

Immanuel Christian Academy Family Handbook 2024 - 2025

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Dear Parents & Guardians,

The purpose of this handbook is to acquaint all families, especially those who are new to us, with common procedures at Immanuel. The intent is to supply information that will allow for good organization. Consider them as guidelines with which you may not always agree but can understand the need for them if we are to function in an atmosphere which is most conducive to each child's learning. Family cooperation and understanding is of the utmost importance.

Become familiar with the contents of this booklet so that you can also become efficient in educating your child as to what will be expected of him or her in school. It may be necessary at times for the principal or teachers to remind students and families of the contents and procedures. Understand that this is done with a spirit of concern and love. The recognition of the need for a cooperative existence will benefit everyone.

We at Immanuel are willing to review this handbook on a yearly basis to accommodate the changing of times and needs. Suggestions from parents and guardians are always welcome and appreciated. It is asked that you direct these suggestions to the principal. The faculty, principal and Christian Day School Commission will consider the suggestions for review, improvement and possible inclusion or deletion. Immanuel, through the principal, retains the right to amend the handbook for just cause without notice. Quickly changing circumstances or events will be considered just cause. However, the school will attempt to inform parents/guardians of all changes as soon as possible.

One rule not mentioned in the up-coming pages is the one which should rule our hearts here at Immanuel: the "rule of love" which is patterned by the love of God in sending His Son to save us. We need to exercise this love in understanding the other person's predicaments with the patience to work things through. Through love, parents and guardians will attempt to understand the school's position and responsibility towards children. Through love, members to our staff, faculty and commission will attempt to recognize the needs of our school families.

Blessings to all our children for a most satisfying year!

In service to your children,

The Faculty and Day School Commission of Immanuel Christian Academy

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WHO WE ARE

History

Immanuel Christian Academy has a very interesting history dating back 170 years.

In 1852, fifteen students began taking a few classes out of the home of a teacher. Later that year, a school was built, six years later the congregation was formed and then a second school building was constructed.

By the early 1900's, Immanuel had grown to a congregation of 125 families, became a voting member in the Missouri Synod, dedicated a cemetery and instituted English services which had previously been in German.

By the 1950's the congregation approved the building of a modern school and later that year, dedicated the building.

Over the next fifty years, the church burned down, a new church was constructed and attached to the current school. The original school building was moved across the street and now sits in the Prairie of Westchester. The original school house is the center for the Save the Prairie Project and is utilized for lectures, tours, exhibits and gatherings. The second school building (Old School House) still sits in the original location on Cermak and is used for youth group functions, special church services and faculty celebrations.

Today Immanuel Lutheran Church and Immanuel Christian Academy are connected by more than beams and a prayer garden. The school flourishes due to the dedication of Immanuel's congregation. Their time, talents and donations aid in the successful education and rich spiritual growth of Immanuel's children.

Mission

The mission of Immanuel Christian Academy is to prepare and equip children spiritually, academically, emotionally, and physically for Spirit-filled Christian outreach to the community and the world.

Vision

We envision Immanuel Christian Academy as an environment where teachers and parents work together to promote sound Christian doctrine, solid academics, and promote positive public witness to the Gospel of Jesus. Parents are honored as the primary Christian educators of their children and provided opportunities for public worship, fellowship, Bible study, community service, and outreach experiences to support them in training their children.

Philosophy

Immanuel Christian Academy operates as an extension of Immanuel Lutheran Church to provide a quality education in a Christ-centered environment and to serve as an avenue of outreach to non-Christians within our community through the power of the Holy Spirit.

We believe that the entire curriculum should be geared to the student's intellectual needs in today's world. We also believe that our curriculum must be taught from a Christian perspective and permeated with Christian values.

We believe that daily worship, religious study and application of God's Word to everyday life is essential so that each child may know and experience God's seeking and forgiving love through Christ Jesus.

We believe that a well-rounded program of physical activities is necessary, stressing participation and enjoyment for each child, to nurture the God given gift of life and health.

We believe that every student is a unique child of God. As children in the family of God, respect and love are fostered in positive social relationships.

We believe that our children need Christian discipline through which they can develop a set of values, learn respect and develop a sense of concern for others.

We believe that a school, which honors Christ in every classroom and where teaching reflects the risen Christ, will guide children toward good citizenship and a vital Christian life.

Governance

The Day School Commission is the governing body entrusted by the church with the responsibility for the conduct and quality of the school program. The Day School Commission is comprised of 5 to 7 members from the congregation along with the principal.

The Day School Commission determines policies, sets the vision of Immanuel Christian Academy, and directs the principal to carry out policies. The principal provides executive leadership that serves the staff, students, and families in carrying out the school's mission.

ADMINISTRATION IN ABSENCE POLICY

When there is no written Day School Commission policy in existence to provide guidance in a matter before the school administration, the principal or his or her designee, is authorized to act appropriately under the circumstances surrounding the situation.

Following this action a report shall be given to the Day School Commission and a policy developed and instituted, if necessary.

HOME – SCHOOL COMMUNICATION

The home is and always will be the chief agency for the Christian training of the child. The purpose of our school is to serve as an important aid to and an extension of the home in the vital work of Christian training. If the home and school are both Christ-Centered, your child is receiving the best education available anywhere.

Parents/guardians are concerned about the welfare, safety, and total education of their children. As co-educators of their children and vital members of the ICA community, parents have a right to be involved in their child's learning, to be informed about their child's progress and to voice concerns when issues arise. Parents/guardians are encouraged to share concerns, ask for clarifications or explanations, or ask questions of any teacher or the principal. In most matters, these persons will be the best people to help you. The school staff will strive to keep you informed of all school activities and any information we believe is pertinent to you and your family.

