

IMMANUEL LUTHERAN SCHOOL

PARENT/STUDENT

HANDBOOK

Mission Statement:

“Preparing students for life here and in eternity.”

Vision Statement:

“Eternal Salvation, through faith in Jesus Christ is God’s goal for all people.”

Theme for 2025/2026:

“Make a Joyful Noise”

“Make a joyful noise to the Lord, all the earth; break forth into joyous song and sing praises.” Psalm 98:4

Immanuel Lutheran School
606 S. Hanover St.
Okawville, Illinois 62271

Phone: 618-243-6142
Fax 618-243-6562

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INTRODUCTION

The purpose of this handbook is to aid the parents and students of Immanuel Lutheran School in understanding the functions and procedures of their school. It has been designed to be your guide for information regarding the policies of Immanuel. It is the hope of the Board for Parochial Education that you will take the opportunity to be familiar with the contents of the handbook in the belief that much valuable time can be saved by all in doing this; and that this will aid in running our school in an orderly and God-pleasing manner. We reserve the unilateral right to add, delete, or amend the policies and procedures in this handbook upon thirty (30) days written notice to parents. May God bless you and your children as you grow closer to God and to each other through the ministry of Immanuel Lutheran School.

Today Immanuel continues to provide a quality Christian education to the children of three Lutheran congregations and the community at large. The congregation of Immanuel is proud of its role in helping Christian parents as they heed the admonition to "train up a child in the way he should go." Our school is bound by the same curricular standards as public schools are. Our teachers are licensed by the state of Illinois to teach in Illinois pre-school, elementary and middle schools. They are people who teach God's Word throughout the day so that our students receive quality academic and spiritual education.

As outlined in the congregation's constitution, the Board for Parochial Education is responsible for the development and maintenance of all basic school policies, regulations and practices. Regular reports of the Board's activities are submitted to the voters' assembly and the congregation.

The principal and teachers of the school are responsible for the execution of all regulations which have been adopted by the congregation and the Board for Parochial Education.

MISSION STATEMENT

Immanuel Lutheran School, preparing students for life here and in eternity.

VISION STATEMENT

Eternal salvation, through faith in Jesus Christ, is God's goal for all people.
(1 Timothy 2:4)

This philosophy is rooted solely in divine revelation – namely, the Old and New Testaments – as understood and expounded in the Unaltered Augsburg Confession. All educational endeavors at Immanuel Lutheran School will be conducted within this framework.

PHILOSOPHY STATEMENT

Immanuel Lutheran School, as a ministry of Immanuel Lutheran Church and in cooperation with congregation and community families, strives to prepare its students for the academic, social, and spiritual challenges they will face. Immanuel Lutheran School, with support from church and family, creates a Christ-centered environment that encourages children to creatively develop their God-given academic, physical, emotional, social and spiritual gifts as they grow into responsible young Christian citizens. It is the goal of Immanuel's program to produce confident, young Christian role models who reflect the love of Jesus Christ in the families, congregations, and communities in which they live and serve.

OBJECTIVES OF IMMANUEL LUTHERAN SCHOOL

- With the guidance of the Holy Spirit, lead children to Jesus Christ, their Savior.
- Cooperate with and assist parent(s)/guardian(s) in guiding their children into a useful and purposeful Christian life.

- Help children discover and develop their God-given gifts, talents, and skills and use them to His glory, in the service of His church, and in ministry to the community and world at large.
- Maintain the highest standards of education integrated with and related to the teachings of God's Word.
- Develop the kind of Christian character that will enable children to live their Christian vocation and become useful citizens and leaders in the church and world.
- Utilize the special gifts of teachers and parent(s)/guardian(s) and other resources to realize these goals and purposes under God's grace.

CODE OF ETHICS

As a student of Immanuel Lutheran School:

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

RIGHT TO EDUCATION

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

ADMISSION POLICIES

All children of Immanuel Lutheran Church, Okawville, are eligible to attend Immanuel Lutheran School. Children from families which do not hold membership in Immanuel Lutheran Church are welcome to attend Immanuel Lutheran School, providing they can support and help carry out the objectives of the school.

Students will be accepted in the following order:

1. Children from families that hold membership at Immanuel Lutheran Church.
2. Children from families that hold membership at Olive Branch Lutheran Church and St. Salvator Lutheran Church.
3. Any and all other Lutherans.
4. All other children, regardless of ethnic or national origin who were enrolled the previous year.
5. Children from families with no direct church affiliation at time of enrollment.
6. Children of families of other churches.

Children from the last four categories will be accepted only if sufficient room remains for enrollment.

Students entering kindergarten must be five years old on or before August 1 of the year they are enrolling. Students entering first grade must be six years old on or before August 1 of the year they are enrolling. Parents of students who enter with advance standing must request that all previous school records be released and transferred to Immanuel Lutheran School. Transfer request documents are available from the school secretary. Placements from other schools will be accepted in assigning the child to the proper grade level. All new applicants for school admission are reviewed

by the Principal and occasionally by a member of the Board for Parochial Education. Approval is granted on an individual basis according to the above guidelines and other extenuating factors. A probationary period of four quarters will be put in place for each incoming student. In the case of admission of a student who has been expelled, suspended or has had a disciplinary action taken against him/her in another school, the entire Board for Parochial Education has the authority of final approval. If parents wish to appeal a decision, they may present their concerns regarding the decision to the Board for Parochial Education.

Initial probationary period of four quarters is mandatory for all incoming students. If a student has any type of unacceptable behavior during those four quarters, documentation will be written, the parents will be notified, and discipline will be administered. If the student continues to display unacceptable behavior, the teachers and the principal will give a report to the Board for Parochial Education along with the documentation regarding the student's behavior. Parents may be in attendance for the report and will be given the opportunity to discuss documented student behavior.

The Board for Parochial Education will review all options for the student as outlined in the *Gross Misconduct* section of the Immanuel Lutheran School Student Handbook. The Board for Parochial Education will meet in closed session to make a decision regarding the student's school enrollment status. The parents will be invited back to the meeting and will be given the decision of the Board. If the parents wish to appeal the decision, they will have three days to make it known to the Chairman of the Board, or to the Principal. If an appeal is requested, a meeting will be scheduled in as timely a manner as possible. The Board for Parochial Education's best efforts will be made for all its members to be present at the requested appeal meeting. At least four of the five Board members must be present at the requested appeal meeting.

CONFIDENTIALITY

Each child has a right to confidentiality. All information pertaining to children in the school, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled in the school will not be released to third parties without the express written permission of Parent or Guardian, unless required by statute, court order or other legal process.

All pupils transferring from other schools should present their last report card from that school. Placements from other schools will be accepted in assigning the child to the proper grade level. A release form must be signed by parents before transfer of records can take place.

