

Immanuel Lutheran School

2018-2019 Parent Handbook



School Office
(847) 249-0011

Church Office
(847) 623-1035

INTRODUCTION

We are a Christian school. Our primary purpose is to provide children with a Christ-centered education.

This handbook has been prepared to guide you and your child in matters relating to Immanuel Lutheran School. We urge you to carefully read it and keep it as a handy reference.

Since the school is established to assist parents in their responsibility in training their children, it is necessary that school and home cooperate and mutually encourage each other.

THIS HANDBOOK APPLIES TO THE ENTIRE SCHOOL, PRESCHOOL-8TH GRADE AND CHILDCARE.

GOD'S COMMAND

“Train up a child in the way he should go and when he is old he will not depart from it.”

Proverbs 22:6

“Your word is a lamp to my feet and a light for my path.”

Psalms 119:105

“Tell it to your children, and let your children tell it to their children, and their children to the next generation.”

Joel 1:3

“You parent, hear what Jesus taught
When little ones to him were brought
Forbid them not, but heed my plea,
And let the children come to me.”

Christian Worship 516 v. 1

GENERAL INFORMATION

MISSION

Immanuel Lutheran School will assist parents in TRAINING CHILDREN FOR NOW AND ETERNITY as we GATHER, GROW, and GO in God's Word. **Psalm 32:8 “I will instruct you and teach you in the way you should go.”**

TO ACHIEVE THIS MISSION WE HAVE THE FOLLOWING OBJECTIVES:

SPIRITUAL OBJECTIVES

1. To teach the children about the Triune God and their need for His saving love.
2. To provide systematic and thorough instruction in God's Word and the way of salvation.
3. To provide many opportunities for the strengthening of each child's faith.
4. To encourage regular church attendance, individual study of God's Word, and daily prayer.
5. To provide teachers who model Christianity as a lifestyle.
6. To teach the children to serve the Lord out of love for their Savior.
7. To teach the children to aid others in their spiritual and physical needs.

PERSONAL AND SOCIAL OBJECTIVES

1. To encourage the children to live in Christian love with others.
2. To encourage the children to make the best possible use of the gifts that God has given them.
3. To teach the children responsibility in the care of property.
4. To teach the children desirable leadership qualities.
5. To teach the children good citizenship.
6. To teach the children to express their feelings through verbal communication.
7. To teach the children cleanliness and proper hygiene.

ACADEMIC OBJECTIVES

1. To provide systematic and thorough instruction in all areas of the Lutheran Elementary School curriculum: religion, math, reading, English, social studies, history, science, penmanship, physical education, art and music.
2. To teach good study habits.
3. To develop in the student the skill of evaluating all subjects in the light of Scripture.

OBJECTIVES DEALING WITH THE RELATIONSHIP BETWEEN HOME AND SCHOOL

1. To aid the parents in the Christian education of their children.
2. To teach the children the value and purpose of the Lutheran Elementary School.
3. To encourage regular and open communication.

SCHOOL PHILOSOPHY

All instruction at Immanuel Lutheran School is influenced by the Bible, the inerrant Word of God (John 10:34) which was given by divine inspiration (II Tim. 3:16) and is the source of ultimate truth (John 17:17).

The school exists to assist parents with educating their children, however the primary responsibility for this education belongs to the parents (Deut. 6:6-7). The Lord further directs fathers to bring up their children "in the training and instruction of the Lord" (Eph. 6:4). This nurturing, or nourishment, of the child's soul through God's Word is vital and dare not be neglected!

Christian education is a God-given blessing. It is our sincere prayer that many will take advantage of it.

THE SPIRITUAL TRAINING OF THE CHILD

Our congregation has made provisions to aid and assist parents in the Christian training of their children by supplying them with a Lutheran elementary school. It in no way removes the responsibility of parents to promote a wholesome Christian atmosphere by word and example in the home. The church and school are here to assist parents to train their children. Parents should be aware of what is being taught in the religion courses at Immanuel Lutheran School.

GENERAL REQUIREMENT

Immanuel Lutheran School is maintained primarily for the Christian education of its membership. Children of nonmembers interested in Christian education are also admitted subject to the approval of the Board of Christian Education. Immanuel Lutheran School is not a private school in the general sense of the term, but it is specifically equipped and dedicated to Christian education. It is to be understood that all children are to participate in the total curriculum of the school, including the memorization of Bible passages, hymns, singing in church, chapel attendance, and the study of Christian doctrine as drawn from the Bible (NIV) and as set forth in the Lutheran Confessions. Parents of nonmember students are encouraged to become acquainted with the basic teachings of Immanuel Ev. Lutheran Church. Parents will want to be informed about the biblical teachings that their children will learn at Immanuel. Please contact the pastor for more information on Bible Information Classes.