The following communication tools have been established to provide an open line of communication:

1. **Website:** the school's webpage is www.icahillside.org Check it out for a broad range of information, as well as a calendar of activities and events.
2. **Weekly Watch:** will be some home weekly via email and posted on the school's website. This will keep you informed of activities, reminders, and advance notices.
3. **Teacher Communication:** teachers will regularly communicate to inform you what is going on in the class such as topics being learned, student resources, homework help, and schedules. This may be done in the form of a newsletter, email, or through Google Classroom.
4. **Jupiter Grades:** allows parents/guardians to view grades online. It may also list homework assignments, attendance, and discipline.
5. **Progress Reports:** progress reports will be sent home halfway through each trimester.
6. **Parent-Teacher Conferences:** are scheduled in the fall, shortly after the end of the first trimester of the school year. Separate conferences can be schedule at any time in agreement with the teacher.
7. **Notes:** teachers may send home or email notes or reports on individual student performance or reminders about an upcoming class or school event.
8. **Text Messaging:** some information may be sent home using a text messaging app such as Remind. This information may be reminders regarding upcoming events or emergency school closings. Parents will be able to sign up for this app at Registration.

ICA Website and Printed Publicity

1. ICA maintains a website as a means for communicating information and advertising our school. All material published to and downloaded from this site must be approved by the webmaster and administration of ICA prior to its publication on the Internet.
2. From time to time, the teachers and principal at ICA may include examples of student work and photographs on our website and in printed publicity materials. All student work and pictures will be published anonymously with no student names being used, to maintain privacy for that child. Since this website and the print materials are a public means of communicating information about our school, all parents/guardians at ICA must annually sign and have filed with the school office permission or exemption for publication of student pictures and work as per the guidelines described above.

PARENT & GUARDIAN CODE OF CONDUCT

“Parking lot gossip” slanders the good name of staff, other parents, and children. When issues arise, there are usually explainable, reasonable, and understandable reasons behind them. Issues should be resolved through open, honest, and respectful communication with concerned parties.

Biblical Guidelines:

- Ephesians 4:26 – In your anger do not sin. Do not let the sun go down while you are still angry.
- Ecclesiastes 7:8-9 - Do not be quickly provoked in your spirit, for anger resides in the lap of fools.
- Romans 12:17 - Do not repay anyone evil for evil. Be careful to do what is right in the eyes of everybody.
- Colossians 3:13 - Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.

Procedure for Conflict Resolution

1. To contact a teacher, send an e-mail or leave a voice message requesting that the teacher contact you to set up an appointment, either by phone or in person.
2. Share question or concern directly with the appropriate classroom teacher. The goal of the conversation should be for both parties to share their perspective, identify a problem if necessary and create a plan of action if appropriate. Said plan shall be in writing & signed by both parties.
3. If either the parent or teacher feels unsatisfied with the interaction or outcome in any way, they may request a three-way meeting which includes the teacher, parent and principal. The goal of this meeting will be to identify the problem, share perspectives, articulate each party’s needs, clarify the rights and responsibilities of both parent and teacher, brainstorm solutions, select a plan of action that is mutually acceptable and set a time to evaluate the outcome. This plan will be written & signed by all parties.
4. When meeting to evaluate the outcome, the parties may identify the solution as successful and decide that the process is complete. The parties may decide that the solution is partially successful or not successful at all and determine further steps to be taken. This step may be repeated as many times as necessary.
5. If it becomes apparent that the situation cannot be resolved following the above procedure, the Pastor or Day School Commission may be asked to mediate.

THE SCHOOL CURRICULUM

The curriculum of our school has as its basic feature the religious training achieved through formal instruction and informal guidance. Applications of religious truths are made positively and freely as they relate to the other subject areas and to the development of the child.

The fundamental skills of language, reading, written and oral expression, and spelling are stressed. Thinking and expression in the social and natural sciences together with the mastery of arithmetic skills complete the more formal program of our curriculum.

Human growth and development classes begin in Kindergarten. Drug education is provided through teacher instruction as well as outside community resources.

Computer science is recognized as a necessity if our students are to meet High School requirements. Chromebooks or tablets are available in each classroom for students' use.

Outdoor Education Classes are held every other year in grades five and six as a four day off-campus activity. Students receive their studies at Walcamp in Kingston, Illinois under the supervision of our own teachers and camp counselors. This is a highly recommended class for the 5th and 6th graders. A class trip is taken every year for the 7th & 8th graders. Detailed information as well as any costs is shared with parents/guardians well in advance.

Music, art, foreign language and physical education satisfy the creative and social needs of our students.

Brochures with the specific course of study for each grade are available in the school office.

Faculty

Our teachers are the heart of our educational program. The faculty is of a very high professional standard. Faculty members receive their professional training in certified, accredited colleges and are state certified. Our teachers regularly receive in-service training at various facilities in the metropolitan area.

Teacher-Aides

Teacher-Aides may be used at Immanuel to assist teachers within the classroom or to relieve teachers of chores which are not related to instruction so that improvement of instruction results. Guidelines for Aides will be set by the Principal and the faculty members involved.

Student Teaching

Immanuel Christian Academy cooperates with Concordia University, River Forest, in the Student-Teaching Program. Young men and women come from the college to our school to receive their professional training under the direction of Immanuel's faculty. They observe, participate and teach under the supervision of the teachers at Immanuel, who at all times are responsible for the educational program of the school. We are privileged to be a part of this program of training teachers for work in the Church.

Assignments

Students are expected to complete all assignments in a timely manner. Students are responsible for writing down assignments so that work can be completed accurately and promptly. Assignments for the day are to be turned in as soon as the student settles into the classroom and/or when the teacher calls for them.

Students are responsible for assignments even when they are absent. Students will have one school day for each school day absent to complete the assignment. Parents/guardians are to request the student's assignments when they phone to report the student's absence. Assignments

will be available for pick up from the school office. Please contact the teacher to determine a pickup time. Special assignment sheets may be used for this purpose.

