

Immanuel Lutheran School

Parent/Student Handbook

2010-2011

Delight yourself in the Lord
and he will give you the *Desires*
of your heart - Psalm 37:4.

National Lutheran School Accreditation
State of Illinois Recognition
www.immanuelknights.org

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Immanuel Lutheran School - Belvidere, IL
Division 1 - Philosophy

01-01-00

PHILOSOPHY OF IMMANUEL LUTHERAN SCHOOL

It is the will of our Lord Jesus Christ that His Church be about the business of making disciples (Matt.28:19). This is done by preaching the Gospel to all people (Mark 16:16), baptizing them in the name of the Triune God and teaching them to obey all that our Lord has commanded us (Matt.28:19-20).

Since our desire is to make disciples, as an extension of Immanuel Lutheran Church, we are organized as a Christian school to aid and encourage one another in carrying out this mission. To this end it is our privilege and our duty to worship regularly (Rom. 10:17; 1 Cor. 11:23-26), to study the Word of God for nurture and direction (John 8:31-32), to witness to others of Christ our Savior (Acts1:8), to cultivate a growing fellowship with one another as Christ's people (Acts 2:42; Heb. 10:24-25), and to serve the needs of people in Christian love (Eph. 4:11-16; Matt. 25:34-40).

As guided by the Holy Spirit, our school strives to educate every child to be an academically successful student, a socially responsible citizen, and a Christian witness to his/her fellow human beings. The purpose of Immanuel Lutheran School is to help each child reach his/her potential physically, spiritually, socially, mentally, academically, and emotionally in a Christ-centered environment.

01-02-00

MISSION STATEMENT OF IMMANUEL LUTHERAN CHURCH AND SCHOOL

Connecting People to Christ for Life - Helping people live lives of faith, hope and love in worship of God while reaching out to others, serving them in the name of Christ.

01-03-00

CHURCH ATTENDANCE

Children at Immanuel have been taught that regularity in worship in the House of God is vitally important. Parents do their children an injustice when they do not set the pattern according to this principle. Children begin to wonder whether church is as important as the pastor or their teacher maintains. The Bible itself states: "He that is of God hears God's Word". We encourage regular church attendance on the part of our pupils. Let's make it a family affair!

Coaches, parents, and students are to attend worship when participating in overnight tournaments away from Immanuel Lutheran School.

Immanuel Lutheran School—Belvidere, IL
Division 2 - Curriculum

02-01-00
ACADEMIC PROGRAM (GRADES 1 - 8)

Immanuel Lutheran School complies with the standards of the Illinois Department of Education. The areas of learning are:

Religion

Worship, Bible, Doctrine, Memory Work, Hymns, Liturgy, Confirmation (7,8)

Social Studies

Geography, History, Citizenship, Current Events, State and Federal Constitution

Language Arts

Reading, Phonics, Writing, Grammar, Literature, Spelling, Vocabulary d'Nealian/Modern Handwriting

General Sciences

Science, Health, Sex Education (K, 3, 6, 7)

Physical Education

Indoor and Outdoor Activities, President's Physical Fitness Program, Jump Rope for Heart

Mathematic

Mathematics, Algebra

Computer Technology

Keyboarding, Research, Word Processing, Curriculum Extension, Presentation Programs

Fine Arts

Art, Music, Choir, Band, Art & Music Appreciation, School Musical

Foreign Language

Spanish (7, 8)

02-02-00
SEXUALITY CURRICULUM

Information and materials on human sexuality are offered in grades K, 3, 6, and 7. The human sexuality curriculum is available for review from the principal or teachers.

02-03-00
ACADEMIC DISHONESTY

Academic dishonesty – as in cheating or plagiarism – is not acceptable. Cheating includes copying another student’s homework, class work, and test answers, as well as sharing one’s own work with other students in person or by other means (phone, internet, etc.). Plagiarism is the use of another person’s original ideas or writing without giving credit to the true author.

A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures at the discretion of the principal.

02-04-00
BAND

The students of grades 5 to 8 participate in the ILS band. Band meets during regularly scheduled music times for the purpose of making instrumental music. Students are instructed in the beginning basics of playing their instruments.

02-05-00
CHAPEL SERVICES

All children will attend Chapel, which is normally held on Wednesday. This is a worship service conducted for the children. It is not to replace the regular Sunday morning service, but acts as a supplement to the child's training in Christian worship. Parents are invited to attend Chapel.

Students are encouraged to share the gifts that God has given them through their chapel offerings. Through its chapel offerings the Immanuel family supports a different mission project each month. Examples include: Joe Boway’s ministry in Liberia, Hearts for Jesus, Lutherans for Life, For the Sake of the Church, and others.

02-06-00
CHOIR AND MUSIC

Music is an integral part of our everyday lives and a very important part of the worship life of a Christian. Pupils who attend Immanuel cover a regular course of study in music and do have the opportunity to sing and play in special choirs and instrumental ensembles.

Pupils in grades Pre-K - 8 have a music program as part of their curriculum. This includes opportunities to perform with their class at chapel services as well as other opportunities for public appearances.

Classes and special choirs will take their regular turn in providing special music at Weekend and Mid-week services. Music students are expected to participate in these

services. Any student who cannot attend should submit a written excuse to the classroom teacher prior to the scheduled performance. If an unplanned absence is necessary, please submit an excuse immediately after the child returns to school. Please DO NOT provide a "blanket excuse" for the month or quarter. Music grades are influenced by participation in music activities. We ask you to prayerfully consider your child's attendance when their grade is helping to lead worship by supplying special music.

Participation in worship and music class, along with completion of academic assignments, will be reviewed and considered before allowing students to participate in music performances and special activities. Students are expected to wear standardized dress for music activities that take place off of the school campus, i.e. mall trip, band/choir tour, 7.5W performances.

It is a privilege to participate in a music performance. Only those children who fulfill requirements and obey the rules of the school will have the privilege of participating. Children not participating are expected to attend school and will remain under the supervision of another teacher.

02-07-00 FIELD TRIPS

Field trips are an effective extension of the classroom and are planned by the teachers to help students experience first hand the things they would only read or hear about otherwise. Before, during, and after school trips, teachers will discuss with their children the type of Christ-bearing actions and attitudes, which they should try to show on buses, in cars, and in public places. Students must have written permission to attend a field trip.

It is a privilege to participate in a field trip. Only those children who fulfill requirements and obey the rules of the school will have the privilege of participating in a field trip. Children not participating are expected to attend school and will remain under the supervision of another teacher.

For each trip, the teacher will send home a form with each child including the following information:

- A. Place of trip
- B. Purpose of trip
- C. Time of departure and return
- D. Type of transportation
- E. Any special information needed, such as dress, expense, etc.
- F. Permission slip to be signed and returned. Immanuel uses a standard permission slip that is always printed on blue colored paper.

The following guidelines will be applied to all field trips:

1. Assignments in all subject areas must be current the day before the scheduled field trip.
2. Permission slips are due no later than the day before the field trip.
3. A permission slip may be brought to school any time before the end of the day it is due.
4. Students will not be allowed to call home for forgotten permission slips.
5. Verbal permission for field trip participation will not be accepted.
6. On campus regulations apply to field trip activities – dress code, discipline code, etc.
7. Electronic equipment such cell phones, CD players, I-pods, MP3 players, etc. are not allowed unless approved by the classroom teacher.

Drivers/Chaperons:

1. Vehicle requirements:
 - a. Seats facing forward
 - b. Cab of truck only
 - c. No loose, heavy objects in passenger area
 - d. Good operating condition – tires, brakes, horn, lights, wipers, etc.
 - e. Seat belts in good operating condition and available for every child
 - f. Children and adults occupy designated seating positions – capacity in car in accordance with manufacturer’s rated seating capacity and air bag regulations
 - g. Have a first aid kit (preferred)
2. Driver/Chaperon requirements:
 - a. Drivers must have a valid driver’s license
 - b. Drivers must be insured and must be 21 years of age or older
 - c. Drivers are expected to obey the speed limits and other rules of the road
 - d. Drivers/chaperons are not allowed to smoke in the car when transporting students to and from field trips
 - e. Drivers/chaperons are expected to return directly to school after a field trip
 - f. Drivers are provided with a list of children in vehicle including phone numbers of parents/guardians
 - g. Drivers must not use a cell phone while driving
 - h. Drivers must ensure that each child wears a seat belt or uses a car seat in compliance with Illinois state law.
 - i. Videos shown in the vehicle must be approved by the teacher
 - j. Drivers/chaperons may not bring other children with them
 - k. Chaperons are expected to demonstrate Christian behavior and attitudes at all times
3. Children may not be left unattended.
4. Children may need to be helped in and out of the vehicle.

5. Each driver must have a copy of their proof of insurance on file in the office and in their possession.
6. The use of alcohol at overnight trips and tournaments is strongly discouraged. Our school families may differ on the use of alcohol and its use in the presence of their children. Overnight field trips and tournaments are opportunities to support and build each other up in the body of Christ. 1 Corinthians 10:23 states, "Everything is permissible" – but not everything is beneficial. 'Everything is permissible' – but not everything is constructive." And verses 31-33 continue, "So whether our eat or drink or whatever you do, do it all for the glory of God. Do not cause anyone to stumble, whether Jews, Greeks or the church of God – even as I try to please everybody in every way. For I am not seeking my own good but the good of many, so that they may be saved." Adults and students should be mindful of other participants and their children in this matter.

Driving Insurance Policy

Parents assisting the school in driving for field trips, athletic events, etc. need \$100,000/\$300,000 liability insurance to meet the minimum required amount of insurance coverage by the school. Those who wish to drive are asked to submit a photocopy of their current proof of insurance. This must be updated at the time of renewal. This certificate will state the insurance coverage of the driver, which must be \$100,000/\$300,000 bodily liability.

02-08-00 HOMEWORK

It is difficult to set up a standard rule for the amount of time to be spent on any work at home since there is a great degree of variance throughout the grades and among children at the same grade level. In general, the amount of homework increases as the child progresses into the higher grades.

Increased demands of education today mean that more time must be spent in classrooms to cover the materials. This means that classroom assignments often will need to be completed at home.

Parents should take this into consideration in planning activities and in providing a time and place for the child to study. Consistency in time periods on the parents' part will help a great deal in developing the routine of doing homework. Children will regularly have classroom assignments to complete at home, although much of the work will be finished in school, if time is used wisely. Extra assignments and more intense study of material may be required of the more capable pupils. Every effort will be made to keep the amount of homework within reason. Immanuel's teachers have committed to returning graded papers within a one-week period.

