

Illinois Lutheran Elementary

*Student Handbook
2018-2019*

Illinois Lutheran Schools

Romans 14:19

*So then let us pursue what
makes for peace and for
mutual upbuilding.*





Lutheran Schools, Inc.

Junior High/High School
1610 Main Street
Crete, IL 60417
Phone (708) 672-3262

Elementary School
448 Cass Street
Crete, IL 60417
Phone (708) 672-5969



Rev. Troy Swenson – Superintendent
Joe E. Archer – Junior High/High School Principal
Jeff Falck – Elementary Principal

July 18, 2018

Greetings to all of you,

Wow! Another summer vacation is coming to a close and our new school year is just weeks away. On behalf of the entire elementary staff, both old and new, I pray you have enjoyed your summer so far, and I pray that God blesses these final weeks as you prepare for another school year. My name is Jeffrey Falck, and I am excited to begin serving with you and for you as your principal. I also am looking forward to working with the entire ILS staff as we have the opportunity to assist each of you in helping your child grow mentally, physically, and spiritually.

This Year's Theme – Our theme for this school year is ***Walking Together...Building Together***. As you may know, a task force has been working on creating a plan to address facility upgrades and improvements on both of our campuses. The process will continue during this school year as we seek God's guidance and our families' input on how we can make our improvements a reality. More importantly, we will strive to build on the foundation of God's Word in our classrooms and with you, our families, so that wherever our plans go, we know that our Lord has given us a solid foundation of salvation through Jesus. This foundation will guide us as we serve Jesus and others throughout this year.

Welcome – There are two very important words of welcome that we have to offer. First, we offer our sincerest welcome to all of our new families and students. As you join us at Illinois Lutheran, we pray that your family will be strengthened through the study of God's saving Word. If you have any questions, please feel free to contact the school office or any of the teachers for assistance. Second, we also welcome our new 4th grade teacher, Mrs. Karena Falck. Mrs. Falck brings 12 years of teaching experience throughout the elementary grade levels and is excited to work with the families of ILS. We also welcome back Mrs. Jessica Kjenstad as our 2nd grade teacher. Mrs. Kjenstad is excited to return to the classroom and share the love of Jesus with those she is privileged to serve.

Biographical Sheets – Remember to return updated biographical sheets to the office before the first day of school. If information changes on this sheet throughout the year, please inform the office as soon as possible. Your information will be updated in **PowerSchool**. This is how we contact you in an emergency, and it also provides us with our database for the **PowerSchool** emergency closing contact system.

Health Information – Remember to return any health forms to the office as soon as possible. These forms were included with the mailings, but extra copies are available from the office and on the school website. The physical examination forms are due for report to the state early in the school year, so please don't delay in getting these items to us. We are required by the law of the State of Illinois to exclude any student who is lacking a physical form from school until that form has been brought to the school.

Some Reminders – The first, and most obvious one, is that school starts for Kindergarten through 6th grade on Monday, August 13th. Starting time is **8:00 SHARP!** This day, as well as

Tuesday, August 14th will be early dismissal days with classes dismissed at 11:15. Pre-Kindergarten classes begin on Wednesday, August 15th.

Students are allowed to go to their classroom at 7:30 each day. Classes begin at 8:00, and there is a warning bell that rings at 7:55. Students who are not in their classrooms at 8:00 are considered tardy at that point. Remember that **three** unexcused tardies result in a detention. We would rather not have this happen to any student.

PowerSchool is our information management software. All teachers maintain their gradebooks in the **PowerSchool** suite. After the first week of school, you will receive a letter with the first Charger News of the year which will contain all of the important information for **PowerSchool**.

As a faculty, we would encourage each of you to set up an account so that you are able to regularly check your child's academic progress. Please don't wait until the very end of the quarter to check, because you may miss some very important information. By checking often it will be easy to see which assignments your child is missing and what your child's present grade is in the class. In addition the teachers will write comments on specific grades which your child has received.

Some other items to note:

- Our new teachers will be formally installed into their positions on Sunday, August 19th at 3 PM. This service will be held at Trinity Lutheran Church. In addition to the new faces here at the Elementary School, we also welcome the following new Jr. High/HS staff members: Mr. Phil Adickes, Dean of Students; Mr. Jacob Lash, Math; Mrs. Rebecca Jahns, English; Mrs. Taryn Oldenberg, International Student Housing Coordinator.
- In the evening on Wednesday, August 22nd we will be hosting a welcome back to school event. This event will be a great opportunity to learn more about the upcoming school year and meet the new teachers. The CPA will also be present with information for the year, and information about the Scrip program will be available.
- The Hot Lunch program normally begins after about two weeks of school. We will provide more information for you at the beginning of the year with the first weekly newsletter.
- The teachers will also be distributing the after school pick-up information for you. We will do the same as last year with letters A-I being picked up at the front door and letters J-Z being picked up at the gate by the playground. We will dismiss the students at 3:05 and will hope to have everyone picked up by about 3:15. You are reminded that you should not park in front of school or behind the school during "pickup" time. Also, please do not "jump" into line. If you follow the plan it will work very effectively.
- Each week we publish a newsletter. It will be distributed to the youngest member of each school family in Grades K-6. **Please read it** because it will have the latest updates of information. Even more important, **PLEASE ASK YOUR CHILD** for it since we all know how items seem to "disappear" from the time that they are put into a backpack until the time that the backpack gets home. There is also an option to receive this item digitally. This news is also posted on the website at www.illinoislutheran.org.

May the Lord bless our school year! If at any point you have questions, don't be afraid to ask. I will be happy to work with you to seek out the answers to the questions which you might have. I look forward to learning more everyday as I pray our students do, too!

In Christ's service,
Jeffrey K. Falck, Principal

Illinois Lutheran Elementary School

448 Cass St.
 Crete, IL 60401
 Phone (708) 672-5969
 Fax (708) 672-0353

Administration	
Rev. Troy Swenson	Superintendent
Mr. Jeffrey Falck	Principal
Mr. Scott R. Sievert	Vice-principal

Faculty and Staff		
Rev. Troy Swenson	Superintendent	672-3262 (office)
Mr. Jeffrey Falck	Principal	279-7369
Mr. Scott Sievert	Vice-principal/Grade 5	833-8906
Mrs. Laura Biesterfeld	Grade 6	709-9042
Mrs. Mary Dorn	Kindergarten	672-2855
Mrs. Karena Falck	Grade 4	279-7369
Mrs. Jessica Kjenstad	Grade 2	733-2218
Mrs. Sandra Knoblock	Grade 1	756-1453
Miss Elizabeth Kuschel	Grade 3	367-0013
Mrs. Lisa Rick	Preschool Ages 3 and 4	262-388-1464
Mrs. Stacey Sievert	Librarian	833-8906

TABLE OF CONTENTS

Mission and Vision	6
Philosophy	6
Statement of Faith	6
Objectives	7
Non-Discrimination Policy	8
School Wellness	8
FERPA	8
Pest Management	9
Offender Community Notification Law	9
Enrollment	9
Academic Intervention	9
Academic Probation	10
Appropriate Communication for Addressing Concerns	10
Asbestos	11
Assessment Methods	11
Attendance Policy	13
Band	14
Books	14
Building and Grounds	15
Cell Phones	15
Chapel	15
Cheating	15
Child Abuse Reporting Obligations	16
Christian Counseling	16
Common Area Standards	16
Curriculum and Instruction	17
Disciplinary Measures	19
Discipline Policy	21
Dress Code	21
Drug, Alcohol and Tobacco Policy	22
Electronic Devices	23
Eligibility	23
Emergency Closings	23
Excused / Unexcused Absences	23
Financial Aid	24
Food Service	24
Gum	25
Harassment/Bullying Policy	25
Hours	25
Computer and Internet Usage Policy	26
Injuries and Emergencies	28
Instructional Materials	28
Insurance	29
Interscholastic Athletics	29
Lockers	29
Lost and Found	29
Medications	29
Parent-Teacher Organization	30
Physical Examinations and Immunizations	30
Safety Rules	30
School Communications	31
Social Order Rules	31
Special Rooms	31
Student Behaviors & Responsibilities	32
Student Records	32
Tardy Policy	32
Telephone	32
Transfer or Withdrawal	32
Transportation	33
Tuition Payment Policy	33
Visitors	34
Weapons Policy	34

Student Handbook

OUR MISSION

Illinois Lutheran Schools provide quality, Christian education to students of the church, community, and the world, nurturing and reaching souls for time and eternity.

OUR VISION

Illinois Lutheran Schools empower young people to be bold, confident Christian leaders by encouraging each to identify and develop those unique gifts with which God has blessed them. Using a comprehensive curriculum, qualified, caring teachers nurture critical thinking skills enabling our graduates to become independent thinkers, positive role models, and effective servant leaders in their church, community, and the world. By emphasizing spiritual growth, academic excellence, and co-curricular activities, we develop strong Christian character and spiritual maturity that prepares today's youth for tomorrow's world and eternity.

PHILOSOPHY

Philosophy of education at Illinois Lutheran is based on Holy Scripture because it is the Word of God. The school's philosophy centers in Jesus Christ to whom all Scripture bears witness. The primary purpose is to provide the opportunity for students to mature in knowledge and faith in Christ so that they retain the gift of eternal life that is theirs in Him (John 17:2-3). Since faith in Christ finds expression in this life as well, it is the secondary purpose of the school to provide the opportunity for students to find identity, meaning, purpose, and power from their lives in Christ and to help them live out that view of life in unselfish Christian service in their world.

Illinois Lutheran provides a unique educational environment in which the fellowship of believers is encouraged by the Word in yielding their lives to Jesus Christ as Lord and Savior. The role of the student is to grow in the saving knowledge of his Lord Jesus and to develop his God-given gifts and abilities so that he may be equipped for his life of good works which God has already prepared for him to do (Ephesians 2:10). The role of the faculty is to minister to the student. Such a ministry requires spiritually mature and academically qualified faculty members who are continually open to the Word of the Holy Spirit.

In this Lutheran school all knowledge and learning are viewed as potential channels for God's power and grace. The curriculum of Illinois Lutheran is determined by the requirements of a complex and changing society, by the needs and aptitudes of the individual student, and by the spirit and substance of the Gospel of Christ. Students are given opportunities to develop not only individual talents, but also the skills and attitudes to make thoughtful Christian decisions and take positive Christian action as they carry out their individual callings in society as the people of God.

Finally, Illinois Lutheran endeavours to work with parents to train a child in the way he should go (Proverbs 22:6). Illinois Lutheran recognizes the parents having the primary responsibility for this task, and we wish to support their efforts and reinforce their teachings. Cooperation between home and school are essential to the success of our students.

STATEMENT OF FAITH

Our school believes and follows the Holy Bible and teachings of the Wisconsin Evangelical Lutheran Synod.

The Bible and our school teach:

- that the Bible is the true word of God. It is inspired by the Holy Spirit. This means that God breathed into the writers the exact thoughts and words they were to write. As a result every statement in the Bible is the truth.
- that there is only one true God. This God is invisible, holy, eternal, and has all power and wisdom. In the Bible, God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God.
- that at the beginning of time God created heaven and earth and all creatures. He did this in six days. He spoke his almighty word to create all things. He made everything out of nothing.
- that the first man and woman lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds.
- the gospel. The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. This gospel freely offers to all sinners the righteousness that is found in Jesus.
- that Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead.
- that the Holy Spirit is true God equal to God the Father and God the Son. He has names and characteristics which belong only to God. The Holy Spirit creates faith in our hearts through the gospel. He also keeps us in the faith and motivates us to do good works.
- that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)
- that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.
- that God created marriage to be exclusively between one man and one woman, and that intimate sexual activity is to occur exclusively within that union .

Authority for Matters of Belief and Conduct

- The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Illinois Lutheran's faith, doctrine, practice, policy, and discipline, our Wisconsin Ev. Lutheran Synod is the organization's final interpretive authority on the Bible's meaning and application.

