such data are collected upon registration for reports that verify the school's non-discriminatory policies.

Enrollment Priority

- Congregation members and continuing families are given priority for enrollment and re-enrollment. Application for enrollment is then open to other interested families.
- The school reserves the right to order student enrollment according to needs as determined by the administration.

Enrollment Requirements

- Any child under the age of six must meet the class age requirement on or before September 1 of the school year.
- All new students must provide an original birth certificate to verify the child's age upon application for enrollment.
- In addition to the above, each child aged three or older must be toilet trained.
- Before a new student applies for enrollment, a meeting is scheduled for the school administration to meet the student and a parent or guardian.
- The school reserves the right to administer pre-enrollment testing as deemed necessary to meet the student's needs.
- Students transferring from another grade school must provide report cards and test scores from previous years as required in the admissions process, and provide authorization to view records.
- Immanuel reserves the right to deny enrollment if administration determines that the school cannot meet the needs of the child.

Student Class Placement

- All students will be placed in the age-appropriate class unless an alternative placement has been determined to be a more developmentally appropriate placement. An evaluation team will attempt to work together to determine this placement. The final decision is made by the school administration.

- Placement in a class and enrollment at Immanuel is conditional upon the child's success in that environment.

Student Needs

- Any child with special needs will be considered for enrollment on an individual basis.
- In order to best meet the needs of the child, this policy will apply to all needs; i.e., allergy needs, dietary needs, medical needs, educational needs, and all developmental needs; such as speech therapy or monitoring, school district monitoring or services, and enrollment in other programs.
- It is the responsibility of the parent or guardian to notify the school in writing of any and all conditions or needs upon application and/or as they occur.
- A release form must be signed to authorize the release of all necessary information and to authorize care for the child's individual needs.
- While in attendance at Immanuel, the student retains his or her right for special education testing and/or services from the public school district in which the child holds residence.
- The staff may refer the parent or guardian to seek testing or services as needed.
- Students who receive special accommodations and/or modifications and are still not meeting academic standards will have an academic review by to determine continued eligibility for enrollment.

Application

The parent or guardian must visit the school before applying for enrollment by arranging an appointment through Immanuel's Director of Community Connections. Application for enrollment must include:

- Completed Application for Enrollment
- Authorization to View Student Records
- Copy of child's birth certificate
- Report cards and test scores for the previous two years

Enrollment

- The school will confirm the child's class placement via written communication.
- The deposit will not be refunded unless the school fails to place the child in a requested class.
- Students may remain on a waiting list for a preferred class while holding a confirmed class placement.

Registration Forms, Health Records, Standards

- The parent or guardian will be given a copy of the current state health standards and requirements.
- It is the responsibility of the parent or guardian to secure all medical examinations, immunizations, tests and/or records, including the transfer of all records from the child's previous school; and ensure compliance with all state requirements. Religious exemptions must be accompanied by a doctor's authoriza-

tion and the Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination form.

- The Registration checklist includes:
 - Supplies, Paperwork, and Fees form and payment
 - Student and Family Information form
 - Parent/Guardian Volunteer form
 - Birthday Book Club form
 - Accident and Emergency Information form or Student Profile update
 - Current physical exam per the guidelines below:
 - Eye Examination in Kindergarten
 - Dental Examination in Kindergarten, Grades 2 and 6
 - Physical Examination upon entering school, Kindergarten, and Grade 6
 - Athletes require a yearly sports physical.

Legal Names of Students

- When parents or an outside agency seek to enroll a student under a name other than the legal name or to change the name of a student already enrolled, the parent will be informed that the name of the child shown on the birth certificate will be used on official school records until a final court order verifies a legal change.
- Where a student's name is changed legally, official school records will be updated to include only the acquired legal name.

Parent Meetings

- It is required that at least one parent or guardian attend the orientation curriculum meeting scheduled at the beginning of each school year.
- A classroom visit is also scheduled for preschool students and a parent or guardian to provide an opportunity for to become familiar with the classroom and staff.
- In addition, one required parent-teacher conference is scheduled each year.

Returning Families

- Registration paperwork must include the non-refundable processing fee in order to confirm a space.
- As of the close of registration, the unconfirmed spaces will be opened to allow enrollment by other families.
- Registration by returning families that is initiated after the specified date will incur an additional fee of \$50 per child.
- Family accounts must be up to date or a payment plan in place prior to readmission.

New Registrations

- Prior to June 1, registration is considered complete when the following items are submitted and approved by office staff: non-refundable processing fee, tuition payment in full or Joyful Response electronic payment application; completed school forms; completed medical records.
- A service fee will be assessed after the close of registration if any required items and/or payments are not submitted and approved as complete.
- After June 1, enrollment for the upcoming school year must be accompanied by the above, along with up to two months of tuition payments.
- Office staff will adjust deadlines to allow for the completion of all forms and school records needed prior to student attendance.
- When registering during the school year, The annual tuition will be prorated. All forms, records and required payments must be complete prior to student attendance.

