

**Illinois Lutheran Elementary
Student Handbook
2009-2010**



Illinois Lutheran Elementary School

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Student Handbook

OUR MISSION

Illinois Lutheran Elementary School provides quality, Christian education to students of the church and community, nurturing and reaching souls for time and eternity.

OUR VISION

Illinois Lutheran Elementary School is a partnership that brings together families, schools and churches; training and equipping students to positively impact their Church and community, through:

- Qualified, caring teachers
- Diversified curriculum
- Progressive facilities
- Strong co-curricular activities

As one promoting strong Christian education, faith and values.

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.

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, Inc. 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, Inc., expects the faculty and staff to uphold and support those principles in their lives and careers. Illinois Lutheran Schools, Inc. 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.

ENROLLMENT POLICY

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

After the application is filled out and returned with the registration fee, the principal will make a final decision on enrollment. His decision will be based upon information gathered during the

interview and transferred information. The principal will report his decision to the Board of Directors for ratification. Parents of all applicants must agree to attend a mandatory informational class that gives an overview of our school and church's biblical teachings, a presentation of our school's religion curriculum. Parents of incoming students are invited to attend a Bible Information Class at either congregation.

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

ASBESTOS

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

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).

TRANSFER OR WITHDRAWAL

When a family transfers with a balance owing, it is understood as a matter of contract, that families, by their attendance at Illinois Lutheran, waive their right to the forwarding of **final** transcripts to their next school which may have been granted by the Family Education Rights and Privacy Act and the Illinois School Code and any or all other legislative codifications bearing on the transfer of such records upon the request of the school to whom the student is intending to transfer. As the Student Handbook represents the understandings of both parent and school, attendance at school is therefore to be viewed *as assent* to the terms and conditions stated in this document.

CHILD ABUSE REPORTING OBLIGATIONS

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

CHRISTIAN COUNSELING

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

SCHOOL HOURS

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.

CHAPEL

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

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

OUR CURRICULUM & INSTRUCTION

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

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

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

Language Arts (Reading, Writing, Speaking, Listening)

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

Mathematics & Algebra

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

Science & Health

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

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

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

the earth” and the "light of the world.” (Matthew 5:13-16)

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

Fine Arts (Music, Art Concepts)

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

Physical Education

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

Technology Education

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

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

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

Children’s Classroom Choirs

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

Field Trips

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

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

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

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

As a Chaperone, you are required to...

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

OUR 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

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.

ATTENDANCE POLICY

One of the many blessings that God has given to us is the gift of time. As a faithful steward of this gift, students should attend school regularly and arrive at their classes punctually.

Students are expected to attend school regularly unless they are sick. Surely students should stay home in cases of legitimate illness. Parents are discouraged from keeping their children away from school for reasons other than illness.

Perfect attendance:

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

Absences:

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

Excused absences:

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

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

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

Parents must follow the following procedure when dealing with absences:

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

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

Unexcused absences:

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

TARDY POLICY:

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

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

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.

STUDENT BEHAVIOR & RESPONSIBILITIES

Following our Lord Jesus' command to love one another, in doing so, we will respect others, ourselves, and our surroundings. The following list gives more details on student behavior and responsibilities:

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

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

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.

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.

RESPECT OF PROPERTY RULES

- All school-owned textbooks must be properly covered.
- All playground equipment must be returned to the proper location after recess. No equipment can be used after school hours.
- Students are to stay off all non-playground grass areas.

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.

CELL PHONES

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

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

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

OTHER ELECTRONIC DEVICES

Electronic devices (other than calculators and computers used for class) are not allowed to be used during the school day. Head phones and personal stereos may not be used during the school day. No personal video games or calculator video games will be allowed during the school day. Such items used in school will be taken from the student and returned at the end of the quarter.

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.

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.

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

Hallways

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

Bathrooms

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

Cafeteria

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

OUR ATTIRE & APPEARANCE—DRESS CODE

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

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

concentration.

The following standards of attire have been adopted by the ILS Board of Directors:

- 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.
- No sloppy, unclean, frayed, or ill-fitting (tight or oversized) clothing or footwear is permitted.
- Sweat pants, fashionable workout wear, and wind-suits are allowed in preschool through second grade only. Students in all other grades should wear pants which are neat and clean blue jeans, "Dockers" style, or cargo pants.
- No clothing, including jackets, which have slogans or advertising related to alcohol, tobacco, bars, some music groups, or gangs, logos with blasphemous, or suggestive language or double meanings, may be worn to or at school. (Yin-Yang, Satanic symbols, or other cult or non-Christian religious symbols, skulls, or skull and crossbones)
- Students must wear garments that cover the shoulder and conceal the midriff area.
- Students may wear modest shorts from May 1 to September 30.
- Footwear should be neat, clean, safe, and non-damaging to floors. Laces must be tied.
- Girls may wear small earrings. Boys are not permitted to wear earrings.
- No hats are to be worn in the building.