OBJECTIVES

Illinois Lutheran endeavors to maintain an educational environment so that each student through the Word and the Holy Spirit may know God and His seeking and forgiving love in Christ, respond in faith and love, and identify him/her as a child of God, a member of Christ's body.

Accordingly, Illinois Lutheran encourages each student to

- appreciate and use the Means of Grace
- become an active, innovative participant in the programs of the congregation
- witness to Christ by word and actions
- become a responsible citizen who is capable of independent Christian thinking
- become a responsible Christian citizen who is interested and involved in service to the community
- be sincerely concerned about the needs of others
- grow in self-understanding
- develop proper attitudes toward work and the willingness and ability to adjust as conditions change
- develop satisfactory competence in all academic areas
- develop work habits and skills necessary for performing creative and practical activities
- develop physical skills necessary for performing creative and practical activities
- develop creative ability and aesthetic appreciation
- continue in the quest for knowledge and development of mental abilities
- participate in God-pleasing leisure time activities
- relate responsibly to God's whole creation while living in the Christian hope

NON-DISCRIMINATION POLICY

Illinois Lutheran Schools is an association of Christians committed to the principles of Holy Scripture as espoused by the Wisconsin Evangelical Lutheran Synod. As such, Illinois Lutheran Schools expects the faculty and staff to uphold and support those principles in their lives and careers. Illinois Lutheran Schools admits students of any race, gender, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of educational policies, calling of teachers, hiring of staff, admissions policies, scholarship or loan programs, or athletic and other school-administered programs.

ANNUAL NOTICE OF NONDISCRIMINATION Illinois Lutheran Schools insures equal education opportunities to students regardless of race, color, national origin, age, gender, or disability. Questions in reference to educational opportunities may be directed to the Administrator or the Principal in the main office.

TITLE IX - SECTION 504 HANDICAPPED Illinois Lutheran Schools will not discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX and Section 504 of the 1972 Education Amendments. If any person believes that the school has inadequately applied the regulations of Title IX or Section 504 or is in some way discriminatory on the basis of sex, he/she should contact the Title IX coordinator at ILS.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the school system's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy rights of students. Parents generally hold the rights granted under

FERPA. When a student turns 18, the rights transfer from the parents to the students. Schools and teachers can not legally disclose information considered to be part of an educational record without the prior consent of the holder of the FERPA rights. The major impact on the ILS staff is that we cannot disclose personal information to a 3rd party including a student's pastor, without the prior consent of the holder of the FERPA rights.

PEST MANAGEMENT CONTROL

Integrated Pest Management control emphasizes inspection, identification, and elimination of conditions in the school which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the pest control program. Parents desiring to receive notification two days in advance of the application of liquid or aerosol pest control materials should complete the Pest Control Notification Form in the main office.

OFFENDER COMMUNITY NOTIFICATION LAWS

Student law requires a building principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

- Illinois Sex Offender Registry may be found on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry may be found on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

ENROLLMENT POLICY

When a prospective family inquires about our school and its programs, a handbook and information packet will be provided. After the prospective family has read the handbook and materials, an interview will be set up with the principal. During the interview or subsequent interviews, necessary background information will be obtained by the principal (transcripts, medical records, case studies, and the like). The principal will call the child's school to speak with principal, counselors, and staff as deemed necessary. During the interview process, encouragement will be given to attend a worship service at each of our congregations.

After the application is filled out and returned with the registration fee, the principal will make a final decision on enrollment. His decision will be based upon information gathered during the interview and transferred information. The principal will report his decision to the Board of Directors for ratification. Parents of all applicants must agree to attend a mandatory informational class that gives an overview of our school and church's biblical teachings, and a presentation of our school's religion curriculum. Parents of incoming students are invited to attend a Bible information class at either congregation.

If the application is denied, a full refund of fees will be given. If application is accepted but student does not attend, the application is non-refundable. Any appeals for a refund must be made to the Board.

ACADEMIC INTERVENTION

At Illinois Lutheran, each student is encouraged to use his/her God-given talents and abilities in his/her classroom work. However, from time to time some students need extra help in developing the skills and attitudes necessary for the success in the classroom. It is at that point that we feel it necessary to step in with extra assistance.

The teacher of a student may request of the student's parents that the student stay after school to work on certain areas where the student is struggling. This may be on a short term or recurring basis. Ultimately, the teachers have the same purpose as the parents of the student –

to learn as much as possible and serve their Lord with their talents and abilities.

ACADEMIC PROBATION

It is God's will for each of us that we use all the gifts with which He has blessed us to the best of our abilities (Matt. 25:14-30). One of our most precious gifts is our intellect. The Lord has blessed the students of Illinois Lutheran in varying degrees with regard to intellect. The academic probation policy applies to those students who chronically refuse to use their intellectual gifts as they should. When a student is considered to be falling far short in using his intellectual gifts, that student will be placed on academic probation. Academic probation will be administered in the following manner.

Level I. The student is warned of consequences of further academic problems. Parents are notified with a written explanation and an offer of assistance.

Level II. The student is declared ineligible for extracurricular activities. Parents and student will meet with the principal and teacher.

Level III. The student is declared ineligible. Parents and student will meet with the principal and the ILS Board of Directors. Upon review the Board may suspend or expel the student.

When a student is placed on probation he shall be at the level indicated for up to 30 days following notification. At the end of each 30-day period while on probation, the student drops down one level, remains at the same level or goes up one level of probation depending upon academic performance.

Academic probation is not the same as ineligibility. A student may be ineligible without being on academic probation, or a student may be on level one academic probation and still be eligible. Academic probation may carry over into the following school year.

APPROPRIATE COMMUNICATION FOR ADDRESSING CONCERNS

The educational, physical and spiritual development of your child is of paramount importance to the Board of Directors, Administration, Faculty and Staff of Illinois Lutheran Schools, Inc. Effective communication is a crucial element of a successful educational experience. Many avenues of communication are available to both the student and parent. In spite of our best efforts, there may still be problems that develop related to a student's educational program. When concerns arise, we need to communicate them in a Christian and professional manner. In keeping with the guidance of our Lord in Matthew 18, the following guidelines have been established to help all of us deal with and resolve various challenging concerns.

Step 1: The first attempt to deal with a concern related to a classroom situation should be between the student and the teacher. Please encourage your student to contact the teacher before or after school, or during other available times, to resolve a concern.

Step 2: If concerns remain, parents are encouraged to request a conference with their student's teacher. Please contact the office at 708-672-5969, and the faculty member will respond within a 24-hour period. The conference should include the parent(s), teacher, and student. Discussions should be open and honest, and conducted in a professional manner. There may be times when it would not be appropriate for the student to be present during parts of the conference. When resolution is reached, follow-up contacts should be scheduled to ensure the concern has been successfully addressed. If resolution cannot be reached, please continue to step 3.

Step 3: When resolution cannot be reached with the faculty member, a request for an additional conference to include the principal should be sought. If no resolution is accomplished, a further conference would include the administrator.

We are confident that your concerns will be addressed and your student's needs will be met by following this procedure. We appreciate your cooperation and understanding.

Addressing Concerns to the Board

When issues or concerns about the operation or policies of the school arise, we ask that you follow these steps.

Step 1- Contact the administrator with your concerns.

Step 2- If the issue cannot be resolved, contact the Board chairman and discuss the issue.

Step 3- Petition the Board. This should be done in writing ten days prior to a regularly scheduled meeting of the Board. You may then appear before the board with your request.

ASBESTOS

As required by the laws of the land, please be advised that the buildings, which house Illinois Lutheran, were verified for inspection for the presence of asbestos on April 2005, by Ideal and Associates of Bloomington, Illinois. A copy of the management report is available in the principal's office. The 6-month and 3-year re-inspections and any "response action" will be carried out as the laws of the land require.

ASSESSMENT METHODS

Standardized Testing

Illinois Lutheran Elementary School participates in the Wisconsin Evangelical Lutheran Synod elementary school testing program. We test all children in Grades 3-6. Records of the results are kept on file with a copy also given to parents.

The Illinois Lutheran system administers the ACT Aspire battery of tests to various grade levels throughout the system. At the elementary building students in grades four through six are tested in the fall. Data from these tests is used to measure individual student, class, and school performance. Through these tests, our students are compared with national norms to determine how the Illinois Lutheran curriculum compares to other schools throughout the nation. We use these results for guidance of the individual child and for school wide curriculum planning.

Homework

Homework provides opportunities for students to reinforce previously learned skills and knowledge, practice newly acquired skills, gain a better understanding of the subject matter, and pursue special interest areas. Homework also acquaints parents with what their children are learning in school, and helps to improve the student's organizational and self-discipline skills.

It is logical to assume the types of homework assigned and the time required to complete it will increase as the students progress from grade to grade. As a general guideline, the amount of time spent doing homework should be approximately 10 minutes, multiplied by the child's grade level. For example, a first grader could expect to have 10 minutes of homework per night, while a fourth grader could expect to take 40 minutes to complete his or her homework. It is important to remember that this time would be uninterrupted time, free from the interference of television, playing, eating, etc.

Homework Roles and Responsibilities:

Students:

- Understand what the assignments are and when they are due.
- Ask questions when instructions, assignments, or deadlines aren't clear.
- Organize time and other resources in order to complete the assignments on time.
- Give homework your best effort before asking parents for help.

- Utilize your daily assignment notebook and the "take home" folder.

Parents:

- Ask your children what kinds of homework they have each and every night.
- Provide an environment that is conducive to uninterrupted study time.
- Set the example for self-discipline, organization, and time management.
- Ask questions of your child's teacher if you have concerns regarding the type and amount of homework being assigned.
- Review and sign assignment notebooks or take home folders.
- Teach independence by encouraging your child to complete assignments without help. When you do give help, be sure you don't give away an answer—in doing so; your child will learn that you may give the next answer too!

Teachers:

- Assign homework that practices what is being learned in the classroom or serves as an extension to classroom activities.
- Provide clear instructions as to when and what is expected of the student.
- Evaluate and return homework in a timely manner with the appropriate feedback.
- Recognize and reward students who consistently and correctly complete homework and seek to improve the study habits of those that don't complete assignments.

Grading System

Every student is expected to work to the best of his God-given ability. Records are kept to chart the child's academic, physical, emotional, and social growth for understanding his abilities and improving instruction.

Grading in kindergarten will follow the satisfactory, needs improvement, unsatisfactory (S, N, U) system. In general, grading in grades 1-6 follows the percent and letter system. Percentages and letter grades are determined by the following information:

A+ 100-98%	B+ 92-90%	C+ 84-83%	D+ 77-75%	F 69-0%
A 97-95%	B 89-88%	C 82-80%	D 74-73%	I Incomplete
A- 94-93%	B- 87-85%	C- 79-78%	D- 72-70%	

Unfinished Work

A key factor in a child's education is to instill the responsibility for beginning and completing a given assignment on time. The condoning of incomplete work in any way hinders a child's educational development, as well as his or her development into a responsible human being. In addition, the accumulation of incomplete work tends to have a negative psychological effect, not only on the student, but also on the teacher. Finally, failing to do one's work is directly contrary to many Scriptural principles: *We are to be faithful in our work.* (1 Corinthians 10:31, 2 Thessalonians 3:10-13) *We are to obey those in authority.* (1 Thessalonians 5:12-13, Romans 13:1, Hebrews 13:17)

Legitimate excuses for incomplete work must be handled by the parents with either a note or a phone call to the teacher the night before or the morning the assignment is due. Unexcused incomplete work will be handled at the discretion of the teacher in grades 1 and 2. Teachers of students in grades 3 through 6 have adopted the following guidelines for managing incomplete assignments:

- A written notice will be sent home with each incomplete assignment. This notice requires a parent's signature, and is due back to the teacher the following day.
- At 3 unexcused incomplete assignments during the quarter, the student may have a 30 minute after school detention, as assigned by the teacher. During this time, the student

- will work on late or upcoming assignments. The teacher will contact the parent either in person or by telephone to discuss the matter.
- At 6 incomplete assignments during the quarter, the student may have a 45 minute after school detention, as assigned by the teacher. During this time, the student will work on late or upcoming assignments. A meeting between student, teacher, and parent(s) will take place following this detention.
 - At 9 incomplete assignments during the quarter, a meeting between student, teacher, principal, and parent(s) will take place. The student may have a 1 day in-school suspension. During this time, the student will work on late or upcoming assignments.