TRANSFER POLICY

At such time as a student transfers from Immanuel Lutheran School to another school, the parents are to request a transfer of records form from the school which their child will be attending. Barring any unusual circumstances, Immanuel Lutheran school will send the student's records within ten working days from receiving the request.

Exception to the Transfer Policy: If a student's tuition or fees have not been paid, or if a student has not returned school property which has been borrowed, the student's records will not be released until the School Board, the Principal, or both are satisfied that sufficient action and effort has been made to take care of payments and returns. Unofficial transcripts may be released to comply with state statutes.

NON-DISCRIMINATORY POLICY

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

REGISTRATION FEES

Total registration fees for Kindergarten through Grade 8 students are \$100 and are due by April 1. The fee increases by \$25 after April 1 and then increases again by \$50 after May 31. These fees are non-refundable.

TUITION

The Board of Parochial Education of Immanuel Lutheran Church sets tuition fees during the spring of each year for the following school term. Tuition varies according to church membership and the number of children attending from a given family. A pro-rated tuition rate will be charged for students who transfer to Immanuel Lutheran School during the course of the school year.

Tuition payments must be made monthly, unless advance payments are made, but not more than twelve monthly payments. The last payment is due June 1st of the current school year. A student will not be permitted to enroll unless tuition for the previous year is paid.

Special arrangements for payment of the tuition, including application for limited scholarship funds made available through the Immanuel Men's Club and the Immanuel Lutheran School SAFE Fund (Scholarship Assistance for Education Fund) may also be made through the Board of Education. These requests should be submitted in writing and sent to the Board Chairman or the Principal.

Refunds: If a child's education at Immanuel Lutheran School terminates before the end of the school year, any parent who has paid tuition in advance of the termination will be refunded the percent of tuition which is equal to the percent of remaining paid education time the child has left. Registration fees are non-refundable.

PROBATIONARY STATUS

Any new or transfer student is subject to a probationary status of 60 calendar days. During this time all students are evaluated by the teachers to ensure that the needs of all children are being met. If any serious concerns should arise during this time, parent(s)/guardian(s) will be notified immediately. Final acceptance will be determined upon the completion of a parent teacher conference, receipt of "birth certificate", execution and agreement of the school's handbook and parent(s)/guardian(s) contract, adequate transcripts being received by Immanuel Lutheran School from the student's prior attended schools, the completion and satisfaction of the registration checklist, teacher's observations and testing (if testing is deemed necessary). The school's principal will make a final determination regarding permanent enrollment between the Day 60 and 90 of enrollment.

ARRIVAL AND DEPARTURE

Students may enter the Wee Care facility for child care before school at 6:30 AM or later. Please make arrangements with the daycare director at 618-243-6161 if you wish to use this service. The director will explain the program and rates.

Pupils are not permitted to play outdoors before school in the morning. Pupils arriving before 7:30 AM, who don't arrive by bus, will be sent to daycare at the parents' or guardians' expense. Classes begin promptly at 7:55 AM and end at 2:40 PM. All students are to go home immediately after school and should not linger on the playground. Any student remaining after 3:00 PM will be taken to daycare and parents or guardians will be billed. Exceptions may be made if the parent or guardian calls the school before school is dismissed and explains the circumstances.

TARDINESS

Arriving at school on time promotes a sense of punctuality and responsibility and prevents disruption of classes already in progress. It is also of concern that the child may miss an important learning experience. A child who arrives in class after 7:55 AM is tardy and a parent/guardian must come to the office and sign the child(ren) in. The following policy will be observed:

Examples of excused tardiness:

- Illness
- Impassable roads
- Medical appointments

Examples of non-excused tardiness:

- Any tardiness not accompanied by a note from the parent(s) or guardian(s)
- Oversleeping

CONSEQUENCES OF TARDINESS

After the child's third non-excused tardiness, per quarter, the parents(s) or guardian(s) will be contacted by the child's teacher or by the principal to arrange for a meeting to discuss solutions to the problem.

EXCESSIVE ABSENCES OR TARDINESS

If a student is tardy or absent more than thirty days per school year or if the combination of absences plus tardies add up to more than thirty days per school year, the student may be required to repeat the same grade. Any excessive non-excused absences or tardies will be reported to the County Truancy Officer.

REGULAR ATTENDANCE

In accordance with the laws of the State, all students are held to regular and punctual attendance. In general, students are expected to be in school except for times when they are sick or have family emergencies.

ABSENCES

Parent(s)/Guardian(s) must call before 8:30 AM each day their child is absent. The office will call parent(s)/guardian(s) after 9:00 a.m. if a student is absent and the school has not been contacted. If a student must leave during the day, a note, text, or email must be sent to the homeroom teacher and school office. Students are not allowed to leave the school grounds during school hours unless a parent/guardian signs the student out in the office and picks them up. If a child is ill, he/she should be symptom free (i.e. fever, vomiting, diarrhea, or rash) for 24 hours before returning to school. School or class health alerts will be publicized by a note home or by emails. (See Health Alert in Appendix E for a list of highly contagious diseases). Students absent for more than three consecutive days due to illness are required to bring in a doctor's note for verification of the illness and/or permission to return to school. If a student is absent for two or more consecutive days, absent work may be requested and available for pick-up in the office after 3:00 PM. Upon their return, students will complete missing absent work in a period of time equal to that which was missed.

CURRICULUM

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

- **RELIGION** – daily devotions, midweek chapel services, Bible study, doctrine, church history, worship, missions, and memory work.
 - **LANGUAGE ARTS** – reading, English, spelling, handwriting, literature, creative writing, and research papers.
 - **MATHEMATICS** – arithmetic, algebra, geometry, and related areas.
 - **SOCIAL STUDIES** – geography, history, civics, current events, and U.S. and Illinois Constitutions.
 - **SCIENCE** – concepts in biological, earth, and physical sciences, health and safety.
 - **ART** – may include watercolors, crayon, acrylics, and sketching, collages, and special creative projects.
- MUSIC**-based on the 6 areas of music education which include singing, rhythm, instruments, notation, listening, and creativity.
- **PHYSICAL EDUCATION** – physical fitness and wellness, health, calisthenics, games, team sports.
 - **ATHLETICS** – competitive team sports may include volleyball, cheerleading, baseball, basketball, track, and cross-country.
 - **TECHNOLOGY** – Chromebooks, variety of educational software and websites, Google Classroom Suite.