The above principles are in effect on school premises and at all school functions, whether in our building or elsewhere. (e.g. Christmas service, athletic events)

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.

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 on campus (school or church property or a school-sponsored activity) will be subject to the following disciplinary action:

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

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

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

4th offense: the student will be expelled.

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

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

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

WEAPON 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 CELS Board.

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 notified.

MEDICATIONS: All medications must be dispensed and kept in the office.

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

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

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

Short-term Medications- Short-term medications will be administered to students at school if written consent for administration of approved medication is signed by the parent and the medication is provided in the original packaging with the students name attached

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 who participate in our athletic programs need a physical form on file with the Activities Director before participation may begin.

Evacuation Drills

Children are instructed in proper procedures for fire drills and tornado emergencies in accordance with Illinois statutes.

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.

Our Student Food Services

Hot Lunch

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

Also remember:

- Parents are welcome to join us for lunch. Just let us know before you come, and several days in advance if you plan to eat hot lunch.
- Students may not leave the premises for the sole purpose of eating at a restaurant. If you'd like to treat your child's class to pizza or some other special treat during the school day (e.g. birthday), please make the appropriate arrangements with your child's teacher for a time other than lunch.
- Due to its lack of nutrition, we prohibit soda pop type beverages from being brought into our cafeteria while lunch is served or eaten. Fruit juices make very nutritious alternatives.
- There is much evidence between successful children and sound nutrition practices. If you send a lunch, please be sure it is nutritious.

Milk

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

SPECIAL ROOMS

School Library

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

Computer Lab

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

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.

TRANSPORTATION

Busing is not supplied to Illionis 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.

VISITORS

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

OUR SCHOOL & HOMES

School Hours

School doors open at 7:30 AM. Students are strongly encouraged to arrive no earlier. Parents, at times, may be tempted to drop their children on school mornings a few minutes earlier than 7:30. PLEASE DON'T get us wrong--we love seeing the shining faces of students in the morning eager to learn. However, our teachers meet each day for devotion before school begins, and we really can't monitor children before 7:30 AM. We ask you to respect our devotion time, and not to drop your children before 7:30 AM. Those children who walk also should not arrive before 7:30 AM.

The daily schedule is as follows:

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

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

After Care

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

Publications & Newsletters

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

Many teachers may continue to distribute classroom newsletters telling about events or projects.

World Wide Web

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

E-Mail

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

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.

OUR 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.

We administer the Terra Nova battery of tests as recommended by the WELS Commission on Parish Schools. Students in grades three through six are tested in the fall. Data from these tests is used to measure individual student, class, and school performance. Through these tests, our students are compared with national norms and other WELS schools nationwide. We use these results for guidance of the individual child and for school wide curriculum planning. For more information on our testing program, visit <http://www.wels.net/cgi-bin/site.pl?2601&collectionID=633>.

Homework

Homework provides opportunities for students to reinforce previously learned skills and knowledge, practice newly acquired skills, gain a better understanding of the subject matter, and pursue special interest areas. Homework also acquaints parents with what their children are learning in school, and helps to improve the student's organizational and self-discipline skills. It is logical to assume the types of homework assigned and the time required to complete it will increase as the students progress from grade to grade. As a general guideline, the amount of time spent doing homework should be approximately 10 minutes, multiplied by the child's grade level. For example, a first grader could expect to have 10 minutes of homework per night, while a fourth grader could expect to take 40 minutes to complete his or her homework. It is important to remember that this time would be uninterrupted time, free from the interference of television, playing, eating, etc.

Homework Roles and Responsibilities:

Students:

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

Parents:

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

will learn that you may give the next answer too!

Teachers:

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

Grading System

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

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

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

Unfinished Work

A key factor in a child's education is to instill the responsibility for beginning and completing a given assignment on time.

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

Legitimate excuses for incomplete work must be handled by the parents with either a note or a phone call to the teacher the night before or the morning the assignment is due. Unexcused incomplete work will be handled at the discretion of the teacher in grades 1 and 2.

Teachers of students in grades 3 through 6 have adopted the following guidelines for managing incomplete assignments:

- A written notice will be sent home with each incomplete assignment. This notice requires a parent's signature, and is due back to the teacher the following day.
- At 3 unexcused incomplete assignments during the quarter, the student may have a 30 minute after school detention, as assigned by the teacher. During this time, the student will work on late or upcoming assignments. The teacher will contact the parent either in person or by telephone to discuss the matter.
- At 6 incomplete assignments during the quarter, the student may have a 45 minute after school detention, as assigned by the teacher. During this time, the student will work on late or upcoming assignments. A meeting between student, teacher, and parent(s) will take place following this detention.
- At 9 incomplete assignments during the quarter, a meeting between student, teacher, principal, and parent(s) will take place. The student may have a 1 day in-school

suspension. During this time, the student will work on late or upcoming assignments. The ILS Board of Directors may take further action if the problem persists.