If a student fails to have an assignment(s) completed and turned in by 8:10 AM, then:

- 1) The **TEACHER** will:
 - record the assignment as late
 - schedule a meeting with the student, parents, teacher, and principal after the fourth late assignment

 - 2) The **STUDENT** will:
 - hand in a piece of notebook paper with name, date, and assignment written in the upper right hand corner for any unfinished assignment
 - immediately call their parent
 - complete the assignment

 - 3) The **PARENT** will:
 - acknowledge the incomplete work by ensuring the student completes the work by the next morning and turns it in to the teacher
 - call the teacher if there are any questions regarding the assignment
 - meet with the teacher and principal after the fourth late assignment
-
- | | |
|-------------------------|--|
| 1 st Offense | Warning |
| 2 nd Offense | Warning |
| 3 rd Offense | Warning |
| 4 th Offense | Meeting with parents, teacher, and principal |

These penalties will accumulate from the first day of a quarter to the last day of a quarter.

**02-09-00
LEARNING CENTER**

Through the generous support of Immanuel's P.T.L. and donors, Immanuel Lutheran School operates a school library.

Pupils are encouraged to use the library according to the schedule worked out for their class. Books may be checked out of the library for a one or two week period and may be renewed. Fines for overdue books will be \$.05 a day. Books more than two weeks overdue may result in the loss of library privileges. If library books are damaged or lost, pupils bear the responsibility of paying for a replacement.

The Learning Center is open Monday through Friday from 8:10 AM to 3:00 PM under the direction of volunteers and/or teachers.

Family Reading Fun Packs are available for checkout with a signed permission slip from parents and/or guardians.

**02-10-00
PRE-KINDERGARTEN AND KINDERGARTEN CURRICULUM**

The Pre-Kindergarten and Kindergarten curriculums provide activities to foster the development of the whole child -- spiritual, social, physical, emotional, and academic. The activities cover all areas of the curriculum (religion, reading and math readiness,

social studies, science, P.E., art, music, computer (K)), but provide learning experiences appropriate to the 3 through 6-year-old levels.

02-11-00

STUDENT ACADEMIC AWARDS

Immanuel offers awards for all students in grades 3 - 8.

Honor Award - This is awarded to students who maintain A's and B's on their report card in Memory Work, Religion, Math, Reading, English, Social Studies, Science, and Spelling.

High Honor Award – This is awarded to students who maintain all A's in the same subject areas.

Improvement Award – For students showing overall improvement in their academic subjects. Improvement Awards are given to students who are not already receiving High Honor or Honor Awards. Students who have completed their work and receive passing grades are eligible for an Improvement Award.

The "Honor" and "High Honor" students are listed quarterly in the school's Information Sheet. At the end of each semester students who maintain the high levels of achievement described above are awarded a certificate if they are able to maintain that level of achievement throughout the semester. At the end of each semester Honor and High Honor certificates are presented to the students following a chapel service. Improvement awards are published and/or presented at the end of the 2nd, 3rd and 4th quarters.

Academic Excellence –Selection of the top eighth grade graduates is based on the semester grades from 5th, 6th, 7th, and first semester and third quarter of 8th grade in the following subjects: mathematics, science, social studies, English, and reading. All grades are converted to an 11 point scale and then averaged.

Perfect Attendance Award– This is awarded to students in all grades who have not missed a day of attendance and have arrived at school promptly and have not accumulated more than 4 tardies for the school year.

Shining Light Award –Teachers recognize students (in any grade) who have been exceptionally helpful, exceptionally respectful, who have treated another student with Christian love, etc. by giving them a *Shining Light* card. Students bring their "*Shining Lights*" to the office to be placed in the *Lighthouse* jar. Students are recognized on a weekly basis. Three names (PK –2, 3-5, and 6-8) will be drawn weekly for recognition at chapel.

02-12-00

PROMOTION AND RETENTION

Immanuel Lutheran School believes in educating the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. The final decision to promote or retain a student shall rest with the principal after receiving information from parents/guardians, teachers, and other appropriate school personnel. Retention in the present grade level may occur if the school, in consultation

with the family, determines it is in the best interest of the child. The school reserves the right to recommend retention or to not enroll a student for the following year if it is felt that the school cannot meet the learning needs of the child. When possible, parents will be informed of the possibility of retention by the end of January and the decision to retain the child by the end of third quarter.

Since it is the view of the faculty, and administration that lack of attendance for whatever reason takes a great deal away from the learning experience, any student who misses more than 25 days of school during the year may be considered for retention or be required to receive summer tutoring to ensure promotion to the next grade.

02-13-00 TESTING PROGRAM

The Stanford 10 Achievement Tests are given to children in Kindergarten through 8th grade in the spring. These tests are machine scored and the results are prepared to share with parents during the spring. With the results of these tests we are able to gauge the progress of individual pupils and also determine the strengths and weaknesses of our educational program.

The Gates MacGinitie Reading Test is administered to all students in first grade and second grade. Test results, along with teacher evaluations, are used to determine eligibility for services from the Title I Program.

All students in Grade 7 are administered an algebra placement test in the spring of the year. Teacher recommendation, test results, and math performance are used to place students in algebra for their eighth grade year.



Immanuel Lutheran School - Belvidere, IL
Division 3 - Daily Schedule

03-01-00

EXTENDED CARE

Extended Care is a before and after school program offered to Immanuel families with children in pre-kindergarten through eighth grade. Extended care provides late morning and afternoon snacks and activities for the children including art, games, movies, and more. There is also a "homework room" for those families who would like their children to do their homework while in our care.

Extended Care is provided for all students of Immanuel. This supervised childcare is furnished for an hourly charge. Students may attend regularly, or on a night-to-night basis. Parents are billed every two weeks. Charges for extended care are based upon the hours of care used. The Extended Care Program is open 6:45 AM to 6:00 PM. Doors do not open until 6:45 AM.

BEFORE SCHOOL HOURS

Students sign in to the Extended Care Program when they arrive at school and are supervised in the small gym. For their safety, students are not allowed to wait outside of the building or in the hallways unsupervised. Students are asked not to drink or eat during this before school time. At the conclusion of faculty devotions, the teachers will dismiss their students from the gymnasium and to their classrooms.

To alleviate confusion in the morning, we are asking that you do not drop your children off or enter the building before 7:45 AM unless you are utilizing the services of morning care (6:45-7:45 AM) for your child. Being conscious of the time will create less stress in the morning and everyone will be off to a great start.

AFTER SCHOOL HOURS

Students are expected to leave the school grounds as soon as possible after the dismissal unless staying after for a teacher, attending Extended Care, or involved in one of the organized after school activities. All students not picked up by 3:15 and not under the supervision of an ILS teacher will be sent to Extended Care for supervision until their parent arrives.

Students are not allowed to play in the gymnasium or on the playground after school unless they are under the paid supervision of an Extended Care worker.

03-02-00

SCHOOL VISITORS

Parents, grandparents, and community members are always welcome to visit the school. Visitors must sign in and out at the office.

Persons Not In Official School Attendance No person, not in official school attendance or not on official school business shall enter into, congregate, loiter, stand or play in the church or school building or be on the Immanuel Lutheran Church and

School Campus between 6:30 a.m. and 5:00 p.m. on any day when school is in session, without school authorization. Violators are subject to arrest for trespassing.

03-03-00

FACULTY DEVOTIONS

Faculty devotions/meetings are held each morning at 7:30 AM. Teachers are not available for meetings or phone calls after 7:30 AM. Please make arrangements to meet with or phone teachers after 3:00 PM.

03-04-00

GENERAL SCHOOL HOURS

PRE-KINDERGARTEN

Children enrolled in our four-year-old Pre-Kindergarten program attend 3 or 5 day morning or afternoon sessions. The morning classes meet from 8:10 to 11:00 AM. The afternoon classes meet from 12:00 - 2:50 PM. Children enrolled in our three-year old program attend either a morning or afternoon session from 8:10 AM to 11:00 AM or 12:00 – 2:50 PM. District 100 buses are not available for transportation.

KINDERGARTEN

Our kindergarten is in session from 8:10 to 2:50 PM. Those who attend half-day kindergarten are dismissed at 11:00 AM. Those living in the county may ride the District 100 buses home in the afternoon.

GRADES 1-8

Grades 1 - 8 are in session from 8:10 AM to 2:50 PM Monday - Friday. Changes in the above general schedule will be noted on the school calendar and in the weekly newsletter.

03-05-00

SCHOOL ATTENDANCE AND REPORTING ABSENCES

All children are expected to be in attendance at school. When a child is absent, the school secretary should be notified between 8:00 and 8:30 AM. The office will call to verify the whereabouts of students absent from school, but not excused by a morning call to the school office.

Students will be marked tardy if they arrive after the morning bell or if they return late from recess, the noon lunch period, or when returning from art, P.E., or music. Students who miss more than 1 ½ hours of academic time will be considered absent for ½ day.

Students who are absent from school due to fever should be fever free for 24 hours before their return to school. A doctor's note is required from students who have been absent due to illness for three or more consecutive days.

Since it is the view of the faculty and administration that lack of attendance for whatever reason takes a great deal away from the learning experience, any student who misses more than 25 days of school during the year may be considered for retention or be required to receive summer tutoring at the parents' expense to ensure promotion to next grade.

Parents may request to pick up homework at the end of the day when a child is absent from school. Books and assignments will be placed on the counter across from the school office for pick up by parents or siblings.

03-05-01

LATE ARRIVALS AND EARLY DISMISSALS

Children who arrive after 8:10 in the morning must have their parent or guardian come to the office to sign them into school. Likewise, children who must be dismissed early from school will not be allowed to leave the building unless a parent or guardian has come into the school office to sign the child out of school. For the protection of our students, parents or guardians must come into the office to sign their children in or out.

Students who leave early for an appointment should bring a note from their parents excusing them from class. Upon the parent's arrival at school the student will be dismissed from class.

03-05-02

TARDY POLICY

Immanuel believes it to be very important for the operation of our school for students to be prepared for class before 8:10 in the morning. ILS will impose the following penalties for students arriving late to school or late to class.

