



# *Forward* in **Faith**

We walk by faith, not by sight.  
2 Corinthians 5:7

## Elementary School Student Handbook 2022 - 2023

Revised August 2022

**Illinois Lutheran Schools, Inc.**  
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June 20, 2022

Happy 2022-2023 School Year to all of our students and families! We are praying for an exciting, successful school year that will be a blessing to you all!

**This Year's Theme** – Our theme for this school year is “**Forward in Faith**”. The 2022-2023 school year theme is meant to remind us of the progress and success that we have made over the last few years with improvements to our ministry, both in our physical facilities and as an overall program. However, the work is not done! We continue to move forward in our plans to enhance our ministry for the next several generations that we will serve here in Crete and beyond. We understand that success is defined by God and is in his hands as “We walk by faith, not by sight.” (2 Corinthians 5:7)

**Welcome** – This year we are privileged to welcome a new teacher to our staff. Mrs. Hannah Schneider is joining us as our new Kindergarten teacher. Hannah is a 2008 graduate of Martin Luther College, with a degree in elementary education as well as secondary Spanish. She was assigned to Loving Shepherd Lutheran School in Milwaukee, and was privileged to serve 3 years as 3rd and 4th grade teacher there. While following her husband Michael, a pastor, she has also taught a combination of grades 3-8 at various times in Toledo, Milwaukee, and North St. Paul. She took a few years off to stay home with her two children, but now is excited to be back in the classroom full time. Some of her interests outside the classroom include hiking, exploring nature, reading, singing and playing music, knitting, crocheting, volunteering at Camp BASIC, drinking coffee, and baking yummy desserts for others to enjoy.

We pray that God blesses Mrs. Schneider's ministry to us here at ILS!

**Biographical Sheets** – Returning families should receive an email from Powerschool, our school's information management system. It will include information on how you can update your biographical information online. Once entered in the system, all families should be able to access and update information as necessary.

**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 reporting 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 Additional Reminders** – The first, and most obvious one, is that, as of right now school starts for ALL GRADES Pre-Kindergarten through 6th grade on Wednesday, August 17th.

Our starting time is **8:00 SHARP!** 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 tardies may result in a detention. We would rather not have this happen to any student. If you are running late, please contact the office if possible. Students arriving late should check in at the school office upon arrival.

**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. 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.

Some other items to note:

- Mrs. Schneider, Mr. Peter Shi, and Ms. Chloe Robbert will be formally installed into their positions in a worship service scheduled for Sunday, August 14<sup>th</sup>. The service will be at Trinity Lutheran Church on Elizabeth Street beginning at 9:30 AM. All are invited to the worship service and a time of cake and fellowship following the service. If you cannot attend in person, the service will also be livestreamed and also be posted on the Zion Lutheran Facebook page. We will also look to post it on our Illinois Lutheran Facebook page. (If you haven't liked Illinois Lutheran Schools yet, consider this a friendly reminder!)
- **Please watch your email for an invitation to our "Bring Your Backpack" event and 5th and 6th grade orientation.** These events are planned for Thursday, August 11th. They will be a great opportunity to learn more about the upcoming school year and to provide any important updates before school begins. Students may bring their school supplies, find their desks in their classrooms, and get themselves situated for the first day.
- 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 an emailed newsletter. **Please read it regularly** because it will have the latest updates of information. This news is also posted on the school website.

May God bless us all with his grace throughout this year as we grow individually and together as members of the ILS family!

Blessings in Jesus!

*Duane Vance*

Executive Director

Interim Elementary Principal

# Illinois Lutheran Elementary School

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# **Student Handbook**

## **SCHOOL GOVERNANCE**

Illinois Lutheran Schools, Inc. is owned and operated jointly by Trinity Ev. Lutheran Church and Zion Evangelical Lutheran Church of Crete, IL. All policy setting, operational, and financial matters are under the control of the ILS Delegate Assembly through the ILS Board of Directors, an 8 person board elected by the ILS Delegates. Day to day operations of the school are controlled by the Executive Director and building principals. When issues or concerns about the operation of the school arise, we ask that you follow these steps:

1. Contact the administration with your concerns.
2. If the issue cannot be resolved, contact the Board Chairman and discuss the issue.
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.

## **OUR MISSION AND VISION**

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. If an individual feels that they are being discriminated against, they should contact an Administrator and the Board Chairman.

