

IMMANUEL
PARENT/STUDENT
HANDBOOK

“Preparing students for life here and in eternity.”

Immanuel Lutheran School
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INTRODUCTION (Revised July 2012)

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

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

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

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

Adopted 2-17-2009 (*)

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

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

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

Objectives:

That by the power of the Holy Spirit, each child may:

1. Become an active, and professing Christian
2. Develop godly character;
 - a. Gaining a truly Christian perspective on life
 - b. Making God-pleasing moral decisions
 - c. Being a responsible citizen in our democratic society
3. Gain a high-quality general education
4. Develop an appreciation of culture and beauty in the world

* All other adoption or revision dates appear in parenthesis by the title of the policy. Adoptions were approved by the Board for Parochial Education. Revisions were made by the Board for Parochial Education or by the principal as dictated by the policy.

CURRICULUM

In keeping with the purpose of Immanuel Lutheran School, the curriculum is based on the Word of God. The truths of the Bible are taught not only in Religion class, but these truths also permeate all teaching. Our school teaches all academic subjects with a Christian approach and with a Christian interpretation.

In keeping with our Christian philosophy of education and with the requirements of the State of Illinois, our students receive an education in the following areas: Bible studies, memorization, handwriting, language, reading, mathematics, science, social studies, spelling, physical education, music, art, computers, and other approved subjects.

BOOK FEES

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

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

INSURANCE (Revised July 2012)

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

LUNCH AND MILK/JUICE (Revised July 2012)

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

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

Lunches are to be purchased in advance of all meals. We ask that parents purchase lunches in increments of at least 10 or 20 at a time if possible. Lunches may be purchased from the financial officer in the school office. Please call her at 618-407-5346 if you are unable to contact her in the office. The cost for a daily meal is \$2.00. Each meal includes a half-pint of

milk. If a student wishes to purchase additional milk or juice the charge is \$.30 or \$6.00 for 20 drinks. Both white and chocolate milks are usually available. Refunds for milk not used are available upon request. Scannable lunch cards and drink cards will be credited soon after purchases are made.

Students must make their hot lunch intentions known by 9:00 AM. Sack lunches must be at school by 9:00 AM. In containers which keep the food safe for consumption. If a parent cannot meet the 9:00 AM deadline because of extenuating circumstances, they should call the school to make arrangements.

Students who have not purchased meals in advance and do not have a lunch from home may be provided a peanut butter/jelly sandwich and a carton of milk. The milk debt must be paid before any meals or drinks are sold to the students who have this situation. Please make all checks payable to "Immanuel Lutheran School." Carbonated beverages are not permitted. Extra milk may be purchased or a juice beverage may be brought from home.

MONEY SENT WITH STUDENTS (Revised July 2012)

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

BREAKFAST BAR PROGRAM

Immanuel Lutheran School has a Breakfast Bar Program. The cost to the student is \$.30 for each breakfast bar purchased. A breakfast bar ticket may be purchased for \$6.00 (the cost of 20 breakfast bars). The breakfast bars are available to the students until 9:00 AM each morning. Students are encouraged to pay in advance for these bars. Bars may be purchased on a daily basis.

CHAPEL

Chapel is held each Wednesday at 8:15 AM at Immanuel Lutheran Church. All students are expected to attend. An offering is taken at each chapel service and is used for mission projects. Children should be encouraged to contribute regularly as part of their Christian stewardship. Envelopes will be available from your child's teacher.

COMMUNICATION (Revised July 2012)

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

BAND

Students in grades 4-8 are eligible to participate in the band program through the cooperation of the Okawville Public Schools. This is an optional program given in the public school facilities during regular school hours. The band grade is not counted in the students' Grade Point Average. Parents who need help transporting their children to band should contact the principal before the first band practice.

SCHOOL-SPONSORED ACTIVITIES

During school-sponsored activities (athletic contests, field trips, etc.) the student remains under the direct supervision of his/her teacher. When parents, grandparents, or guardians are used as drivers or chaperones, students are to conduct themselves in a respectful manner toward them.

The teacher is still the direct supervisor of the entire group. Permission slips for field trips for the entire year will be signed at registration prior to the start of the school year. There will be no more than one field trip per month unless there has been prior approval by the Board for Parochial Education.

FIELD TRIPS VISITS BY NON-STUDENT CHILDREN

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

VISITS BY NON-STUDENT CHILDREN TO THE SCHOOL

Visits to the school by children who are dropping in to see old classmates or teachers or who just want a friendly visit for some other legitimate reason are limited to a maximum of a half-hour visit. A non-student visit will be confined to a one time only event in the course of the school year. **Twenty-four (24)** hours prior notification to the teacher is necessary to accommodate classroom plans. The time will be specified by the teacher.