BIRTH CERTIFICATES

Any new student entering Immanuel must have a certified copy of their birth certificate. This certificate must be in the office on file before the child will be admitted into Immanuel.

NONDISCRIMINATORY POLICY

Immanuel Lutheran School admits students of any race, color, national, 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, national, and ethnic origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs. As a parochial school non-profit organization, Immanuel reserves the right to refuse enrollment or to disenroll students/families whose beliefs and/or morals are not in line with the Biblical principles of the Wisconsin Evangelical Lutheran Synod.

SCHOOL ADMISSION POLICIES:

We are a Christian school. Our primary purpose is to provide children with a Christ-centered education. The Board of Christian Education will have final say for all admissions.

PRESCHOOL: They have to be of age before September 1. They also must be potty trained.

KINDERGARTEN: Immanuel Lutheran School admits students to the kindergarten class who meet the age requirements as dictated by the State of Illinois. Students must be 5 by Sept. 1st.

SELECTION OF STUDENTS: Priority will be given to members of Immanuel Lutheran Church and sister congregations. Returning students will be given priority over new applicants.

SPECIALS NEEDS: Any special needs students will be considered on an individual basis by the Board of Christian Education.

WITHDRAWAL POLICY: Immanuel Lutheran School has the right for any reason to ask a student to withdraw with five (5) days written notice. Parents also have the right for any reasons to withdraw a student with five (5) days written notice. If asked to leave, or parents would like to withdraw for any reason, there is a \$500.00 fee that will be incurred, and the family must be current on tuition.

TRANSFER STATUS: Immanuel Lutheran School is a quality educational institution and is registered with the State Board of Education. Its graduates and transfers are accepted at elementary and secondary schools in and out of the state.

ADMINISTRATION

The pastor, principal and teachers are called as workers by the congregation. All of our teachers have graduated from accredited colleges and have a Bachelor's or higher degree.

Board of Christian Education meetings are open to parents and members of the congregation. Issues of a sensitive and/or personal nature are heard in a private, executive session of the Board.

A Board of Christian Education of at least three (3) men are elected by the voting assembly to oversee the work of the school and all educational agencies of our congregation. The pastor and principal meet with the Board to help run the school efficiently. Reports are made by the Board to the church council of the congregation and to the congregation at the quarterly voters' meeting. The faculty serves in an advisory capacity. With the help of the faculty, the principal suggests changes and policies for the improvement and welfare of the school. The principal is also responsible for implementing policies formed by the Board of Christian Education and congregation, as well as for the smooth operation of the school.

FINANCIAL SUPPORT

The major portion of the cost and upkeep of the school is paid out of the general offering received each week in church. All parents should diligently strive to give as the Lord has blessed them, mindful of their Lord's promise in Malachi 3:10. ***"Bring the whole tithe into the storehouse that there may be food in my house. 'Test me in this, 'says the Lord Almighty, 'and see if I will not throw open the floodgates of heaven and pour out so much blessing that you will not have room enough for it"***

TUITION ASSISTANCE PROGRAM

Immanuel Lutheran School recognizes that Christian Education can be expensive. The Tuition Assistance Program is designed to help parents meet the cost of this precious Christ-centered training for our youth. Those who wish to make use of this program may request a form from the Board of Education.

TUITION REFUND

Refunds only apply to tuition already paid, and not to any fees or other expenses paid by the parent. Approval must be made by the Board of Education.

MEMBER TUITION

The member tuition rate for incoming members will not take effect until one year after the parent's confirmation date or the beginning date of the membership by profession of faith as reported by the pastor. Each new membership tuition rate will first be approved by the church council provided that the parent(s) and child(ren) are regularly attending worship. (Adopted June 26, 2010)

BACKGROUND CHECKS

Parents or guardians volunteering on the school property who will have direct contact with children, including driving for a school sponsored event (sports, band, field trips, etc.) will be required to a background check, including a motor vehicle history report. A parent or guardian who has not had a background check will not be allowed to volunteer in the school.

TESTING

Our school uses the MAP testing twice a year in 3rd-8th grade. The MAP testing will be done in the fall and spring. New students to the school, 1st through 8th grade will be given a K-TEA test.

REPORT CARDS AND GRADING

Students' grades are reported quarterly. Students receive grades for religion as well as liberal and creative arts subjects. The following grading scale is utilized:

A=100-93	D=76-70
B=92-85	F=Below 70
C=84-77	

Some subjects are also evaluated in terms of (E) Exceptional, (S) Satisfactory, (N) Needs Improvement, and (U) Unsatisfactory. Kindergarten students' progress is reported in terms of objectives achieved.