CHILD PROTECTION POLICY

It is the goal of Immanuel Lutheran School to provide a safe environment for all children involved in any school-sponsored program or activity. These activities will be conducted in a safe and secure environment and children will be properly supervised while participating in these events. Background checks are conducted on all staff members and recurring adult volunteers who supervise or work with children at school or on field trips. Adult volunteers must be 21 years of age or older. No Immanuel Lutheran School employee, volunteer, or adult participant may use physical punishment to discipline a child in the course of a school activity. An adult other than the parent or legal guardian may physically restrain the child only when the child is in danger of injuring himself or someone else. Removal of privileges, time out or verbal correction, can be used to preserve order and safety in programs and activities. Any inappropriate conduct or interaction between an adult and a child, or child to child, will be confronted immediately and investigated by the staff member in charge of the activity. Teachers and clergy are mandatory reporters of child abuse/neglect. All persons involved in ILS leadership shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement or showing of obscene material. Because of our changing society and in an effort to keep children safe and to keep parents informed of the names and addresses of sex offenders, the Illinois State Police recommend that you check the Illinois State Police Website at <https://isp.illinois.gov/Sor> or www.familywatchdog.us.

IN-SCHOOL ILLNESS

If a student is ill, a phone call will be made from the school office. The student will wait in the school office for the parent/guardian to make arrangements to pick up the child as soon as possible. The school administrative assistant will record the early dismissal in the school management system.

VACATION TRIPS

Families are strongly discouraged from taking vacations while school is in session. Generally, such absences adversely affect the quality of a student's education. Upon their return, students will complete such work in a period of time equal to that which was missed. Teachers are not expected to have school work ready to give students before leaving for a vacation. Reading and journaling would

be good practice for students missing school due to vacation trips. Parent(s)/Guardian(s) are to inform the teacher(s) and the school office in advance of such absence.

BICYCLES

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

BOOK AND TECHNOLOGY FEES

Book and technology fees are set in the spring of each year for the following school term. Fees are set according to current book costs.

Book and technology fees are payable at the time of registration for children in grades K-8. Special arrangements for payment of book fees may be made on registration day by speaking with the principal.

INSURANCE

At the beginning of each school year, Immanuel will provide parents with the opportunity to purchase student accident insurance. All students must be covered by insurance. Parents may decline to purchase this additional insurance. If the insurance is declined, parents will be asked to sign a waiver stating that their child has adequate accident insurance coverage, and will not hold Immanuel Lutheran School or Immanuel Lutheran Church or Wee Care, or any of their staff or School Board liable for any injuries which may occur during school related activities.

SCHOOL LUNCH PROGRAM

Thank you to all who have given your support to our School Lunch Program in the past. We appreciate your involvement which helps make school lunch available to our students.

The Board for Parochial Education continues to encourage parents to look into reduced or free lunch programs. Applications are made available on registration days and all information is kept confidential. Returned application forms will be evaluated. You will receive a note within ten days of the school's decision. If you do not agree with the decision, you may appeal that decision to the Chairman of the Board of Parochial Education.

Lunches are to be purchased in advance of all meals. We ask that parents purchase lunches in increments of at least 10 or 20 at a time if possible. Lunches may be purchased from the school secretary in the school office. The cost for a daily meal is \$3.00. Each meal includes a half-pint of milk. If a student wishes to purchase additional milk or juice the charge is \$.40 or \$8.00 for 20 drinks. Both white and chocolate milks are usually available. Refunds for milk not used are available upon request. Scannable lunch cards and drink cards will be credited soon after purchases are made.

Students must make their hot lunch intentions known by 9:00 AM. Sack lunches must be at school by 9:00 AM, in containers which keep the food safe for consumption. If a parent cannot meet the 9:00 AM deadline because of extenuating circumstances, they should call the school to make arrangements. Carbonated beverages are not permitted. Extra milk or juice may be purchased at break time.

MONEY SENT WITH STUDENTS

Any money sent to school should be in an envelope with name, grade, amount, and purpose listed. The envelope should be given to the teacher or the secretary at the beginning of the school day.

CHAPEL

Weekly chapel services are generally held at Immanuel Lutheran Church each Wednesday. Offerings are designated for various ministries as determined by the faculty. Parent(s)/Guardian(s) are encouraged to help children to learn stewardship principles by returning a portion of the blessings God has provided to them. Parent(s)/Guardian(s) are invited to worship with us through their attendance at chapel. Each class has an opportunity to prepare and lead a chapel service during the school year.

CHURCH ATTENDANCE

Regular church attendance is strongly encouraged. Worship is when God comes to His people in Word and Sacraments. We want to avail ourselves of His grace and mercy given in these "Means of Grace" offered during a worship service. Church attendance reinforces basic Christian tenets especially as it relates to the third commandment – "Remember the Sabbath Day by keeping it holy". Weekly attendance of Church and Sunday school are kept for students in Grades K-8 and recorded on the report card. ILS students are scheduled to sing at church services during the school year and their presence is strongly recommended even though they may hold membership at another church. Members of Immanuel (who have their children enrolled at ILS) are encouraged to attend church at Immanuel Lutheran Church at least fifty percent of the Sunday worship services during the calendar year. Worship services to be counted toward attendance do not include weekly school Chapel services.

CODE OF CONDUCT REASONING

As students and teachers in a Christian school, we are expected to reflect the love of Christ, and therefore should show mutual caring for each other and for the group. In order to establish clear guidelines for proper Christian behavior at Immanuel Lutheran School, the following behavioral standards have been instituted:

Respect for everyone, from everyone, everytime.

- Respect of God and His Word (i.e. Be an example to others by following the example of Jesus, use words and language that encourage others and build them up.)
- Respect of teacher and others in authority (i.e. Respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school.)
- Respect of the teaching and learning processes (i.e. Be regular in attendance, be on time to school, and come to class with needed supplies and completed assigned work, do your best with the gifts that God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same)
- Respect the rights of others (i.e. Recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened)
- Respect the property of others (i.e. Take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology)

GUIDELINES AND RULES GENERAL

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

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

DISCIPLINE PHILOSOPHY

Discipline is often thought of as a negative when it is used within the school community. It however, is part of a loving and learning community. We have all sinned and fallen short and as a result of God's

love for us we must provide guidance and learning to correct the wrongs of each child. Christ's love compels us, because He has died for us all - 2 Corinthians 5:14. It is with this love and reassurance that we are saved and redeemed Children of God and we must lovingly guide and teach or discipline our students. The Immanuel community is encouraged to resolve matters quickly and properly. It is with a philosophy of repentance, forgiveness and renewal that we proceed in our discipline process. Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed. Immanuel's discipline philosophy encompasses the following:

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

CONSEQUENCES

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

- Teacher addresses the offense with the student(s).
- Teacher communicates why it is an offense. Discussion between all those involved may include teacher, student(s), parents/guardians and principal, if necessary.
- Teacher will determine appropriate consequences within the classroom. If the offense warrants an office referral, the principal will determine the appropriate consequences.
- After consequences are fulfilled, appropriate conversations of apology/forgiveness and reassurance to those involved will take place.
- Teacher allows for the renewal process to begin.