1 st /2 nd Tardies	Student will be reminded that they are to be in their seats ready for the school day beginning at 8:10 AM and for each class period. A student's tardy will be recorded in the teacher's grade book.
3rd Tardy	Student will again be reminded that school begins at 8:10 AM and that students need to be in their seats ready for the day or the class period to begin at that time. The teacher will not allow the student to participate in a class activity during that day (most likely recess).
4th Tardy	The classroom teacher will make arrangements for the student to serve an after-school detention of 1 hour on the next school day.
5th Tardy	Repeat of penalty from 4th tardy.
6th Tardy	A conference with parent, teacher, student and principal will be scheduled.

These penalties will accumulate from the first day of a quarter to the last day of a quarter.

03-04-03

PLANNED ABSENCE PROCEDURES

SEE HOMEWORK - PAGE 6

The faculty of Immanuel believes that communication between parents and teacher is essential to providing a comprehensive and successful educational experience. In an

effort to maintain communication, Immanuel is requesting parents to complete the following steps to obtain permission for a **planned** absence:

1. A request from the parents of the student to be absent from school for **one full** day or more should be received by the school office at least **one week prior** to the planned absence.
2. Parents are to fill out the top of the form and the teacher or teachers are to complete the comment section and sign the form.
3. Homework will be given to the student upon return to school. One day for every day absent is allowed for completion of homework. Parents and students are responsible for the completion of all homework. The due date is noted on the Planned Absence Form. Work not completed by the due date will not receive full credit.
4. This form will be returned to the parents by the student. Parents are now made cognizant of the probable effect the absence will have on the grades, the homework requirements of the particular student, and the due date for all assignments.
5. The parents will sign the form and return it to the school office.
6. The principal will take action on the request and notify both the teacher and parents. The signature of the principal will constitute an indication of approval. (The student's teacher will return the form to the parents via the students.)

03-04-04

TRUANCY

Regular attendance is important for success in school. Numerous absences cause definite problems in schoolwork and will be reflected in the child's progress in school. A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. "Valid Cause" for absences is illness, death in the immediate family, family emergency, and other situations beyond the control of the student as determined by the administration of the school. A doctor's note is required from students who have been absent due to illness for three or more consecutive days. Planned Absences must be approved in the school office at least one week prior to the absence. Immanuel Lutheran School follows the guidelines for referring cases of truancy or non-attendance as outlined by Illinois School Code 105 ILCS 5/26-1...5/26-15 through the Regional Office of Education in Rockford.

03-05-00

WEATHER CLOSING

In the event of bad weather closing schools, parents should listen to radio stations WROK (1440), WZOK (97.5), WQFL (100.9) and/or WGSL (91.1) and TV stations WREX, WTVO, and/or WIFR for announcements. Parents will also receive a phone call through the School Messenger Emergency Notification System. Immanuel will cancel classes if District 100 decides to do so.

Immanuel Lutheran School - Belvidere, IL
Division 4 - Enrollment

04-01-00

ENTRANCE REQUIREMENT

Applications for enrollment are to be made to the principal. New students and their parents are required to meet with the administrator to discuss past schooling and assess the student's current needs and the ability of Immanuel to address these needs. If past performance records indicate a need for additional evaluation, the student will be tested before entrance. Newly enrolled pupils in PreK-8 are accepted on a trial basis for their first four weeks of attendance. This allows the school to determine if it can adequately serve the pupils and also allows parents to decide if they want this type of schooling. Students may be asked to withdraw during this probationary period for unacceptable behavior or academic problems.

Contact will be made by the teacher with the parents of new students (K-8) after a two-week period if necessary. This communication is made to assist both parents and teachers in assessing the transition to a new school.

Parents who have no church affiliations are urged to attend the pastor's class for adults so that they may fully understand the principles of Christianity their children will be taught.

Immanuel Lutheran School admits students of any race, color, or national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

04-02-00

DISCIPLINARY CODE FOR IMMANUEL LUTHERAN SCHOOL

The following discipline code exists so that Immanuel has a procedure for dealing fairly with misbehavior for the purpose of (1) protecting students from physical harm, (2) insuring that the educational function of the school can go on without disruption, and (3) providing the structure necessary to equip children to learn and practice Christian love and community within their lives.

It is the objective of our faculty to prevent the occurrences of misbehavior by providing:

1. A positive classroom atmosphere
2. A well organized, stimulating course of study
3. Meaningful assignments with achievable success
4. A constructive, supportive, and positive relationship with each student

When the classroom teacher's methods of discipline fail to produce the desired results, the referral procedure will go into effect.

Referral Procedure

The procedure for dealing with misbehavior is divided into two levels. The levels are classified as:

- Level One --Minor infractions
- Level Two --Major infractions
- Level Three – School Committee Attention

A referral, Level One, Level Two, or Level Three may be given without warning a student. Serious infractions of school rules, as determined by the principal, will result in use of the appropriate Level Two or Level Three disciplinary procedure.

Detention(s) resulting from a Level One or Level Two referral will be served immediately after school until 4:00 PM if possible. All detentions will be served within a 48-hour period. During the detention period, the student may be asked to complete a behavioral reflection, complete any late work, and/or sit quietly for the detention.

At any time, a parent or teacher may request a conference to discuss a student's behavior.

The infractions listed in Level One, Level Two, and Level Three are not all inclusive, but rather indicate what may constitute the writing of a referral. Continuous giving of Level One referrals may lead to the student receiving a Level Two referral.

Level One--Minor Infraction

The items in Level One generally are misbehaviors that distract the teacher and/or the students from being on task. A Level One referral will result in one period of detention.

Examples of behavior for which a Level One referral may be written:

- Refusal to follow standardized dress
- Chewing gum on school property
- Repeated talking at inappropriate times
- Disruptive behavior
- Inappropriate hallway behavior (jumping, running, using the wrong hallway to exit, etc.)
- Repeated bothering of other students
- Throwing items in classroom, lunchroom and other inappropriate areas
- Hiding or playing in restrooms or locker rooms
- Use of cell phone, handheld game, IPOD, etc. while under the care of school personnel (*detention is assigned per violation, item is confiscated, and a \$10.00 fine must be paid for each subsequent violation before the cell phone is returned to the parent*)

Procedure for Level One Referrals

1. Teacher notifies the office and writes the required Level One referral.
2. Lower elementary students (Pre-K-3rd) will have their parents notified by the teacher.

3. Students in grades 4-8 will call their parent(s) immediately.
4. The detention will be served within 48 hours.
5. A record of each referral will be kept in the school office.
6. A Level Two referral will be written after three Level One infractions.

Level Two--Major Infraction

Examples of behavior for which a Level Two referral may be written:

- Refusal to follow a teacher's direct request
- Disrespect such as talking back and inappropriate gesturing
- Writing on or marring of school property
- Refusal to accept responsibility for one's actions
- Speaking or writing or drawing unacceptable words or pictures
- Habitual talking or disruptive behavior
- Unnecessary roughness or fighting
- Actions or threats endangering another person
- Purposefully damaging school property
- Stealing (severity of the offense may require a Level 3 referral)
- Causing or provoking a student to commit a Level Two infraction
- Public displays of affection

Procedure for a Level Two Referral

1. Teacher notifies the office and writes the required Level Two referral.
2. Lower elementary students (Pre-K to 3rd) will have their parents notified by the teacher.
3. Upper grade students (4-8) will call their parent(s) immediately.
4. The detentions will be served within 48 hours.
5. A record of each referral will be kept in the school office.
6. Student becomes ineligible to participate in extra-curricular activities immediately when the 2nd Level 2 referral is given until the detentions are served.

The Progression of Consequences for Level Two Referrals

1. First Level Two referral = two nights detention
2. Second Level Two referral = two nights detention, immediate ineligibility and parent-teacher conference.

3. Third Level Two referral = 1 day suspension from school and parent conference with teacher(s). In some cases in-school suspensions will be used.

4. Fourth Level Two referral = 3 day suspension from school and conference with the School Committee to determine future actions.

Level Three Referral – Administrative Attention

Examples of behavior for which a Level Three referral may be written:

- Use or possession of weapons, tobacco products, illegal drugs or alcohol
- Violence directed toward teacher
- Harassment
- Bullying
- Stealing

Procedure for a Level Three Referral

1. Teacher notifies the office and parents are called immediately to pick up the student.
2. Authorities are contacted when it is deemed necessary.
3. The School Committee will meet to determine action to be taken.

04-02-01

DRUG FREE SCHOOL AND COMMUNITIES ACT

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

First Offense:

- a. A punishment up to and including long-term suspension.
- b. Suspension from all student activities for a period of not less than one semester or four months.
- c. A student placed on long-term suspension under this policy may be readmitted, to classes only, in a probationary status, if the student completes an approved drug and alcohol evaluation and abides by the recommendations of the evaluation. Names of acceptable programs are on file in the school office.

Second and Subsequent Offenses: A student, who violates the terms of this policy for the second time, and any subsequent violations, shall be subject to the following sanctions:

- a. A punishment up to and including expulsion from school for the remainder of the school year;
- b. Suspension from participation and attendance at all school activities for one calendar year;
- c. A student who is expelled from school under the terms of this policy may be readmitted, to classes only, in a probationary status, if the student has completed an approved drug and alcohol education and rehabilitation program. Names of acceptable programs are on file in the school office.

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in school policies. In the event a student agrees to enter into a complete drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

Compliance with this policy is mandatory.

04-02-02 TOBACCO

Possession and/or use of any tobacco product by students is prohibited in any attendance center, in any school-owned vehicle, at school-sponsored events or on the school grounds.

Consequences:

First offense will be a two-day "in-school" suspension, conference with parents, and report to local law enforcement.

Second offense will be a two-day "out of school" suspension, conference with parents, and report to local law enforcement.

Third offense will be expulsion

04-02-03 WEAPONS

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property, or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

DEFINITION OF FIREARMS AND DESTRUCTIVE DEVICES

The term "weapon" and/or destructive device shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The firearm or receiver of any weapon described in the preceding example
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant;
- Any bludgeon, sand club, metal knuckles, or throwing star;
- Any knife;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun

Possession of a firearm shall result in immediate expulsion from school.

04-02-04 HARASSMENT and BULLYING/HAZING

Harassment

Immanuel Lutheran School will not tolerate any harassment of any employee or student relating to that individual's race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not necessarily limited to repeated slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, sex,

religion, national origin, age, or handicap. Harassment also includes unwelcome sexual advances and similar behavior as a condition of employment or for the purpose or effect of interfering with one's academic or work performance or the creation of an intimidating, hostile, or offensive work or learning environment.