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 3<sup>rd</sup> party including a student's pastor, without the prior consent of the holder of the FERPA rights. Student records may be disclosed to appropriate school administrators in cases where legally necessary or if a student might be in imminent danger.

If an eligible parent, guardian, or caregiver desires to review a student's records they should contact the principal to schedule a time to review the records. Any request to amend student records must be made in writing to the school principal. The request will be reviewed by the administrative team and the individual requesting a change will be notified within 5 business days of the decision.

## **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/>

## **MISSING PERSON AND HIS/HER SCHOOL RECORD**

In accordance with Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, Illinois Lutheran School has a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police. Upon notification by the Illinois State Police of a person's disappearance, our school will flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, we will be alerted to the fact that the record is that of a missing person. The administration of Illinois Lutheran School will immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

## **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 assistant principal. During the interview or subsequent interviews, necessary background information will be obtained by the school (transcripts, medical records, case studies, and the like). The school administration 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 ILS Admission's Committee will make a final decision on enrollment. The decision will be based upon the

information gathered during the interview and transferred information. The principal will report the 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 an application is accepted but the student does not attend, the application is non-refundable. Any appeals for a refund must be made to the Board of Directors.

## **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 success in the classroom. It is at that point that we feel it necessary to step in with extra assistance.

A teacher 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 the student will meet with the principal and teacher.

**Level III.** The student is declared ineligible. Parents and the 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 issues or concerns that develop related to a student's educational program. When concerns arise related to a student's educational program, 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 teacher, who 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 Executive Director.

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 campus administrator/principal 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 January 13, 2022, by Ideal and Associates of Bloomington, Illinois. A copy of the management report is available in

the school 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 MAP battery of tests to grade levels 3-8 throughout the system. At the elementary building students in grades three through six are tested in the fall, winter, and spring. 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. Homework is defined as a task assigned with the specific directive to be completed outside of classroom instructional time.

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.

Every effort will be made by a student's teacher to provide time to complete many of the assigned tasks during the school day. Various circumstances, including variances from a classroom's regular routine, student ability and focus levels, and a student's individual desire to work on an assigned task at home, might increase the amount of time necessary for a student to work at home. Parents are asked to observe their child's home studying routines and work with the teacher if it seems the amount of work is excessive.

If a student participates in distance learning activities, the amount of homework will vary greatly. State guidelines suggest that any student in distance learning be engaged in that activity for a comparable amount of time that they would be engaged in a traditional classroom setting. This engagement time includes the time needed for reading, direct teacher instruction, and the completion of activities. Parents and teachers will work together to monitor student engagement and progress if a child is learning from home.

## 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, phone call, or email 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.
- 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) may 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.

If a student is absent from class, the teacher and student will work to create a timeframe for which assignments will be completed.

## **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**

Paper copies of report cards will be sent home shortly after the completion of each quarter. Parents are asked to review the grades with their child and provide encouragement as they continue to work throughout the year. The envelopes report cards are sent home in should be signed by the parents and returned to school within one week of receiving the report card. This applies to report cards for quarters 1,2, and 3.

Since all grades are available through Powerschool at any time, no printed mid-quarter reports will be available to parents.

### **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. Parents or teachers may arrange for additional conferences 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 **daily** 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.

### **Absences**

Absences are marked as either one-half day or full day absence. A student is considered absent from school if they arrive at school past 9:00 AM. A student arriving after and remaining for the rest of the school day will be marked absent for a half day. Students arriving after 8:00 AM but before 9:00 AM will be marked as tardy. A student leaving before 2:05 on a regular day of classes will also be marked as a half day absence. Students who reach 25 absences in a school year will be referred for review by the ILS Board of Directors. Potential actions may include the recommendation for retention in the student's current grade or discontinued enrollment in the school system.

### **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. Students are required to make arrangements to make up all work missed during the absence.

Illinois law now also allows for students to take up to 6 mental health days per school year. These absences are also excused if the school is notified the morning of the absence. As with any excused absence, the student is required to complete missing assignments for these days.

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) or email the office (eostmann@illinoislutheran.org) that the student will be absent.