FAILURE

We follow guidelines furnished by the State of Illinois and the Association of Wisconsin Synod Schools with respect to failure and repeating a grade.

ONLINE GRADE REPORTING

Immanuel Lutheran School makes use of an online report card service for grades 1-8. It provides parents with grades on a daily basis, email interaction with the teacher, and helps them stay informed on late or missing work. At registration each parent is to provide an email address.

BIBLE

Students in grades 3rd-8th must have an NIV Bible!

PARENT-TEACHER CONSULTATIONS

Communication between the parent and teacher is vital to Christian education. Parent-teacher consultations are held so that each parent may privately discuss their child's progress with the teacher. A consultation will be scheduled for each student after the first quarter. Parent-teacher consultations in subsequent quarters will be scheduled as mutually agreed upon by the parent and teacher. For preschool, there will be consultations starting in January.

HONOR ROLL

Immanuel Lutheran School maintains an honor roll for the sole purpose of recognizing the God given academic ability of children. Recognition will be given each quarter to those students in grades 1-8 who maintains an B+ or better average. Students who have been on the honor roll four quarters will receive a special award at the end of the year. All subjects are included in determining honor roll status.

HOMEWORK

Homework is an integral part of a child's education. If a parent has a question about homework, the teacher should be contacted before 9pm.

PLAGIARISM

Plagiarism is defined as, "the practice of taking someone else's work or ideas and passing them off as one's own." Plagiarism is dishonest and prohibits the learning process. The result of plagiarism will be a failing grade on the assignment and a meeting with the principal, teacher, and parents.

STUDY SKILLS

Proper study skills, including promptness, neatness, diligence, and independence are stressed in school. Parents can help by providing a definite time and place for homework and private study. An ideal place is free from distraction, has adequate lighting, and is fully equipped with school supplies.

PHYSICAL EDUCATION

Attendance in physical education classes is required. If a student is to be absent from physical education classes due to illness or injury, a written excuse from the doctor is necessary.

SINGING

In order to give the children a chance to use their voices to glorify God, grades Preschool through 8th are scheduled to sing in regular and festival church services. The monthly calendar outlines the specific dates and times for these services. It is also understood that parents will make every effort to bring children to all functions, school or church, in which their children are scheduled to participate, since such activities are considered a part of Immanuel's total curriculum. **If the child is expected to be absent, a written excuse is required at least two days before the scheduled singing event.**

SPECIFIC POLICIES, RULES, AND PROCEDURES

DISCIPLINE

Through teaching and discipline we train the child in habits that are acceptable to society, and above all else, acceptable to God (Matt 22:37-39).

Our hearts are "evil from our . . . youth" (Gen. 8:21). (Original sin); therefore, discipline is a necessity.

Teachers and staff members are to be obeyed and respected as the representatives of God as shown in the Fourth Commandment, where He requires respect for all in authority. Bearing this in mind, parents should not attempt to excuse their children from conforming to any of the rules of the school. If questions of discipline arise, the parents are invited to contact the teacher first, then if needed, the principal.

Guidelines for student behavior:

1. Children shall engage in behavior that does not violate God's word and does not create a problem for them or anyone else in the school.
2. If a child finds themselves with a problem, they may solve it by a means that does not cause a problem for anyone else in the school.
3. Children shall engage in behavior that does not jeopardize the safety or learning of themselves or others. Unkind words and actions will not be tolerated.

To ensure the above guidelines are followed, teachers will:

1. React without anger or haste to problem situations.
2. Provide consequences that are not punitive but allow the child to experience the results of a poor choice, enabling them to make better choices in the future.
3. Proceed in all situations with the best interest of the child in mind.
4. Guide students toward personal responsibility and the decision making skills they will need to function in the real world.
5. Arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
7. If teachers at any time act or react in a way that a child truly feels is unjust, that student need only say, "I'm not sure that's fair." Teachers will arrange a private conference during which the student can express to them why he or she feels the actions were not fair. This may or may not change the course of action. Teachers are open to calm, rational discussion of any matter.
8. Equal is not always fair. Consequences will be designed to fit the problems of individual students, they may be different even when problems appear to be the same.