Tuition & Fees

Tuition Payment

- The non-refundable processing fee and the signed Tuition and Fees Agreement are due when applying for enrollment or re-enrollment.
- This agreement outlines the family's financial obligation and must be signed by the financially responsible parties.
- The annual tuition is due by mid-August or prior to student attendance, when enrollment occurs during the school year.
- The family may establish a payment plan utilizing Joyful Response electronic payment plan.

Immanuel Lutheran Church Grants

- Active members of Immanuel Lutheran Church will be credited with a Member Grant, pending budget approval, for grade school and Kindergarten tuition, provided they sign and return the Reaffirmation of Membership form.
- Active membership requires regular attendance at worship services and Holy Communion.
- The pastors and the congregation define regular attendance as, and therefore expect, at least 50 percent worship each month of the year.
- If any school family finds that expectation to be impossible to due to extenuating circumstances, they are to discuss that with the senior pastor as soon as possible.
- Otherwise, consistent failure to meet this minimum attendance requirement may result in the loss of the Church Member Grant.

Payment Procedures

- Home-to-school payments are to be delivered to the school office. Enclose cash or check payments in an envelope labeled with the child's name and payment purpose.
- All payments to the school can be made by cash,

check, or money order, payable to Immanuel Lutheran Church and School.

- The Realm offers bank payments for easy paperless payment transactions. Contact Karen Marchen in the business office at inance@immanuelbatavia.org for details.
- Late tuition payments will result in a service fee of \$25. Checks returned due to insufficient funds will result in a service fee of \$25.

Tuition Scholarship

- On occasion, a Tuition Scholarship for an emergency for one or two months may be awarded, provided the supporting documentation is provided.
- The parent or guardian must contact the financial office immediately in writing when extenuating circumstances arise, outlining the circumstances and an alternative payment plan.
- The financial office will submit the request and report to the family.
- Submitting an alternative payment plan will not excuse the family from tuition and fees already incurred.

Tuition Assistance

- Families who feel that circumstances warrant requesting ongoing reduction in their tuition obligation may apply for Tuition Assistance.
- As part of the process, applicants are required to fully disclose family financial information.
- Should their circumstances change, families receiving Tuition Assistance are required to notify the school office.
- Failure to regularly meet the family financial obligations to the school may result in termination of this assistance.
- Any assistance granted will be prorated and issued as a monthly tuition credit.
- Tuition Assistance applications are due in the spring.
- Tuition Assistance is granted only for the second and succeeding years of enrollment at ILS.
- The availability of need-based Tuition Assistance is dependent on gifts and the status of the school budget.
- Application forms are available in the school office.
- The application form must be submitted by the specified date for fall enrollment.
- Family is required to fully disclose family financial information in order to be considered for this award.
- Awards are announced in writing following annual budget approval.

Any discussion of grants received with anyone except the financially responsible parties for the family's application and the financial office will result in the termination of the grant awarded.

School Property

The parent or guardian will be held financially responsible for the damages or replacement of any school property that is entrusted to the student's personal care (e.g., textbooks, library books, calculators, gym equipment and report cards).

Terminating Enrollment

The school reserves the right to terminate the enrollment of any child if:

- the responsibilities of the parent or guardian to the school are not met.
- the needs of the child cannot be met.
- in meeting the needs of the child, the needs of others are compromised.

To Withdraw before June 1

- When enrollment circumstances change, the parent or guardian must complete an Intent to Withdraw form by June 1.
- Meeting this deadline will release the family of all tuition obligations for the upcoming school year.
- The non-refundable processing fee will be forfeited.

To Withdraw between June 1 and the First Day of School

- The parent or guardian must complete an Intent to Withdraw form prior to the first day of school.
- The non-refundable processing fee will be forfeited as well as a \$200 withdrawal fee.
- Failure to inform Immanuel by the first day of school will result in the account being assessed an amount equal to 10 percent of the annual tuition obligation.

To Withdraw After the First Day of School

- The parent or guardian must complete an Intent to Withdraw form by the first of the month if the child will be leaving during the upcoming month.
- The annual tuition obligation will be prorated accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month.
- Failure to meet the first-of-the-month deadline will result in an additional month of attendance to be included when calculating in the tuition obligation.
- Account balances must be paid in full and all school property returned by the final attendance day.
- Refunds due to prepayment will be mailed to the family after the final attendance day.

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to which students and parents should adhere. Sometimes new situations or circumstances will occur that are not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

Appendix

Addresses for Offsite Events

ACC

Aurora Central Catholic High School630 907 0095
1255 North Edgelawn Drive, Aurora, Illinois 60506

ACS

Aurora Christian Schools630 892 1551
2255 Sullivan Road, Aurora, Illinois 60506

Bethany-N

Bethany Lutheran School630 355 6607
1550 Modaff Road, Naperville, Illinois 60565

Calvary

Calvary Christian School.....630 375 8600
9S200 Route 59, Naperville, Illinois 60564

Cross-Y

Cross Lutheran School.....630 896 3250
8609 Route 47, Yorkville, Illinois 60560

DG Christian

Downers Grove Christian School.....630 852 0832
929 Maple Avenue, Downers Grove, Illinois 60515