SPECIAL ACTIVITIES

Outdoor education for fifth and sixth grades and a class trip for seventh and eighth grades are held annually. Some fund raising is necessary for each activity.

VOLUNTEERS (Revised July 2012)

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

PARENT TEACHER LEAGUE

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

TUITION

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

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

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

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

EMERGENCY MEDICAL TREATMENT (Revised July 2011)

In the event of an accident or serious illness during the school day, the school is obligated to: (1) Notify the child's parents or other responsible person designated by the parents; (2) Provide emergency care until either the parent or medical authorities assume responsibility; (3) If warranted, get the child to his or her home, to the hospital, or to a physician's office; (4) If a child is sent home, he or she should be accompanied by a responsible adult. He or she should not be left at home without a reliable person accepting responsibility for the child.

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

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

DISTRIBUTION AND USE OF MEDICATIONS

Basically, medication is the responsibility of parents. Parents should consider the advisability of sending a child to school while he/she is taking prescription medicine. However, medication which must be distributed at school MUST be accompanied by a note from the child's doctor or

the child's parents. The note must include the name of the medicine and the dates and times when such prescription medicines are to be taken. No "open-ended" notes will be accepted. Any medication, including pain relievers, required by a pupil must be brought from home and kept by the Principal, school nurse, or secretary until time for it to be dispensed. Parents of children with chronic conditions such as asthma, epilepsy, diabetes and the like, are requested to make the teacher aware of the condition and proper procedures to follow in helping the child deal with his/her problem.

No aspirin or related medications will be dispensed by teachers or employees of Immanuel Lutheran School. Parents who wish their child to have access to pain relievers, cold tablets, or any other over-the-counter medications may send one day's dosage with instructions as to how and when these are to be taken.

SCHOOL ATTENDANCE

Because responsibility and self-discipline are so important to the growth of each child, parents are asked to cooperate with the school by seeing that their children attend regularly, and arrive at school on time. While text readings, workbook, and worksheet assignments can be done by students who have been absent, they miss the important class discussions, hands-on activities, simulations, and group work, which are integral parts of a well-rounded education.

ARRIVAL AND DEPARTURE (Revised October 11, 2012)

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

Pupils are not permitted to play outdoors before school in the morning. Pupils arriving before 7:30 AM who don't arrive by bus will be sent to daycare at the parents' or guardians' expense. Classes begin promptly at 8:00 AM and end at 3:00 PM. All students are to go home immediately after school and should not linger on the playground. Any student remaining after 3:15 PM will be taken to daycare and parents or guardians will be billed. Exceptions may be made if the parent or guardian calls the school before school is dismissed and explains the circumstances.

TARDINESS

Arriving at school on time promotes a sense of punctuality and responsibility and prevents disruption of classes already in progress. It is also of concern that the child may miss an important learning experience. A child who arrives in class after 8:05 AM is tardy. The following policy will be observed:

Excused tardiness:

- Illness
- Impassable roads
- Medical appointments

Non-excused tardiness:

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

CONSEQUENCES OF TARDINESS

After the child's third non-excused tardiness, per quarter, the parents(s) or guardian(s) will be contacted by the child's teacher or by the Principal to discuss solutions to the problem. Three non-excused tardies will result in a detention.

EXCESSIVE ABSENCES OR TARDINESS

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

REGULAR ATTENDANCE

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

ABSENCES

Parents or guardians of the child are to call the school office (243-6142) before 8:30 AM on the first day of a child's absence. If this phone call is not made, the parents or guardians can expect a phone call from the school. Make-up of missed school work is expected when a child has been absent. Assignments are made available at the end of the school day. Students are given one day for each day of excused absence to make up the work. Students who are absent from school for more than half a day, for reasons other than doctor or dental appointments, are not considered eligible to participate in any school activities that day without special permission of the Principal.

PROCEDURE FOR MISSING CHILDREN (Adopted January 2011)

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

RETURN TO SCHOOL

The child must bring a note from his/her parents or guardians on the day of his/her return stating the following information:

- a. Child's name
- b. Date(s) of absence
- c. Reason for absence
- d. Parents' or guardians' signatures

A child who has been absent from school for five (5) or more consecutive days because of illness, will be required to bring a re-admission note issued by the child's doctor.

**LEAVING SCHOOL GROUNDS FOR OTHER THAN ILLNESS OR ACCIDENT
(Revised July 2012)**

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

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

Students going home for lunch are required to have special permission, in writing, to leave the school grounds. These students are asked to return to school promptly.