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

DETENTION

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

SUSPENSION

they will be placed on disciplinary probation for the remainder of the quarter. Parent(s)/Guardian(s) will be notified of the suspension. A suspended student and parent(s)/guardian(s) will be required to meet with the principal before reinstatement. A suspension may include an In-School Suspension, an At-Home Suspension, or a combination of the two. Academic work missed during the suspension is required to be completed. Students on suspension are ineligible for extracurricular activities. Suspensions will be documented and may become part of the student's permanent record.

DISCIPLINARY PROBATION

Disciplinary probation is a period of school days determined by the principal in which the student is required to remain free from Code of Conduct or Code of Ethics violations. If a staff member feels a violation has occurred, it will be referred to the principal. The principal will determine if conduct warrants a sub-committee review. The sub-committee may include the principal, a pastor, a Board of Parochial Education member, and/or a school staff member. This sub-committee will offer a

recommendation for the student's future at Immanuel Lutheran School. If at the end of the probation no violations have occurred, the student will be removed from probationary status.

EXPULSION

The Principal of Immanuel Lutheran School possesses the authority to expel a student from Immanuel Lutheran School. When a student is expelled, the student and parent(s)/guardian(s) will be notified of the reasons for the expulsion. Reasons for expulsion include, but are not limited to:

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

APPEALS COMMITTEE

The Appeal Committee shall consist of two designated members from the Board of Parochial Education and the Pastor from Immanuel Lutheran Church.

APPEALS PROCESS

Parent(s)/Guardian(s) may appeal decisions by the Principal of Immanuel Lutheran School by submitting a written grievance to the Appeal Committee within five (5) business days of the decision. The written grievance must state with specificity the decision(s) that is being appealed, and must be addressed and hand delivered as follows: Immanuel Lutheran School, Care and Attention of Appeal Committee, "Written Grievance", 606 S. Hanover St., Okawville, IL 62271. In this written grievance, the Parent(s)/Guardian(s) must provide the Appeal Committee with an email and mailing address where all communications are to be sent relating to the appeal process. The Appeal Committee, through one of its members, will acknowledge receipt of the appeal via email to the Parent(s) or Guardian(s). The Parent(s)/Guardian(s) filing the appeal will have five (5) business days, after their written grievance is hand delivered, to submit documentation related to their appeal, addressed and hand delivered as follows: Immanuel Lutheran School, Care and Attention of Appeal Committee, "Written Grievance", 606 S. Hanover St., Okawville, IL 62271 (unless an alternative communication form is provided by the Appeal Committee to the Parent(s)/Guardian(s)). The Appeal Committee, through one of its members, will acknowledge receipt of the submitted documentation to the Parent(s) or Guardian(s) via email, will share the written grievance and submitted the documentation to the Principal on the same day, and will allow the Principal 5 business days to submit documentation related to the appeal. The Principal's submission will be provided to the Parent(s)/Guardian(s) via email on the same day. The Appeal Committee will review the submitted documentation from both parties and will make a decision based on the documents provided within ten (10) business days thereafter based upon the school's handbook, contractual agreement of the parties and submitted materials. The decision may be:

1. Take no action.
2. Reverse and declare the Principal's decision void.
3. Amend, supplement or revise the Principal's decision with specified conditions.

All Appeal Committee decisions are final. No further recourse is available or allowed. This is agreed to by the principal, student, and parent(s)/guardian(s) as part of their contract and as a policy of this handbook. The student and his/her parent(s)/guardian(s) agree to the obligation of presenting all

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

BULLYING POLICY

Bullying is a deliberate, repeated harm, or threat of harm, by the same person or group of people against a student, students, or staff member. Immanuel Lutheran School addresses bullying at each grade level and at the appropriate developmental grade level. Topics may include defining bullying, victim and bystander, explaining how to identify and report bullying. Students who feel they are being bullied should:

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

Accusations will be investigated. Determination of bullying will result in a meeting with the school principal to discuss the incident and reinforce that bullying will not be permitted. The offender will also be given a written notice describing the incident, which will be sent home, signed by a parent/guardian and returned to the principal. The student may also serve an in-school suspension and be placed on disciplinary probation. Any subsequent acts of bullying by a student may result in an immediate removal from class for an in-school suspension for the remainder of the day and an additional 1-day in school suspension. The student may be required to appear before a Board of Parochial Education sub-committee to determine the student's future at Immanuel Lutheran School. The sub-committee may include the principal, a pastor, a board member, and/or a school staff member. This sub-committee will offer a recommendation for the student's future at Immanuel Lutheran School. The principal possesses the authority to expel the student from school.

ACADEMIC INTEGRITY

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

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

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

ELECTRONIC DEVICES

Student use of cell phones, and other electronic devices are prohibited during the regular school day. All devices are to be turned off before entering the school building and are not allowed to be turned back on until they enter the vehicle in which they are leaving. Student devices may be collected by the teacher prior to the start of the school day. Any devices not collected and found being used during school hours will be confiscated and must be retrieved by a parent/guardian from the school office. Repeat violations will require an alternative arrangement created by the school principal. Immanuel Lutheran School is not responsible for lost, stolen or broken items. NOTE: If a parent/guardian needs to contact their student during the school day, they must call the school office.

CHROMEBOOK USAGE

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

COMMUNICATION

Teacher Ease, a secure on-line communication tool, will have information regarding last minute changes or emergency situations, grades, accounts for tuition, and lunch. A weekly note goes home with the students on the last day of every week on Teacher Ease. This note is filled with current news about our school, the school calendar, sports calendar and news, and the hot lunch menu. At times the teachers place important notes in the Weekly Note. If your child does not give you a Weekly Note in any week, please ask him/her for it. We are also using School Reach (Public School calling system) in which you will be notified in case of bad weather or school closing etc. Texting may be made available for communication through special arrangement with the principal. You may access our school's web-site at www.ils-okawville.org.

BAND

Students in grades 4-8 are eligible to participate in the band program through the cooperation of the Okawville Public Schools. This is an optional program given in the public-school facilities during regular school hours. The band grade is not counted in the students' Grade Point Average.

SCHOOL-SPONSORED ACTIVITIES

During school-sponsored activities (athletic contests, field trips, etc.) the student remains under the direct supervision of his/her teacher. When parents, grandparents, or guardians are used as drivers or chaperones, students are to conduct themselves in a respectful manner toward them. Parents who volunteer to drive must submit copies of their drivers license and insurance card to the school office.

The teacher is still the direct supervisor of the entire group. Permission slips for field trips for the entire year will be signed at registration prior to the start of the school year.