The ILS Board of Directors may take further action if the problem persists.

There will be no more than one disciplinary action given to a student in any one day. Teachers will continue to monitor the situation and contact parents regularly throughout this process.

Student Progress Reports

PowerSchool is an online data management system that records attendance, grades, and other student information. It can be accessed by visiting our website and clicking the PowerSchool link or you can go directly to <http://wels.powerschool.com/public/>.

Parents may read announcements; see their child's attendance data, as well as grades over the Internet. Training sessions for parents will be scheduled once we begin our school year. You will receive your username and password at the training session, which will give you access to view all of your child's data, including grades, in real time. It is recommended that you use the option to have PowerSchool automatically send you regular email updates. Look for more information on PowerSchool throughout the year.

Report Cards

In the past, formal report cards were distributed after approximately 9 weeks. This will continue. However, this may be able to be phased out as we expand our use of this technology.

Parent-Teacher Conferences

Parent-teacher conferences offer an opportunity for parents and teachers to speak with each other about issues affecting their children. Parents can help make this a productive time by bringing questions, concerns, or suggestions to the meeting. Teachers would like to meet with *each* family during our first quarter conferences. Our third quarter conferences are optional. Parents or teachers may arrange a conference any time.

Promotion and Retention

All subject material for the school year must be completed before promotion will be considered. Parents will be informed well in advance if there is a possibility that a child may need to be retained. The teacher and parent will work together to make a decision which is in the best interest of the student. At times a student may be incapable of performing at grade level, but retention will not be in the student's best interest. In these cases a student may be mainstreamed in the regular classroom, but receive instruction specially adjusted to meet the student's ability level.

ATTENDANCE POLICY

One of the many blessings that God has given to us is the gift of time. As a faithful steward of this gift, students should attend school regularly and arrive at their classes punctually. Students are expected to attend school regularly unless they are sick. Surely students should stay home in cases of legitimate illness. Parents are discouraged from keeping their children away from school for reasons other than illness.

Perfect attendance:

Students with perfect attendance should be recognized and rewarded; therefore, Illinois Lutheran students with perfect attendance (no absences, no tardies) will be recognized at the final Chapel service of the year.

Absences:

A student is considered absent from a class if more than 30 minutes of that school day is missed. Absences are marked as either one-half day or full day absence. Shorter absences which are less than 30 minutes will be considered as a tardy.

Excused absences:

Excused absences normally include illness, doctor and dental examinations, funerals or emergencies. Planned absences and family vacations should be cleared with the administration before the event occurs so that make up work or other arrangements can be made in advance.

Family permission does not guarantee excused absences. Students are required to make arrangements to make up all work missed during the absence.

In the event of illness or an emergency arising during the school day, a student should proceed immediately to the office for assistance and permission to leave the school. It must be recognized that the school is responsible for the student's whereabouts from the time he/she enters school until he/she departs and, unless otherwise notified, the school assumes the student is attending classes as scheduled.

Parents must follow one of the following two procedures when dealing with absences:

Parents should notify the school office before 9 a.m. by telephone (708-672-5969) that the student will be absent.

Parents must send a signed, written explanation on the first day the student returns to school. Forms may be found on the school website (illinoislutheran.org). The written excuse should be given to the school secretary. The written excuse should include: **Student name, date(s) missing and parent signature and should be given to the school secretary.** Failure to turn in a written excuse within 2 school days for any absences will result in unexcused absences.

Unexcused absences:

Unexcused absences are absences from school that are not accepted by the administration as legitimate reasons for missing school. Unexcused absences include but are not limited to truancy, shopping, hair appointments, work, staying home to do homework, oversleeping, etc.

even though they may be sanctioned by the parent. Students are required to make arrangements to make up all work missed during the absence. Students will receive an after school detention for each unexcused absence.

BAND

Students in grades 4-6 may be eligible for participation in our band. Each student in band receives an individual lesson each week. These lessons take place during the school day. The student is responsible for making up any subject matter missed due to a band lesson. Full band rehearsals are also scheduled during the school day, once per week. A band fee is assessed to cover the cost of music, supplies, lessons, and major instrument purchases.

BOOKS

Textbooks are rented from Illinois Lutheran. Books found containing answers and/or unnecessary markings, damaged beyond normal use or lost must be replaced at cost by the student. Books are subject to teacher inspection. All students are required to have their own Christian Worship Hymnal and NIV Bibles for use in the religion courses or any other course as

instructed by the teacher.

BUILDING AND GROUNDS

It is expected that all cooperate in the care of our school grounds, building and equipment. There are many opportunities for everyone to help preserve our fine facility. Keeping desk tops clean, keeping the parking areas and sidewalks free from debris, depositing waste in the proper containers and handling equipment as carefully as possible are but a few examples. However, opening and closing windows, adjusting fans, and turning lights on or off are solely the responsibility of the teachers.

CELL PHONES

Cell phones may be used only in the office area, after speaking to one of the office personnel. Cell phones must be kept in your locker during school hours and turned off.

1st violation – The cell phone will be confiscated, a note will be sent home, signed by parents and returned.

2nd violation – The cell phone will be confiscated, a second note is sent home, and the payment of a \$10 fine must be made before it is returned. Subsequent violation result in further fines and disciplinary actions.

CHAPEL

Christian worship is an inherent part of the life of the student and his/her family. Devotional life begins at home. It is further carried on through regular worship at church, which in turn is supplemented by daily devotions at school. During each school day a devotion will be conducted. Weekly a chapel service is held at Trinity Lutheran Church so that all the members of the student body may join together in praise of the wonderful work of our Lord and Savior.

Each student should have a hymnal available daily for worship purposes. The Illinois Lutheran family of students and faculty strives not just for a worshipful atmosphere, but for worshipful hearts as well. This reveals itself in reverent attitudes, participation and attention.

CHEATING POLICY

Definition of Cheating

Cheating is taking the work of someone else and presenting it as your own. Cheating is also defined as giving your work to someone else. Cheating is dishonest and will not be tolerated.

Consequences of Cheating

All students will be made aware of the definition of cheating and how to avoid cheating. Additionally, teachers will inform students of the consequences of cheating. Consequences will fall into two categories: those outlined in the individual course syllabus and those outlined in this policy. All instances of cheating will be documented by the teacher and filed with the principal. Consequences as outlined are cumulative throughout the elementary school years.

1st Offense

1. The teacher will administer consequences as outlined in their classroom procedures.
2. The principal will record this, and he will call the parents and meet with the student to discuss the consequences of further instances of cheating.

2nd Offense

1. The teacher will administer consequences as outlined in their classroom procedures.
2. The principal will record this, call the parents, and meet with the student to discuss consequences.
3. The student will receive a one-day in-school suspension.

3rd Offense

1. The teacher will administer consequences as outlined in their classroom procedures.
2. The principal will record this and meet with the student and parents to discuss consequences.
3. The student will lose credit for the course.

Further instances of cheating may jeopardize the student's enrollment at ILS.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with Illinois statutory law and school policies, school staff are mandated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will not take this responsibility lightly and will make such reports in the best interests of the affected child. Once reasonable suspicion has been established, staff members have no legal alternative except to make the report to the proper authorities for their investigation and review.

CHRISTIAN COUNSELING

In the event that Christian counselling is requested by a parent or student they will first be referred to their home congregation's pastor. In the event that additional counselling is needed information on various services are available from the school office.

COMMON AREA STANDARDS

Each child in our building is expected to learn and adhere to our Common Area Standards. These standards help to make our school an excellent learning environment.

Playground

- Only outside balls are used outside.
- Use slide and playground equipment appropriately.
- No kicking balls against the building.
- Don't spit.
- Hands off others.
- Use playground balls, softballs, whiffle balls, or rag balls on the ball field.
- Wipe your feet when you enter the building.
- Line up as soon as you hear the bell.

Hallways

- When in line, walk single file, two or three feet behind the person in front of you with your arms at your sides. You should face forward at all times. There will be absolutely no talking.
- When using the stairs, stay on the right. Walk on all stairs.

Bathrooms

- Flush the toilet and wash your hands after using the restroom.
- Pick up any litter on the floor before you wash.
- One push on the soap dispenser.
- Do your business and get out; don't play around.

Cafeteria

- Always walk.
- Form and keep a single line.
- Choose a seat and stay there.
- Do not save seats in the lunchroom. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.
- Use good table manners—use your silverware and napkin, chew with your mouth closed, swallow before talking.
- Enjoy quiet conversations—1 light out=whisper, 2 lights out=all silent.
- Finish your food and drink before you leave.
- After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.
- Line up with your classmates after you have been dismissed.

CURRICULUM & INSTRUCTION

As a Lutheran school, our goal is to proclaim, teach, and apply faithfully the Word of God in all courses of instruction in keeping with the Holy Scriptures. In doing so, we strive to meet or exceed guidelines provided by the State of Illinois and the Wisconsin Evangelical Lutheran Synod by delivering a quality academic curriculum. Through this curriculum, our teachers guide each child to:

Word of God/Religion (Christ-Light®, Catechism, Hymns)

- Realize God's forgiveness is for all people, and he or she is a redeemed son or daughter of the Savior.
- Understand the importance of daily study and application of God's Word.
- Be motivated to spread the news of salvation because of the Savior's love for them.

Language Arts (Reading, Writing, Speaking, Listening)

- Read the Scriptures for inspiration, edification, and instruction.
- Develop and reinforce skills in effective listening, speaking, reading, and writing.
- Evaluate what is communicated in the world according to God's Word.
- Communicate in order to spread God's Word and serve others.

Mathematics & Algebra

- Recognize the order of God's creation through the theories of mathematics.
- Develop problem solving strategies and concepts by using manipulatives, visuals, and print.
- Gain a broad perspective of mathematics content, structure, and the interrelationships among the various mathematical areas.
- Become competent in the use of technological tools for thinking and learning.

Science & Health

- Accept in faith the biblical account of heaven and earth.
- Appreciate the beauty and wonder of God's creation.
- Value and conserve the natural resources God has given us.

Social Studies (History, Geography, Social Sciences, Civics)

- Grow to be a productive citizen with a positive influence in the community--the "salt of

- the earth" and the "light of the world." (Matthew 5:13-16)
- Respect our government and be thankful for our country's blessings.
 - Identify a "world-view," that he or she may better understand God's guiding hand in the world, and better function in his or her home, community, and nation.
 - Analyze the blessings showered on the world by the grace of God and therefore be filled with a greater desire to thank and praise, serve and obey our God.
 - Evaluate other cultures throughout the world by the standards of God's Word.
 - Realize the need to spread the Gospel to the whole world.

Fine Arts (Music, Art Concepts)

- Develop God-given talents to express thoughts, feelings, and faith through the arts.
- Learn to appreciate the beauty of music, drama, and visual arts.
- Use talents and skills in the fine arts as opportunities for expressing faith and joy.

Physical Education

- Learn to appreciate and value life as a gift of God.
- Treat their bodies as temples of the Holy Spirit.
- Receive physical benefits through active participation in fitness programs.

Technology Education

- Learn to appreciate and value technology as a gift of God.
- Learn to use technology as a tool in spreading God's word.
- Learn the God-pleasing and respectable use of technology in our society.

All is done with the end goal of preparing students as disciples of Jesus Christ in this life and in the life to come.