COMMUNICABLE DISEASE INFORMATION (2004)

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

<u>DISEASE</u>	<u>INCUBATION PERIOD</u>	<u>CONTROL OF CASES ISOLATION</u>	<u>EXCLUSION FROM SCHOOL</u>
Chickenpox	2-3 weeks commonly; 13-17 days, possibly up to 4 weeks	For not less than 5 days after the appearance of eruption, until vesicles become dry	Yes, until end of isolation
Measles	8-14 days	Until 4 days after the appearance of rash	Yes, until end of isolation
Rubella German measles	14-21 days	Isolate from pregnant females	Yes, unimmunized children will also be excluded
Mumps	12-26 days	Until 9 days after the onset	Yes, until end of isolation
Smallpox	7-17 days commonly; 10-12 days	Until all lesions have healed and scabs have fallen off	Yes, until end of isolation
Sore throat Due to Group A Streptococci	1-3 days rarely longer	Isolation required, but may be terminated after 24 hours with antibiotics, provided treatment is continued for a minimum	Yes, until end of isolation

of 10 days and the nose,
throat, glands and ears
are normal

Whooping Cough 7-10 days

Not required, if child has
received adequate
antibiotic therapy.
Contagion usually
disappears within 3
weeks after onset of
cough, even if cough
persists. Keep out of
contact with non-
immunized children

Susceptible
contacts should
be treated and
excluded at
first sign of
respiratory
symptoms
within 14 days
of known exposure

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

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

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

Flu – Child must be without fever for 24 hours.

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

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

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

REPORTING COMMUNICABLE DISEASES

All communicable diseases contracted by students of our school shall be reported to state health officials in compliance with state mandates.

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

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

WHEN TO KEEP YOUR CHILD HOME

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

VACATIONS, TRIPS, DENTAL, ORTHODONTIC OR DOCTOR APPOINTMENTS

While discouraged and not preferable, vacations, trips, and medical appointments may need to be taken during school days. The teacher and school office should be notified at least one week in advance of vacations, trips or pre-scheduled medical appointments. Assignments may then be provided in advance. Students are responsible for all assignments missed upon return to school.

NON-EXCUSED ABSENCES

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

PHYSICAL EXAMINATIONS (Revised July 2012)

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

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

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

VISION AND HEARING SCREENING

All Illinois children in kindergarten or upon first entry into an Illinois school beyond kindergarten (examples, grades 1-12) are required to have an eye examination. School eye examinations must have been completed within the 12 months prior to the October 15th deadline.

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

DENTAL EXAMINATIONS

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

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

IMMUNIZATIONS

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

OFFICE HOURS

A secretary will be in the office from 8:00 AM to 2:50 PM Summer hours are 8:00 AM to 12:00 noon. The school phone number is **243-6142**.

VISITOR SIGN-IN

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

STUDENT PICK-UP

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

ACCELERATED READER PROGRAM (Revised July 2012)

All students of Immanuel Lutheran School in grades kindergarten through eighth grade will participate in the Accelerated Reader program. The number of points that the student receives on the tests he or she takes will help determine the grade the student will receive for the Accelerated Reader portion of the student's reading grade. The students will have all quarter to achieve the goals which have been set for them. This will count as one grade for the reading curriculum. No provision will be made for late work unless the teacher and principal have decided, together, that extenuating circumstances warrant it. Extenuating circumstances may include, but are not limited to extended illness or hospital stay, or other debilitating circumstances. Students will only be able to test on the reading level books that are appropriate for their class level, and no lower than one grade level below their class reading level. The exceptions to this will be for those who are allowed, by the discretion of the teacher, to read at lower levels.

On the last day of the third quarter and at the end of the school day, all points will be counted toward the end of the year Accelerated Reader field trip. This will be reported to the students

by the end of the next school week. If the student has achieved the third quarter goal at the appropriate reading level for that student, then, and only then, will the student be considered for the Accelerated Reader field trip. Those who do not make this cut will not go on the field trip. Those students who do make this cut, and have achieved one point over the third quarter goal by the end of the third quarter, at the end of the school day, are automatically in the competition for the highest number of points. Those with the highest number of points in each classroom, who meet the above criteria, will receive an end-of-the-year award. There will also be special awards for the two students with the over-all high points in grades fifth through eighth. The competition ends at 1:00 PM on the last school day of the week before the awards program.

