

Christ Lutheran School

1311 S. Faraday Ave. Peoria IL 61611

Phone: 309-637-1512

Email: school@clspeoria



Parent / Student Handbook 2026-2027

*Make a joyful noise to the Lord, all the earth;
break forth into joyous song and sing praises!*

Psalms 98:4

Dear Parents,

Welcome to the Christ Lutheran community! We are so glad you've chosen to enroll your child(ren) at CLS, and we look forward to partnering with you in this exciting journey of faith and learning.

Christ Lutheran School is a special place—a place where children grow not only in academic knowledge but also in character, creativity, and their daily walk with Christ. With a well-rounded approach that includes strong academics, athletics, music, and most importantly, God's Word at the center of each day, we are committed to nurturing the whole child.

We encourage you to be actively involved in your child's education. Read together regularly, help establish strong study habits at home, and build a close partnership with your child's teacher. Consider joining the Parent-Teacher League or volunteering at school events—your presence and support make a lasting impact.

This family handbook has been created to help you understand the structure and expectations of life at CLS. It is organized alphabetically by topic for easy reference. We kindly ask that you take time to read through the entire handbook and contact the school office with any questions you may have. We're here to help!

Thank you again for entrusting your child's education and spiritual development to us. May God bless the school year ahead!

In Christ,

Nathaniel Schmidtke

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WHY LUTHERAN EDUCATION?

Lutheran education is a Christ-centered approach to learning that integrates faith, academic excellence, and service. Rooted in the teachings of Martin Luther and the Lutheran Church, Lutheran schools aim to nurture the whole child—spiritually, intellectually, emotionally, and socially—within the context of a biblical worldview.

At the heart of Lutheran education is Jesus Christ. Students learn that they are loved and saved by grace through faith, not by their own efforts. The Gospel is woven into every part of the school day—not just religion class, but math, science, art, and even recess. Daily devotions, prayer, and chapel are common in Lutheran schools.

Lutheran schools are known for high academic standards. While rooted in faith, they also strive to prepare students for success in the world through strong curricula in reading, math, science, writing, and the arts. Students are encouraged to think critically and act with integrity.

Lutheran education teaches that every person is a unique creation of God with purpose and value. Students learn to see themselves and others as redeemed children of God, which builds identity, self-worth, and compassion.

A big part of Lutheran education is living out one's faith through service. Schools often provide opportunities for students to serve others in their school, church, and community—just as Jesus served us.

Lutheran education is based on Scripture and the Lutheran Confessions (like the *Small Catechism*). It teaches:

- **Salvation by grace through faith** in Jesus Christ alone
- **The authority of Scripture** in all matters of faith and life
- **The priesthood of all believers**, meaning every Christian has a role in sharing God's love

COVENANT RELATIONSHIP

“Unless the Lord builds the house, those who build it labor in vain.” – Psalm 127:1

At Christ Lutheran School, our mission is to teach children about Jesus Christ so they may know Him as their personal Savior and joyfully live out their faith. We believe a child's spiritual foundation begins at home. As Scripture teaches, parents are the primary faith leaders in their children's lives (Proverbs 22:6; Deut. 6:4–6; Psalm 78:1–8), and we are here to support and strengthen that calling.

Jesus Christ is the cornerstone on which our homes, our school, and our lives are built (Ephesians 2:20). With that in mind, we ask all Christ Lutheran School families to commit to the following partnership covenant:

Family Commitments

1. Faithful Worship

Regular worship is essential for spiritual growth. Families are expected to attend a Christian church. If you don't currently have a church home, we warmly invite you to worship with us at Christ Lutheran Church or at St. Peter's Lutheran Church.

2. Mutual Support

Teachers serve as spiritual and academic guides during the school day. Their role supports—not replaces—parents. Your trust and encouragement are vital to a healthy, Christ-centered learning environment.

3. Active Engagement

Parental involvement builds a strong school community. Please support your child's education by:

- Helping with homework
- Attending parent-teacher conferences and school events
- Participating in fundraisers and volunteer opportunities

4. Worship Participation

Students are expected to sing in church two to three times a year. Your presence at these services strengthens both your child's confidence and our school community.

