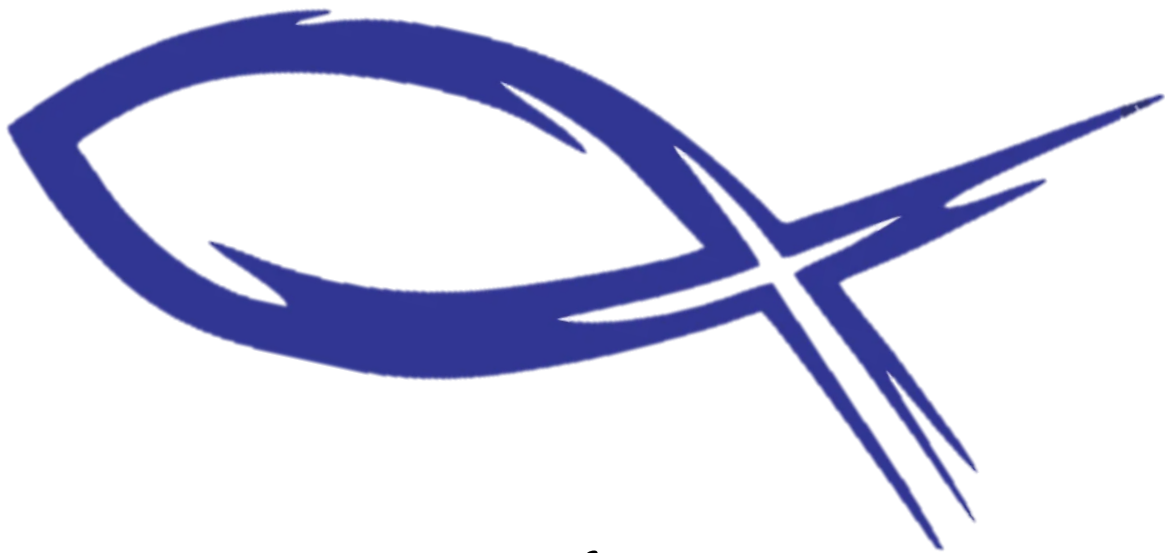


Christ Lutheran School

1311 S. Faraday Ave. Peoria IL 61611

Phone: 309-637-1512

Email: school@clspeoria



Parent / Student Handbook 2023-2024

*And He said to them, "Follow Me, and I will make
you fishers of me." Matthew 4:19*

Dear Parents,

Welcome to the Christ Lutheran Family. We are glad you enrolled your child(ren) at CLS and we look forward to working with you. Christ Lutheran is a great school with an excellent blend of academic, athletics, music and most importantly, daily study of God's Word.

We encourage you to be involved in your child's education - read to or with your child, create good study habits at home and work closely with your child's teacher, join the Parent-Teacher League and more.

The information included in this handbook is listed by topic in alphabetical order. Please read through the entire handbook and contact the school office if you have any questions.

God's Blessings,

Nathaniel Schmidtke

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COVENANT RELATIONSHIP

Christ Lutheran School is and shall remain a parochial school, teaching the children under our care about Jesus Christ, in order that they may trust Him as their personal Savior from sin and serve Him with gladness.

God states in Psalm 127:1, "Unless the Lord builds the house, those who build it labor in vain." At Christ Lutheran School, teachers are assisting parents in the building of Christian homes. Ephesians 2:20 declares, "Jesus is the cornerstone in Whom the whole structure is joined together...". Therefore, Christian homes and families are created by God and sustained through a solid reliance upon Jesus and the Word of God.

The responsibility for spiritual development in the child has been given to parents; for God states in Proverbs 22:6, "Train up a child in the way he should go and when he is old he will not depart from it." (cf. Deut. 6:4-6, Ps. 78:1-8). In order to do this training effectively, we need receptive hearts so the Holy Spirit can do His work. Christ Lutheran Church and School want to assist you in this training and therefore asks that you as parents adhere to the following covenant.

1. It is important that parents and children attend worship services regularly at a Christian church. Those who have no church affiliation and who are not worshipping regularly elsewhere will be encouraged to worship at Christ Lutheran Church.
2. Parents of children enrolling in Christ Lutheran School who are active members of Christian churches other than Christ Lutheran Church, or who are unchurched, are invited to attend a two-hour Adult Orientation Class. This informative class will discuss the doctrine that the children are being taught at school each day.
3. Parents are to be supportive of the staff of Christ Lutheran School. During school hours, teachers are substitutes for parents and must have your support in order to be effective. It is imperative that parents and staff work together and never against each other.
4. Parents are to be supportive of the activities of the school. This may include helping with homework, attending parent-teacher meetings and open houses, etc., helping to support fundraising activities and other school related activities.
5. Children are required to participate in singing in church on Sunday mornings (generally around 2 to 3 times each year). Parents are strongly encouraged to support their children by joining them.
6. Students need to demonstrate a desire to grow both academically and spiritually. Those who are not willing to work to their potential will not be able to continue at Christ Lutheran School. Students are not allowed to be disrespectful to classmates and especially adults in authority.

*** PLEASE SIGN AND RETURN THE COVENANT RELATIONSHIP FORM AT THE END OF THIS HANDBOOK. ***

ASBESTOS MANAGEMENT PLAN

The building of Christ Lutheran School has been inspected for asbestos-containing building materials by an accredited inspector. Also an Asbestos Management Plan has been prepared by an accredited Management Planner. The Inspection Report and Management Plan are on file in the school office and are available for public viewing during normal business hours.

The state law requires that Christ Lutheran School notifies parents and employees each year regarding the presence of asbestos in our school building. Our school building was inspected in May of 1989 and samples from some areas were found to contain asbestos. Other areas of the building (i.e. the floor tiles) were not tested but are assumed to contain asbestos. None of the actual or assumed materials are friable (loose or crumbly) and therefore do not present any danger

ATHLETIC ACTIVITIES

Philosophy and Objectives

Athletics is an important part of Christ Lutheran School's program. It provides an opportunity to develop emotionally, socially, mentally, and physically. Participation in athletics is encouraged to assist in developing positive Christian attitudes. High aspirations and goals are necessary for attaining success in all life situations, not just those "in-season" or in the contest area. The following guidelines will aid in the development of individuals who contribute to society by building the desirable qualities of a good citizen and setting a Christian example as stated below.

1. Christian Sportsmanship To display only the best in attitude, desire, acceptance of authority decisions, and to display self-control in the areas of competitive activities.
2. Leadership To develop the ability to be a positive leader in life and be willing to set examples for others to follow.
3. Self-discipline To sacrifice time and energy to develop a strong mind and body.
4. Team Unity To accept and develop the philosophy that to be a positive force in society one must learn to work and share with others.

It is a **privilege** to participate in interscholastic activities. Lessons can be learned that cannot be taught in the classroom, and attitudes can be developed that will be carried throughout life.

Organization of Competitive Group Activities

1. The coach/athletic director has the determination in who may dress/play/compete at any particular time. The coaches shall have a major responsibility to continually encourage students to participate.
2. Playing time is earned, but not guaranteed at all levels. Coaches are encouraged to utilize all players as much as possible. Playing time may vary depending on grade level, game situation, tournaments, etc.