Those guilty of harassment or retaliation against an individual making such charges will meet with appropriate sanctions, as defined in the Personnel Handbook of Immanuel Lutheran School. These sanctions may include termination of employment or suspension/expulsion of a student. Employees or students who believe that they have been a victim of any type of harassment should talk with the school principal, a teacher, or a pastor.

Bullying/Hazing

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically.

Bullying may include, but is not limited to, aggressive or negative gestures, or written, verbal, or physical acts that place another student in reasonable fear of harm to person or property, acts which cause a substantially detrimental effect on the student's physical or mental health, which substantially interfere with the student's academic performance or the student's ability to participate in or benefit from the services, activities, or privileges provided by Immanuel.. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to another student. Such behavior may include but is not limited to: repeatedly pushing, hitting, spitting, name-calling, theft, destruction of property, sexual harassment, threats, stalking, other physical or verbal conduct of a belittling or browbeating nature, or retaliation for asserting or alleging an act of bullying. No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on the school bus, or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Hazing is meant to include any activity that physically or mentally injures any student through repeated harassment, intimidation, or wrongful act. Disciplinary action will be taken as outlined in the discipline policy in instances of bullying and hazing. (Level Three Referral Page 17 of the Parent Handbook)

Implementation of the policies includes conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, providing each student who violates these policies with appropriate consequences and remedial action, and protecting students against retaliation for reporting such conduct. Implementation also includes bullying prevention and character instruction in all grades.

Students will be informed of Immanuel's goal of preventing students from engaging in bullying behaviors. All members of the school community, including students, parents, volunteers, and visitors, are encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

04-02-05

SEARCHES OF STUDENTS

The principal or teacher in charge is authorized to search students' clothing, desk, lockers, and belongings if there is reasonable suspicion that school policies, rules or directives are being violated. For school activities outside of the school facility the

teacher or supervising adult is authorized to search students' clothing and belongings if there is reasonable suspicion that school policies, rules or directives are being violated.

04-02-06

INTERROGATIONS AND INVESTIGATIONS

The principal and others designated by the principal may conduct investigations and question students about infractions of school rules or the student discipline code. If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

When law enforcement officers conduct an investigation and/or question a student(s) during school hours, the principal shall contact parents, guardians or representatives of the student(s) prior to questioning.

04-02-07

SUSPENSION AND EXPULSION

Suspension and/or expulsion may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the welfare of the school and its students.

04-02-08

SCHOOL BUS CONDUCT

1. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully. Teachers are responsible for the behavior of students on the bus during activity trips. The driver is responsible for the safety of all.
2. The driver may assign a seat to each student; each student must be provided a seat.
3. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember, your safety is in the driver's hands.
4. Outside of ordinary conversation, classroom conduct is to be observed.
5. Students must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
6. Students must not at any time extend arms or head out of bus windows.
7. Students must not try to get on or off the bus or move about within the bus while it is in motion. The rear exit door is to be used for emergency only.
8. When leaving the bus, students must obey the directions of the driver. If you cross the road, do so in front of the bus after making sure the roadway is clear.
9. Any damage to the bus is to be reported to the driver at once.

Students who violate these rules will be reported to the school principal who may discipline the student and, in the case of repeated or serious violations, deny the student the privilege of riding the bus.

04-02-09

GUM CHEWING

Gum chewing is prohibited on the school and church campuses, school bus, or at after school activities.

04-03-00

NUISANCE ITEMS

(SEE PHONE CALLS – PAGE 37)

Skateboards, roller blades, roller skates, Heelys, radios, MP3 players, IPODs, CD players, cell phones, pagers, hand held electronic games, and other nuisance items are not allowed at school. Such items will be taken by the teacher and/or principal and stored in the school office. Parents must claim items from the principal. (See detention policy page 15.)

04-03-01

CARE OF SCHOOL AND PERSONAL PROPERTY

Immanuel tries to instill student pride in the appearance of the school. Students should not mark on furniture, walls, ceiling, floors, books, or equipment with pen, pencil, marker or any other instrument. Students are responsible for lost or damaged books and/or school property and are required to pay for the damage that is incurred.

Coats, caps, gloves, gym uniforms, standardized dress, books, flash drives, notebooks, etc., **should have the student's name on them** to assist in locating the right owner if items are lost or misplaced. Immanuel is not responsible for students' personal property and does not provide insurance on students' personal property. If a student's personal property is broken, damaged or stolen, repair or replacement is the student's responsibility.

04-04-00

STANDARDIZED DRESS POLICY

Immanuel Lutheran School wishes to establish a climate in which learning can flourish without distractions of extremes in dress. Our goal is to maintain an atmosphere conducive to serious educational pursuits. The principles of good taste, modesty, simplicity, and neatness are core values that relate to Christian dress. Immanuel strives to be God's family of believers. 1 Peter 1:15 encourages us to "be holy in all that we do, just as God is holy."

- Students found to be out of standardized dress will receive the following consequences. For the first incident, the parent(s) of the student not abiding by the guidelines of the dress code will receive notification from the school, written or verbal, reminding them that the school's dress code must be adhered to. For the second and third incidents, a call will be placed to the student's parent(s) requiring that they bring a change of clothing to school immediately. For any further incidents, parent(s) of the student will be asked to appear before the administration of the school to discuss the non-compliance with the established dress code. Further actions may be necessary.
- All students in grades K through 8 must wear standardized dress at all times when in the building even if the student is arriving late or has early dismissal.

- No outerwear (hooded sweatshirts, jackets, coats, etc) caps, kerchiefs, or sunglasses are acceptable in school during any part of the school day (including lunch).
- There will be no substitutions or alterations of the standardized dress, and it must be kept clean, neat, and not torn or frayed. To alter it is to be out of compliance.
- Pajama pants are not allowed at any time. Students are expected to participate in recess and should wear standardized clothing appropriate for the weather.
- Exposing the stomach area or upper torso of the body is not allowed. Shirts, blouses, and tops that are too short to be tucked in and/or stay tucked in are not acceptable. If the midriff is exposed when the arms are raised shoulder high, the shirt, blouse, or top is too short and therefore unacceptable.
- Any type of undergarment must not be visible. This includes shirts worn for warmth under standardized dress tops.
- Tight fitting clothing is not acceptable.
- An extreme in hairstyles, hair colors, and make-up that may cause a distraction or disturbing influence in the classroom is not allowed.
- Body glitter and hair glitter is not allowed.
- Visible permanent tattoos are not allowed.
- No body piercing allowed except in the ears.
- Necklaces, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment.
- Spiked or heavy chains are not allowed.
- Other accessories as determined by the principal and staff members as distracting or disruptive are not allowed.

Standardized Dress Colors

Acceptable colors of standardized dress will be yellow, white, black, royal, navy, or light blue for shirts or blouses (tops) and khaki, navy or Mayfair plaid for bottoms.

Boys' Standardized Dress

These are the regulations for the boys' standardized dress at Immanuel Lutheran School:

Shirts/Tops

- Plain (solid) colored oxford-style button down shirts in yellow, white, black, royal, navy, or light blue are acceptable. These may be long or short sleeve shirts.
- Loose fitting polo shirts in yellow, white, black, royal, navy, or light blue are acceptable. These may be long or short sleeve shirts.
- Turtlenecks and mock turtlenecks in yellow, white, black, royal, navy, or light blue are acceptable.
- Crew neck sweaters, v-neck sweaters, ¼ zip sweatshirts, crew neck sweatshirts, or cardigans in yellow, white, black, royal, navy, or light blue are acceptable when worn over an approved shirt.
- Shirts with buttons may have no more than the top button unbuttoned. Undershirts worn for warmth must not be visible.
- Only Immanuel Lutheran School Knightwear (sold at school) is acceptable.
- Hooded sweatshirts are only allowed as outerwear and are not acceptable at any time during the school day (including lunch).

Bottoms

- Docker style pants (no cargo pants) in khaki or navy are acceptable.
- Walking shorts in khaki or navy are acceptable.
- All pants must be worn at the waist.
- Black or brown belts are optional.

Shoes

- Low-heeled shoes (loafers, dress shoes, athletic shoes, hiking style boots, or sandals) must be worn. Heels may not be higher than 1”.
- Flip-flops and slides are not allowed at school.
- Slippers are not allowed at school.
- Socks must be worn with all shoes except sandals.

Girls' Standardized Dress

These are the regulations for the girls' standardized dress at Immanuel Lutheran School:

Shirts/Tops

- Loose fitting, plain (solid) colored oxford-style button down shirts in yellow, white, black, royal, navy, or light blue are acceptable. These may be long or short sleeve shirts.
- Loose fitting polo shirts in yellow, white, black, royal, navy, or light blue are acceptable. These may be long or short sleeve shirts.
- Loose fitting turtlenecks and mock turtlenecks in yellow, white, black, royal, navy, or light blue are acceptable.
- Crew neck sweaters, v-neck sweaters, ¼ zip sweatshirts, crew neck sweatshirts, or cardigans in yellow, white, black, royal, navy, or light blue are acceptable when worn over an approved shirt.
- Shirts with buttons may have no more than the top button unbuttoned. Undershirts worn for warmth must not be visible.
- Only Immanuel Lutheran School Knightwear (sold at school) is acceptable.
- Hooded sweatshirts are only allowed as outerwear and are not acceptable at any time during the school day (including lunch).

Bottoms

- Docker style pants (no cargo pants) in khaki or navy are acceptable.
- Docker style Capri pants in khaki or navy are acceptable.
- Khaki or navy shorts, skorts, or jumpers must be bought from Dennis, French Toast, or Lee Uniform.
- Any Mayfair plaid item bought from the Dennis Company is acceptable (includes any jumpers, skirts, skorts, etc.).
- The appropriate length for skirts, skorts, jumpers, and shorts is no more than 4” above the knee.
- All pants must be worn at the waist.
- Black or brown belts are optional.

Shoes

- Low-heeled (1 in. or lower) shoes (loafers, dress shoes, athletic shoes, hiking style boots, or sandals) must be worn.

- Flip-flops and slides are not allowed at school.
- Slippers are not allowed at school.
- Socks, panty hose, or tights must be worn with all shoes except sandals.

We thank parents and students for accepting and cooperating with our guidelines, and for joining us in neat, clean dress, which reflects well upon our school and upon all the members of our school family. We believe there is a correlation between student dress and grooming, and student behavior and learning. A wise parent will stay well within the requirements of these regulations so that there will be no questions or embarrassment. If there is any doubt when you are shopping as to whether or not a particular article or clothing complies with our regulations, don't buy it. If you already own an article of clothing that you are not sure about, don't permit your son or daughter to wear it until you have checked.