5. Growth in Character and Faith

Students are expected to pursue growth—spiritually, academically, and personally. Respect for classmates, teachers, and other adults is non-negotiable. Students unwilling to grow or consistently disrespectful may not be able to remain enrolled.

At Christ Lutheran School, we are not just educating minds—we are shaping hearts for Christ. Together, with Jesus as our foundation, we build strong homes, strong faith, and strong futures.

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

CLS offers interscholastic sports in boys and girls basketball, girls volleyball, boys and girls track and cheer. Athletics provide an opportunity to develop emotionally, socially, mentally and physically. Positive Christian attitudes are stressed such as, Christian Sportsmanship, Leadership, Self-discipline and Team Unity. 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. A physical examination form signed and dated by a physician, as well as a parent or guardian, is required each year for students who participate in interscholastic sports.

ATTENDANCE POLICY

The Importance of School Attendance and Punctuality

Daily, on-time school attendance from Kindergarten onward is required at Christ Lutheran and is essential for academic success. Data shows that:

- **Every day counts:** Missing just two days a month (10% of the year) negatively affects reading and math progress.
- **Good attendance = better achievement:** Students with strong attendance grow more in reading and math.
- **Habits start early:** Attendance patterns in early grades predict future attendance and academic outcomes.

Chronic Absenteeism

- Defined by the State of Illinois as missing **10% or more** of school days (excused or unexcused).
- Chronic absenteeism is tracked and reported for accountability.
- May trigger intervention from school administrators.

Truancy

- A **chronic or habitual truant** misses **5% or more** of school days without valid cause.
- The Illinois School Code requires schools to support families with absenteeism issues and enforce attendance laws.

Attendance Recording & Reporting

- Teachers record attendance daily in **TeacherEase**.
- The school contacts families when students are absent without notification.
- Absences are reported to the State of Illinois annually.

Tardy Procedures

- **5 tardies:** First letter sent home (notification) and an After School Detention will be given.
- **7 tardies:** Second letter sent home, a required meeting with the principal to create an improvement plan and an In School Suspension will be given.
- **10 tardies:** Third letter sent home and meeting to determine continued enrollment.

Excused Absences

Includes illness (including mental health), religious holidays, emergencies, and other approved reasons. Make-up work is allowed.

- **6 days:** Notification letter sent home
- **10 days:** Second letter sent home and required meeting with the principal.
- **13 days:** Third letter sent home and enrollment review.

Unexcused Absences

Any absence not meeting excused criteria.

- **5 days:** Notification letter sent home and an After School Detention will be given.
- **8 days:** Second letter sent home and required meeting with the principal and an In School Suspension will be given.
- **12 days:** Third letter sent home and enrollment review.

This policy emphasizes collaboration with families to ensure students benefit fully from their educational opportunities by being present and on time each day.

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 and/or the months of June and July. The supervision takes place on the school property, and it is our intent to provide safe, caring supervision for your child. Please call or email the school to reserve a spot. Following is more detailed information about this program:

1. The hours of operation are from 7:00 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. The hours of operation in June and July are 7:00 a.m. to 5:00 p.m. There is a late charge of \$1.00 per minute After 5:00 p.m.
3. **Fees:** \$18 per day / \$90 per week during the school year.
4. **Fees: for the months of June & July:** \$175 per week.
PAYMENTS ARE MADE WEEKLY AND ARE DUE ONE WEEK IN ADVANCE TO SECURE YOUR CHILD'S PARTICIPATION. Checks may be made payable to Christ Lutheran School. Payment may also be made by credit card through the school website. Contact the school office for more information.
5. 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.
6. **During the school year:** **For Before Care please drop your student off in the morning at door #6** located on the parking lot side of school. **Pick up your student from After Care at door #9 (The main door) on the Faraday Ave. side of the school.** 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.

During June and July: Please enter/exit through Door #6. Breakfast and lunch will be provided. A variety of Education enrichment activities will be provided as well as a nutritious breakfast and lunch.
7. 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.
8. Please **do not** allow your child to bring food, toys, balls, money, game systems, iPods, cell phones, etc. (same policies as the school on these items). Weapons are also prohibited on the premises (same policy as the school)
9. Please note the following phone numbers: Christ Lutheran School: 309-637-1512
10. This program is license-exempt pursuant to the guidelines of DCFS. This means the program is not licensed or regulated by DCFS.
11. Feel free to contact our Extended Care staff or the school office for more information.
 - If anyone is in need of Before Care prior to 7:00 am, call the school office

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.