Homework

Purposeful homework varies from day to day with each student, depending upon his or her educational capacity, potential and need. Homework also depends upon the child's use of school time. There are children who need to take home very little work because they utilize the extra time in school to a good purpose.

Children are expected to prepare all work neatly and accurately and submit assignments on time. When the work is brought home by the students, whether it be oral or written, it is based on one or more of the following purposes:

1. Drill and additional practice to strengthen new skills introduced in class.
2. Completion of unfinished classroom assignments.
3. Work on projects of short-term or long-term nature.
4. Participate in research activities in location of facts and data.
5. Extended reading for pleasure and enjoyment through the guided reading of library books and other materials.

Daily Assignment Notebooks are required for grades 1st through 4th. Students will be provided with an assignment notebook. If lost or destroyed, students will be required to purchase another. Parents/guardians should make sure the homework is completed, but parents should not actually do the work for the student. Upper grade students receive their assignments through Google Classroom and/or an assignment book.

Grading Scale & Academic Reports

The school year is divided into three trimesters. Progress reports will be sent home at midterms of each trimester. At the end of each trimester a formal report card will be issued. Parents and guardians are expected to sign and return the attached form to indicate receipt of the report. In addition, you may use Jupiter Grades to keep current with your child's grades and teachers may also contact parents at any time to keep them informed of significant problems or achievements.

Academic grades indicate the individual progress of a student in relationship to class standards set by the school and the curriculum. The following grade scale is used beginning in second grade:

A+	97-100%	B	84-86%	C	74-76%	D	64-66%
A	94-96%	B-	80-83%	C-	70-73%	D-	60-63%
A-	90-93%	C+	77-79%	D+	67-69%	F	59% or below
B+	87-89%						

Honor Roll/High Honor Roll/Principal's Honor Roll

In order to encourage our students scholastically, Immanuel maintains an honor roll each trimester for students in grades three through eight. The students' report card must meet the following requirements to be placed on the principal's honor roll/high honor roll/honor roll:

- Maintain a 4.0 or above and cannot receive a letter grade lower than an A- in all subjects to be placed on the principal's honor roll
- Maintain a 3.5 or above and cannot receive a letter grade lower than a B- in all subjects to be placed on the high honor roll
- Maintain a 3.00 or above and cannot receive a letter grade lower than a C in all subjects and cannot receive more than two C's to be placed on the honor roll.

Retention

Immanuel Christian Academy reserves the right to retain any student who has not met the criteria for advancement to the next grade level. A decision to retain a student must not be taken lightly and must carry with it the responsibility for providing appropriate and adequate educational programs. The Principal and teachers have the responsibility to keep parents/guardians informed of students' abilities and development. Likewise, parents/guardians must be responsible to be informed about appropriate educational programs and established expectations developed for their children. Maximum benefits from school experiences are only obtained from cooperative efforts of both parents and schools.

Promotion/retention is based upon the student's achievement in comparison with the grade level expectancies; classroom performance; his/her ability as measured by tests; his/her previous retention record; attendance; and social, physical, and emotional maturity. The decision whether to promote or retain a student is made jointly by the student's teachers and the school principal, with the principal having final authority. The involvement of the parent(s)/guardian(s) in this process is encouraged.

Probation

Immanuel Christian Academy desires to minister to all children. Yet, due to lack of a special education teacher, Immanuel reserves the right to deny enrollment to students whose educational needs are beyond our capacity to meet those needs. Students may enlist services of the local school district for testing and are entitled to special services from the local district even while they are enrolled at Immanuel. Therefore, the first trimester of each academic year will be considered a probationary period for all students.

Valedictorian/Salutatorian

At graduation, the top two students in the eighth-grade class may be recognized as valedictorian (highest grade point average) and salutatorian (next highest grade point average). Minimum qualifications are a 3.0 grade point average and no grades lower than a "C" during 6-8 grades. Attendance at Immanuel during all three grades may be used to determine eligibility for valedictorian and/or salutatorian. All graded classes are included. If no student meets the minimum requirements, there will be no valedictorian or salutatorian.

Class valedictorian and salutatorian will be asked to speak at graduation. A copy of the speech must be submitted to the classroom teacher at least two days prior to graduation.

Academic Awards and Honors

At the end of each school year, students are recognized for their achievements and accomplishments for the school year. Students may receive certificates, pins and/or medals based on their achievements.

Awards will be given for honor roll, attendance, choir, and academic achievement. Students may also be given awards for special achievements in subject areas and behavior. Additional awards may be given based on Christian character and conduct. Those awards are as follows: Outstanding Christian Character, Faithful Servant, Christian Growth, and Caring Cardinal/School Spirit. Students will be nominated by their fellow classmates to receive the award.

Social, Emotional, and Psychological Needs

Throughout their education at ICA, students will be expected to meet the goals set forth by the state of Illinois's Social and Emotional Learning Standards.

According to the standards, there are three goals:

Goal 1: Develop self-awareness and self-management skills to achieve school and life success.

Goal 2: Use social-awareness and interpersonal skills to establish and maintain positive relationships.

Goal 3: Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

If a student is not meeting these goals, the following steps will be taken:

1. The student and his/her teacher will work with the parents to solve the issue.
2. If this is not successful, the principal will be asked to step in.
3. If the issue cannot be solved with principal involvement, the pastor will be asked to counsel the student.
4. If a student's situation requires more assistance than the principal and pastor are able to provide, and a student requires further counseling, a referral will be made through Concordia University Chicago. This decision will be made cooperatively between the principal and pastor and when appropriate, the parent.

Although every attempt may be made, ICA will not be able to meet the socio-emotional needs of every student. In all situations, the final decision of whether ICA is the optimal placement for a student is deemed the responsibility of the principal and pastor.