04-04-01

GYM DRESS CODE (Grades 5-8)

Students in grades 5-8 will be required to purchase a gym uniform from the school. Uniforms should be marked with student's name. Please purchase shoes with non-marking soles. Students are expected to be prepared for gym class and will not be allowed to call home for their gym uniform.

04-04-02

EIGHTH GRADE GRADUATION

Graduation exercises will include a promotion ceremony, which is a part of the worship service. Students, parents, and guests are reminded that the service is an opportunity to thank and praise God for the gifts with which He has blessed each of the graduates and the blessings of a Christian education. The principal and the teachers recommend that boys wear slacks, shirt and tie. Girls should wear a dress, skirt, or slack outfit, which is appropriate for worship. Jackets are required for strapless dresses and dresses with spaghetti straps.

04-05-00

PAYMENT OF FEES AND TUITION

Immanuel Lutheran School has contracted with **SMART Tuition Management**

Service. This service gives our school flexibility, control and choice.

- 1) Parents have the option of making payments over a 10-month period (July – April).
- 2) Parents have two payment options - automatic deduction from their bank account or by credit card (Master Card, Discover, and American Express)
- 3) Customer service is available to serve school & parents 24 hours a day, 7 days a week.
- 4) Parents have Internet access to account information (www.smart.com)
- 5) Immanuel will receive tuition payments through direct deposit every 10 days.

- 6) A \$50 service fee will be added to the tuition payment schedule. Parents may choose to pay tuition in full before June 15 and avoid the \$50 service fee.
- 7) Parents will receive a 10 day grace period after their payment due date. A \$25 late fee will be assessed after the grace period.

Families who find their financial resources severely taxed due to an unusual situation (i.e. unemployment, illness, etc.) shall contact the principal to arrange for a different payment schedule. This contact needs to be made during the 20-day grace period or the children may be denied admittance to their classrooms.

All payments to Immanuel must be current before pre-registering for the upcoming year. Pre-registration can only be accepted from families who are current or paid in full.

Students will not be allowed to begin the next academic school year with any unpaid debts to Immanuel Lutheran School or Immanuel's Parent Teacher League.

Students with unpaid bills will not be allowed to participate in graduation exercises for 8th grade or receive their report cards.

Tuition assistance applications and information are available in the school office.

Families who pay in full by June 15 will receive a 2% discount on tuition. This reduction does not apply to families who receive tuition waivers and then pay in full.

A \$10 fee will be assessed for any checks returned as NSF.

Tuition is refundable on a monthly basis; however, a student withdrawing for disciplinary reasons forfeits all rights to the return of any portion of tuition. Tuition will not be refunded if a child has attended at least one day of any month. All fees are non-refundable.

Families who default on payment agree to pay all costs of collection, including collection agency fees, which could be as much as 50%, court costs, and reasonable attorney's fees.

Member Tuition

Immanuel's desire is not to lose any member student because of financial hardship. Members of Immanuel Lutheran Church may apply for assistance through Tuition Aid Data Services (TADS). There is an application fee of \$29 (mail applications) or \$23 (online applications) that is paid by the family directly to TADS at the time the application is submitted. The deadline for the application is June 1. Applications should be mailed at least one week before this date. Second semester applications must be received by December 1. The School Committee will not consider a tuition waiver without a TADS report. Additional information and instructions are distributed with the application form. Questions should be directed to Mrs. Schaefer in the school office. Application forms and instructions are available in the school office. Tuition waivers will not be considered for Pre-Kindergarten students. Tuition waivers will not exceed 50% of total tuition costs. Families with children in grades K-8 must have attended Immanuel Lutheran School the previous academic year

before requesting a waiver.

Since our desire is to make disciples, as an extension of Immanuel Lutheran Church we are organized as a Christian school to aid and encourage one another in carrying out this mission. Member tuition applies to students who are baptized members of Immanuel Lutheran Church and whose parents have completed the Basics course and been received into membership. Tuition rates for members of Immanuel Lutheran Church are based on worship attendance. Immanuel members who wish to receive the lower "Active Member" (Category 1) for the first semester of any school year will need to have attended a minimum of 35 worship opportunities between January 1 and December 31 of the previous calendar year to be eligible for Active Member Tuition Rates for the first semester. In order to receive "Committed Member" (Category 2) Tuition Rates for the first semester of any school year, Immanuel members must attend a minimum of 20 worship opportunities between January 1 and December 31. Immanuel members who fall below the 20 worship attendances will be charged Community rates.

Families are expected to maintain regular attendance in worship.

- Tuition rates for the first semester are based on your attendance from January, through December 31 of the previous calendar year.
- Tuition rates for the second semester are based on your attendance from July 1 through December 31 of the current calendar year.
- A Wednesday worship service and a weekend worship service in the same week are recorded as two attendances. Attending worship twice on the same weekend is recorded as one attendance. **Chapel services do not count as a church attendance.**
- Students of Immanuel Lutheran School, who are receiving member tuition assistance from the congregation, are understood to be participating in the regular worship life of the congregation. Those students who are in seventh and eighth grades, who are receiving member tuition rates are expected to participate in the Youth Confirmation/Discipleship Program of the congregation. While there is no requirement for a child to participate in the Rite of Confirmation, since the congregation assists with tuition for members, it is understood that Immanuel is the spiritual home of the student(s) as well as at least one parent. Tuition assistance is granted to member families because it is understood that individuals and families, as a part of following Christ, give back to God proportionately what He has given them through Immanuel congregation.

A tuition adjustment will be applied to the second semester for families whose attendance falls either above or below 50% of the requirement for Active (35) and Committed Members (20) between July 1 and December 31. (Adjustments will not be applied for members who maintain their current status.)

In order to accommodate families who worship at other churches while out of town visiting relatives or on vacation, a limited number of church attendances at congregations other than Immanuel will be counted when determining tuition rates. A bulletin from the church service that was visited must be submitted to the church office in order to be counted as a church attendance. The following limits apply:

Active Member (Category 1) *No more than three Non-Immanuel worship attendances
Committed Member (Category 2) *Only one Non-Immanuel worship attendance
*within the January 1 – December 31 time frame

Non-Member Tuition

If neither parent is a member of Immanuel, a tuition fee shall be paid to the school since there is no opportunity to contribute to the operation of the school through the church budget. The cost to educate each full-time student is over \$3800 per year. Community tuition fees are available in the school office.

New families to Immanuel, who seek membership in Immanuel Lutheran Church, must complete congregational requirements and be accepted as members within the first semester of the school year to be eligible for member tuition rates. Tuition fees will then be pro-rated according to member rates for the second semester. Families seeking membership from other LCMS churches will be considered for immediate member tuition.

04-06-00

REGISTRATION FEES

In order to reduce the expense of buying each textbook, we employ a book rental system. Each pupil is assessed a registration fee to cover the cost of textbook rental, workbooks, art supplies, etc. All students pay registration fees. See the school office for the current fees. After April 1 registration fees increase \$50 per student for current ILS families. Registration fees are non-refundable.

Immanuel Lutheran School - Belvidere, IL
Division 5 - Health and Safety

05-01-00

MEDICATION ADMINISTRATION

Our school policy states that, "only medications which are necessary to maintain the child in school and must be given during school hours, shall be administered at school." If a medication must be given at school, it will only be given upon written prescription of a physician and the written request of the parent.

All medication sent to school must be properly labeled with the name of the student, name of the medication, the dosage, the administration route and/or other directions, date and refill, the name, address, and phone number of the pharmacy, and the name or initials of the pharmacist. With the exception of inhalers, students are not allowed to carry medications. Medication must be kept in the school office.

Students are responsible for bringing their own cough drops, which will be kept at the teacher's desk.

05-02-00

SCHOOL PHYSICALS, DENTAL EXAMINATIONS, and EYE EXAMINATIONS

PHYSICAL EXAM Students entering Pre-Kindergarten, Kindergarten and Sixth Grade must have completed the State of Illinois health requirements prior to the opening of school in August.

DENTAL EXAM Students enrolled in Kindergarten, Second, and Sixth Grade must have completed the State of Illinois health requirements for a dental exam by May 15 of the current school year.

According to state law, students not meeting the above requirements will not be allowed to attend school until they are fulfilled.

EYE EXAM All children enrolling in kindergarten or entering school for the first time shall have an eye exam. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before **October 15** of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that an eye examination will take place within 60 days after October 15.

05-02-01

ATHLETIC PHYSICALS

Each student who participates (including practice) in interscholastic athletics must have on file a certificate of physical fitness issued by a licensed physician not more than one year preceding practice or participation in any interscholastic athletic contest or activity.

05-03-00

COMMUNICABLE DISEASES

Any student noted by a physician as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team. The administration reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease.

When a child has missed school due to illness, it is important to know when that child may safely return to school. We ask that the guidelines below be followed:

Guidelines for sending a child home for illness:

- Temperature greater than 99.6°
- Vomiting and/or diarrhea
- Persistent cough, congestion, or muscle aches (signs of influenza)
- Sore throat – appears reddened and swollen
- Unidentified rash that is spreading and/or getting worse over time
- Communicable disease - i.e., strep throat, chicken pox, scarlet fever, pink eye, head lice

Guidelines for children to return to school after illness

- **Fever:** Child must be fever free for a period of 24 hours prior to returning to school. Usually, fever is a sign that the body is fighting off an infection or a contagious disease.
- **Persistent cough and congestion** must be resolved.
- **Medication:** If receiving an antibiotic, child must be on antibiotics for a period of 24 hours prior to returning to school.
- **Vomiting and/or Diarrhea:** Child must be free from vomiting and/or diarrhea for a period of 24 hours after the last vomiting/diarrhea episode. If a child vomits during the night, but seems better in the morning, please keep your child home that following day.
- **Rash:** Child must have a written note from his/her doctor before returning to school stating that the rash is not contagious.

Our experience has shown that parental judgment is invaluable. If the child does not look or seem well, an extra day at home may make all the difference toward full recovery. Children recovering from illness are susceptible to other infections because their immune systems may not be operating at full capacity. Both well and recuperating children benefit from following these guidelines for school attendance.

05-04-00

PARKING

The school parking lot is a very busy place. All drivers need to exercise extreme care when traveling near the school. The following rules will aid all of us and continue to make travel around Immanuel as safe as possible. Please refer to the parking lot map on the cover of the handbook.