Worship

Since one of the goals of our athletic program is to promote high Christian standards, we expect all athletes to worship regularly with fellow Christians. This is also emphasized with all of our students and prayerfully stressed at home as well. Students participating in an out-of-town tournament over a weekend are required to attend worship services.

Conduct of Participants

All students are expected to conduct themselves in a Christian manner at all times. Athletes are highly visible representatives of our school and therefore should be even more aware of their conduct during athletic activities. Therefore, those participants must represent the highest moral, emotional, and physical values set by the school and adhere to the following rules:

1. All participants are expected to dress properly at school on game day (guidelines to be set by the coach and athletic director) or when traveling to a competition. A member of the team who is attending, but not participating in the event, shall follow the same dress guidelines.
2. Participants will be expected to display good sportsmanship at all times. Students that display poor sportsmanship will be benched. If the problem persists, he/she may be removed from the team.
3. A student receiving two detentions in one school week will lose the privilege of participating in any and all extra-curricular events for five school days and/or non-school days on which activities fall. These five days

exclude holidays.

4. Students receiving detentions from teachers will serve them on Tuesday or Thursday from 2:40 – 3:20 pm.
5. Any student receiving an in-school suspension or out-of-school suspension will not be allowed to participate until after the suspension is served.

Conduct of Parents and Fans

Parents and family members represent the school and therefore need to demonstrate Christian behavior at games, meets, etc. In addition, parents are examples for their children and need to demonstrate positive behavior. Poor parent behavior can result in the student athlete being removed from the team.

Practice Sessions

1. Practice times will be provided in advance and the athletes are expected to be dressed and ready to participate at the proper time.
2. If a participant must miss practice, he or she must inform the coach prior to the practice he or she will miss. An excused absence from school does not necessitate a call to the coach.
3. Coaches will not tolerate any profane language during practice sessions or competition.
4. No horseplay (which will be described by the coach) will be allowed in the practice area and the dressing rooms.
5. Violations of practice rules will be dealt with fairly by each coach. Repeat violations will be considered to be serious.
6. Practice sessions are to be attended by the athletes only. Siblings, friends, etc. are not allowed to attend practices unless special permission has been granted.

Academic Eligibility

1. Academic eligibility will be determined on a weekly basis. If a student is ineligible, he or she will be ineligible for 1 week (7 days.).
2. All students must be passing all classes and maintain an overall “C” average in order to be eligible.
3. If a participant becomes ineligible, that athlete may not practice until he or she becomes eligible.
4. Participants must be in school at least a half day on the day of the competition to be eligible that day/evening. These absences must be excused. Excused absences on Friday will have no bearing on Saturday and Sunday competitions. Unexcused absences on Friday will result in ineligibility on the weekend.
5. School insurance is a requirement for all students and is included in the school registration fee.

Sports Physical

All students participating in a school-sponsored sport are required to have a sports physical on file in the office prior to trying out for any school team. The sports physical is good for one year from the date it was given. This exam must be performed by a licensed physician.

Uniforms

1. Individuals are responsible for the care and cleaning of the uniform assigned to them. Cold water washing is suggested. (During some seasons, the coach will collect the uniforms on the last games of the season.) An athlete or the athlete’s parents is financially responsible if the uniform is lost or damaged beyond normal wear and tear.
2. An activity fee will be collected from each athlete prior to the issuing of uniforms. In lieu of paying the activity fee, the participant may elect to sell candy bars that would equal the activity fee.

ATTENDANCE POLICY

The importance of students being in school on time to start the day, as well as attendance in school generally, is critical in student achievement.

The Importance of School Attendance

A recent review of student attendance data shows that regular school attendance from Kindergarten on is essential to successful learning:

- *Every day counts.* Missing school even 10% of the time has a significant negative impact on reading and math achievement and growth as children progress through school. 10% of the time is two absences per month.
- *Students with good attendance performed better and grew more in math and reading.*
- *Good attendance starts early.* Research has demonstrated that the attendance habits established in the early grades have lasting effects on students throughout their education: children with high attendance in the early grades continue to have good attendance; and students with low attendance in the early grades are more likely to have low attendance—and lower academic performance—throughout their elementary and middle school years.

Chronic Absenteeism

The State of Illinois defines Chronic Absenteeism as:

“Absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause.”

What this means is that absences (regardless of whether they are excused or unexcused) totalling up to 10% or more of a student’s school year, may warrant additional interventions from the school administrative designee. The number of students who are chronically absent are publicly reported each school year and are used for accountability purposes.

Attendance Procedures

Each day, teachers use TeacherEase to record attendance in their classes. When a student is marked absent, the office staff checks this list against the list of students who have been called in absent by their parents/guardians. When the school has not heard from a parent/guardian, then the office or classroom teacher contacts the parents to determine where the student is on that day.

At the end of each school year, the absences from TeacherEase are totaled up and reported electronically to the State of Illinois as mandated by the Illinois School Code.

Student Truancy

“Chronic or habitual truant” is defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the regular attendance days.

It is not possible for our teachers to replicate the classroom learning experiences through make-up work. Yet, teachers will provide students with work prior to an arranged absence, along with having homework available to pick up at the end of the school day for students who missed that day.

The Illinois Compulsory School Attendance Law (Article 26 of the Illinois School Code) holds parents responsible for the enrollment and regular school attendance of children between the ages of 6 and 17. Section

26-13 of the Code requires school districts to adopt absenteeism and truancy policies identifying appropriate supportive services and available resources for students who have chronic absenteeism (“truant”).

The district regularly monitors student tardies and absences and meets with families to encourage on-time practices for children as well as regular student attendance. We hope that by focusing on the benefits of being in school on time and working with our learning community, that our students benefit from all learning opportunities on school days.

Tardy Procedures:

- **First letter for late / tardies** will go out when a student has three late/ tardies (simple notification from School Principal).
- **At seven late / tardies**, a second letter will be sent from the principal notifying parents of their child’s number of tardies and the date and time for a meeting with the School Principal. A plan of improvement will be created at this meeting.
- **At ten late / tardies**, a third letter will come out and a meeting will be scheduled with the student’s guardian and School Principal. Following this scheduled meeting, a determination will be made as to the student’s continued enrollment.

Excused Absences

A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the School Principal or designee, other circumstances that cause reasonable concern to the parent/guardian for the student’s mental, emotional, or physical health or safety, or other reason as approved by the School Principal or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

- **At six full days** of excused absences, a letter will go out from the principal to notify the parents.
- **At ten full days** of excused absences, a letter will again go out from the principal and it will inform them that a meeting must occur with the building principal or designee.
- **At thirteen full days** a third letter will come out and a meeting will be scheduled with the student’s guardian and School Principal. Following this scheduled meeting, a determination will be made as to the student’s continued enrollment.

Unexcused Absences are those absences not considered excused.