Necessary points for the Accelerated Reader Program will be achieved in the following way:

Grade Level	May Read These Leveled Books	Points Needed Per Quarter
		To earn an A
Kindergarten	Kindergarten and up	1
First Grade	Kindergarten and up	2.5
Second Grade	First Grade and up	4
Third Grade	Second Grade and up	5
Fourth Grade	Third Grade and up	6
Fifth Grade	Fourth Grade and up	9
Sixth Grade	Fifth Grade and up	10
Seventh Grade	Sixth Grade and up	11
Eighth Grade	Seventh Grade and up	12
Grade	Points Needed at End of Third Quarter to Enter Contest (third qtr goal + 1)	Points Needed per year to earn an A

K	4	4
1	8.5	10
2	13	16
3	16	20
4	19	24
5	28	36
6	32	40
7	34	44
8	38.5	50

PHYSICAL EDUCATION AND ATHLETICS (Revised July 2012)

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

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

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

INCLEMENT WEATHER (Revised July 2012)

If the necessity arises that school must be canceled due to inclement weather, tune into the following AM stations KMOX 1120, WILY 1210, WHCO 1230, WMIX 0940 and the following FM station WNSV 104.7, and the following television stations Channel 4 and 5 for announcements. We will follow the same procedure as that taken by West Washington County Unit District #10. Please listen to the radio announcements (or watch the local television stations) – **do not call the school, the teachers, or the Principal.** Cancellations will also be announced on School Reach and TeacherEase.

TELEPHONE USAGE

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

Parents who wish to contact a teacher by phone should do so outside of regular school hours or leave a message with the secretary from 7:00 AM until 3:00 PM. Monday through Friday. The teacher will inform you of the best time to make calls to him or her.

NUISANCE ITEMS

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

PROPERTY DAMAGE

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

PERSONAL HYGIENE

All pupils are expected to practice good personal hygiene. Proper health rules are taught in school and children are urged to put these instructions to personal use. Desks and lockers are the property of the school and are subject to periodic inspection to assure that they are clean, sanitary, and orderly.

STUDENT DRESS (Revised June 2013)

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

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

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

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

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

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

heeled shoes, please also send a pair of tennis shoes for outdoor use. All students must have tennis shoes available.

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

BICYCLES

Bicycles should be parked in the bike rack. No student should ride his/her bicycle during school hours. For safety, bicycle riders should not ride until the last bus has left school.

PLAYGROUND RULES

WHEN IN GYM:

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

When outside on the playground:

1. Equipment is to be used in the manner for which it was designed.
2. *Put things back where they belong* – Things left outside will be put away for a day.
3. No food or drinks outside.

4. No use of the streets except for students in track/sports practices.
5. Students are not to play by the teacherage, in the weeds, under the willow tree by the teacherage, or in the front of the building (west). Students are to remain within a safe intervention range at recess. The students must be within teacher view and hearing range of the teacher's voice at all times.
6. *Do not throw balls at the school building or by the school building. No playing with balls by the cars.*
7. No saving swings.
8. No adjusting swings at a high level to where getting into the swing becomes difficult for all age levels.
9. No standing up while swinging, no jumping out of the swings, and no swinging double.
10. No climbing on top of the zooms.
11. *Students line up when the bell teacher calls "line up: or blows his/her whistle. Activity stops at this point.*

Rules to be observed when inside the building:

1. *No gum chewing in the building or outside.*
2. No trading of food during the lunch hour.
3. No sitting on desks or tables.

GOALS FOR ATHLETIC PROGRAM

1. To give students the opportunity to play competitive sports in a non-threatening Christian atmosphere.
2. To give students the opportunity to develop their skills and abilities to the fullest possible extent.
3. To offer a program which, as much as possible, will not inhibit the student's performance in the regular curriculum.
4. To instill in students who participate in athletics the importance of exemplifying Christian behavior in all aspects of living including sports events.
5. To work cooperatively with the overall education program of the school in order to help, rather than hinder, that program.

6. To instill a sense of discipline and commitment within those who participate in Immanuel's athletic program.
7. To be a source of enjoyment for parents, students, teachers, and all who are associated with Immanuel Lutheran School.

ATHLETIC ELIGIBILITY POLICY (Revised November 2010)

Immanuel Lutheran School of Okawville, Illinois, offers a wide range of extra-curricular activities to its students. We want to stress, however, that the primary reason for the existence of Immanuel is not to provide sports activities. It is to provide a Christian-centered education. The main focus will be put on student academic progress.

In line with this, the following eligibility policy is being used at Immanuel:

All students participating in extra-curricular activities at Immanuel Lutheran School must maintain adequate academic performance in order to continue participating in any of those activities. A failing grade of "F" or 64% or lower in any core subject such as reading, English, spelling, mathematics, social studies, science, computer, memory, religion, or any other subject designed by the Board of Education, will be cause of ineligibility.

Students who are in any sport will have their grades checked each Monday morning. If the student has an F average in any subject on Monday morning, then the student will be ineligible to participate in sports practices or games from that morning until Monday morning of the next week. Students who continue to have a F average on the following Monday morning will continue to be ineligible. Students who have achieved a passing grade are eligible to practice or to play starting the Monday morning that the F average disappears.