In order to keep our instruction consistently Christ-centered and as current as possible, our staff holds regular meetings and staff development sessions, and attends professional conferences, seminars, and continuing education courses.

Children's Classroom Choirs

Our children have opportunities to express their faith in song at worship services. Children of each classroom sing in worship services at both Trinity and Zion. A schedule of singing dates is sent home with the children near the beginning of the school year. As members of these choirs, children are expected to be present when their choir sings. A written excuse is expected from parents of absent students. It is important that children dress appropriately when they come to church. Clothes with labels are a large part of our society, but are often inappropriate in worship settings. Since clothing with words and/or pictures displayed on them often distract from the worship service, we would appreciate if you would not allow your child to wear them when his or her choir sings.

Field Trips

Our teachers recognize the educational value of field trips and approve these activities as a significant supplement to regular classroom instruction. A field trip is defined as a learning experience in which students leave school for a specific amount of time under the direction of school personnel. Field trips provide meaningful and valuable learning opportunities enable students to grow culturally, expand their awareness of their state and community, and to motivate them toward further study. All field trips are of an educational scope and are considered an extension of regular classroom study or an approved school program.

While on field trips, students are representatives of the Lord Jesus and Illinois Lutheran Elementary School, and are expected to behave accordingly. Failure to do so will result in forfeiture of the privilege to participate in future trips. Fees for field trips are handled on an

individual basis. Prior to each trip, each student will be issued a notification/permission slip to inform the parents or guardians. If a student will not be permitted to attend a field trip, the parent or guardian must notify the teacher in writing. Students without a signed form will not be allowed to participate and an alternate activity will be provided. **NO EXCEPTIONS WILL BE MADE.** Absences from trips will be noted on the child's attendance record according to the attendance policy. While on the trip, the Student Behavior and Responsibilities guidelines and Dress Code are in effect.

We sincerely appreciate parent drivers. Parents who wish to drive on field trips are required to furnish a copy of their driver's license, proof of adequate vehicle insurance, as well as driver and vehicle information. For the safety of all children, children under the age of 12 may not ride in the front seat of an automobile, and seat belts must be worn at all times. Whenever a person is transporting a child under age eight, the person is responsible for properly securing the child in an appropriate child restraint system, which includes a booster seat. Every person, when transporting a child between the ages 8 and 16, is responsible for properly securing that child in a safety belt. If the vehicle used to transport children less than eight years of age is equipped with lap belts only in the back seat and the child weighs more than 40 pounds, the child may be transported in the back seat wearing a lap belt only. If a combination lap and shoulder belt is available, the child must be secured in a booster seat.

As a Chaperone, you are required to...

- Stay with your group as they move around—at all times.
 - Use caution and safety while driving to or from any destination with our children—this is precious cargo.
 - Have a plan in case your group gets split up.
 - Refrain from smoking at any time during the trip, whether indoors or outdoors.
- Be positive and supportive.

DISCIPLINARY MEASURES

Christians admonish those who sin in order to lead them to repentance and a life which glorifies their Lord. Our disciplinary program seeks to carry out this same purpose. The Law and Gospel found in the Holy Scriptures are the means through which we carry out discipline. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his or her sin and to repentance for that sin. When this is achieved, with God's help, the child is reassured of God's love and forgiveness. The child may have to bear appropriate consequences of his or her behavior. Varying degrees of action may be taken depending on the nature and severity of the misconduct. We reserve the right to contact parents, the pastor, civil authorities, and/or if necessary, to discontinue the student's attendance based upon the nature and severity of the offense.

Disciplinary action may include, but is not limited to:

- Notification of student and parents of sinful behavior and of the following steps, should problems continue.
- After school or in school detention, length and activity determined by teacher.
- Conference with principal, teacher, student, and parents, scheduled at principal and teacher's earliest convenience.
- Out of school suspension (length determined by principal). Re-admittance to school only after conference with principal, teacher, student, parents, and pastor.
- Expulsion may result if the above measures fail and unacceptable behavior continues.
- Any suspension or expulsion of any student from Illinois Lutheran Elementary School shall be appealable to the ILS Board of Directors. The parent may appeal in writing to the teacher, principal, or the ILS Board of Directors. The ILS Board of Directors shall

convene at the earliest time convenient for all parties concerned to consider the appeal.

Christians admonish those who sin in order to lead them to repentance and a life which glorifies their Lord. Our disciplinary program seeks to carry out this same purpose. The law and the gospel are the means through which we carry out our discipline. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his/her sin and to repentance for that sin. When, with God's help, this is achieved, the student is once again assured of God's love and forgiveness.

The student will bear appropriate consequences of his/her behavior. Varying degrees of disciplinary action may be taken depending on the nature and severity of the misconduct. We reserve the right to contact parents, the pastor, or civil authorities and, if necessary, to discontinue the student's attendance depending upon the nature of the severity of the offense.

Disciplinary action may include but not be limited to the following:

Parent Contact: Illinois Lutheran seeks to teach students that they are responsible for their own behavior. Parents, however, are ultimately responsible for the conduct of their children and will be contacted whenever deemed necessary.

Regular Detentions: Regular detentions are served from 3:05 on a day specified after the student has been notified. These are given out for more severe offenses. Students should not be expected to be excused from detentions because of co-curriculars. Students who miss a detention are assigned an additional detention. Students are to be prompt in arriving and to remain quiet during a regular detention hall. They may bring study materials to regular detention halls.

Students who accumulate **five detentions** in one semester will be given a half-day in-house suspension (see in-house suspensions below) and a meeting will be arranged between administration and the parents.

When a student reaches **ten detentions** in one semester he will receive a full day suspension (see suspensions below) and be placed on disciplinary probation. At that time the student and his parents will meet with a disciplinary committee appointed by the ILS Board of Directors to discuss the terms of disciplinary probation.

Disciplinary Probation: Students may be placed on disciplinary probation for a quarter or a semester. Parents will be notified by mail to explain the reason and nature of the probation. Failure to comply with the probationary terms will result in dismissal.

Referral to Civil Authorities: Violators of state or municipal laws - including disorderly conduct, possession of drugs, alcohol, weapons, and the like - may be referred to law enforcement officers.

Suspensions: The purpose of a suspension is to remove the student from the school environment and to provide time for administration, parents/guardians and students to discuss the matter and bring about an agreement on future conduct. Suspensions may be in school or out of school. Suspensions prohibit a student from attending classes for a period of 1-3 days. Parents will be notified in writing or by phone. Time missed from classes due to suspensions are recorded as absences. Students will be required to make up all time missed. Suspended students may not participate in or attend any extra-curricular activity on the day(s) of their suspension.

In-House Suspensions: Occasionally it is necessary to remove a student from class for a period of time due to conduct or violation of school policies. In such cases a student will receive an in-house suspension for 1/2 to 1 full day of classes. Absence from classes due to in-house suspensions are recorded as absences. Students forfeit all credit for

assignments on the day the suspensions occur. Suspended students may not participate in or attend any extra-curricular activity on the day of their suspension.

Expulsion: The administration reserves the right to dismiss a student who disrupts the learning environment or threatens the safety of the students or staff. Expulsions are normally implemented by the Illinois Lutheran School's Board of Directors. However, under certain circumstances the principal may expel students. All such expulsions will be reviewed by the Illinois Lutheran School's Board of Directors.

DISCIPLINE POLICY

The Word of God is our guide in all matters of behavior and discipline. The Law shows the child his or her sin, while the Gospel offers forgiveness, peace, and joy. All discipline is done to lead the child to be a disciple of Christ. It is carried out in a spirit of love for the child and has as its goal the development of the child's self-control, self-direction, and self-subordination. We strive through discipline to guide the child to the point that makes him or her a citizen who will grow in "favor with God and men."

Students at Illinois Lutheran Elementary School are expected to conduct themselves as Christian young people at all times, whether they are in school, on the playground, riding a bus, attending athletic events, or participating in field trips. It is of great importance that both the home and the school work together in teaching Christian principles, morals, and values. Parental support for the disciplinary actions of the school is vital. A responsible student must know the school and classroom rules.

DRESS CODE – OUR ATTIRE & APPEARANCE

God's Word is the basis for our standards and reflects our individual level of sanctification. "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body." (1 Corinthians 6:19-20)

In our school, we dress as Christians who respect God and his representatives. Clean, neat clothing is always expected. Neatness tells people that your body is a temple of the Holy Spirit and reveals itself in posture, thoughts, and manners, as well as apparel. Experience teaches that artwork and writing on clothing can be a deterrent to a child's learning atmosphere and concentration.

The following standards of attire have been adopted by the ILS Board of Directors and are in effect as soon as the students enters the school until his/her departure:

- It is expected that all students should wash daily, shower or bathe as needed, brush teeth regularly, and keep hair neat and clean so that health and vision are not impaired. Any changes in hair color must be a natural hair color.
- No sloppy, unclean, frayed, or ill-fitting (tight or oversized) clothing or footwear is permitted.
- Sweat pants, fashionable workout wear, and wind-suits are allowed in preschool through second grade only. Students in all other grades should wear pants which are neat and clean blue jeans, "Dockers" style, or cargo pants.
- No clothing, including jackets, which have slogans or advertising related to alcohol, tobacco, bars, some music groups, or gangs, logos with blasphemous, or suggestive language or double meanings, may be worn to or at school. (Yin-Yang, Satanic symbols, or other cult or non-Christian religious symbols, skulls, or skull and crossbones)
- Students must wear garments that cover the shoulder and conceal the midriff area.
- Using the extended fingertips as a guide, students may wear modest shorts from April 1 to October 31.
- Footwear should be neat, clean, safe, and non-damaging to floors. Laces must be tied.

- All shoes must have a back covering the heel or a strap worn over the heel.
- Girls may wear small earrings. Boys are not permitted to wear earrings.
- No hats are to be worn in the building.

Special Dress-up Days

From time to time throughout the school year, the school sponsors special dress-up days. Information for these dress-up days is provided to the students and their families through the weekly Principal's Newsletter.

- On special dress-up days the regular dress code applies to all who are not properly dressed for the designated dress-up day.
- Face painting and hair coloring are not permitted.

Student dress for other school sponsored events (i.e. Christmas service, athletic events) should also reflect the knowledge that the student is a redeemed child of God and a representative of Illinois Lutheran Schools and their families.

The school administration reserves the right to determine the appropriateness of dress and the right to interpret the dress code.

DRUG, ALCOHOL AND TOBACCO POLICY

The use or possession of alcohol, tobacco or any illegal controlled substance is forbidden. It is a violation of the laws of the State of Illinois and therefore God's law.

If the school administrator, principal, or his designate upon review of the reported incident, has reason to believe that a student has violated this policy, he (or his designate) will immediately notify the parents/guardians of the student. A meeting will be arranged with the student, the student's parents or guardians and the administrator (or his designate) to review the incident and discuss any penalty that may be imposed.

Offenders will be subject to the following disciplinary action:

1st offense: the student may be suspended for up to 5 school days and must serve up to 8 hours of community service. The Illinois Lutheran disciplinary official will direct the type of community service.

2nd offense: the student may be suspended for up to 10 school days and must serve up to 16 hours of community service. The Illinois Lutheran disciplinary official will direct the type of community service. In addition, the student and parents/guardians will be required to attend an educational substance abuse program.

3rd offense: the student may be suspended indefinitely and may be expelled.

4th offense: the student will be expelled.

Offenses are cumulative over the student's entire school career.

Failure to complete the community service or substance abuse program in a reasonable time period will be considered a subsequent offense.

Students are responsible for their actions but parents/guardians are ultimately responsible for the conduct and behavior of their student and should determine any further discipline for violations.

ELECTRONIC DEVICES

Electronic devices (other than calculators and computers used for class) are not allowed to be

used during the school day. Head phones and personal stereos may not be used during the school day. No personal video games or calculator video games will be allowed during the school day. Such items used in school will be taken from the student and returned at the discretion of the teacher or principal.