- **At five full days** of unexcused absences, a letter will go out from the School Principal to notify the parents.
- **At eight full days** of unexcused absences, a letter will go out from the School Principal to notify the parents and inform them that a meeting must occur with the School Principal or designee.
- **At twelve full days** of unexcused absences, a letter will come out and a meeting will be scheduled with the student’s guardian and School Principal or designee. Following this scheduled meeting, a determination will be made as to the student’s continued enrollment.
-

Resources:

<https://oese.ed.gov/resources/learning-at-home/resources-parents-families/>
<https://www.attendanceworks.org/resources/handouts-for-families/>
<https://www.publicservicedegrees.org/resources/students-with-family-challenges/>
<https://www.learningforjustice.org/magazine/supporting-students-who-are-often-absent>

BEFORE AND AFTER SCHOOL CARE

Christ Lutheran operates an extended care program for those parents who need supervision for their children before school, after school, or both. The supervision takes place on the school property, and it is our intent to provide safe, caring supervision for your child. Following is more detailed information about this program:

1. The hours of operation are from 6:30 a.m. to 7:45 a.m. (before school) and 2:30 p.m. to 5:30 p.m. (after school). There is a late charge of \$1.00 per minute after 5:30 p.m.
2. **Fees:** \$17 per day
PAYMENTS ARE MADE A WEEK IN ADVANCE. Checks may be made payable to Christ Lutheran Extended Care. Payment may also be made by credit card through the school website. Contact the school office for more information.
3. If you are eligible for the **Child Care Connection Program** from the State of Illinois, or would like to find out more information regarding this program, please contact the school office. Applications are available in the school office, the DCFS office or the Child Care Connection website at www.salccc.org.
4. The school's multipurpose room (the old gym) will be used in the morning, **Please enter and exit through door #6.** The after school program is located in the Parish Hall at the church. We have games and activities available. We have homework rooms available and encourage students to do homework after school. A nutritious after school snack is provided each day.
5. A sign-in / sign-out sheet will be used. You must sign your child out. This provides for more accurate records and greater safety for your child.
6. Please don't allow your child to bring food, toys, balls, money, game systems, iPods, cell phones, etc. (same policies as the school on these items).
7. Please note the following phone numbers:
Christ Lutheran School: 309-637-1512
Christ Lutheran After Care: 309-439-9632
Sabrina Brown: 309-279-3914
Latonya Brown (After Care): 309-349-5973
8. This program is license-exempt pursuant to the guidelines of DCFS.
9. Feel free to contact our Extended Care staff or the school office for more information.

BIRTH CERTIFICATE POLICY

Upon enrollment of a student for the first time either (1) a certified copy of the student's birth certificate or (2) other reliable proof, as determined by the Department of Education of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate must be provided within 30 days.

BREAKFAST AND LUNCH PROGRAM

All enrolled students of Christ Lutheran School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household for each day of this school year. No further action is required of you. Your student(s) will be able to participate in these meal programs without having to pay a fee or submit an application. Your child may also bring a cold lunch.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider

BULLYING POLICY

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7):

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear or harm to the student's person or property;
2. Causing a substantial detrimental effect on the student's physical or mental health;
3. Substantially interfering with a student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communications, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant message, or facsimile communications. Cyber-bullying includes the creation of a webpage or a blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologist, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

CHILDREN'S CHAPEL SERVICES

On each Wednesday, a children's worship service is held. The service begins at 10:00 a.m. and usually lasts until about 1:30 pm. Students walk with their class and teacher to the church with safety patrols supervising them across Starr Street. During very inclement weather the chapel service is held in the gym at school. On Thanksgiving Eve and during Advent and Lent, the chapel services are regular worship services with members of the congregation also attending. An offering is taken at these services and is used for various charitable purposes.

CONCUSSIONS

Concussion Management Policy

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and (3) requiring a licensed healthcare professional to provide clearance for the student athlete to return to play or practice.

This policy applies to athletic play occurring in school-sponsored sports programs regardless whether the sports program is intramural, interscholastic, after school or provided during the summer (e.g. summer sports camp). This policy applies regardless of whether the sports activity or program is offered by or through a Lutheran consultant, vendor or partner.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following:

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems
Can't recall events after the hit or fall	Confusion

Removal and Return to Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed healthcare professional. If a healthcare professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, he/she shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an athletic practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- A coach;
- A physician;
- A game official;
- An athletic trainer;
- The student's parent or guardian or another person with legal authority to make medical decisions for the student;
- The student;
- Any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an athletic practice or competition may not be permitted to practice or compete again following the force of impact believed to have caused the concussion until:

- The student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- The student has successfully completed each requirement of the "return-to-play" and "return-to-learn" protocols established for the student to return to play;
- The treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- The student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols.

Return-to-Learn

A student's best chance of full recovery from a concussion involves two critical components: cognitive and physical rest. Continued research has focused on the fact that cognitive rest is essential to the quick resolution of concussion symptoms. Cognitive stimulation includes: driving, video games, computers, text messaging, cell phone use, loud and/or bright environments, television, reading and studying; these must be limited, and in most cases, completely avoided. Physical activity such as physical education, sports activities, and strength or cardiovascular conditioning must be regulated or avoided while recovering from a concussion.

It is important to note that the recovery from a concussion is a very individualized process. Caution must be taken not to compare students with concussions as they progress through the recovery process. It is recommended that students who are experiencing concussion-like symptoms be examined by their physician. A student may start at any phase in "return-to-learn" as symptoms dictate and/or as recommended by a physician.

For the "return-to-learn" protocol to be initiated, the student must be evaluated by a healthcare professional and documentation must be provided to the school. For every day the student is within Phases 1-3, they will be granted the same number of days to complete missed academic work. The student will be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery. Students can remain in any phase as long as needed. Symptom free means no lingering headaches, sensitivity to light/noise, fogginess, drowsiness, difficulty concentrating, etc. If symptoms worsen a student may return to the previous step.

Phase	Home Activity	School Activity
Phase 1	Rest quietly, nap and sleep as needed.	

Home	<p>Avoid bright lights if bothersome. Drink plenty of fluids and eat healthy foods every 3-4 hours. No mental exertion. No “screen time”. No driving. No physical activity. Avoid reading and studying.</p>	<p>No school. No tests, quizzes or homework.</p>
Phase 2 Home	<p>Set a regular bedtime/wake up schedule. Allow at least 8-10 hours of sleep and naps if needed. Drink a lot of fluids and eat healthy foods every 3-4 hours. Limit “screen time” to less than 30 min a day No driving. May begin easy tasks at home. Soft music and ‘books on tape’ ok. Once student can complete 30-60 minutes of light mental activity without a worsening of symptoms he/she may go to the next phase.</p>	<p>No school. No tests, quizzes or homework.</p>

Phase 3 Return to school Partial or Full Day (dependent on individual needs)	<p>Allow 8-10 hours of sleep per night. Avoid napping. Drink a lot of fluids and eat healthy food every 3-4 hours. “Screen time” less than 1 hour per day. Spend limited social time with friends outside of school.</p>	<p>Gradually return to school. Start with a few hours/half day. Avoid loud areas (music, band, choir locker room, cafeteria, gym, etc.). No PE or school sports. All breaks, as mutually decided by student and staff. Modify rather than postpone academics. Provide extended time for work completion. Complete necessary assignments only. No test or quizzes. Avoid heavy backpacks.</p>
Phase 4 Return to school Full Day	<p>Same as Phase 3</p>	<p>Gradually increase demands by increasing amount of work, length of time on work, and type or difficulty of work. Progress to attending classes for full day of school. Gradual exposure to loud areas. No PE or school sports. Allow breaks, as mutually decided by student and staff. No more than 1 test or quiz per day. Give extra time or untimed homework or tests. Moderately decrease modifications and accommodations from Phase 3.</p>

Phase 5	Same as Phase 3	Accommodations can be removed
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Return to school Full Day		when a student can function fully without them. Construct a plan to complete missed academic work. Keep stress levels low. Gradually increase to more than one test per day. Return to PE refer to “return-to-play” protocol.
Full Recovery	Return to normal home and social activities.	Return to normal school schedule and course load.