In the case of a short week, the same pattern holds. Eligibility as well as ineligibility goes from Monday to Monday. No student will be allowed to become eligible or ineligible on any day other than Monday except in the case when the school week begins on a day other than Monday. In that case the eligibility or ineligibility will be determined on the first day of school during that school week.

We praise God for the talents and abilities with which He has blessed the students of Immanuel. We pray that each student takes seriously the responsibility that has been given to him/her and to use all of his/her abilities to the glory of God and in service to his/her fellow human being.

SPORTS PARTICIPATION AWARDS

The following guidelines will be used to determine what, if any, award should be given to a participant in the sports program.

1. Attend all practices and games (Illness and doctor appointments are considered excused absences. Other requests for excused absences due to extraordinary circumstances will be considered. Whether an absence will be excused is the decision of the athletic director.)

2. In order to letter in a sport, the following criteria must be met:
- SOFTBALL** The participant must play in half the total innings.
- BASEBALL** Softball and Baseball are not offered every year.
- BASKETBALL** The participant must play in half of the total A team quarters.
All Pee-Wee players receive only a certificate.
- TRACK** The participant must participate in at least three events per meet.
- VOLLEYBALL** The participant must play in half of the A team games.

NOTE: *Any participant who misses ½ or more of the total games due to ineligibility will not receive an award of any kind.*

The following awards will be given:

1. Every participant will receive a certificate if he or she does not letter in a given sport.
2. The first year in which a participant earns an award, he/she will receive a cloth capital "I". The participant will also receive a metal insert with the embossed emblem of the particular sport.
3. The second and third years a participant earns an award in the same sport, he/she will receive a metal insert (a bar or embossed emblem) to signify an additional year of participation.
4. The fourth year a participant earns an award in the same sport, he/she will receive a bar or embossed emblem and a pin-on medallion.
5. The fifth year a participant earns an award in the same sport, he/she will receive a bar or embossed emblem and a personalized plaque.
6. The sixth year a participant earns an award in the same sport, he/she will receive a bar or embossed emblem and a personalized trophy.

ACADEMIC AWARDS

Students are eligible for the following academic awards based on performance in several areas.

HONOR ROLL – On High Honors for the first three quarters of the school term.
Awards are as follows: First year – Letter & Symbol; Second & Third years – Symbol;
Fourth year – Medallion; Fifth year – Plaque.

SCIENCE AWARDS – Students receiving "Best of Show" will receive a plaque.
Students receiving "Best of Grade" will receive a letter and symbol the first year;
symbol the second and third years, and a medallion the fourth year. At the regional
competition if a student receives an "Outstanding" rating, he/she will receive a symbol
and letter the first year, a symbol for the second and third years, and a medallion for the
fourth year.

SCHOLAR BOWL – Students participating in Scholar Bowl at the seventh and eighth grade level are eligible for awards.

PERFECT ATTENDANCE - Students are recognized for church, school and Sunday School perfect attendance during the school year. Perfect attendance means NO tardiness or absences. Excused tardiness for late busses, bad weather, etc. will not be counted adversely on a student's record.

CHOIR AWARDS First year students will receive a certificate. Students in grades 4-8 will be awarded in the following way: first year they will receive a certificate, second year letter and symbol, third year symbol, fourth year medallion and fifth year plaque.

ADMISSION POLICIES (Revised July 2012)

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

Students will be accepted in the following order:

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

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

Students entering kindergarten must be five years old on or before September 1 of the year they are enrolling. Students entering first grade must be six years old on or before September 1 of the year they are enrolling. Parents of students who enter with advance standing must request that all previous school records be released and transferred to Immanuel Lutheran School. Transfer request documents are available from the school secretary. Placements from other schools will be accepted in assigning the child to the proper grade level. All new applicants for school admission are reviewed by the Principal and occasionally by a member of the Board for Parochial Education. Approval is granted on an individual basis according to the above guidelines and other extenuating factors. A probationary period of four quarters will be put in place for each incoming student. In the case of admission of a student who has been expelled, suspended or has had a disciplinary action taken against him/her in

another school, the entire Board for Parochial Education has the authority of final approval. If parents wish to appeal a decision, they may present their concerns regarding the decision to the Board for Parochial Education.

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

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

CONFIDENTIALITY

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

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

TRANSFER POLICY (Revised July 2012)

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

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

NEEDS OF THE STUDENT (Revised 2004)

The regular education program of the school must be capable of meeting the needs of the student. This must be done for the good of the child.