ELIGIBILITY

All students are eligible to participate in any co-curricular activities and privileges of Illinois Lutheran Schools. A student forfeits these privileges by not maintaining good academic standing. In order to remain eligible, a student must maintain a **1.67 (C-)** grade point average and have no failing grades.

Eligibility will be reviewed on a week-to-week basis. Students not meeting the eligibility requirements will be ruled ineligible to participate in co-curricular activities from Monday to Monday. An eligibility report will be submitted to faculty members every Monday morning. Students who are ineligible at the end of a marking term will be ineligible for a minimum of one week. Eligibility for a new marking term will be determined on the first Monday after the beginning of the quarter or approximately 6 days after the beginning of the quarter. Coaches or sponsors have the responsibility of notifying the ineligible students.

Ineligible high school students may practice, but not participate, in games, activities or performances if they attend Academic Intervention during the ineligibility period. Students opting to not attend Academic Intervention will not be permitted to practice or participate. Ineligible elementary school and junior high school students are not permitted to participate or practice. When students are reinstated to co-curricular activities, the coach or sponsor determines the level of participation.

EMERGENCY SCHOOL CLOSINGS

In order to keep you better informed, Illinois Lutheran Schools has adopted an emergency notification system called **Power Announcement**. This system allows us to send voice, email, and text messages directly to you. This will keep you up-to-date on cancellations, schedule changes, and important upcoming events. The phone, email, and text numbers that we will be using will be the numbers you have given us for PowerSchool.

In addition you may consult the ILS website at www.illinoislutheran.org for scheduling updates. We will also make use of the emergency closing system provided by www.emergencyclosings.com. Go to www.emergencyclosings.com/ecc/email_notification.jsp to sign up for email notification of our school closings if you like. You may also receive school closing information through local television and radio outlets.

Any parents living in outlying areas who feel road or weather conditions are *not* safe should keep their children home. If you have any questions or concerns regarding school closings, please contact the school office. 708-672-5969.

EXCUSED/UNEXCUSED ABSENCES

Excused absences:

Excused absences normally include illness, doctor and dental examinations, funerals or emergencies. Planned absences and family vacations should be cleared with the administration before the event occurs so that make up work or other arrangements can be made in advance.

Family permission does not guarantee excused absences. Students are required to make arrangements to make up all work missed during the absence.

In the event of illness or an emergency arising during the school day, a student should proceed immediately to the office for assistance and permission to leave the school. It must be

recognized that the school is responsible for the student's whereabouts from the time he/she enters school until he/she departs and, unless otherwise notified, the school assumes the student is attending classes as scheduled.

Parents must follow the following procedure when dealing with absences:

Parents should notify the school office before 9 a.m. by telephone (708-672-5969) that the student will be absent.

Parents must send a signed, written explanation on the first day the student returns to school. The written excuse should be given to the school secretary. The written excuse should include: **Student name, date(s) missing and parent signature and should be given to the school secretary.** Failure to turn in a written excuse within 2 school days for any absences will result in unexcused absences.

Unexcused absences:

Unexcused absences are absences from school that are not accepted by the administration as legitimate reasons for missing school. Unexcused absences include but are not limited to truancy, shopping, hair appointments, work, staying home to do homework, oversleeping, etc. **even though they may be sanctioned by the parent.** Students are required to make arrangements to make up all work missed during the absence. Students will receive an after school detention for each unexcused absence.

FINANCIAL AID

A limited amount of tuition assistance is available to the families of our school system experiencing economic difficulties. Normally, request for such assistance should be made at the time of registration. However, since such circumstances are often unpredictable, families should not hesitate to inform the principals or the chairman of CELS as soon as possible when they are experiencing economic difficulties.

Financial aid will be determined by FACTS Grant and Aid Assessment of Lincoln, NE. Each family will need to fill out an application, either from the office or online (see the link on our website) and provide the necessary documentation. FACTS will evaluate the families need on the following criteria:

1. Government forms
2. Tax Benefits
3. Legal forms
4. Number of Dependents
5. Marital status
6. Family Debt
7. Family Church contributions

* Financial aid is awarded solely on the basis of need and not based on academic or athletic performance.

Any awards will be deposited as a reduction in your family's FACTS account.

FOOD SERVICES

Hot Lunch

Hot lunch is available to all students each school day of the week (except the first and last weeks of school). Order forms and menus are published regularly in our weekly newsletters. Monday is always Pizza Day with proceeds going to the CLPA. Tuesday through Friday lunches are prepared with loving care by our Food Service staff. Purchasing lunches by the month is preferred, but they can also be purchased by the week.

Also remember:

- Parents are welcome to join us for lunch. Just let us know before you come, and several days in advance if you plan to eat hot lunch.
- Students may not leave the premises for the sole purpose of eating at a restaurant. If you'd like to treat your child's class to pizza or some other special treat during the school

- day (e.g. birthday), please make the appropriate arrangements with your child's teacher for a time other than lunch.
- Due to its lack of nutrition, we prohibit soda pop type beverages from being brought into our cafeteria while lunch is served or eaten. Fruit juices make very nutritious alternatives.
 - There is much evidence between successful children and sound nutrition practices. If you send a lunch, please be sure it is nutritious.

Milk

Milk is available during lunch. Chocolate and 2% white milk are offered to students. Milk may only be purchased by the year at the beginning of the year.

GUM

For building maintenance and sanitation, gum chewing is never allowed within the building during school hours or activities. No candy/food or beverages are to be brought to class.

HARASSMENT/BULLYING POLICY

Students, either individually or as part of a group, shall not engage in harassment or bullying. Harassment is repeatedly or persistently performing actions which create an intimidating or threatening educational environment for a student or the students of the school. Bullying is the use of aggression with the intention of hurting another person physically, emotionally, or spiritually. Both harassment and bullying result in pain and distress to the victim and will not be tolerated. Once the administration has been made aware of a situation, parents will be contacted and the appropriate discipline action will be taken. Discipline may be parent contact, detentions, suspensions, or expulsions in the case of repeated actions.

Harassment and bullying can be:

- Emotional: Being unfriendly, excluding, tormenting through actions and gestures.
- Physical: Pushing, kicking, hitting, punching, or any use of violence.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Sexually abusive comments or physical contacts.
- Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.
- Cyber: All areas of internet use, such as email, internet chat rooms, and social networking sites, text messaging or calls, blogging, misuse of associated technology, i.e., cell phone cameras or video.

Procedures

- Incidents of harassment or bullying should be reported to the staff.
- Staff will record details and share with the Dean of Students or Principal.
- Parents will be informed of the incident. A meeting may be required to discuss the matter with the school administration.
- If necessary and appropriate, local police will be consulted.
- If the harassment or bullying behavior does not stop immediately, the result may be detention, suspension, or expulsion.

HOURS OF SCHOOL

School doors will be unlocked and open for student entry at 7:30 AM. All students are expected to vacate the premises *within* 15 minutes after dismissal unless they *secure* a faculty or administration-approved reason to remain after hours. If access to the building is necessary after doors are locked, students *must* check with faculty. Students are strongly encouraged to arrive no earlier than 7:30. Parents, at times, may be tempted to drop their children on school mornings a few minutes earlier than 7:30. PLEASE DON'T get us wrong--we love seeing the shining faces of students in the morning eager to learn. However, our teachers meet each day

for devotion before school begins, and we really can't monitor children before 7:30 AM. We ask you to respect our devotion time and not to drop your children before 7:30 AM. Those children who walk also should not arrive before 7:30 AM.

The daily schedule is as follows:

Group	Starts at	Dismisses at
3 Year Old Preschool (Tue/Thur)	8 AM	10 AM
4 Yr Old AM Preschool (Mon/Wed/Fri)	8 AM	11:00 AM
4 Yr Old PM Preschool (Mon/Wed/Fri)	11:55 AM	2:55 PM
Kindergarten (Half day program)	8 AM	12:00 Noon
Kindergarten (Full day program)	8 AM	3:05 PM
Grades 1-6	8 AM	3:05 PM

Children who are dismissed at 3:05 PM should leave promptly. At 3:20 PM, all students remaining will be placed into our After Care program. There is a fee for this service.

After Care

Our After Care Program provides for the supervision of children enrolled in our school after school, from 3:05 to 6 PM. This service is held in our building, with a fee charged to those families who make use of the services. Contact our office for more information.

COMPUTER AND INTERNET USAGE POLICY

Use of a computer/Chromebook and access to the internet are requirements for many of the assignments and activities that students must complete in their classes at ILS. Illinois Lutheran School is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, Illinois Lutheran began a 1:1 initiative using Chromebooks as the chosen device in 2013. Each student in grades 7-12 will need to have a Chromebook to be used as an instructional tool just like any other school supply. Students may purchase Chromebooks through the school or on their own. The technology coordinator will gladly offer advice on what to purchase. Grades 3-6 will use shared Chromebooks, and grades Pre-2 will share tablets. This initiative, over time has been guided by the following beliefs:

- To improve equity of access to technology
- To improve student learning of content
- To institute formative assessments and differentiated instruction
- To improve student ability to become lifelong learners
- To prepare students for the world of work
- To improve the home-school connection

Students may use these devices to access and save information from the Internet, communicate with other learners and use the productivity tools that can easily be added to these devices. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety. By enrolling a child at ILS parents/guardians are also giving their child permission to access the internet. Please know that Chromebooks that belong to the ilhs.org domain will be monitored and a filter will follow them home. If a parent would like to see his/her child's Internet history we can provide that for them.

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of Chromebooks. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied. This policy applies to all Chromebooks under the Illinois Lutheran domain and to the use of the @illinoislutheran.org accounts given to our students.

The ILS Code of Conduct shall be applied to all student violations. Students are solely responsible for their Chromebooks and must adhere to the following:

- Students must bring their Chromebooks to school every day and make sure it is fully charged. Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the technology coordinator or any teacher.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Illegal installation or transmission of copyrighted materials is prohibited.
- Any action that violates existing school policy or public law is prohibited.
- Access or use of any other email program or account other than the one issued by the Illinois Lutheran Schools (Ex: Hotmail, Yahoo Mail, etc.) is prohibited while at school.
- Use of chat rooms/sites selling term papers, book reports and other forms of student work is prohibited.
- Messaging services- (Ex: Twitter, MSN, Facebook, Messenger, etc.) is prohibited while at school.
- Playing Internet/Computer Games is prohibited while at school.
- Background themes and Profile IDs need to be appropriate. Teachers have the right to change a student's background whenever needed. (Violent or provocative scenes will not be allowed.)
- Changing of computer settings such as wiping the Operative system and using the Chromebook "guest" account is prohibited.
- Spamming-Sending mass or inappropriate emails is prohibited.
- Gaining access to other student's accounts, files, and/or data, or password sharing is prohibited.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Vandalism. Any malicious attempt to harm or destroy hardware (taking keyboard keys out, scratching laptop's screen, etc.), software or data, including, but not limited to changing or using hardware to run other operating systems such as Linux or other forms of OS, damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients, "Cyberbullying," is prohibited.

Students who do not abide by these guidelines will receive appropriate discipline as determined by a supervising staff member and/or by the Dean of Students. These punishments may include loss of Internet privileges, detentions, fines related to physical or operational damage to devices, detentions, or possible suspension from school. ILS uses a combination of internet filtering and monitoring software, as well as direct supervision, to prevent students from accessing material that has been deemed inappropriate as well as web sites such as gaming and social networking sites that do not directly contribute to a student's academic work or other responsibilities as a student. Even with these measures in place, it is possible that a student may be exposed to material on the internet that is inappropriate. Parents who don't want their child to have access to the internet at school should consult with the Administrator or Dean of Students.

INJURIES AND EMERGENCIES

In the event that a student is injured or has an accident at school, we will administer first aid. Emergency medical services (911) will be activated if the situation warrants and then the parent is notified.