Parent Concussion Sheet with Acknowledgement is at the end of the handbook.

A coach of an athletic team may not authorize a student's return-to-play or return-to-learn.

Licensed Health Care Professional for purposes of this policy means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

CURRICULUM

Current Curriculum

Christ Lutheran School owns the necessary copies of the Lutheran School Curriculum Guide, published by Concordia Publishing House, and also follows the guidelines of the State of Illinois. Instruction at Christ Lutheran School is taught in English. Other branches of education include religion, language arts, mathematics, science (biological, physical, social sciences, and computer science), the fine arts, physical education and health.

This is an outline of the curriculum currently in use by grade.

Religion

Devotions: Grades K-8
Memory Work: Grades K-8
Chapel Services: Grades K-8
Bible History: Grades K-8
Doctrine: Grades K-8

Language Arts

Reading & Literature: Grades 1-8
Reading Readiness: Grades K-1
Language: Grades K-8
Spelling: Grades 1-7
Handwriting: Grades K-5

Social Studies

Social studies: Grades K-6
Weekly Reader / Jr. Scholastic: Grades K-8
U. S. history: Grades 7-8

Mathematics

General math: Grades K-6
Pre-algebra: Grades 7-8
Algebra: Grade 8

Physical Education

P.E. classes: Grades K-8
Free play / recess: Grades K-4
Inter-school sports (opt): Grade 5-8

Science

General science: Grades K-6
Biology: Grade 7
Physical science: Grade 8
Computer education: Grades K-8

Computer

Grades K-8

Fine Arts

Music classes: Grades K-8
Choir: Grades K-8

Physical Education

One physical education teacher who meets with grades K-8 twice a week. Other physical education opportunities are led by the classroom teacher. It is suggested that the program in grades K-4 include some free play, as well as some periods of organized physical education. Some free play should also be included in grades 5-6.

Civics & Patriotic Education

Topics in the area of Civics and American patriotism are taught with age appropriate materials in every grade. All classes say the pledges to both the American and Christian flags daily. Kindergarten and first graders learn more about patriotism and American freedoms in social studies classes and the Scholastic Magazine. Grades 2-4 cover these topics and some American history in their social studies curriculum. Grades 5-6 also use the social studies classes and the Scholastic News and Jr. Scholastic magazines. 7th grade concentrates on American history including the Declaration of Independence and the U. S. Constitution. Current topics are studied using the Jr. Scholastic magazine. 8th grade continues the study of American history and includes a concentrated study of the U.S. and Illinois Constitutions. All eighth grade students are required to show evidence of comprehensive knowledge of these topics before graduation.

Health Topics

The following health topics are taught with age appropriate material using the listed materials.

Human ecology and health: Science and health units, Christian based sex-education book, religion classes and Scholastic Magazine.

Human growth and development: Science and health units, religion classes, and writing essays on the sanctity of life.

Family planning including information on sexual abstinence and prevention of disease: Religion classes, Christian based sex-education book, and writing essays of the sanctity of life. Information regarding the Newborn Infant Protection Act.

Sexual abuse and assault awareness and prevention: Religion classes, Christian based sex-education book, and writing essays on the sanctity of life.

Public and environmental health: Social studies and science units, religion classes, and Scholastic magazine.

Consumer health: Social studies and science units, religion classes, and Scholastic magazine.

Safety education and disaster survival: Social studies and science units.

Mental health issues: Religion classes, health units, and Scholastic magazine.

Personal health habits including nutrition and dental health: P.E. classes, science units, religion classes, and Scholastic magazine.

Alcohol, drug, and tobacco abuse: Science units, religion classes, and Scholastic magazine.

Abuse during pregnancy: Christian based sex-education book.

Information on cancer including types of cancer, risk factors, and early prevention and detection: Science and health units and Scholastic Magazine.

SCHOOL DISCIPLINE POLICIES

We must be serious about the fact that Christ Lutheran School is a Christian school, and all students in attendance are expected to make their attitudes and behavior indicative of the Christian way of life. Such a way of life dictates a respect for the feelings of fellow students, faculty and staff. While each teacher is responsible for

his/her own particular pupils, all teachers will concern themselves with any student with whom he/she might come into contact. Children attending Christ Lutheran, motivated by the love of Jesus, will want to try earnestly to follow His commandments and to conduct themselves as children of God. The following policies have been set forth as a guide for all students attending Christ Lutheran School.

Detentions

The faculty and staff of Christ Lutheran expect students to behave in a Christian, respectful manner, to be responsible concerning homework, to be at school, and to be at school on time. The detention policy has been formulated to discourage students from misbehavior, irresponsibility concerning homework, absenteeism and tardiness.

Detentions will be served on Tuesdays and Thursdays from 2:40 to 3:20 p.m. A student who is tardy or absent for detention, or who misbehaves in detention, will be given an added detention to be served the following scheduled day. If a student receives a detention, a note will be sent home for the parents to sign and return to the school.

A student receiving two detentions in one school week will lose the privilege of participating in any and all extra-curricular events for one week.

Classroom Discipline

The staff of Christ Lutheran School will use a system of writing students’ names on the board and adding checks behind the name when a child misbehaves. If a student has been corrected three times (his name and two checks) he will be issued a detention. Any additional check beyond that will result in being sent to the principal’s office.

DRESS CODE

<u>Apparel Item</u>	<u>Colors</u>
Sweater/Turtle Neck/Oxford Shirt/Blouse/Polo Shirt	Navy, Royal or Light Blue; White, Black, Gray
Shorts/Skorts/Jumpers/Skirts	Navy Blue, Khaki, Black
Pants/Slacks (capris are allowed)	Navy Blue, Khaki, Black
Tights	White, Navy, Black
Shoes	Low cut casual or dress shoes or tennis shoes. No sandals or open back shoes such as Crocs (due to safety). Students must have a separate pair of tennis shoes kept at school for use in the gym at recess or P.E.
<div style="border: 1px dashed black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="color: red; margin: 0;">ALL STUDENTS IN 6TH – 8TH MUST HAVE AT LEAST ONE BLACK POLO FOR CHOIR.</p> </div>	

Additional Notes and Instructions

Shirts/Sweaters/Sweatshirts:

- All shirts must have a collar.
- All shirts and sweaters must be a solid color.
- A “designer logo” is allowable as long as it is the size of a quarter or smaller.
- Plain sweatshirts (in school colors) with no writing are permitted.
- Christ Lutheran sweatshirts are permitted and are available for purchase.