Breakfast is served every school day from 7:15am to 7:45 in the school cafeteria. You may drop your child off at Door number 5 to enter directly into the cafeteria.

At Christ Lutheran School, the safety and well-being of every student is our top priority—including those with food allergies. In order to properly accommodate students with allergies, we require **complete and up-to-date documentation** to be submitted to the school office.

This documentation allows us to accurately identify allergens and make informed decisions in our kitchen and meal planning. Please note that we **cannot rely on verbal reports from students** alone when managing allergies.

We are committed to consistency and clarity in how allergy restrictions are handled. Once an allergy is documented, it will be taken seriously and applied without exceptions. For example, if a student has a dairy allergy, **no dairy products** of any kind will be included in their meals—there is no selective enforcement of allergy precautions.

We understand the seriousness of food allergies and are dedicated to creating a safe and inclusive dining environment where all students can enjoy their meals with confidence.

Christ Lutheran has a Student Wellness Policy. This policy outlines Christ Lutheran's approach to creating environments and opportunities for all students to practice healthy eating and physical activity throughout the school day. The complete policy is available on the school website along with the most recent assessment of the Wellness Policy. If you would like to provide feedback on the policy, please contact the school principal. You may also contact the school principal if you would like an opportunity to be involved with the Wellness Committee.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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 10:30 a.m.. 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

Christ Lutheran recognizes the short-term and long-term risks and dangers of concussions. If a student or athlete shows any signs of concussion, they will be removed from all sports and physical activity until a physician clears the student to return. All student athletes and their parents will be informed of the risks and warning signs of concussions at the start of each new sports season. The Concussion Information Sheet must be signed by the student athlete and his / her parent in order for the student to participate in any games or practices. Christ Lutheran follows the Illinois Elementary School Association (IESA) concussion protocol.

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
<i>Weekly Reader/Jr. Scholastic:</i>	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 (Twice Weekly):	Grades K-8
Free play / recess:	Grades K-4
Inter-school sports (opt):	Grades 5-8
Teacher led opportunities:	Grades K-8

Science

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

Computer

Grades K-8

Fine Arts

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

Civics & Patriotic Education

Christ Lutheran School incorporates topics in civics and American patriotism at every grade level using age-appropriate materials. Each school day begins with the recitation of the Pledge of Allegiance to both the American and Christian flags.

- **Kindergarten & 1st Grade:** Introduced to patriotism and American freedoms through social studies and *Scholastic News*.
- **Grades 2–4:** Explore American history and civic values as part of the social studies curriculum.
- **Grades 5–6:** Continue these studies using both classroom instruction and materials from *Scholastic News* and *Jr. Scholastic* magazines.
- **Grade 7:** Focuses on American history, including the Declaration of Independence and the U.S. Constitution, with the integration of current events via *Jr. Scholastic*.
- **Grade 8:** Deepens American history study with a special emphasis on the U.S. and Illinois Constitutions. Students must demonstrate comprehensive knowledge of these topics as a graduation requirement.

Health Education Overview

At Christ Lutheran School, students are taught a variety of health topics using **age-appropriate materials** grounded in **Christian values**. Instruction is integrated across subject areas including science, social studies, religion, physical education, and supplementary materials such as *Scholastic Magazine*.

Health Topic	Instructional Materials & Methods
Human Ecology and Health	Science and health units, Christian based sex-education book, religion classes, <i>Scholastic Magazine</i>
Human Growth and Development	Science and health units, religion classes, and writing essays on the sanctity of life.
Family Planning, Abstinence & Disease Prevention (including aids)	Religion classes, Christian based sex-education book, writing essays on the sanctity of life and information on the Newborn Infant Protection Act
Sexual Abuse & Assault Awareness and Prevention	Religion classes, Christian based sex-education book and writing essays on the sanctity of life
Public & Environmental Health	Social studies and science units, religion classes, <i>Scholastic Magazine</i>
Consumer Health	Social studies and science units, religion classes, <i>Scholastic Magazine</i>
Safety Education and Disaster Survival	Social studies and science units
Mental Health Issues	Religion classes, health units, and <i>Scholastic Magazine</i>
Personal Health Habits_ Including Nutrition & Dental	P.E. classes, science units, religion classes, and <i>Scholastic Magazine</i> .
Alcohol, Drug, & Tobacco Abuse	Science units, religion classes, and <i>Scholastic Magazine</i> .
Abuse During Pregnancy	Christian based sex-education book.
Cancer Education (Types, Risks, Prevention)	Science and health units, <i>Scholastic Magazine</i>

DISCIPLINE & DETENTION POLICY

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.