Physical Education

Grades Pre-K – Third: All students are required to have a pair of non-marking athletic shoes for physical education class and recess. These shoes are to be kept at school. Students that do not have appropriate shoes may be prohibited from participation in P.E. activities

Grades Fourth – Eighth: Since PE is an important part of the child's total education, student involvement is essential to their growth and development. In order to ensure maximum student involvement, the following policy has been put in place:

- **Dress:** PE uniforms will consist of an Immanuel Cardinal T-shirt and black shorts. The shirts will be purchased at Immanuel. The shorts must be black and of appropriate length (past the finger tips and above the knee). Where you purchase the shorts is your choice. All PE uniforms must be properly marked with student's name by writing the name on the tag or inside of the item. Any uniforms not marked will be marked at school. Please consider buying two uniforms for your child. This will reduce the chance of your child not being properly dressed for PE.

Students not in uniform will receive a dress check. The first dress check will be marked as a warning. Every additional dress check in the trimester will lower the student's PE grade. If this becomes a continuous situation, parents/guardians will be notified. It is for this reason we recommend keeping the gym uniform at school as much as possible.

- **Effort:** Students are expected to use their best God-given ability during gym class. We realize students may not like a certain activity or be good at it. However, PE is not about winning or being the best. It is a time of learning, developing one's skills, and strengthening the body God has given them. Therefore, students will be graded on their effort and NOT their ability. If lack of effort or negative attitude becomes a consistent problem, parents will be notified.
- **Locker Room:** Each child will have approximately 5 minutes of time to dress and be in the gym ready for gym class. If they are not ready when class begins, their effort grade will be affected. Every student will be issued a locker at the beginning of the year. Students may purchase their own locks to use with the lockers. Lockers must be kept locked to ensure that things are not lost. If locks are not being locked, clothes are not being properly put away, or the locker room is not left orderly, teachers will take the appropriate actions to correct the situation.
- **Release from participation:** We feel that if a child is well enough to be in school, the child is well enough to participate in PE. If the situation arises, a child may be released from gym with a parent's note once per trimester. A doctor's note must accompany all further requests. If a child is out with a doctor's note for three or more PE periods, he/she must have a doctor's note giving permission to return to PE.

Questions or concerns regarding this policy should be directed to the Athletic Department.

Teaching Materials and Equipment

Immanuel Christian Academy owns textbooks in all subject areas. We regularly compare and adopt new textbooks in each subject area as the need for a change presents itself. Our textbooks present the latest methods of education, so that the teaching materials are as updated as possible and/or as appropriate for the necessary concepts to be taught. Students are expected to take good care of all textbooks which belong to the school. Inappropriate use may result in fines. Prior to the beginning of each school year, our students receive a list of required supplies needed, some of which are available for purchase at school.

To extend our basic curriculum of educational materials we are fortunate to have a centralized library in our school. The library collection of books is catalogued according to the Dewey Decimal System of library organization. In addition to our collection of books, magazines, cassette tapes, and videos, the library also contains Audio-Visual equipment which is accessible to each classroom. Other teaching materials include filmstrips, transparencies, cassette tapes, videos and supplemental reading, mathematics and science equipment. VCR's, DVD's, overhead projectors, and computers are also available to each classroom.

School Music Program

Our school music program consists of general music instruction in each classroom one period a week and a weekly period of choir. The choir period offers a special opportunity to further develop musical talent through the joy of group singing. One choir will be made up of the Pre-Kindergarten through 2nd grade, and the other choir will include the 3rd-8th grade. The choirs will assist in worship services by singing regularly during the school year at the 9:30 A.M. Sunday worship service at Immanuel Church. A schedule will be given to each family noting the services when the students will be singing. Students in 3rd-8th grade who participate at all of the Immanuel services and maintain at least a "B" average in choir throughout the year, will be eligible to participate in an off-campus activity/event near the end of the year. Depending on the activity/event the student may need to pay a portion of their ticket price. We encourage families to stay with us for the whole church service that the students are singing. At times, groups of students, such as The CREW may participate or present during the service.

A music grade and a choir grade will be given on each student's report card in grades three through eight. The grade will be based on the student's participation, behavior, and any quizzes or tests that are given.

All students of Immanuel will have the opportunity to participate in two musicals during the school year, one at Christmas and one in the spring in May. The Christmas musical is usually presented on the Sunday afternoon before Christmas. The spring musical is usually presented on the third Friday night in May. Since this is part of our music and drama curriculum, it is mandatory that all students participate in the spring musical. This is 50% of the spring trimester grade. Students are expected to be present for all practices and attend full performances or their music grade will be affected.

Extra-Curricular Activities

Recognizing the importance of exposing students to variety of learning opportunities from participation in areas outside of classroom instruction, Immanuel Christian Academy offers the following activities that are of an extra-curricular nature to enrich the educational life of our students.

Athletics

Our school maintains an after-school sports program which involves children in grades 5th-8th. Fourth grade students may be able to participate in some sports on a limited basis. The sports covered are Cross Country, Volleyball, JV Basketball, Varsity Basketball, and Track. To

participate in any sport, a student must maintain a “C” average. A small fee will be charged per sport/student to cover the cost of officials, league fees, and tournament/event registration fees.

Our philosophy is to try to involve as many players in each game as possible, but in teams involving grades 4th-8th, this will not always happen. The older grades may participate and play more, and in some games the younger grades might not participate. These students should realize that their chance will come as they get older and improve their skills. Joining the team in 5th grade will give them practice and experience, as well as the best opportunity to improve and play more.

It is the goal of the athletics program that each member play to the best of his or her God given ability. All children and accompanying adults should act appropriately while representing Immanuel Christian Academy as a member of a sports team. Remember that as a member of this program you are representing yourself, your parents, your school, and your God.