Pants, Shorts, Skirts, Skorts, Jumpers and Slacks:

- The khaki color is to be “tan” – not olive or cream.

- Shorts are to be walking or dress shorts. Shorts and skirts should have a minimum inseam length of 6 inches. Skirt length can be measured by having your daughter put her hands at her sides. If the skirt length is higher than her finger tips, it is too short. This is a minimum length and longer skirts are allowed.
- Athletic shorts are not permitted
- Pants are to be Docker type or capris. No denim (jean) or corduroy materials are permitted. Pants, capris and shorts may have only 4 "normal sized" pockets and must not have rivets or loops.
- Pants and shorts must fit properly (not too big or too tight).
- No rips, tears or holes above the knees.

Hair policy:

- **Students will be required to keep their hair neat and orderly.** The appropriateness of length, color and style will be at the discretion of the administration, faculty and school board. Hair must not be a distraction to the education setting. It is strongly recommended that before a significant change in a student's hair is implemented, the student and parent review the change with the teacher and/or principal. At no time shall the length and orderly make up of a child's hair be allowed to create a disruption or safety issue.
- No "extreme" styles are permitted. For example, mohawks and liberty spikes are not permitted.
- Hair color should be limited to those "natural" colors such as black, brown, blonde and red, **NO FASHION COLORS ARE PERMITTED.** Any consideration of a hair color that does not naturally occur should be reviewed. In some cases, temporary hair colors may be allowed in support of special events (sports, play, etc.) but should have prior approval.

Other:

- Earrings or makeup for boys is not permitted (earring studs are permitted).
- Excessive or distracting make-up, jewelry or finger nail length is not permitted.
- Tattoos are not permitted.
- Students may wear a coat to and from school and when recess is outside, not in the classroom.

Casual Days

- Each Friday.
- Clothing should be appropriate to a school setting.

DRILLS - FIRE, TORNADO & SAFETY

Students will participate in regular fire, tornado and safety (lock-down) drills. Students need to take these drills seriously so they will know what to do if an emergency situation occurs.

During each of these drills:

- Teachers will give directions as to what to do and where to go.
- Students should remain silent since additional directions or information may be given during the course of the drill.
- The teacher or the office will check attendance.

Fire Drills

Christ Lutheran will have such fire drills as often as required by law. The first one or two will be announced, so the teacher can plan and practice.

Tornado Drills

When the siren begins, all students, staff, volunteers and visitors will proceed to the interior hallway. Each class has a predetermined area just outside of their classroom away from doors and windows.

Safety Drills

A minimum of one “lock-down” drill per year will be conducted. Please note that in the case of an actual evacuation emergency, the After School room of Christ Lutheran Church across Starr Street will serve as Christ Lutheran’s secondary location. Students will be taken there for dismissal to parents/guardians.

In the event of an emergency, please do **not** try to contact or come to the school. Information will be provided to all parents as soon as possible through OneCall Now.

FIELD TRIPS

Teachers make use of this type of activity whenever it fills a need in the curriculum and is feasible. Since there is risk involved the following procedures should be observed:

1. Adequate transportation will be provided (no more than six primary children in any one car with one driver, and no more than five upper grade children in any one car with one driver). Sometimes a bus or van will be rented and included in the cost of the field trip.
2. Adequate supervision will be present (at least two adults in addition to the teacher for each classroom).
3. Arrangements for each field trip will be made with the approval of the principal of the school.

FINANCIAL REQUIREMENTS

Tuition

	12 Payments Last payment due by May 15th	10 Payments Last payment due by May 15th	9 Payments Last payment due by May 15th	1 payment Due by Sept 1
1 Child	\$330 per payment \$3,960 for the year	\$390 per payment \$3,900 for the year	\$430 per payment \$3,870 for the year	\$3,770 for the year
2 Children	\$500 per payment \$6,000 for the year	\$595 per payment \$5,950 for the year	\$660 per payment \$5,940 for the year	\$5,840 for the year
3 Children	\$660 per payment \$7,920 for the year	\$790 per payment \$7,900 for the year	\$875 per payment \$7,875 for the year	\$7,775 for the year

Payment

Tuition payments are due on the 1st of each month. Payments after the 15th of the month will be charged a \$10 late fee. If payment is not received by the end of the month, the student(s) will be suspended until payment is made. We will maintain a 30 day policy on all other fees - registration, band, fundraisers, etc.

Payments can be made online with a credit or debit card. Payments can also be made in the school office by cash, check, money order, credit or debit card.

Book Fees / Technology Fee

There is a *non-refundable* \$225 Book/Technology Fee per child. This includes book fees, technology fees and student accident insurance. Textbooks (except confirmation) are furnished for this fee. A \$25 late fee will be charged for Book/technology Fees paid after August 12.

Planners

Students in grades 4 – 8 are required to purchase a planner available at school for \$4.00.

Bibles

Students in grades 3 – 8 are required to have a Bible purchased at school for \$12.00.

Supplies

Children in grades K – 8 are required to purchase their own school supplies as directed by their teachers.

GOVERNANCE STRUCTURE

Christ Lutheran School is operated by Christ Lutheran Church through the Day School Board of the Church Council. The Day School Board is vested with the responsibility and authority to make all policies concerning the administration of the school. The senior pastor and principal serve as ex-officio members.

Immediate supervision of the school is entrusted to the administration and members of the faculty.

All employees and representatives of Christ Lutheran School, including members of Christ Lutheran School's governing board and school administrators shall comply with applicable state and federal law or regulatory requirement.

HEALTH EXAMS AND IMMUNIZATIONS

Health/Physical Exams

The following students are required to provide a state-mandated "Certificate of Child Health" exam form by October 15th.

1. Students entering kindergarten;
2. Students entering the sixth grade;
3. Students enrolling in an Illinois school for the first time, regardless of the student's grade.

Exams must be completed within one year prior to the first entrance into the required grade. Parent signature and completion of the Health History section is required on this form.

Sports Physical

All students who plan to participate in a school-sponsored sport are required to have a sports physical on file in the office. The sports physical is good for one year from the date it was given.

****Please note:** IESA/IHSA sports physical forms may not be used as the required school health exam. However, a physical exam completed on the “Certificate of Child Health” form may be used as a sports physical.

Vision Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination

All students entering Kindergarten, second, and sixth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Required Immunizations

Kindergarten and sixth grade – State law requires health exam forms and proof of all immunization dates to be provided to CLS by October 15th, including:

- All children in kindergarten through eighth grade must provide proof of immunization against polio, measles, mumps, rubella and varicella/chickenpox.
- All children in kindergarten through eighth grade must provide proof of immunization against DTP/DTaP/Td.
- All children in sixth through eighth grade must provide proof of immunization against Tdap.
- All children in sixth through eighth grade must provide proof of immunization against hepatitis B.
- All children in sixth through eighth grade must provide proof of immunization against Meningococcal.