### **Distance learning attendance**

Distance learning - also known as remote learning - will only be offered in cases of approved, long-term absences. This would apply to situations such as a quarantine mandated by a medical professional or based on school health and safety protocols. The classroom teacher will work with the family affected to provide as many physical resources as possible for the student to participate from home. We ask for a full day to prepare these materials and set a time for pickup. The student will be able to view his/her class in real-time using a computer. Distance learning will not be an option for short-term absences or in the case of something like an extended vacation. In such cases, the student will receive work and return it according to the standard absence guidelines.

### **Recess: Illnesses and Supervision**

At times, a student may have an illness that does not warrant staying at home and allows the student to return to classes. If a parent or doctor desires that a student remain inside during a recess for medical reasons, a note from a doctor should be sent to school with this request. Classroom teachers will then make the necessary accommodations so the student will have adequate supervision during the recess. Parents should not request that their child remain in for recess because of inclement weather. Students should provide the proper attire to participate in outdoor recess. School procedures are also in place to limit student exposure to weather that may be considered dangerous or excessively uncomfortable. Teachers will plan to take students outside any time the real-feel temperature is above 0°F.

## **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**

Students may possess a cell phone, smartwatch or other electronic communication/media devices during the school day if that device is...

- set to silent mode.
- stored. "Stored" means that the device is secured in a locker, computer bag, or backpack. These devices may not be on your person.
- not being used in any way except with the expressed permission and under supervision of the teacher or principal.

Any headphone, earpiece, or similar equipment associated with an electronic device must be stored and not worn on the ear unless the classroom teacher gives permission.

Teachers may also request that students bring their phones to class for particular lessons.

Students may use cell phones in the office area after receiving permission.

If in an emergency, a student needs to contact a parent or a parent needs to contact his/her child during the school day, this contact will be made through our administrative assistant in the office.

The school reserves the right to examine the contents of a cell phone or any other electronic device if there is a reason to believe that school policies or laws have been violated.

Any device with a camera may not be used to take pictures of tests, quizzes, etc., nor may it be used for anything exploitative, hurtful or damaging. Camera use is strictly forbidden in private areas such as locker rooms, restrooms, or dressing rooms. Such use may also be a violation of the law and necessitate the involvement of law enforcement.

Students who bring any electronic device to school do so at their own risk. Illinois Lutheran Schools is not responsible for the safety or securing of personal electronic equipment that students choose to bring to school.

If an electronic device is heard or seen outside of the administrative assistant's office or a Jr/HS student's lunch period, it is a violation of the policy. Violation of this policy may result in a student detention or further action depending on the persistence of the violation.

## **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. A weekly chapel service is held on most Fridays beginning at 8:05 AM 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. Parents and other family members are welcome to worship with the students during this service. In the case of inclement weather, the chapel service may be held in the elementary gymnasium.

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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> 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 counseling is requested by a parent or student during the school year, they will first be referred to their home congregation's pastor. In the event that additional counseling 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, wiffle 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.
- Gain a greater understanding of all of God's creation including human life and the order and structure he establishes in human life.

### **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.
- Appreciate human life and understand the roles and responsibilities God gives the individual in caring for it including reproduction and health.

### **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. Since clothing with words and/or pictures displayed on them often distract from the worship service, we would appreciate it 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. Trips to attend events at Trinity Lutheran Church, Zion Lutheran Church, or the Junior/Senior High Campus will not require a permission slip. However, parents will be notified in advance of when these trips will occur and event details including time and transportation modes will be shared.

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...

- As assigned by the teacher, Take on additional students in their personal vehicle
- Follow the specific directions given by the supervising teacher
- Leave additional children at home (siblings, grandchildren, etc.)
- 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.

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

## **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 school teachers/administration reserve the right to interpret the appropriateness of student dress and the right to interpret the dress code. Concerns related to student dress will be communicated to the student and parent. If non-compliance to the dress code becomes a persistent problem, disciplinary actions may be taken. Disciplinary concerns should be directed to the school principal.