Practice Policy

1. Working hard in every practice is the only way to increase your playing time.
2. If you miss a practice, you must let the coach know before that practice. The more you miss, the less you play.

Game Day Policy

1. Every player is expected to display a Christian attitude and sportsmanship at every game, whether home or away.
2. The coach must be notified before the game that the team member will be absent from a tournament or game.
3. If the team member is not in school on the day of a game, he/she may not play in the game on that day, unless the absence is not due to illness and is an excused absence.

Driving and Pickup Policy

Parents are asked to participate in driving to away games. All drivers must have a copy of his/her current driver’s license, insurance card, and background check on file in the school office. If you are unable to drive, you must notify the coach at least 48 hours before the game. In weekend tournament situations, each parent is responsible for seeing that their student gets to the tournament games.

After waiting 15 minutes following either an announced game or practice pick up time, the student will be sent to aftercare if available and charged the regular extended care fee. If aftercare is not available, a \$20 fine will be leveled payable upon pick up.

Band and Violin

Immanuel Christian Academy in cooperation with Walther Christian Academy offers a band program beginning in fourth grade and a string program beginning in the first grade. Individual or small group lessons are offered at a nominal fee.

Piano

A private instructor who teaches piano lessons once a week to students beginning in kindergarten is available. Lessons are held during the school day at an agreed upon time with the classroom teacher. Students hold a recital at the end of the school year.

Servant Leadership Ambassadors

All the students here at Immanuel have an opportunity to serve the community through programs of outreach. Middle school students are required to do a set amount of service hours each trimester. Each month, a collection of money or goods will be gathered to be given to charitable organizations. Students take class trips to places such as Feed My Starving Children and Phil's Friends to donate their time and talent. These outreach opportunities give the students here at Immanuel the opportunity to share their blessings with the less fortunate and to help others by witnessing through their words and actions.

The CREW

Christians Ready and Equipped for Worship is a group of fifth through eighth grade students who volunteer to help participate in and lead chapel services. They will lead through songs, skits, and a variety of other activities that will enhance our time of worship together.

GUIDES FOR STUDENTS WHILE AT SCHOOL

Dress Code

The dress policy of Immanuel Christian Academy impacts our school every day. The appearance of our students conveys the Christ centered focus of our school and should be testimony in establishing our reputation as an outstanding school with excellent students. These appearance guidelines are stated to remind parents and students that dress and appearance are heart issues. Our overall goal is for parents and this school to partner with each other in preparing and nurturing our young people's hearts to bring honor to Jesus Christ in how they look, what they wear, and how they conduct themselves before others.

ICA desires to enhance its learning environment in positive ways. Research and experience demonstrate that a more formal dress standard does have a positive impact on a student's frame of mind. "A safe and disciplined learning environment is the first requirement of a good school. Young people who are safe and secure, who learn basic American values and the essentials of good citizenship, are better students. In response to growing levels of violence in our schools, many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems and increase school safety" (U.S. Department of Education in consultation with local communities and the U.S. Department of Justice).

In light of these findings, and with respect to the value of modesty and moderation, the Day School Commission and Administration of ICA have sought to establish a standard that will create an attractive, comfortable, and practical uniform dress policy that will:

- Be a testimony from the entire student body.
- Be a testimony for the Christian environment of our school.

- Strengthen the educational process.
- help to prepare students for adult/work life.

We also believe that our standards are based on three biblical principles:

- Dress should be modest. (I Timothy 2:9)
- Dress should not call undue attention to itself. (Philippians 4:5; I Peter 3:3-4; I Corinthians 10:31)
- Dress should not identify with an element of society that is contrary to God and the Gospel of Jesus Christ. (I John 2:15; I Corinthians 6:19-20; Colossians 3:1-10)

Rationale: *“Whose adorning, let it not be the outward [appearance], but let it be the hidden man of the heart which...is a meek and quiet spirit, which is in the sight of God a great price.”* 1 Peter 3:3-4

Grade 1 through 8 Uniform Dress Policy (Optional for PreK and Kindergarten)

Slacks and Shorts (boys and girls)

- Must be solid khaki, black, or gray (all one color without decoration)
- Must not be jeans of any color, except on Fridays
- Length of shorts must be past the fingertips and above the knee

Skirts/Jumpers (girls only)

- Must be solid khaki, black, or gray (all one color without decoration)
- Hemline, including slits, must be no higher than the top of the knee
- Shorts or leggings may be worn underneath skirts/jumpers
 - Leggings must be solid black, gray, or white (all one color without decoration)

Belts (boys and girls)

- Required if slacks have belt loops or are sagging
- No belts with studs or spikes
- Must be solid black or brown colors

Shirts (boys and girls)

- Must be polo (traditional 2 or 3- button style), turtleneck, or oxford style (button or non-button collar) – no logos
- Must be solid white, red, black, or gray – no logos except ICA
- Shirt fronts must be buttoned except for top button
- Shirts must be tucked
- Shirts must have sleeves
- Long sleeves shirts may be worn under polo shirts, but must be solid white, red, black, or gray
- Immanuel Cardinal T-shirt may be worn on Fridays or at the end of the week

Shoes/Socks (boys and girls)

- Athletic shoes (strongly encouraged to wear predominately white or black)
- No light-up shoes
- Non-marking soles

- Shoelaces are to be laced and tied
- Heelys, clogs, jellies, open-toed shoes, boots, platform shoes of any type and high-heeled shoes are not acceptable

Outerwear/Jackets/Sweaters (boys and girls)

- Jackets and coats are NOT to be worn in class
- Black, gray, red or white crew neck or v-neck sweaters (cardigan or pullover) may be worn over polo, turtleneck, or oxford shirts – no logos
- Black, gray, red or white sweatshirts (no hoodies) may be worn in class over polo, turtleneck, or oxford shirts
- Fleece jackets may be worn over uniform on cold days. Must be solid color with no writing.
- Immanuel Hoodies may be worn over uniform on cold days and school spirit days