GRIEVANCE COMMUNICATION PROCEDURES

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.” (Matthew 18:15-17)

These words of our Savior are an excellent reminder for the way in which we are to go about resolving our differences with fellow Christians: teachers, pastors, parents, and students. Shortcuts to this method are unacceptable to the Lord and detrimental to His church. The following guidelines are useful for all of God’s children to keep in mind:

1. If a child comes home with a complaint against the school, a teacher or fellow student, refrain from being critical or judgmental in the child’s presence. Rather, listen to the complaint, clarify it with your child, and then address the appropriate person with the concern.
2. If a parent has a problem with or a complaint against a teacher, he should first talk to the teacher. Most problems will be resolved by discussion as Christians.
3. If that step does not solve the problem, the parent should talk to the principal. He will attempt to resolve the matter with the teacher.
4. If the problem has not been solved in a Christian manner by this time, all parties involved (parents, teachers, and principal) will discuss the problem in a Christian manner.
5. The next step would involve a meeting with the Board of Education which would make a disposition of the matter according to God’s Word.
6. If the above procedures fail to solve the problem, the parents should discuss it with the pastor and, if necessary, the elders.

We ask you to follow these steps in resolving a difference between home and school. It is what Christ asks us to do, and it will save much heartache, misunderstanding and unpleasantness in our school family.

SUSPENSION AND EXPULSION

The following policies concerning areas of suspension and expulsion have been set forth by the Board of Christian Education to serve the students, parents, and staff of Immanuel Lutheran School.

Open defiance includes, but is not limited to, such acts as fighting, damaging or defacing school or personal property, stealing, cheating and the use of foul language. In cases of willful defiance, the Principal may suspend a student from the school premises immediately, the Board of Education will be notified of the situation. In such cases, the parent/guardian will be requested to come and remove the child.

Expulsion, by act of the Board of Christian Education, will only be employed after the matter has first been fully discussed with the parents.

PARENTAL MISCONDUCT

By law the school must report any suspected sexual, physical, or emotional abuse. If a situation occurs where a teacher suspects abuse, they are instructed by the federal government to report such cases to the DCFS. If this should occur, the school will document the incident and the party involved will receive notice of what has taken place. If action by the school is deemed necessary, the matter will be brought to the Board of Education.

UNFINISHED HOMEWORK

Unfinished homework falls into two categories: absenteeism and neglect. If work is incomplete as the result of an excused absence, each student will have two days to complete the work for each day absent. If the incomplete work is the result of neglect, each assignment must be completed before the next school day. If an absence is anticipated, prior arrangements should be made with the student's teacher. Late work will be handled at the teachers' discretion. If it becomes a habit, it will be taken to the Board of Christian Education.

TARDINESS

Tardiness is defined as not being in the classroom when the bell rings at 8:00am. Tardiness is detrimental to the entire class. After three tardies the parent will receive a letter from the school board reminding them of Immanuel's tardy policy. After five tardies the child will receive an out of school suspension. On chapel days, the school doors will be locked at 8:00am and no child will be let in until chapel is over.

This Policy also applies to the Preschool and Kindergarten.

ATTENDANCE

Daily attendance is required by all students. The minimum level of attendance for this school is 92% attendance. If attendance moves below 92%, this matter will be referred to the Board of Education. A student becomes a persistent absentee when they miss 10% or more schooling across the school year, **for whatever reason.** Absence at this level is doing considerable damage to any child's educational prospects, and we need parents fullest support and cooperation. When students are missing more than 10% of schooling, their advancement would be under review by the Board of Education.

All absences must be excused by note, phone call, email, or text to either the teacher or the office. Absences from school for family trips or emergencies must be pre arranged through the teacher or principal.

Students, who for good reason need to leave the school during the school day, must have a written excuse (or phone call, text, or email) from their parents. Parents should give a 24-hour notice.

If a student is under a doctor's care, they will need a note to return to school. Parents will receive a wellness check from the school if a child is out more than 3 days with no contact from a parent.

SKIPPING

Skipping school is defined as deliberately leaving the school premises during school hours. This will be considered as open defiance by the student toward the faculty and school. Parents will be notified immediately. If the parents cannot be reached, the local truant officer of the police department will be notified out of concern for the student's safety and welfare. As a result of the student's truancy, each student will have to make up the truant time at the convenience of the teacher.

DRUGS, ALCOHOL, CIGARETTES

The use or possession of drugs, drug paraphernalia, cigarettes or alcohol will not be tolerated. If a student is suspected of possession or under the influence of drugs, alcohol, or cigarettes, the student will be suspended immediately and will not be permitted to return to school without the consent of the Board of Christian Education. The Board will meet with the student and parents to determine possible readmittance. The proper authorities will be contacted as necessary.

GUNS, KNIVES, MATCHES

Guns, knives, and matches will not be permitted on the school grounds. Any students found with these items will be suspended immediately, and will not be permitted to return to school without the consent of the Board of Christian Education. When guns and knives are found the proper authorities will be contacted first.