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.

The following is the normal procedure for 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. An After School Detention will be given.
- 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. An In School Suspension will be given and parents are cautioned that upon the fourth offense, the student will serve an Out of School Suspension. The pastor will be informed of the problem.
- Step 4.** Upon the fourth offense, the child will serve an Out Of School suspension 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 expelled from school. The Board of Education is informed of the dismissal of the child from 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 within the week received from 2:30 to 3:30 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.

Suspension/Expulsion

There are several grounds for suspension and /or expulsion such as (but not limited to):

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.

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/dress shoes or tennis shoes with laces or Velcro. No sandals, open backs, Crocs, Yeezy type shoes, or boots with excessive decoration/material (fuzzy boots)
PE/Gym	Separate tennis shoes must be kept at school

Additional Notes and Instructions

Tops (Shirts/Sweaters/Sweatshirts):

- Shirts must have a collar
- Solid colors only; small logos (quarter-sized or smaller) allowed
- Plain sweatshirts (in school colors) ok

- Christ Lutheran sweatshirts allowed

Bottoms (Pants, Shorts, Skirts, etc

- Khaki color must be tan (not olive or cream)
- Shorts/skorts: 6" inseam minimum. 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.
- No athletic shorts, jeans, corduroyed
- Pants must be fitted properly (not too big or too tight), with no rips, holes or tears above the Pants and shorts must fit properly (not too big or too tight).
- Only 4 regular-sized pockets, no rivets or loops

Hair policy:

- **While the school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, students will be required to keep their hair neat and orderly.**
- Natural hair colors only (black, brown, blonde, red)
- No extreme styles (e.g., mohawks liberty spikes)
- Fashion colors not allowed (unless temporary for a special event)
- Significant changes should be discussed with teacher or principal

Other Appearance Guidelines:

- No earrings or makeup for boys (small earring studs permitted).
- No excessive make-up, jewelry or long nails
- Tattoos are not permitted.
- Coats only for outdoor wear (not in classrooms)

Casual Days

- "Casual Fridays" are one day per week, the first Friday of the month is a "Free Casual Day" and each Friday after that is a "\$2 Casual Friday". On Casual Fridays, school uniforms need not be worn if students pay their \$2. Students are to follow the clothing rules below, however. Please help us by making sure your child follows them to the letter. Students not dressed properly will need to have the correct clothing brought to them. They will not be allowed in class. A great rule of thumb: If in doubt, leave it out. Here is what can/can't be worn:
- PANTS: Cargo pants or nice jeans with no rips above the knee. Athletic and sweat pants are allowed. Pants that have rips but are permanently patched are allowed. No pants with offensive/objectionable images or words. No pajama pants or tops.
- SHIRTS: Nice T-style shirts, CLS shirts, hooded knit shirts, but hood may not be worn in school. Shirts cannot be see-through or revealing (chest/midriff, or shoulders). No tank tops. No shirts can have offensive/political/objectionable images or words.
- SWEATERS/SWEATSHIRTS: Button down, pull-over, or zippered sweaters/sweatshirts. Sweaters/sweatshirts with hoods, but hood may not be worn in school. No offensive pictures or words.
- SHOES: Regular school shoes, casual shoes, crocs, tennis shoes (no wheels). For all shoes/footwear, toes must be covered and protected. Heels must be covered or have a strap. Slippers, flip-flops, slides, and open-toed sandals are not allowed. No footwear can have offensive/ excessive material/objectionable words or images.

- **HAIR:** Girls may wear headbands, scarves, etc. as long as they are not hanging in the face or below shoulder length. No cat ears/tails. No unnatural colors. No offensive/objectable images or designs. No hats of any kind are allowed. No do- rags.

Teachers may ask a student to remove any item they feel is not meeting the guidelines above, is offensive or objectionable, or that is a distraction to the student him/herself or to other students.