Hair (boys and girls)

- Must be clean, neatly groomed, and out of the face

Hats/Sunglasses (boys and girls)

- Must not be worn in the building

Jewelry (boys and girls)

- Jewelry is strongly discouraged and if worn, should be kept to a minimum
- Not be of style that interferes with activities, safety, and learning
- Boys are not allowed to wear earrings.
- Nose or facial piercing jewelry are not allowed to be worn

Dress Code for PreK and Kindergarten

Prekindergarten/Kindergarten children are required to wear clean clothing in good repair (NO rips, broken zippers, free of holes or exterior patches, messy hems, etc.) that is free from inappropriate images, words or phrases. Tank tops, short shorts, and bare midriffs are inappropriate. Children's shoes should be velcro unless your child knows how to tie their shoes. Hoodies and fleece jackets must follow the above guidelines.

Immanuel Cardinal T-Shirts (all grade levels)

- May be worn on Fridays in place of a polo shirt
- Will be required for all field trips
- Will be required as part of the gym uniform for the upper grades

In all cases the administration will have the final authority regarding the appropriateness of any school wear. The appearance must always be neat, modest, and suitable. The school does not take responsibility for any lost or broken items.

Parental Responsibility

Immanuel Christian Academy believes it is the responsibility of the parents/guardians to ensure that students are dressed neatly and modestly. Please acquaint yourself with the acceptable dress

standards and help teach your children to comply. Parents/Guardians are urged to supervise their child's dress on a daily basis. It is the student and his/her parents or guardians who are solely responsible for proper dress consistent with the spirit and the word of the uniform dress policy. ICA has sought to use standards that are inexpensive and readily available in the local community.

Student Discipline

Immanuel Christian Academy has a responsibility to its students and parents to provide a safe, orderly environment where learning can take place. In order to ensure that this is the case a school discipline policy is defined. There are certain standards that the school must require to maintain the school's moral and legal responsibility to its constituents. It is understood that any teacher in the building has the authority to correct misconduct. The school functions on the belief that students will conduct themselves in a Christian manner pertinent to most situations. The staff reserves the right to implement reasonable rules which are deemed necessary to accomplish the functions of a Christian education.

Growth by each student in regard to behavior is an important part of overall development. Students will be dealt with in an understanding and caring manner. However, students who are often discipline problems will be subject to removal from the school. This is done so that the rest of the class and school can work in a relatively quiet, peaceful, caring environment.

Discipline is a process whereby teachers use various strategies to help children learn how to conduct themselves in a socially acceptable manner. Strategies used in the classroom may be: name on the board, use of clips or checks, loss of recess, loss of privileges, writing assignments, different location within the classroom, time in a cooperating teacher's room, note sent home, phone calls to parent, or other strategies that put the student back on task. Students will also learn to accept the consequences and responsibility of unacceptable behavior. The steps taken by the teacher will be progressive and may lead to the next step of our policy.

The most severe punishments are reserved for those behaviors that could result in serious injury to self or others. Less severe infractions result in less severe punishments. Consequences for violation of the discipline policy could be detentions, custodial work, suspension, or expulsion.

Notice of Disciplinary Action Forms will be given when inappropriate behavior should be brought to the attention of the parent. Parents may also be notified by phone. These forms need to be signed and returned to the issuing teacher the next day.

FOR EVERY THREE DISCIPLINARY ACTION FORMS SENT HOME, A STUDENT WILL RECEIVE A DETENTION.

NOT RETURNING A DISCIPLINARY ACTION FORM THE NEXT DAY IS AN AUTOMATIC DETENTION.

DETENTIONS

Detentions will consist of 1 hour of silence where homework or a writing assignment will be completed. Detention will be served the day after it is issued.

Behaviors which may incur an immediate detention may include, but are not limited to the following:

- a. continued misbehavior after repeated warnings
- b. disruption of class
- c. lying to the teacher

- d. misuse of technology
- e. inappropriate play
- f. continued missing homework
- g. cheating
- h. excessive tardies

Each detention carries the potential of leading to suspension or expulsion. The principal, with input from the Day School Commission (school board) and any involved teachers will determine the severity of a student's actions. The use of the Word of God, both Law and Gospel, is always the central guiding force in all disciplinary actions.

Procedures:

1. Notice of detention is sent home on the day the misbehavior occurs. The detention note is to be signed by the parent and returned the next day.
2. On the day of detention, the student will report to detention immediately after school. Siblings must be picked up or go to After Care as they will not be allowed to wait in the detention room.

Misbehavior in detention will lead to a one day suspension. Skipping detention will lead to a one day suspension.

Continued detentions may not correct misbehavior. If that is the case, the following will apply:

- *After 5 detentions a student will receive a one day suspension.
- *After 8 detentions a student will receive a two day suspension.
- *After 10 detentions a student will receive a three day suspension.

STUDENTS WHO RECEIVE DETENTIONS OR SUSPENSIONS WILL MISS THAT DAY'S ACTIVITIES, INCLUDING PRACTICES AND GAMES.

SUSPENSION PROCEDURES

The following procedures will be followed if a suspension is the result of the disciplinary process. All suspensions will be served at home, unless otherwise specified. Suspensions may last anywhere from 1-3 days, depending on the severity of the situation.

1. The student shall be informed of the specific issues which are thought to be the basis for the disciplinary action taken. A conference will occur with the principal.
2. The student will have the right to present to the principal any relevant information that will support his/her defense.
3. If the school administrator suspends the student he/she will notify the parents of the suspension, the reason for it, and the steps necessary to effectuate the student's return.