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.
- The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.
- No sloppy, unclean, frayed, or ill-fitting (excessively tight or oversized) clothing or footwear is permitted. We ask that students wearing pants or shorts of a tighter material wear a shirt of a length that can cover their bottoms.
- 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, and of a solid color with minimal markings (logos, stripes, etc.).
- No clothing, including jackets, which have slogans or advertising related to alcohol, tobacco/drug, bars, some inappropriate music groups, inappropriate TV programs, or gangs, logos with blasphemous, or suggestive language or double meanings, may be worn to or at school. (Examples of this may include Yin-Yang, Satanic symbols, or other cult or non-Christian religious symbols, skulls, or skull and crossbones, etc.)
- 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 and boys may wear small earrings. *Because of the risk of catching an earring on PE or recess equipment, students may be encouraged to remove earrings during these types of activities. If that is not possible the student may be asked to cover the earring with a bandaid for her/his own safety.*
- 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.
- PICTURE DAY NOTE - Students may desire to wear something for school pictures like a dress or shirt that may not be comfortable to wear all day. Students are asked to wear

clothes that are in line with the dress code to school. The teacher should be informed that the student would like to change for pictures and time will be given to do that.

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 may also announce exceptions to dress code rules. (e.g. An unseasonably warm day is forecast during a time when shorts are not permitted and the principal permits students to wear shorts or tops not normally permitted.)

## **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:

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> Offense:** The student may be suspended indefinitely and may be expelled.

**4<sup>th</sup> 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. Headphones 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 elementary school students may participate in practices, but may not participate in interscholastic games. When students are reinstated to co-curricular activities, the coach or sponsor determines the level of participation for games.

## EMERGENCY SCHOOL CLOSINGS

In order to keep you better informed, Illinois Lutheran Schools has adopted an emergency notification system. 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](http://www.illinoislutheran.org) for scheduling updates. We will also make use of the emergency closing system provided by [www.emergencyclosings.com](http://www.emergencyclosings.com). Go to [www.emergencyclosings.com/ecc/email\\_notification.jsp](http://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.

## FINANCIAL AID

A limited amount of tuition assistance is available to the families of our school system experiencing economic difficulties. Normally, requests 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 ILS 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.

An appeal form is available on the [illinoislutheran.org](http://illinoislutheran.org) website for families to request additional assistance or to report unexpected changes to income.

## **FOOD SERVICES**

### **Hot Lunch**

Hot lunch is available to all students each school day of the week. Order forms and menus will be found by accessing our school lunch partner's website (a link is on the [ilhs.org](http://ilhs.org) website).

Also remember:

- 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.
- There is much evidence between successful children and sound nutrition practices. If you send a lunch, please be sure it is nutritious.

### **Food Brought from Home**

Students are permitted to bring lunches from home. Every effort should be made to pack lunches that contain a balanced nutritional meal that will satisfy a student's appetite. Lunches should be packed in a way that they do not require refrigeration or include necessary ice packs. There are no microwaves available for student use at the elementary campus. Parents and students are responsible for the proper care of food brought from home.

Students should avoid sharing any part of their lunch with other students. This will help eliminate unfair "trades" that may occur. More importantly, it will help assure that students will not unknowingly introduce harmful allergens to their classmates. In the event a student with a foodborne allergen is identified within the school or an individual classroom, proper steps will be established and communicated to help limit potential exposure for the student(s).

### **Milk**

Milk is available during lunch. Chocolate and 1% 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 Half Days Preschool (Mon/Wed/Fri)	8 AM	11:30 AM

5 Half Days Preschool (Monday-Friday)	8 AM	11:30 AM
5 Full Days Preschool (Monday - Friday)	8:00 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.

Early dismissal days will be published on the school calendar and communicated in the Charger News. Students in K-6 will be excused at 11:15 AM on early dismissal days. PK students will be dismissed at 11:30 AM. No After Care services will be available on early dismissal days.

### **After Care**

Our After Care Program provides for the supervision of children enrolled in our school after school, from 3:05 to 6:00 PM. This service is held in our building, with a fee charged to those families who make use of the services. All families will fill out an emergency contact card for our Aftercare binder. This allows any child to attend Aftercare for unforeseen reasons and the coordinator will have the contact information necessary. 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 be assigned a Chromebook to use at school during the school year, and grades PreK-2 will have access to shared tablets and Chromebooks. 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 operating 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/email 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.

### **Passwords**

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

## **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	Cheerleading	Basketball	Cheerleading
Winter (late)		Basketball		Basketball
Spring	Track (4-6)	Track (4-6)	Track	Track

(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), National 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. Sunscreen is allowed.

## **Self medication - Students with Asthma, Diabetes and Allergies**

*Asthma/Inhalers* -The school allows the self-administration and self-carry of asthma medication upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually. The school requests annually an asthma action plan from the parents. A sample plan can be found on our website (click on "Parents" and it is under the section "Request Forms").