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

PROBLEMS AND COMPLAINTS

Complaints and problems originating from the parents are to be received and addressed either during the school day or outside the regular school hours, and should be directed to the teacher involved. If the teacher is busy when a problem or complaint comes during the school day, the teacher will get back to the parent at the earliest possible time. If no satisfaction is received, the Principal should then be contacted. In the case that a settlement does not occur, the Board for Parochial Education should, in turn, be appealed to for a solution. Matthew 18:15-17 is our guide.

DISCIPLINE POLICY (August 4, 1980)

At Immanuel Lutheran School, we think of discipline as the teaching of self-motivation and self-control. With this in mind, corporal punishment is not allowed. Teachers deal with children in accordance with the teaching philosophy of Christ. The children are taught to understand that happy living is acquired by loving one another and respecting one another's rights and privileges.

In the classroom, the teacher will be the primary disciplinarian.

Parents should be willing to exercise their responsibility for their child's school discipline by cooperating with the teacher in the matter. Without parent cooperation, the child's education will suffer. Your cooperation and interest are vital.

Immanuel Lutheran School is an institution dedicated to the spiritual, physical, mental, social, and emotional growth of its students. The Good News of the Gospel is the central theme of the message proclaimed at Immanuel. However, there are times when situations may arise which require action by the administration and/or the Board of Parochial Education.

The following guidelines will serve as a basis for administering discipline at Immanuel:

1. Students at Immanuel are responsible for their actions while at school and while they are representing Immanuel in the community. Failure to meet the responsibilities of young Christians may create a need for disciplinary action.
2. General guidelines outlined here are the overall responsibility of the Board for Parochial Education, as administered by the Principal.
3. Records of disciplinary problems will be kept as a part of the student's records.
4. The classroom teacher is encouraged to handle discipline problems, following the example of Jesus Christ to the best of his/her ability. He/she is encouraged to consult with both the parents and Principal concerning specific problems in the classroom.
5. Teachers will refer problem students to the Principal for repeated infractions of school and/or classroom rules, or due to the seriousness of the infraction.

6. A referral to the Principal may result in punishment including suspension from extra-curricular activities, detention after school, or other appropriate action. The circumstances of the referral will determine what action should be taken. A written report will be filed immediately to the Board for Parochial Education for serious infractions.

DISCIPLINE – DETENTION POLICY

Students in grades 5-8 may be assigned after school detentions for the following reasons:

1. Incomplete Homework: This is work not finished when scheduled or not completed by the end of noon recess.
2. Inappropriate Behavior: This includes behavior in the classroom, hallway, lunch room, playground, school grounds, school bus, or other mode of school transportation.

“Inappropriate behavior” is defined as, but not limited to fighting, bullying, physical aggression, conduct endangering others’ health, verbal abuse and threats, or lewd conduct. These will result in the consequence of an after-school detention. A fourth infraction will then result in a three-day suspension. During the suspension students are not allowed to participate in any extracurricular activities/sports. All assignments during the suspension will be graded as zeros.

ANTI-BULLYING, INTIMIDATION, AND HARASSMENT POLICY (March 17, 2011)

Bullying, intimidation, and harassment diminish a student’s ability to learn and our ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of Immanuel Lutheran School.

Immanuel Lutheran School prohibits students from engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and creating and/or distributing written or electronic material, including internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Students are prohibited from harassing or intimidating a student based upon a student’s sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, or other protected group status.

Full implementation of the above policies includes; (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

The Board for Parochial Education along with the principal and appropriate staff members of Immanuel Lutheran School will examine the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary action.

Bully prevention and character instruction is held in all grades. The instruction includes student social, emotional and spiritual development.

The teachers are expected to maintain discipline and will fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

All members of the school community, including students, parents, volunteers, and visitors are encouraged to report alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence.

Parents/guardians will be actively involved in the remediation of the behavior(s) of concern. This includes notification of parents/guardians whenever their child engages in aggressive behavior.

All students are to conduct themselves in a Christian manner with a proper regard for the welfare of other students. Students will also be acknowledged for demonstrating appropriate behavior as noticed by a staff member, either orally or in a written fashion.

The Board for Parochial Education along with the principal and other appropriate staff members may engage in ongoing monitoring which may include collecting and analyzing appropriate data on the nature and extent of bullying at Immanuel Lutheran School, assess effectiveness of strategies, programs and procedures and make recommendations to enhance effectiveness.