INSTRUCTIONAL MATERIALS

Religious Materials

Since the religious materials used at our school (Bible, *Christian Worship Hymnal*) are useful throughout a person's entire life, parents purchase these books. They can be ordered during our "Fees & Forms Week."

Textbook Care

Textbooks are rented from Illinois Lutheran. Books found containing answers and/or unnecessary markings, damaged beyond normal use or lost must be replaced at cost by the student. Books are subject to teacher inspection. It is necessary that students take proper care of all materials. As you teach Christian stewardship to your child, teach the following:

- Keep textbooks covered at all times. Use paper or cloth covers only, not adhesive backed contact paper. Attach the cover carefully so it lasts longer. Do not attach the cover to the book with tape. When the cover is worn or torn, replace it immediately.
- Avoid writing or scribbling on the cover in such a way that the hardcover could be damaged.
- Write in the book only when instructed to do so by the teacher.
- Avoid putting textbooks directly on the floor where they can be kicked and damaged.
- Put homework in a folder or take it home after it is completed or corrected rather than storing it inside a textbook.
- Use a bookmark rather than a pen or pencil to mark your place. Closing a book with a pen or pencil inside will ruin the binding of the book.

At the conclusion of each year, all books are inspected by the classroom teacher and appropriate fines are charged to those students whose books were abused.

INSURANCE

School accident insurance is available on an optional basis. The school's liability insurance does not provide medical coverage for our students. We would strongly encourage any family with students involved in any athletic contests to consider this optional insurance as a safeguard

for the family.

INTERSCHOLASTIC ATHLETICS

Interscholastic Sports Available at Illinois Lutheran				
Season	Elementary School Boys	Elementary School Girls	Junior High Boys	Junior High Girls
Fall	Soccer	Volleyball	Soccer	Volleyball
Winter (early)			Basketball	Basketball Cheerleading
Winter (late)	Basketball	Basketball Cheerleading		
Spring	Track (4-6)	Track (4-6)	Track	Track

In addition all students in Grades 5-8 may participate in co-ed softball in the fall of the year. (For more information about interscholastic athletics, see the school Co-curricular Handbook.)

Other Events

Students in grades 4-6 may also be eligible for participation in other competitive events, such as Forensics (speaking), Nation Geographic GeoBee, Spelling Bees, Mathematics, and/or Art competitions. Details for each of these events are provided to participants prior to the events.

LOCKERS

Each student will be assigned a locker to use for books and clothing. Any damage to a locker must be reported to the office. Lockers may be inspected by the administration at any time. Students should use good Christian judgment in selecting and posting locker decorations. Any inappropriate locker decorations will be removed by the faculty. No student may exchange his locker with another student. Each student is responsible for all articles placed in the locker and is expected to keep the locker neat and clean at all times. Food should not be kept in the locker overnight.

LOST AND FOUND

Lost and found articles are to be brought to the school office where the owners may claim their property. The school will try to help students locate lost items, but it cannot be responsible for such losses. Items not claimed after a reasonable amount of time will be removed.

MEDICATIONS

All medications must be dispensed and kept in the office.

Daily Medications- Daily medications administered at school require the completion of the Illinois Lutheran Schools' Authorization for Administration of Medication form. This form needs to be completed annually. At the end of the school year or when the medication has been discontinued, the extra medication should be picked up the parent. Any medication left at the end of the school year will be properly discarded.

Discretionary Medications Tylenol, Advil or Tums (or generic substitutes) may be administered at school with written permission from a parent. This permission is written on the Permission to Administer Medication form which is kept on file in the school office and is filled out by the parent or guardian at the beginning of each school year.

Self medication: Only a student that requires an EPI-PEN or inhaler is allowed to carry and administer their own medications. Please contact the school office so the procedure may be reviewed and the medication sheet filled out.

Short-term Medications- Short-term medications will be administered to students at school if written consent for administration of approved medication is signed by the parent and the

medication is provided in the original packaging with the students name attached

CPA – OUR PARENT/TEACHER ORGANIZATION

Our parent/teacher organization is called Charger Parent Association (CPA). There are normally three business meetings each year. In addition CPA sponsors several social events such as Grandparents' Day, Friends and Family Night, *etc.* The group's purpose is three-fold:

Foundations – Establishing ways that the school can help parents and
The parents can help the school.

Finance – Providing funding for the activities of the group and helping
The school fund special projects.

Fellowship – Providing activities for the school families to join
together in fun and Christian fellowship.

We hope that all of our families will participate in many of the opportunities which will occur throughout the year.

PHYSICAL EXAMINATIONS & IMMUNIZATIONS

Illinois law requires physical examinations and strongly encourages dental examinations of all pupils upon entry to preschool, kindergarten and sixth grade administered by qualified medical professionals. Out of state transfer students are also required to have physical examinations. Necessary immunizations for rubella, mumps, measles, DPT, and polio are required. In addition, students entering grade five must be immunized against the hepatitis B virus. Lead screening may be required for ages 6 or below depending upon home address. Health forms may be picked up in our school office. Current health records must be completed by the first day of school, and October 1 for preschool students.

Illinois statutes require all students to be fully immunized and have immunization records on file when school begins. These records are reviewed each school year to ensure all children's immunizations are current, and appropriate forms are filed with government health officials. We will notify you if immunization records are incomplete. For details on state requirements, visit <http://www.idph.state.il.us/about/k12sir.htm>.

No physical examination is required for students to participate in the elementary school athletic programs. However, it is strongly recommended that students who take part in any strenuous athletic activity be examined by a physician before taking part in the activity.

SAFETY RULES

- Students are to arrive no earlier than 7:30 AM and leave no later than 3:15 PM. After Care is provided for a fee. After 3:20 PM, unaccompanied children will be taken to After Care. Valid exceptions for students staying later are for participants of supervised, school-sponsored extracurricular activities.
- Students leaving school by private vehicle are to use the north doors on Cass Street or south doors off Division Street. Refer to our Drop Off/Pick Up Plan available in our office.
- Students must keep bicycles locked to the rack and are not to ride them during school hours. Skate boards or roller blades are not to be used during school hours.
- Illinois law prohibits our staff from dispensing prescription medications without a doctor's written permission and from dispensing over-the-counter medications without a parent's written permission. Any medication sent to school must remain in its original container.
- Students crossing any streets are to cross at the corners.
- All playground equipment must be returned to the proper location after recess. No equipment can be used during non-school hours, outside of school, except in After Care.

SCHOOL COMMUNICATION

Publications & Newsletters

The Charger News is sent home with children on an as needed basis. While we are moving away from sending it home each week due to the large amount of time and resources it uses, we realize that many of our families have very limited opportunity to view information “on line.” Each week will try to send home *The Charger News* to keep you informed of the latest school news. Please watch for it!

Many teachers may continue to distribute classroom newsletters telling about events or projects that are going on in their individual classrooms.

PowerSchool

PowerSchool is an online data management system that records attendance, grades, and other student information. It can be accessed by visiting our website and clicking the PowerSchool link or you can go directly to <http://wels.powerschool.com/public/>.

Parents may read announcements; see their child's attendance data, as well as grades over the Internet. Training sessions for parents will be scheduled once we begin our school year. You will receive your username and password at the training session, which will give you access to view all of your child's data, including grades, in real time. It is recommended that you use the option to have PowerSchool automatically send you regular email updates. Look for more information on PowerSchool throughout the year.

World Wide Web

You can find our school on the Internet at www.illinoislutheran.org. This site contains news and information about our school for our families, as well as those who may be interested in our school.

E-Mail

Please communicate via email with our teachers. Please share your email addresses with them so they can also contact you. Addresses are available in our staff directory, as well as on our website.

SOCIAL ORDER RULES

- Students show proper concern for others by walking and not talking in the hallways.
- Students are not permitted to enter the teacher workroom, kitchen, basement storage, supply areas, and other non-student areas.
- ILES students involved in athletic practices and/or games at ILHS are to arrive no earlier than 15 minutes before a practice, and 30 minutes before a game. These students are not allowed to enter the ILHS building without adult supervision.

SPECIAL ROOMS

School Library

Books may be checked out from the school library when the student's class has their normal library time. Books should be returned to the library book container in the basement before the beginning of school. Proper library procedures must be followed at all times.

Computer Lab

All students have opportunities to use computers in their classrooms. In addition, the computer lab is available to all classrooms. Here the students work on various project and skills to enhance their knowledge in computer applications and physical skills.

STUDENT BEHAVIOR & RESPONSIBILITIES

Following our Lord Jesus' command to love one another, in doing so, we will respect others,

ourselves, and our surroundings. The following list gives more details on student behavior and responsibilities:

- Students are to be responsible, prepared, and on time.
- Students are expected to be in assigned areas at all times. Leaving school grounds without permission during school hours will result in disciplinary action. Parental consent for off-campus travel is required in writing before leaving.
- Students are expected to conduct themselves as Christians at all times. Inappropriate behavior is not permitted in school or at school functions. Such behavior includes, but is not limited to: destruction of property, theft, verbal abuse, profanity, fighting, possession or use of any weapon or article as a weapon to threaten or injure self or others, possession or use of any potentially dangerous or disruptive articles (e.g. bombs, firecrackers, snowballs), possession or distribution of unchristian materials.
- The possession or use of alcohol or other drugs on school premises or at school functions is prohibited.
- Students are expected to follow any special rules designated for field trips. Unacceptable behavior will result in the loss of field trip privileges.

These guidelines are in effect on school premises and at all school functions, whether in our building or elsewhere

STUDENT RECORDS

All records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the student, parent (or legal guardian).

TARDY POLICY

Students absent for up to 30 minutes for any part of the school day are considered tardy for that school day. **Students who are late at the beginning of the school day must report first to the office and then immediately to class and excuse themselves to the teacher.**

An after school detention is assigned whenever a student accumulates 3 tardies in a semester. (A detention will be given for the 3rd, 6th, 9th, etc. tardy.)

TELEPHONE

Students may use the telephone only with their own teacher's permission and under a critical situation. For example, students are permitted to use the telephone for emergencies or in cases when extra-curricular events are canceled, but they may not use the telephone to call home to arrange social activities.

Teachers and students will not receive incoming telephone calls during the school day. If someone calls our school asking to speak with a teacher or student, a written message will be taken, and then given to that person as soon as possible. Teachers will use their professional judgment in granting permission to students regarding their return calls (e.g. during lessons). Emergencies are exceptions.

TRANSFER OR WITHDRAWAL

When a family transfers with a balance owing, it is understood as a matter of contract, that families, by their attendance at Illinois Lutheran, waive their right to the forwarding of **final** transcripts to their next school which may have been granted by the Family Education Rights and Privacy Act and the Illinois School Code and any or all other legislative codifications bearing on the transfer of such records upon the request of the school to whom the student is intending

to transfer. As the Student Handbook represents the understandings of both parent and school, attendance at school is therefore to be viewed as *assent* to the terms and conditions stated in this document.

TRANSPORTATION

Busing is not supplied to Illinois Lutheran students by District 201-U. Therefore carpooling is encouraged. All students are to enter the building upon arrival and leave the premises upon dismissal. Students are not to loiter in and/or around cars before, during or after school.

TUITION PAYMENT POLICY

ILS has entered into an agreement with **FACTS Tuition Management Services** to handle tuition collection. The cost of the program is \$45.00 per year per family for families that elect to make payments by automatic deduction from their bank account. For the coming school year tuition may be paid in any of the following ways:

1. Pay in full to school by August 1st, in which case the family will not need to pay FACTS's annual service fee. (Discover, MasterCard, Visa, Check)
2. Make semiannual installments to FACTS, due in August and February.(\$10 per year)
3. Make ten monthly installments to FACTS, from August through May. Each family may choose whether the payment is due on the 5th or 20th of each month*.(\$45 per year)
4. Make twelve monthly installments to FACTS, from June through May. Each family may choose whether the payment is due on the 5th or 20th of each month*.(\$45 per year)

*Note: Either the ten or twelve monthly installments may also be paid by credit card payments. Information on setting up this method of payment is available in the school office.