OBJECTIONABLE ITEMS

Toys, electronic games, comic books, weapons, laser pointers, pagers, cards, pornographic material or other items that are determined improper by the principal or the faculty are not to be brought to school. Such items are considered detrimental to the classroom atmosphere and safety of the child. Other items will be confiscated and returned to the parent at the end of the quarter. Our school reserves the right to search the student's person and/or belongings in the event the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or the parents' permission. Registration of the child constitutes parental consent to such a search. i.e., backpacks, purses, desks, lockers, etc.

CELL PHONES

Students must turn off cell phones and hand them into their teacher. If students need to speak to parents they may use the school phone at their teachers discretion. Students are allowed to use their phones after the school day ends at 3:00pm.

BULLYING

The definition of bullying means any severe, pervasive, or persistent physical or verbal act or conduct that creates a hostile environment at school. As a result, the actions of bullying seriously interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school based on a student's race, sex, disability, or religion. This also includes communications made in writing or electronically. Any act of bullying by a student shall be deemed as a serious matter. Immanuel will take immediate and appropriate action to investigate or otherwise determine what happened. Appropriate responses will depend on the facts of each case. Immanuel will provide monitors or additional adult supervision in areas where harassment occurs. Immanuel will limit interactions between harassers and targets.

STANDARDS OF CONDUCT

Courtesy: Christians are to treat everyone with the proper respect, and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining, gossiping, verbal abuse and other hurtful comments will not be tolerated. Students are to show proper respect for one another.

Cheating, stealing, and vandalism will not be tolerated. Those found guilty of vandalism will be required to make restitution for any damages.

Students must refrain from cursing and using the Lord's name in vain as well as vulgar and slang expressions which are offensive. Under no circumstances will pushing, shoving, hitting, kicking, scratching, etc. be tolerated. Students are not to engage in physical contact with other students except when such contact is deemed appropriate by the school.

BUILDING CONDUCT

Students and visitors are expected to conduct themselves in a manner which promotes a school atmosphere and contributes to a Christian learning environment. Running and other boisterous actions in hallways, classrooms and restrooms are not allowed. Students will not be allowed to chew gum in church or after care. Talking in or other noise in the hallways should be kept to a minimum while classes are in session. If a class must be interrupted, please have the courtesy to knock. Classrooms should not be interrupted during devotions.

SCHOOL PROPERTY

Desks, books, computers, classrooms, library materials, and other school property are to be treated with respect and good stewardship. Unnecessary damage will require full restitution by parents and/or students.

PLAYGROUND

The school playground is provided for students use during supervised activities. The playground includes the mowed area of the school property. Leaving the designated area will be considered open defiance. Students are only allowed to use the playground while being **supervised by an adult**. All students are responsible for keeping the playground free of litter.

Students should conduct themselves in a manner so as not to injure themselves or others. Misconduct on the playground, e.g., throwing rocks or snowballs, throwing objects against the building, fighting or bullying, will not be tolerated.

DRESS CODE

Knowing that our bodies are the temples of God (I Corinthians 3:16), pupils are expected to dress accordingly. Neatness, cleanliness, and modesty are key words describing Christian attire. The manner in which a person dresses often reflects a personal opinion of him/herself. With these thoughts in mind, we offer the following student guidelines for grooming and dress:

1. Uniforms must be worn to school, except casual days or specified events. Tops must be solid colored polos or collared shirts. Shorts, skirts, and pants are to be navy blue, tan, or black, and of a cotton or polyester dress material (i.e. twill, khaki, corduroy, etc) and not denim, leather, or knit/spandex. Any additional wear such as leggings and long sleeve undershirts should be a solid color. Ranger wear is available through Immanuel Lutheran School and can be worn in place of uniform shirts. Sweatshirts should **only** be Ranger wear. Preschool is not required to wear a uniform.
2. Shorts and skirts should extend beyond the tips of the fingers with arms at the side.
3. Haircuts and hairstyles are not to reflect extreme fads, colors, or trends.
4. Girls in 7th-8th grades may a modest application of makeup.
5. Hats, caps, and jackets are not permitted in the classroom.
6. Jewelry and hair accessories will be at the discretion of the teachers.
7. Hoods are not allowed to cover a student's head.
8. Boys may wear a stud or small hoop earring in each earlobe.
9. Tattered, worn, too tight, dirty, frayed or clothing with holes are not to be worn. Modest clothing must be worn at all times.
10. Shorts will be allowed in August, September, October, April, and May.
11. Cleats or shoes that leave black or white marks on the floors are not allowed to be worn. Muddy shoes should be removed by students before entering the building. Clean shoes should be worn by students in the school building. Tennis shoes need to be worn on gym class days and need to be non-marking shoes.
12. No flip flops are allowed for boys and girls. Sandals need to have a strap around the back.