GROSS MISCONDUCT

Gross misconduct by a student may result in suspension or expulsion. Suspension constitutes a temporary denial of the right to attend school for a set amount of time. Expulsion constitutes the dismissal from Immanuel Lutheran School. Students having been involved in gross misconduct will have one of the following consequences as deemed necessary by the Principal:

- a. Student in-school suspension.
- b. suspension from school for remainder of day.
- c. suspension from school for not more than five days.
- d. Opportunity for hearing with student's parent(s) or guardian(s) before the Board for Education, if need be, will be expelled for the remainder of the school term, or at least one year depending on the seriousness of the misconduct, providing the Board has just cause for this action.

CONSEQUENCES FOR UNLAWFUL MISCONDUCT

Students found to be in possession of a dangerous weapon on school property, or who have brought a weapon to any school-sponsored activity or event, or any event which bears a reasonable relationship to school, will be expelled for a period of not less than one year.* Referral will also be made to the proper municipal authorities as well as a mandatory conference with the parent(s) or guardian(s). **Mandatory based on state law ILCS 5110-22-6 and federal law HB 2596 and P.A. 890-0610.*

Students found to be in possession of or using a controlled substance or illegal drug on school property, or having brought any controlled substance or illegal drug to any school-sponsored activity or event, or any event which bears a reasonable relationship to the school will be suspended until a mandatory hearing before the Board for Education can be held with parent(s) or guardian(s) present. In the case of possession, if common sense warrants it, the Board will decide if the child's suspension should end or continue, otherwise, there will be an expulsion for the rest of the school year or expulsion for not less than one year. Referral will be made to the proper municipal authorities. Students found to have been involved in committing sexual harassment on school property, at any school sponsored activity, or event which bears reasonable relationship to the school will be suspended until a mandatory hearing before the Board for Education with the parent(s) or guardian(s) present. If common sense warrants it, the Board will decide if the child's suspension will end or continue, otherwise, there will be an expulsion for the rest of the school year or expulsion for not less than one year. Referral will be made to the proper municipal authorities.

Should any student be found in violation of the policies on Gross or Unlawful Misconduct, it is expected that the school, church, Board for Education and/or pastor reach out to minister to the family and student.

HOMEWORK

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

REPORT CARDS

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

PROMOTION POLICY

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

Guidelines:

1. Every effort should be made to convince parents of very immature children to refrain from enrolling their children for a year.
2. Retention should be restricted to primary children, except in very special cases. This does not imply that students cannot be retained at a higher level, if deemed necessary.

3. Only rarely should a student be retained more than twice during his or her stay in school.
4. Any student who has more than 30 tardies and/or absences during any one school year will be reviewed for retention. Any absence requires a written excuse from a parent or guardian within three school days. All missed class work and tests must be made up by the student.
5. A written warning notice of possible retention will be sent to the parents or legal guardian at the end of the third quarter.
6. Any student who fails in two subjects may be promoted to the next grade on probationary status.
7. Any student who fails three or more subjects will be retained at that grade level.
8. Retention of a student will be the final decision of the Principal, after recommendation of the teacher.
9. Parents may exercise the right of appeal to the Board for Parochial Education.
10. Double promotion will be the final decision of the Board for Parochial Education upon request of the parents and recommendation of teacher and Principal.

SEARCH AND SEIZURE (2004)

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

Two Key Issues For Personal Searches:

1. The search must be “justified at its inception.” School officials must have reasonable suspicion for conducting a search of a student’s person. Reasonable suspicion may, for example, arise from the report of a student, staff member, or other credible witness. Even anonymous reports may establish reasonable suspicion. Such information may be used in combination with the school official’s past experience with the student(s).
2. The search must be reasonable and related in “scope” to the circumstances which justified the beginning of the search. A search must be limited to the objective of the search. In other words, the search must be reasonable in scope. A search will be reasonable or permissible in scope when the measures adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.
 - A. The school officials will use the following test if they are considering a search:
 1. Does reasonable suspicion exist to conduct this type of search?

2. If reasonable suspicion exists to conduct this type of search:
 - a. Is my suspicion based on a mere hunch or is it based upon articulate facts?
 - b. What is the least intrusive method of conducting a search?

Lockers:

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

Locker Searches:

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

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

Seizure:

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

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

GRADING SCALE (Revised September 12, 2011)

A+ 100	Excellent
A 99, 98, 97	Excellent
A- 96, 95, 94, 93	Excellent
B+ 92, 91, 90, 89	Very Good
B 88, 87	Very Good
B- 86, 85, 84	Very Good
C+ 83, 82, 81	Average
C 80, 79, 78	Average
C- 77, 76, 75	Average
D+ 74, 73, 72	Below Average
D 71, 70, 69	Below Average
D- 68, 67, 66, 65	Below Average
F 64 and under	Failure

NON-DISCRIMINATORY POLICY (February 11, 2003)

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

HIV, ARC, AIDS (2004)

Immanuel Lutheran School will continue its existing enrollment policies as it relates to all pupils including any child testing positive to the Human Immune Deficiency Virus (HIV), testing positive to HIV and evidencing AIDS-Related Complex (ARC), or testing positive to HIV and evidencing symptoms of classic AIDS.