*Diabetes* – The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files. A sample plan can be found on our website (click on "Parents" and it is under the section "Request Forms").

*Allergies/Epi-Pen* – The schools allows the administration of epinephrine auto-injectors upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually. The school requests annually an allergy/epi-pen action plan from the parents. A sample plan can be found on our website (click on "Parents" and it is under the section "Request Forms").

## **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.

## **Medical Cannabis**

The only medical cannabis that is permitted to be administered on premises of the school are cannabis infused products limited to foods, oils, and ointments or other products containing usable cannabis that is not smoked. Illinois Lutheran Schools may prohibit the administration of medical cannabis if the school or school system determines that doing so would create a disruption of the school environment or would cause exposure to other students. No Illinois Lutheran employee will be required to administer a medical cannabis product. Illinois Lutheran may prohibit the use of medical cannabis if they would lose federal funding as a result of implementing this policy.

## **CPA – OUR PARENT/TEACHER ORGANIZATION**

Our CPA is currently under reorganization. If you are interested in helping with this group, please contact our administrative team, and they will be happy to explain how to become involved.

## **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>. Students will be excluded from school attendance if all required health examinations and forms are not submitted before October 15th.

Students who participate in our athletic programs need a current physical form on file with the Activities Director before participation may begin. 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 - normally every Monday. *The Charger News* will be primarily sent home digitally. Families desiring a paper version of the newsletter should contact the school office.

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](http://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. Also consider following Illinois Lutheran Schools on Facebook for news items and pictures.

## 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. A pamphlet describing library procedures is available for more information.

## 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.
  - 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 may be expelled by the principal. All suspensions and expulsions are reviewed by the ILS Board. All such incidents will be immediately reported to local law enforcement and to the ISBE (SIRS) School Incident Reporting System according to law.
- 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 3<sup>rd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 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 due, 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 varies depending on the payment plan you select. For the coming school year tuition may be paid in any of the following ways:

1. Make payment in full to FACTS by August 1st. (\$20 per year)
2. Make semiannual installments to FACTS, due in August and February. (\$20 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. (\$50 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. (\$50 per year)

\*Note: Payments may also be paid by credit card. You may set up your payment method in FACTS. If you need to change your payment plan, please contact the high school office at 708.672.3262 as soon as possible.

FACTS charges these additional fees as well:

- Credit card service fee is 2.85% of the amount charged to your credit card.
- Returned payment fee is \$30 per occurrence.
- There is an annual fee for the Peace Of Mind benefit (optional). The POM benefit will pay any eligible FACTS unpaid balance in the event of the death of the responsible party or his/her legal spouse. Coverage is only available to individuals under age 70. If you choose the one-payment option, you are not eligible for POM.

### **Students with Scholarships**

A family who receives a scholarship from Empower Illinois or any other scholarship granting organization is required to set up a FACTS account. For those receiving a scholarship covering 100% of their tuition, the family is required to set up a FACTS account and schedule a one time payment. The family will be charged a FACTS enrollment fee. Once this account has been activated, the scholarship will be applied to the account, and the account will be shown to be paid in full. For those receiving a partial scholarship, the family is required to set up a FACTS account and select their payment schedule. The family will be charged a FACTS enrollment fee according to the number of payments they select (see above). Once this account has been activated, the scholarship will be applied to the account, and the remaining balance will be divided evenly between the number of payments selected by the family.

### **Past Due Accounts**

When FACTS attempts to pull monthly payments and there are insufficient funds, they charge a \$30 late fee per occurrence. They will attempt two additional pulls over the next three weeks, each time charging a \$30 late fee for insufficient funds. FACTS will charge up to \$180 in late fees per family. FACTS will email notices to families each time there are insufficient funds. After three attempts, the account becomes unresolved. Once the account is unresolved, the payment will need to be made directly to the school office, or the family can login to FACTS to make a payment.

**Second Payment Return:** A school representative will contact the family to inform them of their delinquent payment situation and the school's tuition payment policy.

**Third Payment Return:** A school representative 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 and/or superintendent 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.

**Incidental Fees:** Incidental fees will be required to be paid in cash for any past due account until the account is up to date with all payments.

**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 and/or superintendent). 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:**

1. Student(s) will not be allowed to register for the next school year.
2. Transcripts and academic records (including report cards) will not be released by ILS.
3. Diploma will be withheld from the student(s).
4. PowerSchool access may be turned off on any past due account until the account is up to date with all payments.