Teachers will use their own discretion concerning those who do not follow the above guidelines. If there is doubt, the principal by authority of the Board of Education will make the final decision. If a student fails to follow these guidelines, parents will be informed about the improper apparel via a written warning. Second

offense, children will be issued proper attire from the school office. Third offense, parents will need to meet with at least one school board member. “So whether you eat or drink or whatever you do, do it all for the glory of God.” (I Corinthians 10:31).

FIRST AID

The faculty, in the case of minor injury, may only administer first aid during school hours. In the event of serious injury, the parents will be notified and the rescue squad will be called. If the rescue squad is called, the child will go to Vista Medical Center. The school can administer no aspirin or other medication unless accompanied by written instructions from the doctor, or the medication is on the parent compliance form in the office, or if authorized over the phone by a parent. Any special situation should be discussed with the teacher.

ARRIVAL AND DEPARTURE TIMES

Children are allowed to enter the school at 7:35 AM and classes begin promptly at 8:00 AM. **The playground may not be used before or after school.** Teachers cannot assume responsibility for unsupervised children’s play.

Unless otherwise instructed by parents or teachers, students should leave the building immediately after dismissal at 3:00 PM. By 3:05 PM all students should have left the school grounds unless staying for a supervised activity or our after school program. Again, teachers cannot assume responsibility for unsupervised children. Any abuse of arrival or departure times will be reviewed by the Board of Christian Education. If a student is not picked up at 3:00, he or she will be sent to the after school care program. Parent must give written notice to the Principal at the beginning of the school year authorizing their student to walk home.

LOCKED DOOR POLICY

We have a locked door policy. During the school year the doors will be open:

Monday – Friday:

7:35 – 8:00 AM

3:00 - 3:15 PM

Please use the doorbell during other hours.

LUNCH

Each student will be provided with a supervised lunch break at the middle of the school day. Parents or other visitors are permitted to eat with the students with advance permission from the principal or faculty.

Immanuel offers an optional hot lunch program two days a week. If your child does not order hot lunch they are to bring a bag or cold lunch. Students do have access to microwaves at lunch. Soda, juice and water are available through vending machines. Please remember to supply napkins, plates, and utensils that may be needed for heating or eating your students lunches.

If students forget their lunch, they need to call parents by first recess. Otherwise, teachers will provide food that will sustain the child for the rest of the day.

BREAKS

There are 2 breaks/recesses during the school day. The purchase of snacks or drinks is permitted only before school or during lunch.

SCHOOL VISITORS

Visitors unknown to the school should check in with the principal or faculty member and state their purpose and intended length of their visit. Deliveries to students should be approved in advance so that disruption to the school is kept to a minimum.

IMMUNIZATIONS

New students as well as those in grades pre-K, Kindergarten, and 6th need to have a current physical/immunization record on file. **Children in noncompliance will not be permitted to attend school until the school receives these documents.** We follow the State of Illinois requirements for immunizations.

DENTAL/VISION GUIDELINES

Children in Kindergarten, 2nd and 6th grade, and new students must have a dental check up on school record. Children in Kindergarten, and new students need to have a vision exam on file.

COMMUNICABLE DISEASES

To minimize the danger of spreading disease, **parents are asked to keep their children home if they have bad colds, fever, or other infections.** A child should not return to school until they are fever free or symptom free for 24 hours without any medicine. If a child becomes ill at school, the parent will be notified and requested to pick up child. Parents are required to report communicable diseases to the school office so that a report may be filed with the County Health Department.

CHANGE OF ADDRESS

It is the parent's responsibility to ensure that the school office has their current address and telephone number.

EMERGENCY SCHOOL CLOSING

Parents will be notified of closings from the OneCall Now system. Parents should make provisions for their children to be picked up in the event the school must close during the school day. For snow days, we follow the Waukegan Public School closings. Most often for cold days, Immanuel will not be closing.

EMERGENCY DRILLS

Throughout the year, drills for fire, tornado, intruder, and other catastrophic occurrences are practiced and reviewed with students so they will know how to react during an actual emergency. Parents and visitors should be familiar with the emergency notices posted in the rooms and gym while they are in the building.

COMMUNICATION WITH THE SCHOOL

SCHOOL TELEPHONE

If the need arises, parents are urged to call before school, during the noon hour, or after school. Students will be allowed to use the phone in an emergency. Forgetting something at home is not an emergency, but a lack of responsibility! Teacher must approve the phone use.

STUDENT/PARENT TELEPHONE DIRECTORY

A directory is published at the beginning of the year which includes parent and student names, addresses, telephone numbers and student's grade level. This information is vital to the office, and useful to parents and students. Copies are available in the school office throughout the year.