Behaviors that may lead to a suspension include, but are not limited to the following:

- a. intentional or inappropriate physical contact
- b. fighting
- c. inappropriate language
- d. stealing or damaging property – if school property, a fine will be assessed the parents to cover the cost of the damage
- e. leaving school grounds without permission
- f. disrespect toward staff or parent volunteers
- g. refusal to cooperate with staff or parent volunteers
- h. threats of violence or use of weapons-may also lead to automatic expulsion

On the second suspension the student and parents will be required to meet with the principal to discuss the student's behavior and determine a plan of action to improve the behavior. After the third suspension the student and parent will be required to meet with the Day School Commission to determine whether or not the student should be expelled.

EXPULSION PROCEDURES

An expulsion may result from a student receiving multiple detentions or more than two suspensions. These occurrences would indicate persistent disobedience. For serious types of behavior, the principal may also expel the student.

The following procedural guidelines will govern the expulsion process:

1. Informal hearing between the principal and student in referral.
2. Written notice of the charges against the student shall be supplied to the student and parents of the student, as well as to the Day School Commission (school board).
3. Evaluation of the record to determine if there is any evidence that the student might be challenged in learning style or ability.
4. Expulsion will be by formal action of the Day School Commission. The Commission will meet with the principal, student, parents, and teacher if necessary.
5. When the Day School Commission rules in favor of the student, the student is to be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed by the motion of the Commission.

MAJOR VIOLATIONS

The following will result in an immediate three-day suspension. The Day School Commission will meet with the parents during this period to determine if the student should be expelled.

- a. possession of a firearm or other weapon
- b. possession of alcohol, tobacco, or drugs
- c. fighting and/or deliberate injury, including slapping, kicking, pushing, or shoving
- d. inappropriate language
- e. repeated disrespect towards an authority figure or fellow student
- f. willful damage to property or equipment; vandalism
- g. stealing
- h. bullying behavior and/or harassment
- i. threats of violence or threatening to use a weapon

DUE PROCESS POLICY

Minor misconduct can usually be resolved without need for a set formal procedure. Students always have the right and privilege to speak privately with the teacher or principal whenever they believe they have received unfair treatment.

A student or parent may follow the procedures listed below to resolve problems regarding school policies or disciplinary action.

1. The student or parent is encouraged to talk to the teacher first to share their feelings regarding the school procedures or actions.
2. The student or parent may request to meet with the principal in order to discuss the issue further. Notification will be made of any decisions or actions taken subsequent to the meeting.
3. If the parents of the child are still not satisfied, they may request a meeting with the Day School Commission. The decision of the Commission is final.

Acceptable Use Policy (AUP)

An Acceptable Use Policy is a written agreement signed by Immanuel Christian Academy (ICA), Hillside, Illinois, users, parents/guardians and students (grades PK-8) that describe the terms and conditions for the use of technology available to all students during Immanuel's sponsored activities. This agreement outlines expected behavior while using different technology resources available at ICA including, but not limited to: hardware, software, and online tools such as the

Internet. In addition, permission for publication of student pictures and work in the ICA website is included.

ICA provides computer training and Internet access to enhance the learning environment. The use of computers is an integral part of the ministry at ICA. The following guidelines provide a general outline of acceptable and unacceptable use of computers and the Internet at ICA.

Computer use is a privilege for the staff and students of ICA. This privilege is maintained by complying with the computer use guidelines in this policy. Appropriate use of the tools of technology as stated in this article allows continued access to computers, ICA's information network, and the Internet.

With the use of electronic networks, including both Internet and Intranet, ICA is expanding technology access for students and staff. With this access comes the responsibility for appropriate use. Students and staff are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by ICA. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions, understand their significance, and agree to abide by them.
2. Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time as required.
3. In accordance with the AUP guidelines, the ICA teachers, principal and school board may in its sole discretion deem what is inappropriate use, and all such decisions by the administration are final.
4. Additionally, if ICA incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

Student Expectations

1. Students may only use computers at ICA with permission from a staff member. A staff member will do their best to actively monitor all work being done by the student, including, but not limited to Internet usage and data stored on the network.
2. Treat the computers at ICA with care so that they will continue to be available for use by other students. Students who purposefully act in an irresponsible manner will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.
3. Students will have a specific, password protected area of the network that will be available for their use. Any invasion of another student or teacher's network space, whether it be accessing, using, or altering the work of another person without his or her permission is in violation of this policy including, but not limited to: accessing files, passwords, and other network settings.
4. Students may not install commercial software, shareware, or freeware without the written permission of the principal. Reasonable care is to be taken when accessing and downloading files to determine that they are free from computer viruses. Virus

protection programs are not to be disabled or uninstalled under any circumstances. Standard copyright restrictions are to be followed at all times.

5. While using the Internet, do not give out personal information about yourself or another person such as your first and last name, address, phone number, and/or email address. Downloading, storing, printing or distributing files, images, or information that is profane, obscene, or that offends or degrades in any way is unacceptable. Should a student come across this information accidentally, the student should report it to his or her teacher immediately.
6. Students may use the school email domain only as part of their work with Google Classroom and the use of their tablets and/or Chromebooks. It should not be used for personal emails.
7. Use of technology at ICA for personal financial or commercial gain is prohibited.

Consequences

1. Interpretation, application, and possible modification of these policies shall be within the sole discretion of the ICA teachers, principal, and School Board. Violation of these policies will be reviewed on a case-by-case basis and appropriate action taken, if necessary.
2. The ICA administration may at any time make determinations that particular uses are or are not consistent with the purposes of the network and computer resources. Furthermore, the principal reserves the right to discontinue access to the computing equipment and network at any time for any users.
3. Automatic notification will be made to the parent/guardian of the student involved in any violation of this Acceptable Use Policy. Depending on the severity of the infraction and the judgment of the teacher and/or principal may invoke the following consequences for violations of the Acceptable Use Policy: withholding of computer use privileges, in-school suspension, out-of-school suspension, & expulsion.