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.

EMPLOYEE CODE OF CONDUCT

Pursuant to Illinois's Faith's Law requirements, CLS adopts this Code of Professional Conduct for School Employees.

Each school is required pursuant to Faith's Law to post this Code of Professional Conduct for School Employees on the school's website and to publish this document in the school's staff/parent/family/student handbook, if the school has one.

1. EDUCATOR CODE OF CONDUCT

Pursuant to Illinois law, CLS adopts the relevant portions of the Illinois Educator Code of Conduct, as follows, which applies to school employees who are certified or working toward certification or whose certifications has been waived:

Principle 1: Responsibility to Students. Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential, and to succeed as a responsible member of society. They are committed to embodying standards of professionalism in the learning environment; respecting the inherent dignity and worth of each students by assuring that the learning environment is characterized by respect for each student; maintaining a professional relationship with students at all times; providing a curriculum based on high expectations for students; and fostering in each student the development of attributes that will enhance skills and knowledge necessary to be a contributing member of society.

Principle 2: Responsibility to Self. Educators are committed to establishing high professional standards and striving to meet these standards through their performance. They are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice; developing and implementing personal and professional goals with attention to professional standards through a self-assessment and professional development; representing their professional credentials and qualifications accurately; and using sound professional judgement.

Principle 3: Responsibility to Colleagues and the Profession. Educators are committed to collaborating with school, colleagues and other professionals in the interest of student learning and to meet state educational standards; working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity; seeking out and engaging in activities that contribute to the ongoing development of the profession; encouraging promising candidates to enter the education profession; and supporting the preparations, induction, mentoring and professional development of educators.

Principal 4. Responsibility to School Parents and Families. Educators are committed to collaborating, striving to build trust, and respecting confidentiality with school parents and families; striving to develop and maintain professional relationships with school parents and families; and promoting collaborations and supporting student learning through communication with parents and families.

Principal 5: Responsibility to ISBE. Educators are committed to supporting the Administrative and School Codes as applicable to state and federal laws and regulations as applicable to Lutheran Schools, and the Illinois State Board of Education's standards for highly qualified educators. They are committed to providing accurate communication to the Illinois State Board of Education concerning all certification matters; maintaining appropriate certification for employment; and complying with the state and federal codes, laws, and regulations, that apply to Lutheran schools.

II. SEXUAL MISCONDUCT

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date, engaging in sexualized or romantic dialog, making sexually suggestive comments that are directed toward or with a minor, self-disclosure or physical exposure of a sexual, romantic or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor. (Illinois' Faith's Law, Public Act 102-0676, 105ILCS 5/22-85.5).

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure or entice a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

III. EXPECTATION OF SCHOOL EMPLOYEES

School employees are expected to maintain professional relationships and boundaries, recognizing the age and development levels of the students with whom they interact. This includes meeting with a student or contacting a student outside of the employee's professional role.

While the school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation of students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.

In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents/guardians should first give permission for photos and videos to be taken by employees of the school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

IV. SCHOOL EMPLOYEES ARE MANDATED REPORTERS

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report of suspected child abuse and suspected neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

The school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/221-85.5(f).

V. EMPLOYEE TRAINING RELATED TO CHILD ABUSE AND EDUCATOR ETHICS

Christ Lutheran School requires its employees to be trained annually in their obligations as mandated reports and every three years in preventing, detecting and responding properly to sexual harassment. The training are entitled DCFS's Recognizing and Reporting Child Abuse; Training for Mandated Reporters; and the State of Illinois' Prohibition of Sexual Harassment training.

FAITH'S LAW

Legislation Overview

Faith's Law is named after prevention and child sexual abuse survivor Faith Colson, an Illinois high school graduate in the early 2000's. Faith's Law was passed by the Illinois General Assembly as two separate pieces of legislation:

- Public Act 102-0676 which establishes the definition of sexual misconduct within the School Code and outlined the requirements for schools to develop and post employee code of professional conduct policies.
- Public Act 102-0702 which adds employment history reviews as part of the hiring and vetting process for school and school contractors, requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct.