**It is the responsibility of the parent or guardian to contact the school 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 Illinois 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)

## **COMPLIANCE**

Illinois Lutheran Schools agrees to comply with any other applicable State or federal law or regulatory requirement.

# Drop Off/Pick Up Instructions

## 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](http://www.illinoislutheran.org)

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

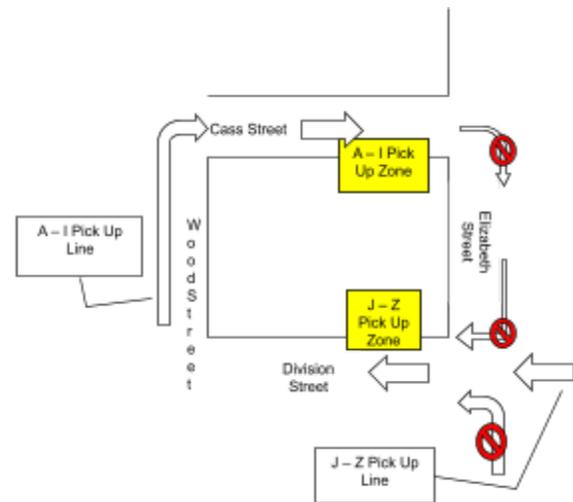
"Bring them up in the training and instruction of the Lord."  
Ephesians 6:4

**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. Please use the area east of the yellow poles/utility box for dropping children off. If you desire to park, please do so west of the yellow poles/utility box or proceed to the spots available east of Elizabeth Street.

### 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 of 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 - 1:45 - 3:05
- Christmas Party Wednesday, December 21st - 9:30 - 11:05 AM
- Valentine's Day Party Tuesday, February 14<sup>th</sup> - 1:50 - 2:50 PM
- Teacher's Birthday Party – Date/ time to be determined by the teacher.

### **Special Events:**

- Grandparent's Day – Friday, September 30th
- Children's Christmas Service Decorating at ILHS – Saturday, December 10<sup>th</sup>
- Children's Christmas Service at ILHS - Sunday, December 11<sup>th</sup> 2:00 pm
- Book Fair – Week of January 30th
- Teacher Appreciation Week – May 1st - 5th
- Field Trips - TBD
- 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**

Our Scrip program is one of the main fundraisers that supports CPA. Since the Scrip Program began over 10 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 60/30/10: 60% of the revenue will be applied to a current ILS student's tuition of your choice or to the General Tuition Assistance Fund, 30% 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](mailto: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](http://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](http://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](http://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-6<sup>th</sup> 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 e-cards to your account in minutes, or you have the option to reload cards that you have already 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](mailto:scrip@illinoislutheran.org).

## Gender Policy

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27). Therefore, the following policy statements seek to provide clarity in applying the Bible's moral teachings regarding the challenges presented by "gender theory." This policy is for Illinois Lutheran Lutheran Schools. As a general rule, in all interactions and policies, Illinois Lutheran recognizes only a person's biological sex. This policy applies, but is not limited to, all school employees, personnel, volunteers, and those entrusted to the care of the school, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the school.

**Designations and Pronouns.** Any Illinois Lutheran documentation which requires the designation of a person's sex is to reflect that person's biological sex. No person may designate a "preferred pronoun" in speech or in writing. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and "gender" and thus opposes the truth of our sexual unity.

**Bathrooms and Locker Rooms.** All persons must use the bathroom or locker room which matches their biological sex.

**Attire.** All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

**Athletics and Extra-Curriculars.** Participation in school and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

**Single-Sex Programs.** Admission to single-sex programs, including but not limited to, single-sex camps or retreats, is restricted to persons of the designated biological sex.

**Medication.** No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students or those entrusted to the care of Illinois Lutheran are not permitted to take "puberty blockers," even if self-administered, on school property, with the purpose of a potential or actual "gender reassignment."

**Protecting the Vulnerable.** Those entrusted to the care of the school who express a tension between their biological sex and their "gender" and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Bible. Illinois Lutheran will take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

## **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The inspired and inerrant Scriptures, which wins our hearts to faith in forgiveness in Christ, is also for believers the final authority in all

matters of truth and morality. This policy presents the Board of Director's final interpretive authority on the application of the Bible's teaching in our setting.