FIELD TRIP VISITS BY NON-STUDENT CHILDREN

Field trips are educational functions of the school. Non-student children will not be allowed to attend these events except in the case of emergency with the approval of the classroom teacher and the Principal.

SPECIAL ACTIVITIES

Outdoor education for fifth and sixth grades and a class trip for seventh and eighth grades are held annually. Students not attending the outdoor education experience or the class trip will be expected to attend school and work on assigned projects which will be related to the same experiences as the class trip. Some fund raising is necessary for each activity.

VOLUNTEERS

Volunteers are always appreciated and often utilized. Please make your desire to serve and your abilities known to your child's teacher or the school secretary. Each parent is encouraged to find at least one area in which to serve. Volunteer training may be required for certain events. Background checks may be requested when necessary.

PARENT TEACHER LEAGUE

Parents and teachers meet jointly at the PTL meetings to encourage a mainline of communication. The PTL is very active in fund raising, purchasing needed equipment and sponsoring activities for our students. All parents are urged to become active participants in the PTL by attending meetings and volunteering their services for the various scheduled events.

EMERGENCY MEDICAL TREATMENT

In the event of an accident or serious illness during the school day, the school is obligated to:

- Notify the child's parents or other responsible person designated by the parents.
- Provide emergency care until either the parent or medical authorities assume responsibility;
- If warranted, get the child to his or her home, to the hospital, or to a physician's office;
- If a child is sent home, he or she should be accompanied by a responsible adult. He or she should not be left at home without a reliable person accepting responsibility for the child.

At registration time, parents are asked to provide their phone number and the names and numbers of friends or relatives to call in case of sickness or accident. This emergency data sheet also includes the names and phone numbers of the family doctor, parents' home, and other emergency numbers, especially the phone number and name of a designated person in case of emergency. Please be certain that the information you give is thorough, especially if the parents can only be contacted by cell phone or outside sources.

Allergy Information: Immanuel Lutheran School has an anaphylaxis policy. Due to its length the policy is only available upon request. All students will have forms filled out upon registration indicating any allergies and their treatments.

DISTRIBUTION AND USE OF MEDICATIONS

No aspirin or related medications will be dispensed by teachers or employees of Immanuel Lutheran School. Parents who wish their child to have access to pain relievers, cold tablets, or any other over-the-counter medications may send one day's dosage with instructions as to how and when these are to be taken. This may only be done if a physician has indicated his permission on a signed and dated permission slip.

PROCEDURE FOR MISSING CHILDREN

State Police will be contacted if a parent is unable to provide a certified copy of a child's birth certificate. Any requests for records of children who have been reported as a missing person by the Illinois State Police will be flagged for the principal. The records will not be given out, and the state police will be contacted.

NON-EXCUSED ABSENCES

Immanuel Lutheran School reserves the right to determine an absence inappropriate and thus non-excused. When there is a non-excused absence, the student will be asked to do all missed work for 80% credit. If you have any questions about an absence being non-excused, please call the principal in advance.

LEAVING SCHOOL GROUNDS FOR OTHER THAN ILLNESS OR ACCIDENT

Students will not be permitted to leave the school grounds during the school day for reasons other than doctor or dental appointments, etc. unless they have special permission from their teacher or Principal. The term "school day" here includes the time from which the students get off the bus in the morning until they are picked up by the bus in the evening.

Any time students must leave the school grounds for appointments, etc., they must have a written note from their parents explaining the reason for the absence. The note should also list the time the student should be dismissed from class, and the time he or she will return, if possible. Students must check in with the secretary at the time of departure and arrival. Parents/guardians picking up children during the school day must also check in with the secretary.

Parents must come to school office to sign child/children out of school anytime leaving the school before dismissal of the day.

COMMUNICABLE DISEASE INFORMATION

The following information comes from the Department of Public Health of the State of Illinois. Immanuel Lutheran School follows the rules and regulations as set forth by the State Department of Public Health. Read carefully. The following information is for your benefit.

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>CONTROL OF CASES ISOLATION</u>	<u>EXCLUSION FROM SCHOOL</u>
Chickenpox	2-3 weeks commonly; 13-17 days, possibly up to 4 weeks	For not less than 5 days after the appearance of eruption, until vesicles become dry	Yes, until end of isolation
Measles	8-14 days	Until 4 days after the appearance of rash	Yes, until end of isolation
Rubella German measles	14-21 days	Isolate from pregnant females	Yes, unimmunized children will also be excluded
Mumps	12-26 days	Until 9 days after the onset	Yes, until end of isolation
Smallpox	7-17 days commonly; 10-12 days	Until all lesions have healed and scabs have fallen off	Yes, until end of isolation
Sore throat Due to Group A Streptococci	1-3 days rarely longer	Isolation required, but may be terminated after 24 hours with antibiotics, provided treatment is continued for a minimum of 10 days and the nose, throat, glands and ears are normal	Yes, until end of isolation
Whooping Cough	7-10 days	Not required, if child has received adequate antibiotic therapy. Contagion usually disappears within 3 weeks after onset of cough, even if cough persists. Keep out of contact with non-exposed immunized children	Susceptible contacts should be treated and excluded at first sign of respiratory symptoms within 14 days of known

By law, children with communicable diseases are not permitted to attend school. Listed below are additional diseases/illnesses with procedures to follow before your child is able to return to school:

Impetigo – requires a doctor's note as proof of the child's recovery.

Head lice – Child must be treated and free of infestation, and will be inspected before attending class. Children must be free of live lice and nits. Children found to have lice will be sent home.

Flu – Child must be without fever for 24 hours.

Pink eye – Child must be examined by doctor and treatment administered for 24 hours.

Fever – If a child is found to have a fever at school, a parent or guardian will be notified and the parent or guardian must make arrangements for the child to be picked up. Children who have a fever should remain at home until they are fever free for 24 hours before returning to school.

PLEASE NOTE: Immanuel Lutheran School also has a policy regarding students, teachers, or other school employees with chronic communicable diseases. A copy of this policy can be obtained by contacting the school office.

REPORTING COMMUNICABLE DISEASES

All communicable diseases contracted by students of our school shall be reported to county health officials.

Parents should notify the school office by phone when their child has contracted any communicable disease and the child should not return to school until the incubation period of the disease has run its course.

For more information or to report diseases, call the Washington County Health Department, Monday through Friday, 8:00 AM until 4:00 PM; 618-327-3644.

WHEN TO KEEP YOUR CHILD HOME

Please keep your child home if you suspect **contagious** symptoms such as sore throat, runny nose, skin rash, excessive fatigue, enlarged glands, fever, vomiting, earache, headache, or chills. To aid you in your decisions about the common cold, the incubation period is thought to be 48 hours. Students must be excluded from school until they are fever free for 24 hours.