Past Due Accounts:

When FACTS attempts to pull monthly fees and there are insufficient funds, they charge a \$30 late fee. They will attempt two additional pulls over the next three weeks, each time charging a late fee for insufficient funds. FACTS will charge up to \$180 in late fees per family. FACTS will email letters to families each time there are insufficient funds. After 30 days, the account becomes unresolved.

30 Days Past Due - FACTS Account Supervisor will contact the family to inform them of their delinquent payment situation and our tuition payment policy.

45 Days Past Due - FACTS Account Supervisor will contact the family to speak to them about their delinquent payment situation. If the outstanding tuition cannot be paid within 7 days, a meeting with the principal will be required to keep the student(s) in class.

60 Days Past Due - If an acceptable repayment plan has not been established by the guardian(s) of the student(s), the student(s) will be withheld from attending classes. Re-admittance will be allowed once an acceptable repayment plan has been established.

Definition of an Acceptable Repayment Plan:

1. **Standard Repayment Plan:** Sum of the accumulated delinquent tuition and fees divided by the remaining number of installments for the current school year. New value is then added on top of the normal tuition payment.
2. **Personalized Repayment Plan:** If the family is unable to use the Standard Repayment Plan they have the opportunity to develop a personalized repayment plan (with the assistance of the principal). All personalized repayment plans must be

submitted to the Finance Committee for approval. Minimum standard of any plan will be the maintenance of normal tuition payment along with clearly defined elimination of the delinquent tuition.

Rules for Delinquent Tuition at End of School Year:

1. Student(s) will not be allowed to register for the next school year
2. Transcripts will not be released by ILS
3. Diploma will be withheld from the student(s)

It is the responsibility of the parent or guardian to contact the FACTS Account Supervisor and/or the principal as soon as a financial hardship has begun. The ILS Board of Directors understands and values the sacrifices each family makes in order to send their child(ren) to Illinois Lutheran Schools. At ILS we believe in open and honest communication and hope you will be proactive in reaching out to us when a need arises. Please remember financial assistance may be available.

VISITORS

Parents, students from other schools, and other guests are welcome to visit classes at Illionis Lutheran. Proper arrangements must be made for such visitors. Permission from the principal must be obtained at least one day in advance. Visitors must sign in with the office before proceeding to visit students.

WEAPONS POLICY

The safety and well-being of all our students is a primary concern of our school. Therefore, in the case that safety is threatened, the following policy will be implemented.

Any student found in possession of a weapon at school will immediately be suspended by the principal until such a time that the principal and the parents of the student can arrange a meeting and discuss the violation. After such a student may be disciplined with a suspension or expulsion.

If any student uses a weapon in a threatening manner against another student, faculty member, or any other personnel, that student will immediately be expelled by the principal. All suspensions and expulsions are reviewed by the ILS Board.

Referral to Civil Authorities: Violators of state or municipal laws - including disorderly conduct, possession of drugs, alcohol, weapons, and the like - will be referred to law enforcement officers and reports to the ISBE's School Incident Reporting System (SIRS)

Illinois Lutheran School

448 Cass Street • Crete, IL 60417-2942
 Phone 708-672-5969 or 708-672-5850 FAX 708-672-0353
www.illinoislutheran.org

A Part of the *Illinois Lutheran School System*
 A Member of the *Wisconsin Evangelical Lutheran Synod*

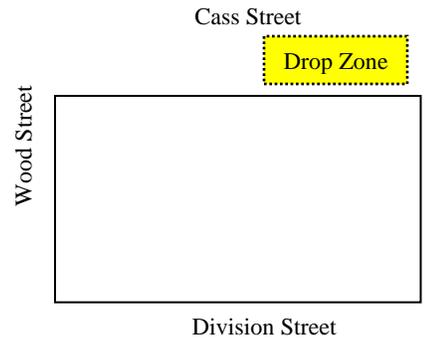
“Bring them up in the training and instruction of the Lord.”
 Ephesians 6:4



2018-2019 Drop Off/Pick-Up Plan*

Dropping off children:

Our drop off zone is located just outside the main school doors (north doors) on Cass Street, eastbound only. Please don't ask your child to jay walk across Cass Street if you are westbound. You may drop your children between 7:30 AM and 8:00 AM only.



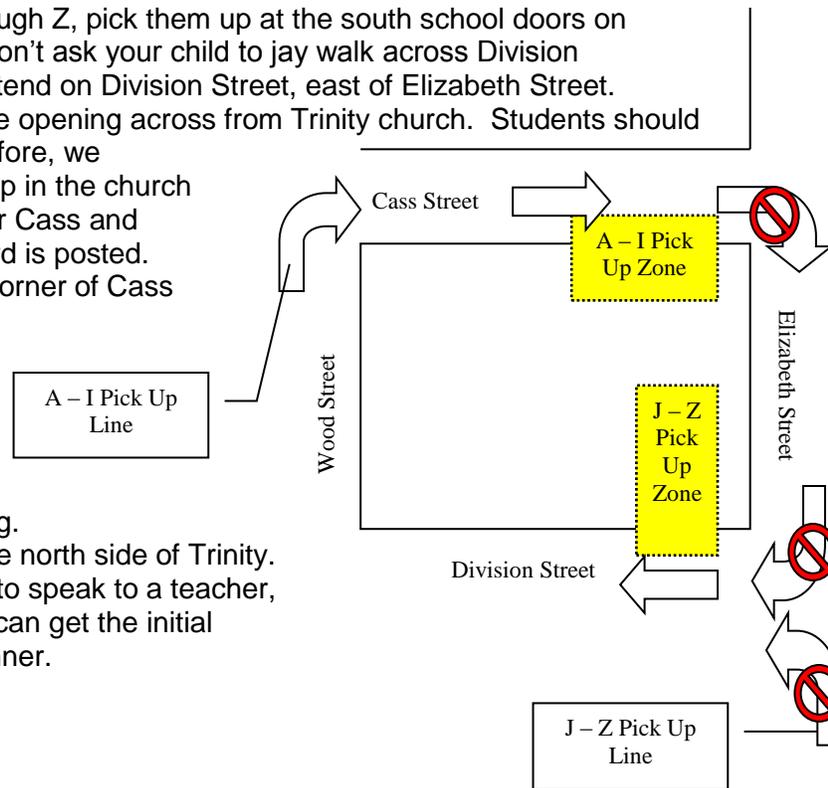
Picking up children at 3:05 PM:

We have 2 areas in which to pick up, designated by the student's last name.

To pick up children with last names A through I, pick them up at the main school doors (north doors) on Cass Street, eastbound only. Please note that Cass Street will be marked as one way—east bound only—from 2:45 to 3:15 PM each school day. Traffic will wrap around the block onto Wood Street, just off our playground area. Children will not be allowed to enter vehicles on Wood Street. Once you pick up your child, you will not be permitted to turn right onto Elizabeth Street due to other families picking their children up at that location.

To pick up children with last names J through Z, pick them up at the south school doors on Division Street, westbound only. Please don't ask your child to jay walk across Division Street if you are eastbound. Traffic will extend on Division Street, east of Elizabeth Street. A gate has been installed in the east fence opening across from Trinity church. Students should not leave school through this gate. Therefore, we will ask any student who is being picked up in the church parking lot to cross the street at the corner Cass and Elizabeth Streets where the crossing guard is posted. The crossing guard will be posted at the corner of Cass and Elizabeth Streets to help monitor vehicular and pedestrian traffic.

To pick up preschool children, please pull into one of the first parking spots along Elizabeth Street, southbound, and park so that you can enter the building. You may also use the parking spots on the north side of Trinity. If you do need to come up to the building to speak to a teacher, please try to do this after 3:15 so that we can get the initial group of students picked up in a safe manner.



Illinois Lutheran Schools Room Parent Program

Illinois Lutheran Elementary School has a wonderful Room Parent Program. The program is supported by the efforts of the school administration and current parents who work together to create enjoyable fellowship opportunities for the children and teachers at ILES. The Room Parent Program is funded by the ILS School Board (\$5.00 per child) as well as by and the generous donations of time, talents and financial resources of current parents in each class. We are truly blessed.

Who can be a Room Parent?

Essentially anyone with a student at Illinois Lutheran Elementary School who'd like to help out in any capacity is a Room Parent. A Room Parent is any parent, grandparent or family helper who assists with the classroom parties, events or activities with each classroom. You can serve as a Room Parent for any child you have enrolled in ILS. We all work together to make the year enjoyable for all children, teachers and parents.

Each classroom consists of Room Parents and a Head Room Parent who work together with the classroom teacher to create memorable experiences throughout the year. The Head Room Parent is the designated Room Parent liaison for the class. This person is selected by the teacher to communicate and coordinate the plans for the classroom parties, events and activities with the Room Parents and parents of the class.

What are duties of a Room Parent?

Room Parents work to help the classroom teacher create engaging, fellowship activities for the entire class. They participate in the coordination & organization of the classroom parties. There are four classroom parties: Fall Party, Christmas Party, Valentine's Day and the classroom teacher's Birthday Party. Room Parents are expected to:

- Assist with classroom parties by coordinating/providing food and paper supplies.
- Assist with planning a craft and a game for the classroom party.
- Read a book or plan an activity for a party.
- Communicate with the Head Room Parent and other Room Parents on how to plan the classroom party and/or other event or activity.
- Attend at least ONE party if you desire.
- Refrain from bringing younger siblings to classroom parties and on field trips.

The Room Parent's role extends beyond the classroom parties to include:

- Assisting the teacher with any classroom activity, event or project that may arise for the class. This includes school sponsored activities in which the class participates.
- Volunteering at school sponsored events
- Chaperoning on class field trips.

Finally, as a Room Parent, you also provide a familiar face to your child and his/her classmates and help to create some memorable experiences with lots of laughter and smiling, happy faces.

What does an ILES Classroom Party include?

A classroom party in Grades 1- 6 at ILES includes:

- a craft
- a game or class activity
- prayer before snack
- snack & drink
- a party length of 45- 60 minutes
- 4 to 5 Room Parents
- laughter and fun!

NOTE: The teacher's birthday party format is based on the teacher's preference.

When are the Classroom Parties & Special Events?

The following are general guidelines of when classroom parties and special events have occurred in the past at ILES. Please note that the dates & times for the Kindergarten & Preschool Parties may be different as they run on a different schedule. More information is forthcoming as it becomes available.

Classroom Party Dates and Times:

- Fall Party Wednesday, November 22nd - 10:05-11:05 AM
- Christmas Party Friday, December 22nd - 10:05-11:05 AM
- Valentine's Day Party Wednesday, February 14th - 1:50 - 2:50 PM
- Teacher's Birthday Party – Date/ time to be determined by the teacher.

Special Events:

- Grandparent's Day – Friday, September 29th
- Children's Christmas Service Decorating at ILHS – Friday, December 15th
- Children's Christmas Service at ILHS - Sunday, December 17th 2:00 pm
- Book Fair – Week of February 5th-9th
- Family Literacy Night – Wednesday, February 7th
- Teacher Appreciation Day – April 30th- May 4th
- Field Trips
- Class Picnic /or Baseball Field Trip – end of May
- Other Special Occasions or Projects

How do I become a Room Parent?

If you would like to become a Room Parent in your child's ILES class please make sure you indicate that preference on the sign in sheet. Once the Head Room Parent for the class is selected by the teacher at the beginning of the year, they will attend a Room Parent Meeting and gather all of the information needed to begin preparations for the year. You can expect to be contacted by the Head Room Parent sometime in September so all of the Room Parents can begin planning for the school year. We all look forward to getting to know you and your child.