1. The District 100 transfer bus will park on the west side of the school building (near the pine trees) for after school pick-up. Parents should not park on the west side of the school building.
2. Drop off and pick up zones in front of the school are for that purpose only. If you plan to leave your car it must be parked in a designated parking space in the lot. For the safety of our children, please do not park your car along the sidewalk. Cars left unattended often block the bus, delivery trucks, and create an unsafe pedestrian situation.
3. Students will be required to wait underneath the awning for their ride. Students crossing the parking lot will be required to cross by the front doors under the direction of the principal or teachers. Students should not play in the grassy area between the parking lot and the road.
4. In order to ease congestion, if your child is not ready when you reach the awning area, please either park in a parking space or circle around again.
5. Please enter the church parking lot from Concordia Avenue and drop off or pick up your child on the west side of the modular classroom between the two trees. For after school pick-up traffic flow is one way only – west to east. For safety reasons children will not be allowed to play on the playground while waiting for a ride. A staff member will supervise students waiting for after school pick-up.
6. Drive very slowly and carefully while in the Immanuel lot. Many children cross the parking lot as they proceed to their cars. Please remind additional family members who may occasionally pick up your child of these rules. High school age drivers need to be reminded often of these dangerous situations.
7. The parking area north of the new gym is for pick-up only. The school doors on this level will not be open during the day and all students are still expected to enter the building through the front doors of the school (door #5).

05-05-00

EMERGENCY PROCEDURES

Emergency disaster evacuation protection procedures for tornado, fire, and earthquake, and lock down are established, communicated and practiced.

Emergency procedures are outlined in the Crisis Management Plan located in the offices. Meehan Elementary School on 6th Street has been designated as Immanuel Lutheran School's Temporary Housing Site should the students have to be evacuated from the school building for any reason. The address and phone number:

**Meehan Elementary School
1402 E. Sixth Street
Belvidere, IL 61007
815-547-3546**

05-06-00

ACCIDENTS AND REPORTING ACCIDENTS

Students should report any injury incurred at school or a school sponsored activity to the principal or appropriate sponsor.

When appropriate a parent shall be notified of a student injury as soon as possible to determine appropriate action. If the student needs medical attention and the parents cannot be reached, the principal or sponsor shall seek emergency medical treatment.

05-07-00

SCHOOL INSURANCE

Our student accident insurance program is marketed by Lutheran Trust and underwritten by Security Insurance Company of Hartford. Information concerning insurance coverage and claim service is available at final registration and in the school office. It is the responsibility of the parent(s) to complete the required paperwork when filing a claim.

05-08-00

PLAYGROUND SAFETY

For the safety of the children the following playground rules have been established:

1. No walking up or down slide (feet first only sliding – individual to be seated)
2. Swing only forward, backward, in a seated position, one person at a time— not sideways, no standing, no twisting chains, and no jumping out of swings.
3. Only accepted playground equipment should be tossed or thrown. Rocks, wood chips, pine cones, etc. should not be thrown.
4. Students will not be allowed to throw snow or ice.

5. Students are not allowed to bring baseballs, softballs, or bats for playground use.
6. Students in grades 5-8 are not allowed to play on the primary play equipment.
7. Students must hold on with one hand when hanging upside down on the playground equipment.
8. Students should not play games or play with gym equipment on the wood chip area of the playground.
9. Students are not allowed to play in the retention pond or on the blacktop between the modular classroom and the school building. The second light on the west side of the church parking lot is used as a guide to keep students close to the playground and adult supervision.
10. Parking lot chains are in place for safety reasons and students are not allowed to play on or around them.
11. Dangerous play will not be allowed.

Additional School/Playground Rule:

Skateboards, roller blades, roller skates, Heelys, radios, MP3 players, IPODs, CD players, cell phones, pagers, and hand held electronic games are not allowed at school. Such items will be taken by the teacher and/or principal and stored in the school office. Parents must claim items from the principal. (See Discipline Code Level 1)

Recess and the use of recess equipment is a privilege and may be taken away at the discretion of the teacher or principal.

05-09-00

SMOKE FREE ENVIRONMENT

Immanuel Lutheran School promotes healthy lifestyles. We desire to enable people to work and learn in a smoke-free environment. Therefore, no smoking is permitted on our campus or during school related activities.

05-10-00

SCHOOL WELLNESS POLICY

Immanuel Lutheran School supports wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, Immanuel contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind. A copy of Immanuel's Wellness Policy is available in the school office.

In accordance with the school wellness policy, treats brought to school for birthday or holiday celebrations must be healthy and low in fat, such as fruits, vegetables, low fat string cheese, etc. A list of healthy snack choices is located on the school website (www.immanuelknights.org) under Resource Center. Students may also choose to celebrate their birthday by donating a book to the school library or providing non-edible treats such as pencils, stickers,

05-11-00

ORDERLY CONDUCT: PERSONS NOT IN OFFICIAL SCHOOL ATTENDANCE

No person, not in official school attendance or not on official school business shall enter into, congregate, loiter, stand or play in the church or school building or be on the Immanuel Lutheran Church and School Campus between 6:30 a.m. and 5:00 p.m. on any day when school is in session, without school authorization. Violators are subject to arrest for trespassing.

05-12-00

ILS VOLUNTEERS

All volunteers at Immanuel Lutheran School are required to read the Child Risk Management Policy and complete a volunteer screening form. Volunteers with direct supervision of students are required to complete the screening form and a background check.

Immanuel Lutheran School - Belvidere, IL
Division 6 - Lunch

06-01-00
HOT LUNCH

Immanuel operates a hot lunch program according to governmental regulations, which is designed to give the children a well-balanced meal. Hot lunch and milk are available for students in grades K-8. Students in grades 5-8 may purchase Snapple, Juice, or Gatorade for lunch. Students cannot have soft drinks for their lunch.

Fee-based accounts track food purchases and deposits and provide notification of low balances through TeacherEase. Payments for lunch and milk tickets are made in the school office and applied to the family's account. Parents may access their account through the TeacherEase website. Parents who do not have e-mail access will receive monthly lunch balance statements.

Parents who are eligible for free lunches according to the guidelines issued each fall by the State Department of Education are encouraged to apply through the school office.

06-02-00
NATIONAL SCHOOL LUNCH PROGRAM

Through the National School Lunch Program Immanuel receives subsidies for lunches served to students enrolled in full day kindergarten through eighth grade. All lunches receive a minimal amount of funding while meals served to low income children are reimbursed at a higher level. Information and application forms for free and reduced lunches are available in the school office.

06-03-00
SACK LUNCH

Children may carry their own lunch and buy or bring milk. Children are not allowed to charge milk. Children cannot have soft drinks for their lunch. The microwave and refrigerator are not for student use.

Immanuel Lutheran School - Belvidere, IL
Division 7 - School/Home Communication

07-01-00

CLASSROOM HANDOUTS

All requests for permission to handout information\invitations (AYSO tryouts, cheerleading camps, etc.) should be directed to the school office. Notes from room parents should be approved in the school office before they are sent home. We discourage handing materials out at school unless the entire class is involved. Invitations not involving the entire class should be sent through the mail.

07-02-00

CUMULATIVE RECORDS

A complete accounting record of each child is maintained. Report card records, achievement test data, other test results, and attendance records are recorded on the permanent records.

These records are kept confidential and are used for professional purposes only. When a child graduates or transfers to another school, these records are forwarded for the use of the new school. Parents have access to their child's records by making an appointment with the principal. Parental permission will be obtained when information is requested by a third party. Parents have the right to request copies of the records whenever they are transferred to another school or information is released to another party.

07-03-00

MATTHEW 18:15-17 or DEALING WITH DISAGREEMENTS

¹⁵"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. ¹⁶But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. ^{17a}If he refuses to listen to them, tell it to the church;" Matthew 18:15-17a

Immanuel is a family made up of hundreds of individuals. As with any family, disagreements or differences of opinion will occur during our school year. We strive to provide a peaceful atmosphere where conflict is resolved in a God-pleasing way. Constructive suggestions and concerns are welcomed. They offer the opportunity to explain why things are done a certain way. Suggestions and shared concerns also offer the opportunity to see the need for change.

As in all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience and the desire to do what is pleasing and good in His sight. Matthew 18 provides guidance for Christians in dealing with many forms of differences of opinion.

Any person who has a grievance against another must be encouraged to go directly to the other person and work the problem out privately, according to Matthew 18:15. If unsuccessful in the case of a school matter the proper procedure is to speak to the teacher, complete a Question or Concern Form, meet with the Principal, and finally schedule a meeting with the School Advisory Council through the principal. The goal is to obtain a God-pleasing solution.

Many questions and concerns of Immanuel are a direct result of poor communication or miscommunication. Going and talking to a brother\sister will most often resolve the problem and strengthen the ministry of ILS. PARENTS SHOULD ALSO FEEL FREE TO CONTACT A TEACHER AND SCHEDULE A CONFERENCE AT A MUTUALLY CONVENIENT TIME.

07-04-00

QUESTION OR CONCERN FORM

The faculty and administration of Immanuel would like to encourage communication between parents and teachers. To this end "Question\Concern Forms" are available in the school office. If you have a question or concern please use this form to begin the communication process. Send completed forms to the Immanuel school office or FAX them to (815) 544-5704.

07-05-00

REPORTING AND GRADING

Report cards are issued to students at the end of each quarter or 9-week period. Progress reports are issued mid-quarter during the school year in grades 1-8. In addition, conferences between teachers and parents are held at the end of the 1st quarter and during the third quarter by parent or teacher request. Parents are given an opportunity to schedule conferences at a time that is convenient for them.

Progress reports will be available online through the TeacherEase website. Families will be notified of the date they will be ready. Printed reports will be sent home with students whose parents do not have access to the internet.

Generally, grades are given according to percentages and are recorded by the teachers. This varies with the lower grades. These percentages are changed to letter grades on the report card according to the following system.

A = 93 – 100	B+ = 87 – 89	C+ = 77 – 79	D+ = 67 – 69
A- = 90 – 92	B = 83 – 86	C = 73 – 76	D = 63 – 66
	B- = 80 – 82	C- = 70 – 72	D- = 60 – 62
			F = 59 & less

07-06-00

COMMUNICATION WITH PARENTS

The faculty of Immanuel Lutheran School believes that home-school communication is a priority. The "Immanuel Information" sheet contains news concerning school and congregational activities. It is distributed to the youngest child in the family at the end of the week. In addition teachers may send notes home with class news, teacher

concerns, academic schedule, and/or field trip information. The “Immanuel Information” sheet and other classroom information may also be viewed on Immanuel’s website at immanuelknights.org.