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

Student Progress Reports

PowerSchool is an online data management system that records attendance, grade, 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.

Mid-Quarter Reports

Since parents and students have the ability to view current grades at any time, there will no longer be a need for mid-quarter reports. However, teachers may provide these for parents as deemed by either the teacher or the parent.

Report Cards

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

Parent-Teacher Conferences

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

Promotion and Retention

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

ACADEMIC INTERVENTION

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

The teacher of a student may request of the student's parents that the student stay after school to work on certain areas where the student is struggling. This may be on a short term or

recurring basis. Ultimately, the teachers have the same purpose as the parents of the student – to learn as much as possible and serve their Lord with their talents and abilities.

ELIGIBILITY

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

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

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

ACADEMIC PROBATION

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

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

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

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

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

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

INTERSCHOLASTIC ATHLETICS

Interscholastic Sports Available at Illinois Lutheran

Season	Elementary School Boys	Elementary School Girls	Junior High Boys	Junior High Girls
Fall	Soccer	Basketball	Soccer	Basketball
Winter	Basketball	Cheerleading	Basketball	Cheerleading
Spring	Track	Track Volleyball	Track	Track Volleyball

In addition all students may participate in co-ed softball in the fall of the year.

(For more information about interscholastic athletics, see the school Co-curricular Handbook.)

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.

Other Events

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

TUITION PAYMENT POLICY

Tuition schedule and fees are found in an insert in the front of this handbook. ILS has entered into an agreement with **FACTS Tuition Management Services** to handle tuition collection. The cost of the program is \$38.00 per year per family for families that elect to make payments by automatic deduction from their bank account. For the coming school year tuition may be paid in any of the following ways:

1. Pay in full to school by August 20th, in which case you will not need to pay FACTS's annual service fee. (Discover, Mastercard, Visa, Check)
2. Make semiannual installments to FACTS, due in August and February.
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*.
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*.

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

FACTS will charge a penalty of \$25 to any account past due. All late fees are placed in our student aid fund to assist families with financial needs.

FACTS will mail letters to families when accounts are past due. They will be assessed a \$25 late fee. They will have until the next billing period, 5th or 20th to have the funds in their account. The Board receives reports three times per month concerning these overdue accounts. A delegate of the Board may call the parent to discuss any potential problems that may have caused the account to become overdue.

When an account reaches 60 days past due, the family will be contacted and will need to make arrangements for the student(s) to continue in the school.

When an account becomes 90 days past due, the student(s) will be suspended for non-payment of tuition and will only be re-admitted when the overdue tuition and all late fees are paid in full. Make up work will be accepted if it is completed within one week of the student's re-

admittance. Families that have had an account that reaches 90 days overdue will be required to complete a financial aid application.

If an account is past due at the end of the school year, the student will not be allowed to attend class in the following year until the account is paid in full. Final report cards and transcripts will not be released and diplomas will be held until the students tuition account is paid in full.

Should a payment not post on an account due to insufficient funds, on the first occasion the parent or guardian will be notified by FACTS to bring the account current. On the second occasion the parent will be notified and required to reimburse the school with cash or money order.

In the case of financial hardship, the Board of Directors may consider making an exception to this policy. It is the responsibility of the parent or guardian to make an appeal to the Board well in advance of the ninety day deadline. Financial assistance is available.

FINANCIAL AID

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

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

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

* 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.

Emergency School Closings

When the weather takes a turn for the worse, school may be cancelled. The reason for doing so is the safety of our students. Pay close attention to local radio and TV stations for complete information on questionable mornings (see inset). You can get current closing information online at www.emergencyclosings.com. Go to

www.emergencyclosings.com/ecc/email_notification.jsp to sign up for email notification of our school closings if you like.

Generally, when the Crete-Monee School District is off due to weather, ILS is off as well.

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 Mr. Sievert.

<p style="text-align: center;">Media Announcing ILES Closings</p> <p>Radio: WMAQ-670 AM WBBM-780 AM WGN-720 AM WLS-890 AM</p> <p>TV: NBC-5 ABC-7 WGN-9 CLTV-cable</p>
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Parent-Teacher Organization

Our parent group underwent a major re-evaluation and goal setting last year. The group's purpose is three-fold: Foundations – Establishing ways that the school can help parents and the

- parents can help the school.
- Finance – Providing funding for the activities of the group and helping the school fund special projects.
- Fellowship – Providing activities for the school families to join together in fun and Christian fellowship.

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

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 High School and Junior High. Effective communication is a crucial element of a successful educational experience. Many avenues of communication are available to both the student and parent. In spite of our best efforts, there may still be problems that develop related to a student's educational program. When concerns arise, we need to communicate them in a Christian and professional manner. In keeping with the guidance of our Lord in Matthew 18, the following guidelines have been established to help all of us deal with and resolve various challenging concerns.

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

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

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

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

Addressing Concerns to the Board

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

Step 1- Contact the administrator with your concerns.

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

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