CALENDARS

A monthly calendar is published to communicate singing schedules and other scheduled school activities for the month. Calendars are sent home with each student prior to the beginning of the month. Yearly School calendars are distributed at registration. If you need another copy during the school year, please ask at the school office.

MISSION OFFERING

A mission offering is collected on Wednesday of each week during chapel. Mission projects are selected by the faculty at the beginning of the school year to receive the mission offering.

TRANSPORTATION

Our school does not provide bus transportation for its students. **Parents are required to provide transportation for their children.**

CHILD PASSENGER PROTECTION ACT JANUARY 1, 2004:

Children under the age of 8 must be secured in an appropriate child restraint system, more commonly called a safety seat. The parent or legal guardian of the child under the age of eight years is responsible for providing a child safety seat to anyone who transports his or her child. However, if the vehicle is equipped with lap belts only in the back seat, a child weighing more than 40 lbs. may be transported in the back seat wearing a lap belt only. This means that on field trips in which parents drive a proper restraint must be provided to the school. Otherwise your children will not be allowed to participate in the event.

LIBRARY

Parents of pre-school, kindergarten, and lower grade students can help their children a great deal by getting them to form an early library habit. Immanuel has a fine library which is used regularly by students. **If a child should lose a library book, a replacement fee will be charged to the student.**

SCHOOL PICTURES

Students have their pictures taken during the year. Parents will be informed prior to this occasion. Students have the opportunity to purchase these pictures.

PARENT/TEACHER ORIENTATION

The first day of school will be a half day. The day will start with Chapel, followed by Principal address, classroom orientations, and lunch.

ILSS (IMMANUEL LUTHERAN SCHOOL SOCIETY)

Immanuel is fortunate to have hard-working parents who serve on a volunteer basis each year. These volunteers plan parties, assist with field trips, correct papers, serve in the library, and in various other ways strive to make the year interesting for the students and easier for the teacher. Other duties are supervision of inter-scholastic sports, assistance with the musical, graduation, and ILSS sponsored clean ups. Parental involvement and participation in school activities is encouraged. Finally, we ask that the parents pray for the school each day.

BICYCLES

Bicycles may be ridden to and from school. Bicycle riding is not allowed during school hours. It is strongly recommended that bicycles be chained and locked to the bicycle rack to prevent theft. If a student is going to transport him/herself on a bicycle, a note is required from the parent.

FIELD TRIPS

Various excursions by room or school are taken during the year to broaden each student's background. The cost for each outing is usually covered by the fees.

INTERSCHOLASTIC ATHLETICS

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students who are not in attendance during the school day shall not participate in any sports event that day. Those who attend practices regularly will play; however, those who skip will not play. Grades will be checked every two weeks, if at that time a student has 2 "D's" of any kind or any "F" the student will be ineligible to participate in any athletic activities during that week. They will not be allowed to practice or play in any games. The student will remain ineligible until the following Monday when grades are checked. Each case is subject to coaches and Board of Christian Education discretion.

PRESCHOOL

MISSION STATEMENT:

Immanuel Lutheran Church has a desire to meet the needs of our members by providing a Christian Preschool. We also wish to reach out to our community by sharing God's Word. (Ephesians 6:4)

PHILOSOPHY:

Immanuel Lutheran Preschool offers a whole-child developmentally appropriate program that will guide each child spiritually, emotionally, intellectually, physically, and socially in a Christian atmosphere. It is our goal to use a "hands on", "learning through play," literacy based approach which will stimulate the child in areas where he/she is developmentally ready.

CLASS SIZE:

The class size is limited to 9 children with just the preschool teacher. With an aide the class size is limited to 18 children.

HOURS OF OPERATION:

Morning Preschool runs from 8:00am to 11:00am. Children may arrive as early as 7:35 am, and may be in the classroom until 11:05 am. Then they will be escorted down to after care.

ARRIVAL AND DEPARTURE TIMES:

Preschoolers and parents/guardians should enter school through the doors on the east side of the building. Class ends at 11:00am. Parents/Guardians should enter through the east doors and come into the classroom to pick up their child. Your child will not be released to someone who is not listed on the Pick Up Authorization Form. This is for your child's protection!!

MONTHLY CALENDAR/NEWSLETTERS/NOTES:

Monthly calendars outlining the upcoming month's activities and special events will be sent home in your child's backpack. A weekly note will be sent home detailing the activities your child will do. Use it as a springboard for conversations with your child. Please be sure to check your child's backpack.

PARENT BOARD/BULLETIN BOARDS:

Just outside the classroom there are bulletin boards. One of them is labeled as a Parent Board. Information for each class is posted on this board including the monthly calendar and the weekly plans for each class.