Parents are encouraged to attend the Parent Information Night. Conferences between teachers and parents are held at the end of the 1st quarter and during the third quarter by parent or teacher request. Parents are given an opportunity to schedule conferences at a time that is convenient for them.

The Athletic Department will hold Parent Information Meetings before the beginning of each sports season. Parents are requested to attend. Coaches will share expectations for involvement, schedules, philosophies, and other information relevant to preparing for a successful season.

Communication during the entire year between parents and teachers is important. Teachers will make every effort to confer with parents if a pupil is having difficulty academically or socially. Parents should also feel free to contact a teacher and schedule a conference at a mutually convenient time. Teachers are not available for meetings or phone calls after 7:30 AM and before 3:00 PM.

Parents of students in grades 1-8 are able to check assignments, grades, etc. over the Internet. They can also communicate with teachers by email using the TeacherEase web-based grade book and student information system. Parents without Internet access may request a progress report from their child’s teacher at any time.

Staff Authority To maintain discipline and a clear sense of authority, teachers and other staff have the responsibility to make professional decisions and judgments regarding the learning and behavior of students. Occasionally, parents may need clarification on how a staff member’s decision was arrived at, but the student involved is not the best choice to provide that clarification. If any disagreements or misunderstandings among the adults involved do arise they must take place in a professional, private, and problem-solving manner. Without the support and authority you have entrusted us with, our school would not be a wonderfully safe place for youngsters to learn and grow.

Our goal for students - when a problem arises, our teachers and staff want students to share how they saw an event. However, due to students’ inexperience they may be unable to view the event from others’ point of view, or recognize the error in their own point of view. As part of the responsibility you have entrusted us with, it is our job to help children mature and see an event from more than one perspective and accept responsibility for their part in the problem. This is a very hard lesson for students to learn. They often appeal to a more sympathetic ear – yours. Teachers, staff, and parents need to be united and consistent when decisions and judgments are arrived at for each child to grow and mature. Please know we will always keep the best interest of the children in mind at all time.

Guidelines for Parent Behavior As a Christian school we hold our own behavior and the behavior of students and families to a higher expectation than other

schools. All parents agree to act in a respectful, non-threatening manner at all times. If you have a concern, please voice it to the teacher and or administrator in privacy and not in the presence of your children or other students. Intimidation or harassment of any parent, student, or staff, whether verbal or physical will not be tolerated. Immanuel Lutheran School has a zero tolerance policy in this regard.

The school committee reserves the right to disassociate itself from, and force the withdrawal of, any parents/students in that case where the parent(s) act(s) in a threatening, intimidating, inappropriate, or consistently disruptive manner or in a manner that seriously violates our operating principles or threatens the functional climate of the school. In other words, The school **reserves the right to expel** any child who fails to comply with established standards of behavior or, at the discretion of our school board and administrator, **ask any family to leave** who interrupts the education, climate, and operating principles established at Immanuel.

If, in the judgment of the administration, a family or student has violated our behavior policies, the family will be notified by letter that the next occurrence may result in their immediate withdrawal from our school. Families who are asked to leave will be reimbursed any remaining unused portion of tuition payments minus the registration fees.

07-07-00

ADDRESS/PHONE NUMBER CHANGE

Please notify the school secretary within seven days if any of the following change:

- Phone numbers for home or parents' work;
- Mailing or street address;
- E- Mail address;
- Emergency contacts; or
- Medication information

07-08-00

EIGHTH GRADE CLASS TRIP

Eighth grade students attend a weeklong field trip at the YMCA Camp of the Ozarks in Potosi, Missouri during the first week of September. Opportunities for students and their parents to raise funds to help pay for the trip are available during the students' seventh grade year. Under the direction of the eighth grade teacher, a committee of seventh grade parents volunteers to organize fund raising activities, contact the camp for reservations, organize chaperons and drivers, and make final arrangements with the camp. The principal must approve all correspondence to parents concerning the trip or fundraising activities. Any funds that are not spent on the trip will be deposited to the school account as an undesignated gift and will be used for projects as the need arises.

07-09-00

ASBESTOS

An asbestos management plan has been developed for Immanuel. A copy of the management plan is available in the school office.

07-10-00

TELEPHONE CALLS

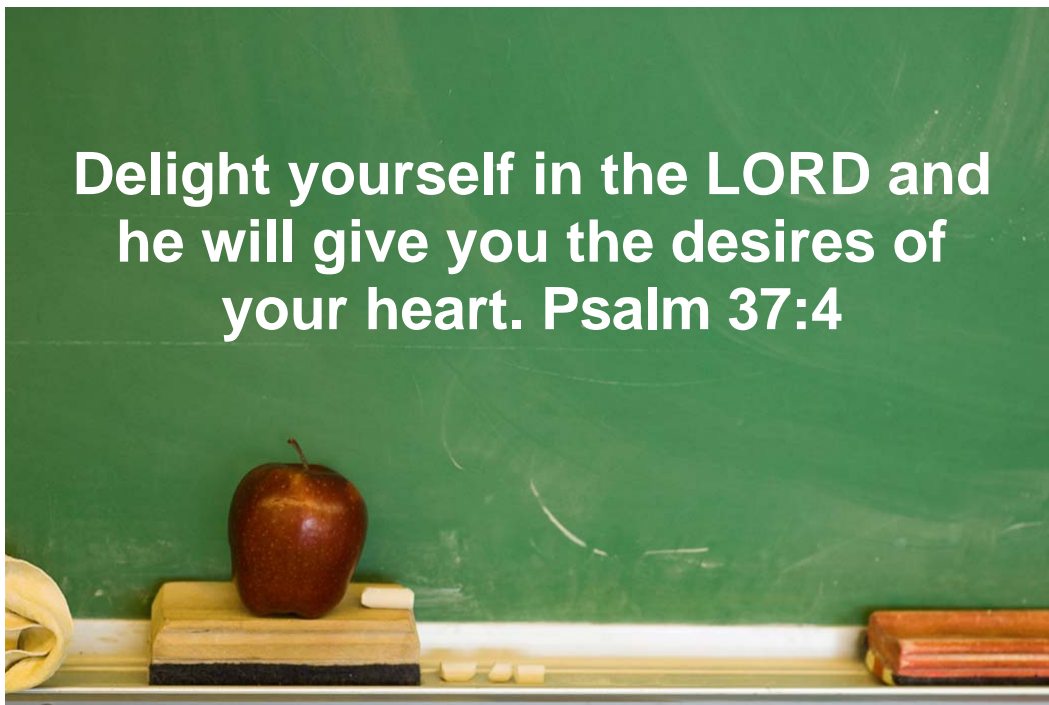
Telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

While under the care of school personnel, cell phone use is not allowed. This includes, but is not limited to, after school activities, waiting for rides, and Extended Care. (See Discipline Code Level 1)

07-11-00

MANDATORY REPORTING OF CHILD ABUSE

Any school personnel, including teachers, administrators, nurses, social workers and psychologists, who have reasonable cause to believe a child, known to them in their professional capacity, may be an abused or neglected child are required by law to immediately report the case to the Department of Child and Family Services. ILL. Rev. Stat. 1985, Ch. 23, PAR. 2051 ET SEQ



Immanuel Lutheran School - Belvidere, IL
Division 8 – Extended Care

08-01-00

PURPOSE

Immanuel's Extended Care Program offers quality Christian based childcare as a service for our working parents. Our guidelines presented in this booklet are essential to operate a program that will provide a safe, comfortable, and enjoyable atmosphere for your children to become involved in.

08-02-00

PHONE

Extended Care Phone- 815-547-6339 (only during Extended Care hours)

08-03-00

ADMISSION

Any students enrolled at Immanuel Lutheran School in grades PreK-8 may attend Extended Care. Parents are welcome to use the program for their convenience - everyday or periodically. No registration is required for attendance, except that an emergency card be filled out in advance.

08-04-00

HOURS OF OPERATION

The Morning Extended Care Program is held each school day from 6:45 A.M. until 7:45 A.M. for students whose school day begins at 8:10 A.M. All students arriving earlier than 7:45 A.M., who are not involved in a teacher supervised activity, are required to go to the small gym. Students arriving after 7:45 AM are to go directly to their own classrooms.

The Extended Care Program runs from 6:45 A.M. to 6:00 P.M. to accommodate students in any of the Pre-Kindergarten classes. All students remaining in the building at 3:15 PM, who are not involved in a teacher supervised after school activity, are required to go Extended Care.

If students are not picked up 15 minutes after an after school activity, they are required to go to the Extended Care and must be picked up there.

Extended Care is only available when school is in session.

08-05-00

FEES

Services are provided for the following fees:

1 Child \$3.00 per hour **Each Additional Child** \$2.50 per hour

A one-hour minimum charge is assessed for each student in attendance at Extended Care at any time throughout the day. For example: If your child arrives anytime between 6:45–7:45 AM, the minimum charge (\$3.00) will be applied. If the same child attends Extended Care after school, the 1 hour minimum charge will not be applied again. After the first hour, students picked up less than 30 minutes into the hour will be charged half the hourly rate.

08-06-00

LATE PICKUP FEES

Students not picked up by 6:00 PM will be assessed an additional \$1.00 per minute late fee.

08-07-00

PAYMENT POLICY

Children who use Extended Care on an occasional basis will be asked to pay for the service when the child is picked up. Regular users of Extended Care will be billed every two weeks. Bills will be mailed or e-mailed. Parents are expected to stay current with their payments and will not be allowed to use Extended Care if a balance is carried from one billing period to the next.

08-08-00

LOCATION

Extended Care is administered in the modular classroom. Parents should pick up from the church parking lot by the bus barn.

08-09-00

SIGNING IN AND OUT

Parents must personally sign their child out of the Extended Care Program. Please be sure the Extended Care worker sees you when you pick up your child. Help us keep your children safe!

If it is necessary to have someone other than those listed on your Emergency Card pick up your child, you **MUST** notify Extended Care or this person will not be allowed to take your child. Identification will be checked for those persons with whom the staff is unfamiliar.

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

08-10-00

SNACK

Children who arrive promptly at Extended Care will receive a snack. No gum, candy, or pop is allowed. The Extended Care program will encourage students to make healthy snack choices by providing alternatives to sugary treats.