HOMEWORK POLICY

Homework / school work assignments provide students with opportunities to practice and reinforce skills, and to learn a sense of responsibility that will be an important tool for that student throughout his/her entire life. This also provides parents with an opportunity to be aware of and involved in what your child is doing. Parents should help students, but not do the work for their child.

It is the responsibility of the student to have all of his work completed to the best of his ability. If a student comes to school unprepared, he will be required to stay after school to finish the assignment. Any recurring problems will be reported to the parents.

INTERNET ACCESS

Christ Lutheran School makes the internet available as a tool for life-long learning. Students will receive a copy of CLS’s Acceptable Use Policy which outlines the schools internet policies and procedures. Students and their parent/guardian must sign the Internet Use Agreement which states that they have read, understand and agree to abide by the Acceptable Use Policy. The failure of any student to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The school network is expected to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Christ

Lutheran School. The use of the internet is a privilege, not a right. Christ Lutheran School reserves the right to monitor and search all computer files, images, and/or equipment that is owned by the school.

INTERNET ACCEPTABLE USE POLICY (IAUP)

It is Christ Lutheran School's intent to make the Internet available for educational purposes, but it is possible that students may find ways to access other material as well. We believe that the benefits of access to the Internet outweigh the disadvantages. Therefore, Christ Lutheran School has installed technical methods to regulate students' Internet access, but those methods will not always guarantee compliance with Christ Lutheran School's Acceptable Use Policy. Ultimately it is the parents and guardians of the children who are responsible for setting the standards that their children follow when using the Internet and other technology. Teachers at Christ Lutheran School will guide the students in Christian use of the Internet, and parents may use the option of requesting alternate activities for their children not requiring Internet use.

All students and their parents must sign the Technology and Internet Acceptable Use Policy annually in order to use the computers and access the internet at school. This document will be kept on file at Christ Lutheran School. Christ Lutheran School is pleased to offer our students access to the Internet which connects us to a multitude of facts and other information from all over the world via the World Wide Web. Use of the Internet will greatly expand the information available to students and teachers and can be a valuable tool.

Families should be aware that some material accessible by way of the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase goods or services on the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. As Christians we need to guard against improper use of the Internet and instead be witnesses to our faith by properly using these resources.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Christ Lutheran School believes technology is an important aspect of every student's life. Opportunities should be presented to use these tools as a part of their education. The teachers and students at Christ Lutheran School will be encouraged to use the Internet and other software for research and other learning experiences. Students must comply with both the Technology Acceptable Use Policy (TAUP) and Internet Acceptable Use Policy (IAUP). These policies provide the guidelines for monitoring student activities involving technology.

Computer use is a privilege. Students will keep this privilege by complying with the guidelines. Using a computer in an appropriate way allows the students to continue using the vast resources available on the Internet and other computer software available at Christ Lutheran School.

The following inappropriate uses are not acceptable and will result in the cancellation of computer privileges and other possible consequences listed below. **Inappropriate computer use is defined as but not limited to:**

- ❖ Attempting to gain unauthorized access to files in order to corrupt them.
- ❖ Using the computer system to engage in an illegal act.
- ❖ Accessing material that is profane, obscene or discriminatory.
- ❖ Using social media on school computers to send spam, inappropriate messages, or harass, threaten or intimidate others.

- ❖ **Accessing social networking sites such as TikTok, YouTube, Facebook, Twitter, Instagram, etc. on school computers.**

Consequences for violations of the Acceptable Use Policy may include, but are not limited to:

- ❖ Parent notification
- ❖ Withholding of computer use privileges
- ❖ In-school or out-of-school suspension
- ❖ Expulsion

In addition, the following points of technology etiquette should be adhered to:

- ❖ **Only students' first names will identify any student work published on the Internet.** Other personal information will not be published. This is to ensure that students cannot be identified for negative purposes.
- ❖ **Students must maintain security of the user ID's and passwords.** Sharing of a user ID or password is prohibited.
- ❖ **Student use of the Internet will be supervised** by a teacher, teacher aide or assistant, or authorized parent volunteer. These adults will make decisions regarding inappropriate use.
- ❖ **Students must use the computer to access only appropriate material.** Accessing obscene or inappropriate material is prohibited and violators will be liable for the consequences of such actions.
- ❖ **Students must respect copyright laws.** Violating copyright laws is prohibited; this action is against the law.

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use this gift wisely to glorify God and advance His kingdom. Christ Lutheran School acknowledges the blessings the Lord has given to His church through technology, and we are committed to empowering the students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our effort to enhance our students' educational experience through technology.

SURVEILLANCE OF FACILITIES AND GROUNDS

Video cameras may be used as necessary in and on school property. The purpose of the equipment is to secure the building and grounds, to monitor conduct and to maintain a safe environment for staff, students, and visitors. Staff, students and visitors have no expectation of privacy while on school property in common areas, including without limitation, hallways, parking lots, cafeterias, and gymnasiums.

Recordings made pursuant to this policy shall be confidential records and may only be used by school officials, or their designees, and law enforcement personnel for investigations, school and employee disciplinary actions and hearings, proceeding under the Juvenile Court Act 1987 and criminal prosecution related to incidents on school property.

If this data becomes the subject of disciplinary hearings, or it documents a criminal or security incident, such data shall be treated like other evidence in such proceedings.

Legal REF: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99
105 ILCS 5/10-22.6 and 10/1 et seq.

MANDATED REPORTING - IDENTIFYING AND REPORTING CHILD ABUSE

It is the policy of Christ Lutheran School that any certified or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS), and follow the verbal report with a written report on appropriate forms. The reporting of suspected abuse of children by non-certified or non-licensed employees is encouraged. The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions.

It is also the policy of Christ Lutheran School that reports of child abuse remain confidential, as required by law.

Christ Lutheran School shall enroll all mandatory reporters employed by the school in training courses required by law as they are provided by the local Area Education Agency. The school shall also provide each new employee who is a mandatory reporter with the legal requirements of child abuse reporting within one month of initial employment.

Christ Lutheran School administration and staff will cooperate fully with the DCFS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report and to other children alleged to have relevant information for the purpose of interviews. Christ Lutheran School recognizes no obligation to contact the parents or guardians of a child suspected to be a victim of abuse.

MEDICATION GUIDELINES

Students should not take medication during school hours or during school related activities unless it has been determined by the student's parents and health care provider that it is necessary for the student's health and well-being. In such cases, the child must have a signed Student Medication Authorization Form in their file.

Christ Lutheran School will provide your child with a non-aspirin substitute, Tylenol or Ibuprofen, if requested by the student and with your signed permission on file. The school will purchase, administer and store the medication in the school office. Containers of Tylenol or ibuprofen from individual families are discouraged.

Other non-prescription medical items such as eye drops, medication for upset stomach, Benadryl, etc. will **not** be kept on hand. If your child requires any of these items, it must be sent to school in the original container. Please do not send any medicines in plastic bags or envelopes. The student's name and written instruction for dosage and frequency of use must be clearly labeled with the medication. It will be kept in the school office or with the student's teacher and administered as needed.