Resources for Families to Review

Families with questions about Faith's Law are encouraged to reference the following resources:

-  [Sexual Abuse Response and Prevention.pdf](#)
-  [Faiths Law Guidance FAQ.pdf](#)

The law specifically provides that any violation of the employee code of professional conduct or failure to report a violation may subject an employee to discipline, up to and including dismissal from employment.

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

	10 Payments	9 Payments	1 Payment
	Paid Aug - May	Paid Sep - May	Paid by Sep. 1st
1 Child	\$410 per payment \$4,100 for the year	\$450 per payment \$4,050 for the year	\$3,950 for the year
2 Children	\$613 per payment \$6,130 for the year	\$676 per payment \$6,084 for the year	\$5,980 for the year
3 Children	\$815 per payment \$8,150 for the year	\$900 per payment \$8,100 for the year	\$8,000 for the year

- Families with more than 3 children will pay an additional \$300 per child per year

Registration

Registration (per child)	\$230 (non-refundable)
Bible (3rd grade - 8th grade)	\$13
Catechism (7th & 8th grade)	\$20
Deposit for class trip (6th - 8th grade)	\$25

Other Fees

Band	\$75
Athletic Fee (per sport)	\$35

Payment

Tuition payments are due on the **FIRST** of each month. 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.

School Supplies

All students are required to purchase their own school supplies as listed on the CLS School Supply List.

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.

GRIEVANCE POLICY

Christian education functions best when there is harmony among all involved. Christ Lutheran acknowledges the right of a parent or student to be heard should they feel they have been aggrieved by an administrator, a teacher, an instructor, or a coach, without the fear of reprisal.

Grievance Procedure

1. Contact the individual staff member involved.
If there is no resolution,
2. Contact the principal.
If the matter remains unresolved, or if the parent or student wishes to appeal the principal's decision
3. The matter may be taken to the Christ Lutheran Day School Board.
4. The Day School Board chairperson should be contacted to schedule a meeting. The Day School Board will conduct whatever investigation is deemed necessary in response to the concern(s). The decision of the Day School Board is final.

The goal of these steps is always to restore relationships and, in so doing, promote the sharing of the Gospel of Jesus Christ.

It is strongly recommended that all parties involved will document their communication. Documentation should include but is not limited to an action plan, parties involved, and dates.

HEALTH EXAMS AND IMMUNIZATIONS

Students will **NOT** be able attend school after **October 15, 2025** until **ALL** required information is received.

Kindergarten Students:

- Physical Exam
 - Lead Risk must be completed on form by physician
 - Health History must be signed by parent/guardian & verified by health provider
- Complete immunization record signed by a doctor:
 - (5) DTap
 - (4) Polio
 - (3) Hep B
 - (2) MMR
 - (2) Varicella
 - (4) Pneumococcal
- Dental Exam on Illinois form due by May 15, 2026 (dated within 18 months of May 15th deadline)
- Eye Exam on Illinois form dated within one year of the first day of school
- Birth Certificate

2nd Grade Students:

- Dental Exam on Illinois form due by May 15, 2026 (dated within 18 months of May 15th deadline)

6th Grade Students:

- Physical Exam
 - Lead Risk must be completed on form by physician
 - Health History must be signed by parent/guardian and verified by health provider.
 - **Sports physical NOT acceptable**
- Complete immunization record signed by a doctor including:
 - (1) Tdap (6th grade requirement)
 - (1) Meningitis (6th grade requirement)
- Dental Exam on Illinois form due by May 15, 2026 (dated within 18 months of May 15th deadline)

Sports Physical

Physical examinations are required each year for all student athletes. Physical examinations are good for only one year from the date of the last examination and must be on file with the school office before the student will be allowed to participate in team activities. 6th Grade full physical can be used as a sports physical.

LINKS TO REQUIRED HEALTH FORMS

[State of Illinois Certificate of Child Health Examination](#)

[State of Illinois Eye Examination Report](#)

[Proof of School Dental Examination Form](#)

[Sports Physical](#) (required only if participating in a school sport)

Links To Other Helpful Health Forms

[Asthma Action Form](#)

[Eye Examination Waiver Form](#) (If unable to obtain the required eye exam)

[Dental Examination Waiver Form](#) (If unable to obtain the required dental examination)

[Certificate of Religious Exemption Form](#) (Must be signed by a Health Care Provider)

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.