PHYSICAL EXAMINATIONS

Physicals are required for Preschool, kindergarten, sixth grade and ninth grade. The exam must be within one year prior to entry. Physicals are also required for anyone first entering school in Illinois (example: out-of-state transfer, home school transfer). Compliance date is October 15th. Non-compliance results in exclusion from school unless a physician's statement shows a scheduled physical.

Students entering sixth and ninth grades will be required to provide proof of Tdap vaccination along with the school physical forms that are also required for these grades. The Certificate of Child Health Examination Form can be accepted for sports.

All students who receive physical examinations for school related purposes are now required to have screening for diabetes as per state law (2004).

VISION AND HEARING SCREENING

All Illinois children in kindergarten or upon first entry into an Illinois school beyond kindergarten are required to have an eye examination. School eye examinations must have been completed within the 12 months prior to the October 15th deadline.

Vision and hearing screenings are administered to students during the fall of each school year. Vision screening is provided to all students in grades K, 2, 5, special education students, new students, and teacher referrals. Hearing screening is provided to all students in grades K, 1, 2, 3, special education students, new students, and teacher referrals.

DENTAL EXAMINATIONS

All Illinois children in kindergarten and grades 2 and 6 are required to have an oral health examination. Anyone first entering school in Illinois will also be required to have an exam.

Each child is required to present proof of examination by a dentist prior to May 15 of the school year. However, the principal may set an earlier date for compliance so the necessary reports can be completed before the last day of school. School dental examinations must have been completed within the 18 months prior to the May 15 deadline. Non-compliance can result in withholding official report card/transcript for 2nd and 6th grade, or students enrolling in Illinois for the first time. There is a sixty day grace period if an exam is scheduled.

IMMUNIZATIONS

Every child, prior to entering Kindergarten, first grade, or sixth grade, shall be immunized in accordance with the Illinois Department of Health. Any student who has not completed the immunizations by September 28th must be excluded from school until they are completed.

OFFICE HOURS

A secretary will be in the office from 7:30 AM to 3:30 PM. Summer hours are 8:00 AM to 12:00 noon. The school phone number is **618-243-6142**.

VISITOR SIGN-IN

All visitors after 8:00 a.m., including parents, must sign in and out in the school office as they enter and leave the building.

STUDENT PICK-UP

If your child normally rides the bus, he/she will be sent home on the bus unless the office or teacher is notified by the parent or guardian by phone or note. If your child is to be picked up by an individual other than the one usually expected, please notify the office or teacher of the individual designated to pick the child up that day. Picture identification in the form of a driver's license will be required before your child is released to the designated individual. At the time of registration, parent(s) or guardian(s) should give information as to whom their child may or may not be released. A signed note from the student's parents or guardian will be required to make exceptions to their child's release on this list. Immanuel Lutheran School staff are not allowed to transport students home because of insurance issues.

PHYSICAL EDUCATION AND ATHLETICS

Immanuel Lutheran School offers a physical education program for all pupils in grades K-8. The purpose of these classes is to promote exercise and participation in both individual and team sports, and to aid in the child's physical development. All students are required to participate in physical education classes, unless they present a written excuse from their parents stating the reason for non-participation.

Athletics such as softball, track, volleyball, baseball, cross country, cheerleading and basketball will be offered during the course of the year. There is a \$25.00 nonrefundable per sport fee for each student participating. It is required that all students that participate in these sports have a current annual physical on file with the school before practicing any given sport. We ask your cooperation in this matter, please! The school cannot be responsible for accidents which may happen because a child cannot endure the routine training which may be required in some sports.

Regular attendance at practices and games is required of all participants. Excusable absences are represented by such factors as sicknesses, doctor's appointments, or deaths in the family. It is expected that students will notify their coaches before missing practices or games.

INCLEMENT WEATHER

If the necessity arises that school must be canceled due to inclement weather, tune into the following AM stations KMOX 1120, WILY 1210, WHCO 1230, WMIX 0940 and the following FM station WNSV 104.7, and the following television stations Channel 4 and 5 for announcements. We will follow the same procedure as that taken by West Washington County Unit District #10. Please listen to the radio announcements (or watch the local television stations) – **do not call the school, the teachers, or the Principal**. Cancellations will also be announced on School Reach and TeacherEase. Should a school cancellation be called, students will have an eLearning Day and refer to their eLearning packets which will be prepared and ready to distribute to the students at the beginning of the school year.

TELEPHONE USAGE

The school telephone is not for general use by the children. To use the telephone, a child must get permission from his/her teacher. Parents, please inform your child that he/she should not call home except in extreme emergencies. (Forgotten books, assignments, musical instruments, or gym clothes should not be considered emergencies.)

Parents who wish to contact a teacher by phone should do so outside of regular school hours or leave a message with the secretary from 7:30 AM until 3:30 PM Monday through Friday.

NUISANCE ITEMS

Animals, matches, knives, cap guns, water guns, other toys, electronic devices, are not to be brought to school. They may be brought only if designated by the teacher for a specific program or project. Such items, if brought to school under non-authorized circumstances, will be confiscated by the teacher.

PROPERTY DAMAGE

Damage to school property (textbooks, desks, maps, walls, floors, etc.) will be paid for by the parent(s) or guardian(s) of the student(s) responsible for the damage.

PERSONAL HYGIENE

All pupils are expected to practice good personal hygiene. Proper health rules are taught in school and children are urged to put these instructions to personal use. Desks and lockers are the property of the school and are subject to periodic inspection to assure that they are clean, sanitary, and orderly. No aerosol products are permitted.

STUDENT DRESS

Immanuel students will dress and groom themselves according to Christian standards of good judgment, good taste, and modesty. We believe students of a Christian School should not dress immodestly or in such a way so as to attract attention to their outward appearance, especially if that attraction causes offense or someone to sin. A Christian's dress is to be "that of your inner spirit" and his/her attitude is to be one of "a gentle and quiet spirit." (1 Peter 3:4).

Apparel that is sloppy or dirty has a negative influence on attitudes and schoolwork in general. In other words, there is a definite correlation between the neatness of dress and the attitude a person displays. Clean, neat, modest, discreet, and proper clothing reflects a Christ-like attitude.

The impression that our children present to the community is a reflection of both the home and the school. It is our desire to present a favorable impression in behavior and appearance.

In order to encourage students at Immanuel Lutheran School to dress properly, both for their own self-esteem and for their representation of Immanuel Lutheran School, all students are asked to wear clothing that is appropriate for our Christian day school setting.

Recognizing the fact that the tolerance for outdoor temperatures varies among children, it is expected that the parent/guardian will dictate and supervise the needs and desires of their child as to their attire for the day, including suitable shorts.