Immanuel Lutheran School, as it demonstrates its care and concern for all pupils and evaluates its program as it related to each child, will consider any such case of HIV, ARC, or AIDS infected child individually. The Principal and Faculty shall establish procedures which will protect the confidentiality of the child and family. Recommendations regarding enrollment of continued enrollment shall follow such procedures as are established by the Principal and Faculty, but must include the recommendations of a team including the child's parents, the child's physician, and public health official.

Because children with HIV, ARC, or AIDS are highly susceptible to infections, such procedures shall be established which certify that such a child has been examined by a doctor before attending school or before returning to school or extended daycare settings.

ASBESTOS NOTIFICATION (July 2012)

Immanuel Lutheran School has an asbestos management plan which is located in the Principal's office on the top, middle shelf. Inspections are kept current. Asbestos inspection was conducted in 2012. No action is required as the school building has been declared safe. If you have any questions regarding this, please contact the Principal. You will be notified by newsletter and note if there are any changes in our asbestos status.

ALLERGY ANAPHYLACTIC POLICY (2012)

Available upon request. (2013) Important: We are a peanut free school. No peanut or peanut oil bearing food is allowed.

GREEN CLEANING POLICY (October 19, 2009)

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

TITLE MONEY RECEIVED

During the 2012/2013 school year approximately \$330.00 of Title II grant money will be available for professional development of our instructional staff. The amount is approximately the same as last school year. No funds were allocated for Title IV – A, and Title V grants during 2012/2013 school year. Any questions concerning the above grants may be addressed to Principal Lynn Lukomski at (618) 243-6142.

IMMANUEL LUTHERAN FACULTY & STAFF

Immanuel Lutheran Church 243-6216

Immanuel Lutheran School 243-6142

Immanuel Lutheran Wee Care 243-6161

Pastors:

Rev. Eric Wood
204 Schumacher Street
Okawville, Illinois

Phone 618-243-2846

Rev. Art Eichhorn
179 West Church Street
Venedy, Illinois

Phone 314-882-1983

	Rev. Hans Trinklein 11265 State Route 177 Okawville, Illinois 62271	Phone 243-5498
Principal:	Mrs. Lynn Lukomski 900 Belsha Street New Athens, Illinois 62264	Phone 618-475-3143 Cell 618-980-3347
Teachers: Grade 7 & 8	Miss Andrea Klingenberg 339 South Illinois Street Addieville, Illinois 62214	Phone: 618-599-0149
Grades 5 & 6	Mr. Joe Kirby 604 South Hanover Okawville, Illinois 62271	Cell 618-304-4579
Grades 3 & 4	Mrs. Haley Evans 428 S. Brian Nashville, Illinois 62263	243-6142 (from 7:30-8:00 a.m. & 3:00-3:30 p.m.)otherwise E-Mail evanshaley10@gmail.com
Grades 1 & 2	Miss Elizabeth Tinkey	574-551-7019
Kindergarten	Mrs. Jody Liszewski 2223 Town Hall Road Nashville, Illinois 62263	Cell 618-559-0685
Early Childhood	Mrs. Somer Hollaway 505 Jillian Drive New Baden, Illinois 62265	Cell 870-761-6102
Teacher Aide	Mrs. Angie Kampwerth 9232 St. Rt. 160 Addieville, Illinois 62214	618-973-5572
Athletic Director:	Mr. Joe Kirby 604 South Hanover Okawville, Illinois 62271	Cell 618-304-4579
Financial Officer	Mrs. Betty Hasheider	Cell 618-407-5346 Home 243-6312
School/Church Secretary:	Mrs. Janet Lange	Home 243-5958 School 243-6142

Please detach this form from the handbook and sign and return it to the school office, no later than the end of the first full week of school. Thank you.

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

Student's Printed Name Student's Signature Date

Student's Printed Name Student's Signature Date

Student's Printed Name Student's Signature Date

Student's Printed Name Student's Signature Date

I have discussed the Parent/Student Handbook with my child(ren) or guardian(s) and understand my children or guardians are subject to all provisions of the rules and regulations contained therein. Accordingly, I agree to support, encourage, and follow through on having my child(ren) or guardian(s) abide by the rules, policies and procedures found in this Parent Student Handbook.

Parent/Guardian Printed Name Parent/Guardian Signature

Parent/Guardian Printed Name Parent/Guardian Signature

Date

Note: One parent's signature is sufficient but both may sign if they wish.