Students are permitted to possess and self-administer an epinephrine auto-injector (Epi-Pen), asthma medication, diabetes medication, and/or seizure medication at school and at all school related activities. Parents or guardians must fill out and sign the appropriate Authorization for Self-Administration of Medication section of the Student Medication Authorization form and have it on file with the school office for the current school year. The form must include a doctor's signature and specify the name, prescribed dosage and the times or circumstances at which the medication is to be administered.

Christ Lutheran School shall incur no liability arising out of the administration or the student's self-administration of medication or the storage of the medication by school personnel.

MUSIC

All students in kindergarten through grade 8 will be involved in music with the music teacher as part of the curriculum.

Our students are encouraged to use their musical talents to enhance worship at church services and will participate in Christ Lutheran services on various occasions. These are school functions and attendance is strongly encouraged. We invite Christ Lutheran students and parents from other congregations or denominations to visit our church at those times. With many voices, we can give praise to a great and mighty God and be His witnesses. We ask parents and students to accept this opportunity and make a special effort to attend whenever possible.

NON-DISCRIMINATION POLICY

It is the policy of Christ Lutheran School not to discriminate on the basis of race, national origin, creed, color, sex, religion, age, marital status or physical disability in its education program, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973 and P.L. 94-142

It is also the policy of this school that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers and roles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and physical disability. The curriculum should foster respect and courtesy for the cultural diversity found in our country and awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

PARENT / TEACHER COMMUNICATION

Progress Reports

Report cards are issued every nine weeks. In addition to these report cards, midterm reports are sent home at the halfway mark of each grading period.

Parent/Teacher Conferences

Parent/teacher conferences will be held near the end of the first grading period. These conferences are for all parents and provide an opportunity to discuss your child's progress. Appointments for this are made through the school office with the cooperative efforts of all parents and teachers. Exact time for this will be determined by the staff. Additional conferences may be requested by the parent or the teacher.

Communication with Teachers

Teachers are eager to communicate with parents, but it must be done at the appropriate time. If you wish to talk with a teacher before or after school, it should be done before 7:45 a.m. or after 2:50 p.m. unless you have scheduled an appointment. You may leave a message for a teacher by calling during the day and talking with the secretary.

Communication between home and school is a vital part of a successful school experience for your child. We encourage you to check our website often. It contains calendars, schedules and menus along with other news and information. The school's general e-mail address is school@clspeoria.org

ONE CALL - CLS utilizes a messaging program called One Call to send text messages or automated phone calls to give important information.

Parent/Teacher League

Christ Lutheran School receives the support of an active Parent/Teacher League. Its objective is to bring into closer relationship the home, the church and the school and that parents may cooperate more effectively. Various activities, such as the Auction, Open House, the basketball and volleyball tournaments, the spring musical and a volunteer program are sponsored by the PTL during the school year. Meetings for parents are scheduled and publicized on the school website and all parents are encouraged to attend.

STUDENT RECORDS POLICY

Using a Records Request signed by a parent/guardian, school records are requested from previous schools within 14 days of enrollment.

When a signed Records Request is received from another school for a transferring student, the Flagged Records List is checked and if the student records are not flagged, records are sent within 10 working days.

SUSPENSION / EXPULSION

There are several grounds for suspension and /or expulsion:

1. Defying or showing disrespect to a teacher.
2. Using profane language on Christ Lutheran School or Church property, or during any school sponsored activity.
3. Fighting.
4. Running away from the school, or not remaining after school as required by a teacher.
5. Defacing property.
6. Recurring problems with behavior, tardies, absences, etc.
7. Bullying, threatening, intimidating, harassing or mistreating fellow students.
8. Cheating.
9. Sexual harassment or misconduct.
10. Bringing any type of weapon to school.
11. Consistent behavior that causes problems in the classroom.

The following is the normal procedure for serious discipline cases:

Step 1. The child is sent to the principal for Christian counseling and for a reprimand, indicating to the child the seriousness of his attitude. In cases of severe and gross misconduct or disobedience, the principal may suspend the student immediately for 1 to 3 days. Parents are notified by phone. A parent conference may be scheduled if the phone call leaves questions unanswered.

Step 2. If, after this first effort at Christian guidance, there is no change in behavior or attitude and the offense is repeated or continued, the child is again brought to the principal's office. The teacher, in the presence of the pupil, relates to the principal the situation. After the principal counsels and deals with the child, the parents are called by telephone and informed of the concern both teacher and principal feel for the child. The parents are also made aware of the next step in the procedure that will follow if the child continues in his offensive behavior.

Step 3. The third time the child is sent to the office, a conference is scheduled with parents, teacher and principal present to discuss the matter. Parents are cautioned that upon the fourth offense, the student will be excluded from school for a 1 to 3 day period. The pastor will be informed of the problem.

Step 4. Upon the fourth offense, the child is excluded from school for 1 to 3 days. The parents are again counseled. The pastor is again informed. The parents are warned that this is the last period of grace for the child.

Step 5. The fifth offense is the last. The pastor is informed; the parents are notified that the child must be removed (expelled) from school. The Board of Education is informed of the dismissal of the child from school.

POLICY AVAILABILITY

Christ Lutheran School maintains its policies in written form and makes them routinely available to parents, students, and to school staff as well as other individuals, as may have need, upon request.

SOCIAL MEDIA RIGHT TO PRIVACY

State law says:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking websites* include Facebook, Instagram, Twitter, Snapchat, etc.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

TEACHER EASE

Christ Lutheran School uses an internet-based system called TeacherEase. This tool allows parents to login and view student assignments, grades, scores, etc. It also allows teachers to email parents when we have notable events in class (your child does outstanding work, gives good effort, misses an assignment, etc.) Parents can also use this tool as a means of communicating with their student's teachers. It is the best way to consistently stay up-to-date with your child's performance in the classroom.

All parents should have or will be receiving a welcome email with your login (the login is your email address) and your password. The office does not have access to any parent's password but can reset it if needed. If you have not received the welcome email please contact the office to send you another one.

To log in to your account please go to www.teacherease.com or www.clspeoria.org and click on the link.

Some general guidelines for TeacherEase:

1. Keep your Username and Password confidential. Remember, anyone who has this information can check your child's records online.
2. Please note that assignments will be graded and recorded in a reasonable amount of time. Major projects and papers require a longer timeline for grading. Questions about your child's grades should be directed to the individual teacher.
3. Using TeacherEase should not be a replacement for checking your student's planner and/or talking with your child about assignments and grades. If you feel your child may be having difficulty in school, please contact the teacher.

VIOLENCE AGAINST SCHOOL PERSONNEL

The school administrator shall immediately notify local law enforcement officials of written complaints from any school personnel concerning instances of battery committed against school personnel.

The administrator must report the incident to the Illinois State Police within 3 days of the incident. The incident shall be reported through the School Incident Reporting System in IWAS.