Holy Cross-B

Holy Cross Catholic School.....630 593 5290
2300 Main Street, Batavia, Illinois 60510

Immanuel-Bel

Immanuel Lutheran School815 547 5346
1225 East Second Street, Belvidere, Illinois 61008

Immanuel-D

Immanuel Lutheran School847 428 1010
407 Johnson Street, Dundee, Illinois 60118

Immanuel-E

Immanuel Lutheran School847 832 9302
148 East Third Street, Elmhurst, Illinois 60126

Immanuel-F

Immanuel Lutheran School815 232 3511
1964 West Pearl City Road, Freeport, Illinois 61032

Resurrection

Resurrection Evangelical Lutheran School630 907 1313
2567 West Sullivan Road, Aurora, Illinois 60506

Rosary

Rosary High School630 896 0831
901 North Edgelawn Drive, Aurora, Illinois 60506

St. John-L

St. John Lutheran School630 629 2515
215 South Lincoln Street, Lombard, Illinois 60148-2510

St. Luke-M

St. Luke Lutheran School630 892 0310
83 Fernwood Road, Montgomery, Illinois 60538-2016

St. Paul-A

St. Paul Lutheran School630 896 3250
85 Constitution Avenue, Aurora, Illinois 60506

St. Paul-MP

St. Paul Lutheran School630 896 3250
1025 West Lake Street, Melrose Park, Illinois 60160

St. Peter-AH

St. Peter Lutheran School.....847 259 4114
111 West Olive Street, Arlington Heights, Illinois 60004

St. Peter-S

St. Peter Lutheran School.....847 885 7636
208 East Schaumburg Road, Schaumburg, Illinois 60193

Trinity-L

Trinity Lutheran School.....630 627 5601
1008 East Roosevelt Road, Lombard, Illinois 60148-4143

Trinity-R

Trinity Lutheran School.....630 894 3263
405 Rush Street, Roselle, Illinois 60172-2228

Wheaton Christian

Wheaton Christian Grammar School630 668 1385
1N350 Taylor Drive, Winfield, Illinois 60190

Walther HS

Walther Lutheran High School708 334 0404
900 Chicago Avenue, Melrose Park, Illinois 60160

Zion-M

Zion Lutheran School847 832 9302
408 East Jackson Street, Marengo, Illinois 60152

Staff List

Ministry Directors

Pr. Eric Kennaugh Lead Pastor
 Pr. Chris Davis Discipleship Pastor
 Matt Cassidy Director of Student Ministries/Athletic Director
 Sharon Dalpini Director of Music Ministries
 Kari Larsen Director of Family Ministries
 Donna Laughlin Principal
 Lori St. Vincent Director of Community Connections
 Kristi Farnum Director of Communications
 Tom Zillman Business Manager
 Mary Wert Director of Children's Ministries
 Rebecca Bello Admissions Director

Support Staff

Karen Marchen Bookkeeper
 Penny Janacek Church Administrative Assistant
 Heidi Hartzell School Administrative Assistant
 Katie Williams School Administrative Assistant

Teachers

Cathy Maverick Preschool Threes Teacher
 Lisa Clark Preschool Threes & Fours Teacher
 Bobbi Norkus Preschool Fours Teacher, Sing & Play Facilitator
 Wendy Nelson Preschool Fours Teacher
 Lisa Dickenson Kindergarten Teacher
 Christine Dail First Grade Teacher
 Gail Beckmann Second Grade Teacher
 Carla Faga Third Grade Teacher
 Mary Wert AM Fourth Grade Teacher
 Marsha Majewski PM Fourth Grade Teacher
 Penny Suydam Fifth Grade Teacher
 Julie McFarland Middle School Teacher
 Beth Bierlein Middle School Teacher
 Christine Olsen Middle School Teacher
 Michelle Randall Middle School Teacher
 Hannah Hrsak Spanish Teacher
 Sharon Dalpini PE Teacher
 Grace Politowicz Music Teacher
 Jennifer Sosnowski Special Needs Coordinator

Classroom Assistants/Additional Staff

Jen McLane Preschool Fours Assistant
 Carol Barry Preschool Fours Assistant
 Andrea Carroll Kindergarten Assistant
 Christine Olsen Grade School Assistant
 Cynthia Gruel Grade School Assistant
 Christine Dail Extended Care Worker
 Aliya Bierlein Extended Care Worker
 Rose Davis Extended Care Worker

Immanuel School Committee

Erin Riddell, Chairperson
 Gayle Rueter

Sheryl Dauksha, Secretary
 Mark Kammrath

Blake Hughes
 Jennifer Neujahr



Immanuel Lutheran Church & School

950 Hart Rd., Batavia, Illinois 60510

Lutheran Church-Missouri Synod · A Stephen Ministry Congregation

The Word of God is at the foundation of all we do.

We welcome and equip people to follow Christ and live authentic faith.

We are a family that demonstrates our faith in Christ by the way we love, support, and grow together.

Developing Today's Disciples