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

The health and safety of your child is important to us. To ensure proper care, the following guidelines must be followed regarding **prescription and non-prescription medications** during school hours or school-related activities:

Prescription Medications

- **Required Form:**
A Student Medication Authorization Form must be completed each school year for any prescription medication administered during school hours or activities.
- **Doctor's Signature:**
The form must be signed by a licensed healthcare provider and must include:
 - Student's name
 - Medication name
 - Prescribed dosage
 - Time(s) or specific circumstances for administration
- **Labeling:**
Medication must be in its original container, clearly labeled with:
 - The student's name
 - Written instructions for dosage and frequency
- **Storage:**
Medication will be stored in the school office or with the student's **teacher** and administered as needed.

Self-Administration of Emergency Medications

Students may carry and self-administer the following medications:

- Epinephrine auto-injectors (EpiPens)
- Inhalers for asthma
- Diabetes medication
- Seizure medication

To allow this:

- The **Authorization for Self-Administration** section of the Medication Form must be completed.
- A doctor's signature and detailed instructions are required.

Over-the-Counter (OTC) Medications

- **Tylenol and Ibuprofen:**

CLS will provide and administer Tylenol or Ibuprofen if a current & signed Medical Authorization Form is on file and parental/guardian permission is given. These medications will be purchased and stored by the school in the office.

Please do not send bottles from home.

- **Other OTC Medications (e.g., Benadryl, eye drops, antacids):**

These will **not be provided by the school**. If needed:

- Send the medication in its **original, labeled container**
- Do **not** send medications in plastic bags or envelopes
- Include your child's name and written instructions for dosage and frequency
- Medication will be kept in the school office or with the teacher

Asthma Action Plans

If your child has asthma, please submit a copy of their **Asthma Action Plan** to be kept on file.

A new Student Medication Authorization Form must be submitted **each school year**.

Christ Lutheran School assumes **no liability** for administration or self-administration of medication or for the storage of any medications by school Staff

Christ Lutheran must have on file the following for each student with prescribed medical cannabis:

- a. written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered;
- b. a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
- c. a copy of items a) and b) on file in the school's office.
- d. If applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.
- e. The medical cannabis is stored at all times in a manner consistent with the storage of other student medications and may be accessible only by the school caregiver or school administrator.

MUSIC

All students in kindergarten through grade 8 will be involved in music with the music teacher as part of the curriculum. Christ Lutheran has 3 different grade choirs, Kindergarten - 2nd Grade, 3rd-5th Grade and 6th-8th

Grade. We are also blessed to have a Handbell Choir for the 7th & 8th Grades. Christ Lutheran has 2 bands that students can participate in, 4th & 5th Grade Band and 6th - 8th Grade Band. The fee to participate in band is \$75.

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 policies, admissions policies, or in athletic or other school administered policies 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 www.clspeoria.org. 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 (PTL)

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.

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.

SCHOOL PICTURES

CLS has two school pictures. One in the fall and one in the spring.

Picture Day in the fall is a 'formal school picture'. We ask that students wear their school uniform. **These photos are used to make the large picture frame with all the students and staff that is displayed in the school office.** Parents may purchase photo packages.

Picture Day in the spring is more casual. Students are allowed to change into casual clothes, team jerseys, etc. Siblings can take pictures together. Students will need to change back into their school uniform after pictures are taken. **Only students whose families have purchased pictures may participate in this Picture Day.**

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.

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.

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.

TEACHEREASE

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.

TECHNOLOGY USE

For policies regarding technology refer to the Technology Use Handbook

 [Technology Use Handbook.pdf](#)

Topics covered include:

- Appropriate Uses and Digital Christian Citizenship
- Internet use, Safety, and Computer Use
- Chromebook Use

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

Weapons are prohibited on school or church property. 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.

The school administrator shall immediately notify the local police department of firearm incidents on school grounds. The Illinois State Police shall be notified through the School Incident Reporting System in IWAS. If a student is in possession of a firearm the student's parent or guardian shall also be immediately notified.

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 1/2 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 1/2 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 (vapes, lighters, matches, etc.) on school property at any time.

The school administrator shall immediately notify local law enforcement of any firearm incidents or verified incidents involving drugs. The Illinois State Police shall be notified of such incidents through the School Incident Reporting System in IWAS.