Any type of clothing bearing words and/or pictures associated with liquor, drugs, foul language, satanic groups, or any other non-Christian subject matter will not be tolerated. Immodest clothing, which, in the teacher's or administrator's judgment detracts from the learning process, is also prohibited. Inappropriate clothing includes spaghetti strap tops, bare midriff tops, short shorts, non-hemmed cut-off jean shorts, and undershirts. Shorts may be worn on days when the temperature is predicted to be greater than or equal to 70 degrees. Due to past accidents and injuries, a student may wear flip-flops or open-heeled shoes to school, but may not wear them on the playground. If you send your child to school with flip-flops or open-heeled shoes, please also send a pair of tennis shoes for outdoor use. All students must have tennis shoes available.

Inappropriate attire will be referred to the principal for action, and may result in a verbal warning to the student, a written warning to the student's parent/guardian, and/or a release from school for the purpose of having the student change into proper attire.

PLAYGROUND RULES

When in the gym:

1. Stay in gym once there.
2. Permission must be given for a student to stay in the classroom during recess.
3. *Put things back where they belong* – Things left out will be put away for a day.
4. No bombardia in the gym.
5. No kick-catch in the gym.
6. No kick ball during the lunch hour – only during the P.E. period.

When outside on the playground:

Equipment is to be used in the manner for which it was designed.

Put things back where they belong – Things left outside will be put away for a day.

No food or drinks outside.

No use of the streets except for students in track

Students are not to play by the teacherage, in the weeds, under the willow tree by the teacherage, or in the front of the building (west). Students are to remain within

a safe intervention range at recess. The students must be within teacher view and hearing range of the teacher's voice at all times.

Do not throw balls at the school building or by the school building. No playing with balls by the cars.

No saving swings.

No adjusting swings at a high level to where getting into the swing becomes difficult for all age levels.

No standing up while swinging, no jumping out of the swings, and no swinging Double.

Students line up when the bell teacher calls "line up: or blows his/her whistle

Activity stops at this point, all items returned to where they belong.

Rules to be observed when inside the building:

1. *No gum chewing in the building or outside.*
2. No sitting on desks or tables.

NEEDS OF THE STUDENT

The regular education program of the school must be capable of meeting the needs of the student. This must be done for the good of the child. Immanuel's students with special needs, as **identified by school code**, may be serviced through the public-school system."

Immanuel's students with special needs may be serviced through the public school system. Unless public school transportation is specified by the student's I.S.P., parents are responsible for transporting their children to and from the public school. Immanuel Lutheran School staff are not allowed to transport children in these circumstances because of insurance issues.

PROBLEMS AND COMPLAINTS

Complaints and problems originating from the parents are to be received and addressed either during the school day or outside the regular school hours, and should be directed to the teacher involved. If the teacher is busy when a problem or complaint comes during the school day, the teacher will get back to the parent at the earliest possible time. If no satisfaction is received, the principal should then be contacted. In the case that a settlement does not occur, the Board for Parochial Education should, in turn, be appealed to for a solution. Matthew 18:15-17 is our guide. *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."*

HOMEWORK

Homework is designed to extend, enrich, or reinforce classroom learning. Some assignments are not due for several days. Please check with the homeroom teacher if a student consistently reports that he/she has no work to be done at home or if the amount seems excessive. Parents are requested to monitor their child's homework to ensure assignments are completed and turned in on time. Poor quality workmanship may result in the student being asked to redo the assignment.

REPORT CARDS

Report cards are issued quarterly and show academic citizenship. Individual parent/teacher consultations are arranged after the end of the first quarter. Consultations may be scheduled anytime in the year when parents, teacher or student deem them desirable. These are provided with the expectation that they will lead to mutual support in the advancement of the child's growth in all areas.

GRADING SCALE

A+ 100	Excellent
A 99, 98, 97	Excellent
A- 96, 95, 94, 93	Excellent
B+ 92, 91, 90, 89	Very Good
B 88, 87	Very Good
B- 86, 85, 84	Very Good
C+ 83, 82, 81	Average
C 80, 79, 78	Average

C- 77, 76, 75	Average
D+ 74, 73, 72	Below Average
D 71, 70, 69	Below Average
D- 68, 67, 66, 65	Below Average
F 64 and under	Failure

PROMOTION/RETENTION POLICY

Retention is a serious matter which must be done only after very careful study by school personnel and parents. Each student's progress must be carefully reviewed and each retention must be decided upon its own merits.

Guidelines:

1. Only rarely should a student be retained more than twice during his or her stay in school.
2. A written warning notice of possible retention will be sent to the parents or legal
 - i. guardian at the end of the third quarter
3. Any student who fails in two subjects will be retained at that grade level.
4. There may be other reasons to consider retention in grades kindergarten through
 - i. third grade. If a teacher believes a child may benefit from retention and has
 - ii. communicated this to the parent (s)/guardian(s), a panel consisting of the parent, teacher(s), principal, and where necessary, special education personnel will hold a conference regarding that student's needs. Retention will be the final decision of the principal following the conference.
5. Students in grades four through eight must have a combined cumulative average of .67 or higher on a 4.0 grading scale for all core subjects including Religion.
6. Retention of a student in any grade level will be the final decision of the principal, after recommendation of the teacher..
7. Double promotion will be reviewed in only the following cases: 1) the student has straight A's in every core subject, including Religion, for the past four quarters and 2) the student falls in the 90th percentile or above in each area of the standardized tests for that year. It is the final decision of the Board for Parochial Education upon the request of the parents and the recommendation of the teacher(s) and principal. .
8. Parents may exercise the right of appeal to the Board for Parochial Education.
9. Double promotion will be the final decision of the Board for Parochial Education upon
 - i. request of the parents and recommendation of teacher and Principal.

SEARCH AND SEIZURE

While it is recognized that school officials are not required to follow all of the restrictions placed on law enforcement officers, school officials are required to consider a balance between Fourth Amendment protection from unreasonable searches and the duty to maintain safety, order and discipline in the school.

Two Key Issues For Personal Searches:

1. The search must be "justified at its inception." School officials must have reasonable suspicion for conducting a search of a student's person. Reasonable suspicion may, for example, arise from the report of a student, staff member, or other credible witness. Even anonymous reports may establish reasonable suspicion. Such information may be used in communication with the school official's past experience with the student(s).
2. The search must be reasonable and related in "scope" to the circumstances which justified the beginning of the search. A search must be limited to the objective of the search. In other words, the search must be reasonable in scope. A search will be reasonable or permissible in scope when the measures adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and nature of the infraction.
 - A. The school officials will use the following test if they are considering a search:
 1. Does reasonable suspicion exist to conduct this type of search?
 2. If reasonable suspicion exists to conduct this type of search:
 - a. Is my suspicion based on a mere hunch or is it based upon articulate facts?
 - b. What is the least intrusive method of conducting a search?