If you have any questions about the Room Parent Program please contact Mr. Sievert or the Room Parent Coordinator! God's Blessings on you & your child as you embark on the exciting journey this year at ILES.

ILS SCRIP PROGRAM 2017-2018



Our Scrip program is one of the main fundraisers that supports CPA. Since the Scrip Program began 6 years ago, we have sold over \$2,200,000 in SCRIP Cards and earned over \$100,000 in rebates! More than half of the \$100,000 has gone back to individual families to help pay for their tuition bill or to the ILS Tuition Assistance Program. Please consider helping CPA, while at the same time earning some tuition rebates! A little bit can go a long way and all you have to do is start purchasing your gas and groceries with Scrip Cards instead of using cash or credit cards.

What is Scrip? The retailers sell the gift cards at a discount. Families buy the gift cards at full face value and redeem them for full face value. Our school gets the difference as revenue. The discount amount varies from 2%-25%, depending on the retailer.

What will happen to the proceeds? The income generated by the purchase of Scrip will be split 50/40/10: 50% of the revenue will be applied to a current ILS student's tuition of your choice or to the General Tuition Assistance Fund, 40% of the revenue will be given to the Charger Parent Association (CPA), and 10% of the revenue will be used for administrative costs of the program.

How do I enroll in the program?

1. Call or email us and we will give you our *Enrollment Code*. You will need this code for step #2. You can call the grade school office at (708) 672-5969 or email us at scrip@illinoislutheran.org and we will be happy to provide you with our Scrip *Enrollment Code*.
2. Set up an account at www.shopwithscrip.com in four easy steps.
3. Fill out and return the *ILS Scrip Program Enrollment form* to either school office. (All of these steps need to be completed before any credit can be applied to a specific student's tuition account.)

When are orders due? All orders are due Mondays at 12PM.

How do I place my order? After you have enrolled, go to the shopwithscrip.com website, select the cards you want to purchase and follow the prompts to place your order.

How do I pay for my order?

1. You can pay by cash or check. When using this option, please print a receipt after placing your order online. The payment and receipt must be dropped off in the Scrip lock box located at either school office by 12PM on Mondays.
2. You can pay using a secure electronic checking withdrawal service called PrestoPay and the payment will be taken directly from your checking account. You can set up your PrestoPay account on shopwithscrip.com. (Please sign up for PrestoPay three business days before you plan to place your first order to allow time for the verification process.)

When and how will I get my order? Orders will be ready for pick up/delivery every Friday by 11AM. Preference of delivery and signature authorization must be completed on the enrollment form. You can have orders sent home with a specified student (PreK-6th Grade) or pick up your order in either school office. JH/HS students will be allowed to pick up orders in the high school office upon signing that they picked up your order. *There are also many retailers that allow you to enjoy ScripNow, which will deliver ecards to your account in minutes, or you have the option to reload cards that you already have purchased.*

Can relatives/friends order online and help reduce my child's tuition costs?

Yes, they just need to follow the two steps of enrollment. Scrip orders will not be mailed, so arrangements have to be made for pick up/delivery of orders.

Can I use Scrip to make payments on a store's credit card? Kohl's is presently the only store that allows you to use Scrip to pay off the balance on your Kohl's credit card.

** If you have any questions or concerns regarding the Scrip program, contact the school office at 672-5969 or email scrip@illinoislutheran.org.

Singing Schedule 2018-2019

DATE	Group	Place	Time
September 2			
September 9	Grades K-6	Trinity	10:00 (All Students)
Christian Education Sunday		Zion	9:00 (All Students)
September 16			
September 23			
September 30			
October 7	PreK and K	Trinity	11:00
	(Fall Concert) JHS/HS/Band	JHS/HS	7:00
October 14			
October 21			
October 28 (Reformation)	Grades K-6	JHS/HS	3:00
November 4			
November 9-11	Micahtam	WELS Choral Fest	
November 11			
November 18	Grades 1 and 2	Zion	9:00
November 25			
December 2			
	Christmas Concert	JHS/HS	7:00
December 5 (Advent 1)			
December 9			
December 12 (Advent 2)			
December 16 (ES Service)			
	Grades PreK-6	JHS/HS	2:00
	ES Band plays preservice music		
December 19 (Advent 3)			
December 30			
January 6			
January 13			
January 20			
January 27	Grades 1 and 2	Trinity	11:00
February 3			

February 10	Grades 3 and 4	Trinity	8:00
February 17			
Winter Band Concert ES/JHS/HS		JHS/HS	7:00
February 24			
March 3	PreK and K	Zion	9:00
March 6 (Lent 1)			
March 10			
March 13 (Lent 2)			
March 17			
WELS Band Fest		March 15-17	
March 20 (Lent 3)			
March 24	Grades 5 and 6	Zion	9:00
March 27 (Lent 4)			
March 31	Grades 5 and 6	Trinity	8:00
Sacred Concert JHS/HS		JHS/HS	7:00
April 3 (Lent 5)			
April 7	Grades 3 and 4	Zion	9:00
April 10 (Lent 6)			
April 14 (Palm Sunday)			
April 18 (Maundy Thursday)			
April 19 (Good Friday)			
April 21 (Easter)	Grades K-6	Trinity	8:00 (J thru Z) 11:00 (A thru I)
		Zion	9:00 (All Students)
April 28	Zion Confirmation	Tentative	
April 29, 30, May 1? (M/T/W)		Band Solo Nights	
May 5	Trinity Confirmation		11:00
May 10			
(Prism Concert) JHS/HS		JHS/HS	7:00
May 12 (Mother's Day)			
May 19			
Spring Band Concert Bands		JHS/HS	7:00
May 26	Graduation	JHS/HS	3:00

Illinois Lutheran Elementary School

Please label all items with child's name or initials

Updated
July 13, 2016

P Mrs. Rick

- 1 box of tissues
- 1 tub Lysol wipes
- 1 package of napkins
- Backpack
- Folder

K Mrs. Dorn

- 12 pencils and 1 pink eraser
- 1 box of 24 Crayola crayons (standard size)
- 8 Crayola washable markers—classic colors – broad tips
- 1 box of colored pencils (sharpened)
- 1 set of Crayola watercolor paints
- 3 large glue sticks
- 1 bottle of white school glue
- Scissors (good quality)
- 1 school supply box – 11” by 7” is recommended
- 2 folders with pockets
- Paint shirt (old shirt)
- Backpack – regular size
- 1 roll of paper towels, 2 boxes of tissues, and 1 container of disinfectant wipes or hand wipes
The teacher reserves the right to request paper towels and Kleenexes later
- 1 pair of inexpensive headphones
- 1 water bottle to bring to school daily
- 1 box of Ziplock bags (quart, sandwich, or snack size)
- 1 bpx pr bag pf straws

1 Mrs. Knoblock

- NIV Bible & *Christian Worship* Hymnal (available from school office)
- 12 pencils, 4 erasers, and pencil box
- 3 boxes of 24 count Crayola crayons
- 2 sets of 8 Crayola washable markers, broadline classic colors
- 12 or 24 colored pencils
- 1 Composition notebook
- 2 whiteboard (dry erase) markers (no yellow)
- 8 oz. white school glue, 12 glue sticks
- Scissors (good quality and 6” or less)
- 3 sturdy pocket folders
- 2 wide lined spiral notebooks
- Backpack
- Paint shirt (old shirt)
- 12” ruler (standard & metric markings)
- 1 **extra large** book cover
- 1 roll of paper towels, 1 box of tissues, & a container of disinfectant surface wipes to share.
The teacher reserves the right to request paper towels and Kleenexes later in the year should present supply run out.
- 1 pair of inexpensive headphones or earbuds



2 Mrs. [Name]

- NIV Bible & *Christian Worship* Hymnal (available from school office)
- 12 pencils, 2 erasers, and pencil box
- 8-10 classic colors washable markers
- 2 Expo dry erase markers (no yellow)
- 2 boxes of 24 count Crayola crayons
- 12 or 24 Crayola colored pencils
- 12” ruler (standard & metric markings)
- 3 sturdy pocket folders
- 1 spiral bound notebooks (wide ruled)
- 2 composition notebooks
- 1 pack of wide ruled paper
- Scissors (good quality)
- 1 bottle of white school glue, 12 glue sticks
- 1 pack of Post-Its
- Paint shirt (old shirt)
- 2 **extra large** book covers
- 1 box of tissues
- 1 container of baby wipes to share.
- 1 pair of inexpensive headphones
- 1 roll of paper towels

3 Miss Kuschel

- NIV Bible & *Christian Worship* Hymnal (available from school office)
- 12 Pencils, erasers – no mechanical pencils
- 24 or 48 Crayola crayons
- 8 Crayola markers, classic colors – broad tip
- 12 or 24 Crayola colored pencils
- Elmer’s school glue and 2 glue sticks
- Scissors (good quality)
- 5 pocket folders (no trapper keepers)
- 4 spiral notebooks—wide rule
- 2 packages of wide ruled paper
- 1” three-ringed thin binder (2 of them)
- Backpack or school bag
- 2 boxes of tissues
- 1 roll of paper towels
- 1 set of inexpensive headphones
- 4 **extra large** book covers



4 Mrs. Falck

- NIV Bible & *Christian Worship* Hymnal (available from school office)
- 2 red pens
- 12 pencils, erasers
- 24 or 48 Crayola Crayons
- Colored pencils
- Crayola washable markers, classic colors
- Elmer's school glue & glue sticks
- Scissors (good quality) w/sharp point
- 4 pocket folders
- 4 spiral notebooks—wide ruled
- 1 inch 3 ring binder
- 2 packages of Wide Ruled paper
- 12" ruler (standard & metric markings)
- Backpack or school bag
- 3 boxes of tissues to share
- 1 roll of paper towels
- 1 container of disinfectant wipes
- 5 **extra large** book covers
- Paint (old shirt)
- 1 set of 4 Expo dry erase markers (no yellow please)
- 1 pack of Post It Notes
- 1 set of inexpensive headphones
- 1 set of tab dividers for ring binder

5 Mr. Sievert

- NIV Bible & *Christian Worship* Hymnal (available from school office)
- 3 Red pens
- 6 Blue or black ink pens
- 12 Pencils and 2 large erasers
- pencil box or pouch
- 24 Crayola crayons
- 12 or 24 colored pencils,
- 8 Crayola markers
- Elmer's school glue, 4 to 6 glue sticks
- Scissors (good quality)
- 4 sturdy pocket folders
- 5 spiral notebooks—wide rule
- 2 packs Wide rule notebook paper
- 1 Composition notebook
- 12" ruler (standard & metric markings)
- A milk crate sized storage container
- Backpack or school bag
- 3 boxes of tissues, 2 rolls of paper towels, & 1 container of disinfectant surface wipes to share
- Gym uniform (available from school office) & small gym bag
- Calculator
- 3 **extra large** book covers
- 2 sets of 4 Expo dry erase markers
- Expo dry erase eraser
- 1 set of inexpensive headphones
- Wireless mouse to use with Chromebook

6 Mrs. Biesterfeld

- NIV Bible & *Christian Worship* Hymnal (available from school office)
- 2 Red pens
- 2 Blue or black ink pens
- 12 Pencils
- 1 large eraser
- pencil box or pouch
- 24 Crayola crayons
- 12 colored pencils
- 1 set of Crayola markers
- Elmer's school glue, 3 to 5 glue sticks
- Scissors (good quality)
- 3-5 pocket folders
- 2 packs Wide rule notebook paper
- 6+ spiral notebooks—wide or college rule
- 12" ruler (standard & metric markings)
- Protractor
- Backpack or school bag
- 3 boxes of tissues, 1 container of disinfectant wipes, & 1 roll of paper towels
- Gym uniform (available from school office) & small gym bag
- Basic Calculator
- 3 **extra large** book covers
- 1 set of inexpensive headphones or earbuds

Illinois Lutheran Elementary School

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