DRESS CODE:

The children should be neat, clean, and in clothes suitable for play and messy art activities. Your child should be able to remove the clothing by him/herself when using the bathroom. Please send an extra change of clothing in a labeled Ziploc bag to be stored in the classroom in case of accidents. Children should be dressed appropriately for the weather. We like to go outside as much as possible if it is not raining or terribly cold. Cold days require coat, snow pants, hat, mittens, and boots. On days when the weather is inclement we may make use of the gym. Tennis shoes without dark soles are best footwear for gym use.

TOYS:

Please **do not** send toys with your child to school.

BEFORE AND AFTER CARE

On school day, before care begins at 6:30am and runs until 6:00pm. On vacation days, before care begins at 7:00am and runs until 6:00pm. ***No Childcare on Snow Days! For children coming on vacation days: We only have childcare if we have at least two families who have handed in their calendars and have prepaid for the vacation days that they have signed up for.***

BEFORE CARE:

- Before care begins at 6:30am, not before. At 7:35am students will be sent to their classrooms, however, preschoolers and kindergarteners will be walked to their classrooms.
- Children are to be signed in by a **parent** or other authorized adult upon arrival at the school.
- If your child attends before care they will be charged for a full hour, no matter what time they arrive. If you do not want to be charged please remain with your child till the East school doors open at 7:35am.
- Before care does not serve breakfast, and will not allow students to go down to the lunchroom to eat breakfast. This is for the safety of your students.

AFTER CARE:

- All students are to be picked up by 3:00 pm. If your child is not picked up by that time, they will be sent directly to the aftercare room and signed in by the childcare worker on duty.
- Those students participating in extracurricular activities or those with other commitments immediately after school with a faculty member or coach are exempt from this rule.
- Children will not be released to anyone who is not on the pick-up authorization form. **If you want someone other than those listed on your authorization form, you must send a note to let the program know of your intentions.**
- Childcare ends at 6:00pm, if your child is not picked up by this time, the parents or someone on your emergency authorization form will be contacted. If no one can be reached, the principal and/or pastor will be called. If your child is not picked up by 6:00pm, three times, school board will be notified and your child may be excluded from the program.
- Parents should enter through the East Church doors, under the overhang. Walk through the far right door, then turn and knock on the door to your immediate left.
- If childcare is in the snack room, or outside the workers will post a sign to let caregivers know where to pick up their children.
- Snack and lunch WILL NOT be provided for the students in After Care. Students are to bring their own snack for snack time.
- If the children are in the snack room please, go to the East school doors. Enter through the outer doors and ring the doorbell marked school. Then someone will be sent to open the doors for you.
- If children are in the back playing, please walk around and the childcare worker will let you and your student in to go sign out and pick up the students things.
- **YOU MUST SIGN OUT YOUR CHILD!** If you do not sign out your child you will be charged till 6:00pm. There will be one warning given after that it is your responsibility to remember.

DISCIPLINE

If a child receives 3 pink slips in a month, they will not be able use childcare for a week. If it happens more than once, action taken will be at the discretion of the Board of Christian Education.

IMMANUEL LUTHERAN SCHOOL

1310 N. Frolic Avenue
Waukegan, IL 60085

FACULTY

Rev. Steven Radunzel
2325 Grove Avenue
Waukegan, IL 60085
847-249-2723
stradunz@aol.com

Rev. Seth Haakenson
10438 W Beach Road
Beach Park, IL 60087
847-370-2032
shaakenson@ilswaukegan.com

Mrs. Karen Cooper
8320 82nd St. Apt. 211
Pleasant Prairie, WI 53158
262-308-0764
krussell45@ilswaukegan.com

Mr. Jonah Gauger
19802 84th Street
Bristol, WI 53104
262-353-6120
jgauger@ilswaukegan.com

Mrs. Beth Rockwell
2517 71st Street
Kenosha, WI 53143
262-914-2090
leerockwell@sbcglobal.net

Mrs. Alanna Walker
6112 243rd Court
Salem, WI 53168
847-276-8395
ateach345@yahoo.com

Mrs. Lisa Kujath - Preschool and Child Care Director
725 Franklin Avenue
Winthrop Harbor, IL 60096
224-637-4135
lkujath@ilswaukegan.com

BOARD OF CHRISTIAN EDUCATION

Mr. Josh Quint
1101 Boulevard View Ave
Gurnee, IL 60031
218-368-4043

Mike Reed
3029 W Sherman Ave
Waukegan, IL 60085
847-406-8435

Mr. Kenneth Koplein
2928 Sunset Avenue
Waukegan, IL 60087
847-207-7503

Mr. Douglas Duensing
2317 Emmaus Ave
Zion, IL 60099
847-406-0379