08-11-01

MEDICATION

If a child is to receive medication during Extended Care hours, the parent must provide the school secretary with a completed, signed Medication Authorization form, which will then be copied for the Extended Care program.

08-11-00

HEALTH AND SAFETY

If your child has a known medical condition (asthma, diabetes, etc.) please be sure the Extended Care worker(s) know what to do if a problem occurs.

If a child has any of the following conditions the parent will be notified to pick up the child immediately: contagious disease, vomiting or diarrhea, or an accident requiring medical attention.

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

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

Be sure your child has the proper clothes to play outside - hats, gloves, and boots in the winter; safe footwear for playing outside.

08-12-00

PERSONAL PROPERTY

All children are to respect each other's property. We do not encourage them to bring toys or expensive items. Nuisance items, as defined in the school handbook are not allowed at school or in Extended Care.

08-13-00

CHILDREN'S CONDUCT

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

1. Children must remain in the Extended Care Room areas and ask permission to take bathroom breaks, drinks etc. that may take them out of the room or off of the playground.

2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative, respectful, and follow the instructions of Extended Care workers.
4. School building and playground rules must also be followed during Extended Care hours.
5. Appropriate and acceptable language is expected.
6. Children are expected to be responsible for their actions.
7. Materials and equipment are to be treated properly and returned to their place when done.
8. Students are to arrive at Extended Care promptly from their classrooms.
9. Pop is not allowed at Extended Care.
10. All policies and procedures for discipline, as outlined in the Parent Handbook of Immanuel Lutheran School, apply to Extended Care.

08-14-00

DISCIPLINE

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

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

Disruptive behavior will be dealt with in the following manner:

1. An incident report will be given to and discussed with the parent.
2. Serious misbehavior may result in a suspension from Extended Care for a determined amount of time.
3. The coordinator will determine the conditions for reinstatement to the program.
4. Each incident will be individually assessed by the coordinator to determine the possibility of the child not continuing in the program due to behavior.

08-15-00

DISMISSAL FROM PROGRAM

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

1. Failure to repay returned checks.
2. Dropping off a child before 6:45 A.M. in an unsupervised situation.
3. Chronic disregard for the 6:00 P.M. closing time.
4. Not signing a child out of the program.
5. A child who does not follow our behavior recommendations as stated in our discipline policy, including respecting the decision and direction of our Extended Care workers.
6. Any child who intentionally physically harms another child or staff member.



Immanuel Lutheran School - Belvidere, IL
Division 9 - Student Activities

09-01-00
ATHLETICS

Immanuel School provides inter-scholastic competition in several sports among Lutheran Schools in the area. Teams are open to any student who wishes to participate. Spectators at athletic events are expected to remain in the gymnasium to enjoy the game. An Athletic Handbook is available to families of students who participate in Immanuel sports. Parent Information Meetings are held before each season begins. Students may participate in only one sport per season.

Spectators are expected to model Christian values and attitudes before, during, and after sporting events.

A \$40 fee per sport will be assessed to the sports listed below which are marked with an asterisk. Students will not be allowed to participate until the \$40 sport fee is paid. Competition may be provided in the following sports:

*Soccer	Grades 5 - 8
*Basketball, Boys	Grades 5 – 8
*Basketball, Girls	Grades 5 - 8
*Volleyball, Girls	Grades 5 – 8
Volleyball, Boys	Grades 7 - 8
*Track and Field	Grades 5 - 8
*Cheerleading	Grades 5 - 8

09-01-01
ATHLETIC PHYSICALS

Each student who participates (including practice) in interscholastic athletics must have on file a certificate of physical fitness issued by a licensed physician not more than one year preceding practice or participation in any interscholastic athletic contest or activity.

09-01-02
IMMANUEL SCHOOL SONG

We're from Immanuel and we ought to know
We fight, fight, fight wherever we go
Though the odds be great or small
Immanuel will win over all
Rah, rah, rah
I-M-M-A-N-U-E-L Yeaaaaah, Immanuel!

09-02-00

ROCK VALLEY LUTHERAN ATHLETIC CONFERENCE

The following schools are members of the Rock Valley Lutheran Athletic Conference:

Rockford Lutheran Academy - Rockford, IL
Alpine Academy – Rockford, IL
St. Paul Lutheran - Rockford, IL
Concordia Lutheran - Machesney Park, IL
Christ Lutheran School - Sterling, IL
Immanuel Lutheran - Freeport, IL
St. Paul Lutheran - Rochelle, IL
St. John Lutheran - Beloit, Wisconsin

Driving directions for sporting events are provided at the beginning of the season.

09-03-00

ELIGIBILITY RULES

We believe that it is a privilege to participate on an athletic team, be a cheerleader, participate in Chess Club, etc. Only those who fulfill requirements and obey the rules of the school will have the privilege of representing our school in these areas. Students ineligible may not participate in the event or practices.

Failure to comply with the following regulations will result in ineligibility for a specified time:

1. No pupil shall leave the school grounds without written permission from a parent or guardian. The period of time involved includes time of arrival at school and time of departure from school. Students who remain at school for late practices or games must go to Extended Care.
2. We are always concerned about the safety of our children. Students who have **late** practices or games must be supervised. This can be accomplished in one of the following ways:
 - a) Student goes to Extended Care until it is time for practice or game.
 - b) Student goes directly home after school and returns for practice or game.
 - c) Student goes home with a friend after school and returns for practice or game.

Practice and game schedules are printed in advance. Students will not be allowed to make last minute phone arrangements for pick up or going home with a friend. When arrangements have not been made the student will go to Extended Care.

Students will be supervised by a faculty member or the Athletic Director on school days when games begin at 4:00 PM or 4:30 PM.

3. Ineligibility means that the student may not attend practices or participate in games for that period of time.
4. Children absent any portion of the school day due to illness or are unable to participate in P.E. class will be ineligible for after school activities for that day.
5. Purposely defacing school property is a cause for ineligibility.
6. Students who present special discipline or other problems may be declared ineligible after consultation with the parents.
7. Two cumulative grades lower than 70% (D's) or one grade lower than 60% (F) will cause a student to be ineligible for a one-week period. The period of ineligibility begins on Thursday and continues through the following Wednesday. Parent and student will be notified on Wednesday of the student's ineligibility. Any incomplete work, daily or outstanding, will result in immediate ineligibility for no less than the present day. The student will resume participation upon completion of the work. The third week-long ineligibility or an accumulation of seven ineligibilities (VB and Soccer) or ten ineligibilities (BB and Cheerleading) due to daily late work will result in the loss of participation for the remainder of that season.
8. In conjunction with the Homework Policy, students will be allowed to attend practice or play in a game following their first late assignment. This late will still be counted toward their accumulative number of late assignments, but will not result in an additional penalty.
9. Students may become ineligible when achievement and maintenance of academic standing is not equal to his/her ability. Parents will be consulted and students will be reminded of their responsibility to their studies.
10. Ineligibility may be waived by the teacher if he/she feels the student is working to his/her capability. A teacher may request a student miss a practice to work on assignments that are missing, incomplete or inadequate.
11. For disciplinary reasons a coach may remove a student from an activity for a set amount of time, provided that the student and parents are aware of the individual coach's disciplinary actions.

Week long ineligibility will be in effect from Thursday through the following Wednesday. Any prolonged, incomplete work will also make the student ineligible for the one-week period. Parent and student will be notified on Wednesday of the student's ineligibility. Ineligibility means that the student may not attend practices or participate in games for that one-week period or in the case of incomplete daily work for the corresponding day.

09-04-00

BEFORE/AFTER SCHOOL ACTIVITIES

Immanuel offers students in grades 3-8 the opportunity to participate in a special choir that practices from 7:30 AM -8:00 AM once a week.

When available, Immanuel offers an after school chess club for students in grades 5-8, Mad Science, and Young Rembrandts for students in grades 1-4.

Children must be enrolled in Immanuel Lutheran School to participate in extra curricular activities at Immanuel.

09-05-00

SCHOOL COMMITTEES

Students in grades 6-8 may indicate a desire to serve on a school committee by signing up at the end of the previous school year. The committee faculty advisors place students on each committee for that school year, divide the committee into teams and schedule their responsibilities on a rotating basis.

Committee for Cafeteria Tables and Benches/Chairs (8th grade boys)

The purpose of this committee is to ease the workload of the Cafeteria Helper. If selected for this service, you will need to perform your job ON TIME and quickly for a smooth transition from gym class to a dining area. You will need to:

- a) leave your class promptly
- b) perform the task
- c) return to class without delay.

After all classes have finished eating, your task will include returning the tables, and benches/chairs back to their appropriate places. You may be of service if you also assist in floor sweeping duties following the tables/benches job.

Committee for Cafeteria Tables (8th grade girls)

The purpose of this committee is to ease the workload of the Cafeteria Helper by washing the tables and benches after each lunch period. If selected for this service, you will need to perform your job on time and quickly for a smooth transition from gym class to a dining area. You will need to:

- a) leave your class promptly
- b) perform the task
- c) return to class without delay.

Library Aides (6th, 7th, and 8th grade students)

Student librarians will want to be aware of their assigned schedule. You will be expected to perform the following duties:

- a) check books to see if they need to be repaired
- b) be willing to shelve books
- c) check that shelved books are numerically and/or alphabetically arranged

- d) neatly arrange the return shelf and straighten any other book shelves
- e) sacrifice the recess periods during your assigned weeks and remain current with school assignments during your week of library responsibilities

Recycling Committee (5th graders)

The recycling committee is responsible for collecting and monitoring the recycling of paper and other materials throughout the entire building. Committee members will check and empty the recycling containers located throughout the building. Collections will be gathered once a week during regular school hours. Many hands make light work.

Lunch Waste Committee (all 7th graders)

The lunch waste committee is responsible for removing the garbage from the kitchen and cafeteria after the upper grade lunch period. Committee members tie up the garbage bags and place them in the dumpster.

Worship Committee (7th –8th grade students)

The primary purpose of the Worship Committee is to provide ushering teams for school chapel services. These teams hand out worship materials, collect the offering, open the offering envelopes and guide students in and out of the sanctuary.

Flag/Cone Committee (6th grade students)

The flag/cone committee will raise and lower the flag each day and place the cones in the parking lot for recess time safety.

P.E. Closet Organizer Committee (6th grade students)

This committee will provide assistance in maintaining both gym closets so that they are neat, clean, and organized.