LOCKERS:

All lockers assigned to pupils are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aides, or lunch. Pupils should not use the lockers for any other purpose, unless specifically authorized by School Board policy or the Principal or his/her designee, in advance of pupils bringing the items to school.

LOCKER SEARCHES:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the Board for Parochial Education authorizes the School Principal or his/her designee to search lockers and locker contents at any time, for any reason, without notice, without parental guardianship or pupil consent, and without a search warrant.

The School Principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The School Principal or his/her designee shall supervise the search. In the course of a locker search, the School Principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

PROPERTY SEIZURE: Property Seizure

When conducting locker searches, the School Principal or his/her designee may seize any illegal or unauthorized items, any items in violation of School Board policy or rules, or any other items reasonably determined by the School Principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies. Any items seized by the School Principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the pupil shall be notified by the School Principal or his/her designee of items removed from the lockers.

This handbook is the pupil and parent/guardian notice of policy regarding locker searches.

ASBESTOS NOTIFICATION

Immanuel Lutheran School has an asbestos management plan which is located in the principals' office on the top, middle shelf. Inspections are kept current. Asbestos inspection conducted in 2018. No action is required as the school building has been declared safe. If you have any questions regarding this, please contact the principal. You will be notified by newsletter and note if there are any changes in our asbestos status.

ALLERGY ANAPHYLACTIC POLICY

Available upon request. (2013) Important: No peanut or peanut oil-bearing food is allowed.

GREEN CLEANING POLICY

In accordance with Public Act 095-0084, Immanuel Lutheran School will continue to use environmentally-sensitive cleaning products pursuant to the guidelines and specifications established under Section 15 of this act.

OPEN ATTENDANCE POLICY FOR THE BOARD FOR PAROCHIAL EDUCATION

All regular meetings of the Board for Parochial Education are open. Special meetings of the Board for Parochial Education are closed. Non-members may address the Board with the prior approval of the Chairperson. The Board for Parochial Education has the right to go into closed sessions (Board members only) at any time. Regular meetings are to be announced in the monthly church calendar and the weekly school end-of-the-week note.

VOLUNTEER POLICY

Volunteers are always appreciated and often utilized. Please make your desire to serve and your abilities known to your child's teacher or the school secretary. Each parent is encouraged to find at least one area in which to serve. Volunteer training may be required for certain events. To ensure that our volunteers are not on any sexual offender data base, background checks may be requested, especially for volunteers who have frequent contact with the children. Anyone refusing a background check will not be allowed to volunteer.

ADDITION TO OUR WELLNESS POLICY

"Immanuel Lutheran School does not allow fundraising of food during school hours."

CONCUSSION MANAGEMENT GUIDELINES

Policy for the management of concussion and head injury in youth sports House Bill 200, which recognizes the dangers associated with head injury and concussion, became effective on July 1, 2011. The legislation also requires IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the

IHSA. Information on the school's concussion and head injury policy must be a part of any agreement contract, code, or other written instrument that a school requires a student athlete and his or her parents or guardian to sign before participating in practice or interscholastic competition.

A student who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from participation or competition at that time.

A student who has been removed from an interscholastic contest for a possible concussion or head injury cannot return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student cannot return to play or practice until the student has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

GRADUATION REQUIREMENTS

In addition to the promotion policy found in the Parent/Student Handbook, students in the eighth grade must pass an examination on the Constitution of the United States of America and the Constitution of the State of Illinois.

TITLE MONEY RECEIVED

Each year Title IIA grant money is made available for professional development of our instructional staff. Immanuel staff may sign up to attend these workshops in the summer at no charge. Any questions concerning the above grant may be addressed to the principal.

IMMANUEL LUTHERAN FACULTY & STAFF

Immanuel Lutheran Church 243-6216
Immanuel Lutheran School 243-6142
Immanuel Lutheran Wee Care 243-6161

Pastors:	Rev. Eric Wood 204 Schumacher Street Okawville, Illinois	618-243-2846
	Rev. Jim d'Entremont 11266 IL Route 177 Okawville, IL 62271	573-723-0339
Principal		
Teachers:		
Grade 7 & 8	Mrs. Kelli Borrenpohl 3851 Whippoorwill Road Venedy, Illinois 62214	618-977-2451
Grades 5 & 6	Mr. Joe Kirby 604 South Hanover Okawville, Illinois 62271	618-304-4579
Grades 3 & 4	Mrs. Brianna Recker 1711 County Hwy 6 Venedy, Illinois 62214	618-314-1327
Grades 1 & 2	Mrs. Elizabeth Guest 6331 White Church Rd. Okawville, Illinois 62271	574-551-7019
Kindergarten	Ms. Jody Liszewski 549 South Grand Nashville, Illinois 62263	618-559-0685
Early Childhood	Mrs. Pam Hundelt 507 N. R & R Drive 604 South Hanover Okawville, Illinois 62271	618-599-4228
School/Church Secretary:	Mrs. Leigh Ann Yehling 809 North Franklin St. Okawville, IL 62271	618-218-0700 School 243-6142 Church 243-6216
School Cook	Mrs. Lori Siliven (3) days	
Janitor	Mr. Chad Gogolek	

DAYCARE EMPLOYEES

Daycare Director
4200 Stone Church Rd.
Venedy, IL. 62214

Mrs. Cheri Kurtz
Work # 243-6161

824-6597

Director Qualified
176 E. Gaebe St.
P.O. Box 67
Addieville, IL. 62214

Taiya Bergmann

424-7803

BOARD FOR PAROCHIAL EDUCATION

Chairman:	Mr. Ken Storck, Jr.
Vice-Chairman:	Mrs. Donna Davis
Secretary:	Mrs. Lindsey Langenfeld
	Mr. Mark Rennegarbe
	Mrs. Kari Schaller

Pastor:	Rev. Eric Wood
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I have read and understand the Parent/Student Handbook, and with God's help, I intend to abide by it.

Student's Printed Name

Student's Signature

Date

Student's Printed Name

Student's Signature

Date

Student's Printed Name

Student's Signature

Date

Student's Printed Name

Student's Signature

Date

I have discussed the Parent/Student Handbook with my child(ren) or guardian(s) and understand my children or guardians are subject to all provisions of the rules and regulations contained therein. Accordingly, I agree to support, encourage, and follow through on having my child(ren) or guardian(s) and sign and return it to the school office, no later than the end of the first full week of school. Thank you.

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Note: One parent's signature is sufficient, but both may sign if they wish. Please detach this form from the handbook and sign and return it to the school office, no later than the end of the first full week of school. Thank you.

**Please detach this form from the handbook or
digitally sign with online registration information.**