WEAPON & CONTROLLED SUBSTANCE POLICY

Weapons

A student who is determined to have brought one of the following objects to school, a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the principal, and the principal's determination may be modified by the School Board on a case-by-case basis. The principal or designee may grant an exception to this policy, upon the prior request of an adult supervisor of an extra-curricular activity whether or not it is school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: 1) a student is licensed to carry a concealed firearm, or (2) the School Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Controlled Substance

Any student who, while either on school property or while engaged in any school activity, shall have in his/her possession any of the following shall be suspended immediately, and the principal shall forward notice of

suspension along with the principal's recommendation regarding expulsion to the School Board at their next meeting:

1. Any substance described in the "Cannabis Control Act" as amended (Illinois Revised Statutes, Chapter 56 1/2, S701 and following), which substances include by way of example but are not limited to marijuana, hashish, and any parts of the plant cannabis sativa.
2. Any substance described in the "Controlled Substances Act" as amended (Illinois Revised Statutes, Chapter 56 ½ S1100 and following), which substances include by way of example but are not limited to depressant and stimulant substances, narcotic drugs, and hallucinogenic substances.
3. Any item described in the "Drug Paraphernalia Control Act" as amended (Illinois Revised Statutes, Chapter 56 ½ S2101 and following), which items include by way of example but are not limited to miniature cocaine spoons and bongs.

If a student is suspended or expelled for having in his/her possession such substance or item, a referral and request for prosecution will be forwarded immediately to the appropriate law enforcement authority.

Christ Lutheran School and Illinois state law prohibit the use of tobacco products in school buildings or on school property by anyone at any time.

Students enrolled in Christ Lutheran School are not allowed to have in their possession any tobacco item or use product (lighters, matches, etc.) on school property at any time.

WHY LUTHERAN EDUCATION?

Lutheran education is synonymous with Christian education in that all aspects of the teaching-learning process are kept in harmony with and under the influence of God's Word. This process of training children is chiefly the responsibility of the parents. The church also has the God-given responsibility. In carrying out their God-given responsibility, Christian parents and the church mutually assist each other through the Lutheran elementary school.

Lutheran education attempts to guide the child in the development of his spiritual, intellectual, physical, and social potentialities as well as aesthetic potentialities on a level commensurate with his God-given abilities.

STUDENT MEDICATION AUTHORIZATION FORM

To be completed by the child's parent/guardian. A new form must be completed every school year and kept in the school office.

Student's Name: _____ Birth Date: _____

Address: _____

Phone Number: _____ Emergency Phone: _____

Grade: _____

To be completed by the student's physician, physician assistant or advanced practice RN (Note: for asthma inhalers only, use the "Asthma Inhalers" section below):

Physician's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medication student is receiving: _____

Physician's signature

Date

Administration of Asthma Inhalers

Parent/Guardian please attach prescription label here:

Authorization for Self-administration of Medication:

I authorize Christ Lutheran School and its employees and agents to allow my child to carry and self-administer his or her asthma inhaler or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in Extended Care. Illinois law requires Christ Lutheran School to inform the parent/guardian that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector (1085 ILCS 5/22-30). *Christ Lutheran encourages parents/guardians to submit an asthma action plan for their student to the school.*

Please initial below to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials

Administration of Non-Aspirin Substitute

_____ I authorize school personnel to administer Tylenol or ibuprofen to my child listed above.

Dosage Amount: Children’s: _____ Adult: _____

For all Parents/Guardians:

By signing below I agree that I am primarily responsible for administering medication to my child. However in the event that I am unable to do so or in the event of a medical emergency, I authorize the school principal or his/her designee, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer in accordance with School Medication Guidelines), lawfully prescribed medication and non-prescribed medication in the manner described in the Physician’s Order {attached}. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual who does not have medical training, and I specifically consent to such practices. I agree to indemnify and hold harmless Christ Lutheran School and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child’s self-administration of medication.

Parent/Guardian printed name

Address (if different from Student’s above): _____

Phone: _____ Emergency phone: _____

CONCUSSION INFORMATION AND STUDENT CONSENT

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"> • Headaches • “Pressure in head” • Nausea or vomiting • Neck pain • Balance problems or dizziness • Blurred, double, or fuzzy vision • Sensitivity to light or noise • Feeling sluggish or slowed down • Feeling foggy or groggy • Drowsiness • Change in sleep patterns 	<ul style="list-style-type: none"> • Amnesia • “Don’t feel right” • Fatigue or low energy • Sadness • Nervousness or anxiety • Irritability • More emotional • Confusion • Concentration or memory problems (forgetting game plays) • Repeating the same question/comment
Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"> • Appears dazed • Vacant facial expression • Confused about assignment • Forgets plays • Is unsure of game, score, or opponent • Moves clumsily or displays in coordination • Answers questions slowly • Slurred speech • Shows behavior or personality changes • Can’t recall events prior to hit • Can’t recall events after hit • Seizures or convulsions • Any change in typical behavior or personality • Loses consciousness 	

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

Concussion Information Sheet

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to- Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Student/Parent Consent and Acknowledgements

By signing this form, we acknowledge we have been provided information regarding concussions.

Student

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent or Legal Guardian

Name (Print): _____

Signature: _____

Date: _____

Relationship to Student: _____

EXTENDED CARE EMERGENCY NUMBERS AND CONSENT FORM

Specific Consents

1. Name(s) of child(ren) in extended care.

- | | | | |
|----|-------|-----|-------|
| 1. | _____ | DOB | _____ |
| 2. | _____ | DOB | _____ |
| 3. | _____ | DOB | _____ |
| 4. | _____ | DOB | _____ |

Parent's Name: _____

Address w/zip: _____

Home Phone: _____ Cell Phone: _____

Employment: _____ Work Phone: _____

Employment: _____ Work Phone: _____

2. In case of an emergency, please call the following phone numbers:

- | | <u>Name & relationship to child</u> | <u>Phone number</u> |
|----|---|---------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |

3. Child's doctor or family physician: Name: _____

Phone number _____

4. Preferred Hospital: _____

5. Please list any other important information regarding your child/ren that we should be aware of. For example: allergies, medical conditions, names of those allowed to pick them up, name of anyone not allowed to pick them up, etc.

6. In case of an emergency, I give consent for the Extended Care Center staff to take my child to his/her doctor or to the Emergency Room if I cannot be reached.

Signature Date

All information provided on this form will be confidential. Information will not be shared with other individuals or programs.

COVENANT RELATIONSHIP FORM

As parents, we, undersigned by the grace of God, will strive to meet the requirements of the Covenant, to the Glory of God and the spiritual well-being of our children. We realize that the neglect of these requirements on our part may result in our child's not being permitted to attend Christ Lutheran School. We hereby agree to fulfill the obligations and pledge our support to the teaching staff in our place.

Child / Children's Name(s): _____

Date: _____ Parent Signature: _____

If you are a member of another church, please give us the name of that church and the name of your Pastor. Your child may be asked to bring church bulletins so that his/her attendance can be monitored.

Church Name: _____ Phone: _____

Address: _____ Pastor's Name: _____

_____ I am interested in membership in Christ Lutheran Church. Please have the Pastor call me.