Conclusion

ICA acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students and staff to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to use technology as a tool to enhance the learning environment and increase communication and productivity while maintaining the traditions of the ICA community.

Personal Items: Personal items should not be brought to school. Backpacks may not be carried during the school day. Other personal items include toys, and electronic equipment (i.e., video games, tablets, etc.). Phones must be placed on silent and left in the backpack during the day or tuned in. Students may use them after school during Aftercare. Any items deemed to be a distraction or dangerous will be confiscated. Parents/guardians may retrieve confiscated items after the end of the school day. The school cannot assume responsibility for any personal items that are damaged or lost.

Loitering: Students are not to loiter in the corridors or bathrooms before, during or after school hours. Children are not allowed in the school unless supervised by an adult.

Food and Drinks: No food or drink is allowed in the classroom without teacher permission.

Boots: Boots are not allowed to be worn during the school day. Students must wear gym shoes during school hours.

Party Invitations: To promote Christian unity, party invitations may be distributed at school only if the entire class is invited. Teacher will distribute invitations. All other invitations must be done by telephone or mail.

School Property & Facilities: The physical facilities of our school area are designed to meet the needs of our students. Our school maintains seven classrooms. Each room of the building has its own exit to the outside thus allowing immediate access to safety in the event of indoor emergencies.

Our facilities also include a lunchroom located in the church basement. Aftercare is also held there. All students remain on the premises during the lunch period. Our school's gymnasium provides an opportunity for our students' physical growth. Athletic equipment is available for student use during the gym period and also during recess. The outdoor recreation area of our school contains a sufficiently large tract of land for outdoor activities.

School property, including books and furniture must not be defaced or otherwise damaged. The family will be held responsible for any damage to school property and restitution must be made. Children and/or their parents/guardians may also have to make necessary repairs to damaged items.

Playground Rules

- Children must stay in the playground areas at all time. May not leave the playground without permission.
- There must be adult supervision of any students on the playground during school hours.
- Wrestling or tackling games are not allowed.
- Snowballs are not permitted at any time.
- Students may not climb on structures not designed for climbing.
- Students must take turns using equipment.
- Soccer, softball, and other activities are to be played only in the designated areas of the playground.
- Students are only allowed to bring out school equipment if given permission by a staff member. No personal items are allowed. All school equipment must be returned to a staff member before leaving the playground.
- Playground activity must stop as soon as the whistle is blown.
- Any students who fail to follow these rules will receive a consequence.

South Playground

- Equipment is recommended for Pre-K through 2nd grade students only. There is a 105 lb. weight limit on the swing and yellow trapeze handles.
- One person at a time on the yellow trapeze handles.
- There is no climbing on the slides or over the rails or standing on the rails.

- Must go up the stairs or ladders and go down the slides only on their bottoms, feet first.
- Rope and yellow hanging handles – students go in the direction from the rope to the platform.

East Playground

- Swings – swinging allowed only by sitting down, facing the field. No twisting or flipping of the swing chains, jumping off the swings, or standing on the swings.
- Slide – only one person allowed on the ladder and on top platform at a time. Slide down on bottom feet first. No sitting at the top or bottom of the slide or crawling up the slide.
- Monkey bars – go across from left to right. No sitting or standing on the top.
- Small bars – recommended Pre-K through 3rd grade students only. Two or three students allowed on it at a time. No sitting or standing on top.

After School Activities

School policy rules apply to all after-school activities (i.e. Extended Care, clubs, graduation activities, PTL meetings, Sports Activities, Tournaments, etc.)

HEALTH AND SAFETY

Sickness and Illness

Infectious diseases need three things to spread: a host, an agent, and environment. By breaking this chain, a cure can be established. To prevent the spread of communicable diseases (i.e. common cold) a child who is coughing, sneezing, running a fever, or experiencing other symptoms such as vomiting or diarrhea should be kept home. A child displaying any of the aforementioned will be sent home. We ask, for your child’s safety, that all effort is made to have a child picked up in a quick and timely manner, especially in the case of a fever or other illness when medication is necessary. If your child is ill before the start of the school day, your child should be kept at home. Students must be free of a fever without the use of fever reducing medication and vomit free for 24 hours before returning to school. Furthermore, Immanuel Christian Academy reserves the right to request/require proof of a “medical evaluation” regarding a potential contagious illness that could endanger fellow students or staff.

- | | |
|----------------|---|
| 1. Fever | (temperature of 99.6° or above) |
| 2. Diarrhea | One episode in a day |
| 3. Vomiting | One episode in a day |
| 4. Rash | Child may return with permission from a physician. |
| 5. Impetigo | Students may return 24 hrs. after start of antibiotic. |
| 6. Mumps | Child may return with permission from a physician. |
| 7. Chicken Pox | Student may return when all lesions have formed crusts. |

- 8. Ringworm Child may return after treatment is initiated (at least 24 hrs.) and have a patch covering it.
- 9. Head Lice Child's hair must be clear of any lice and/or eggs before attendance in the classroom can be resumed. The student may be checked for nits upon returning to school
- 10. Conjunctivitis (pink eye) Needs evaluation by physician. It is viral, so treatment is needed. Child should remain out of school for 24 hrs. A doctor's note is needed to return to school. Symptoms are red eyes, yellow sticky mucus, itching.

Communicable diseases must be reported to the local health authorities. Contact the school office immediately if your child experiences any form of illness.

Asbestos Update

In accordance to state and NLSA guidelines, the school has an asbestos management plan. The plan is available in the school office for review.

Medication

School personnel are not allowed to dispense any medication. Parents may choose to come in and administer the medicine personally.

If a child is not feeling well, or is just recovering from an illness, parents must carefully consider many factors before allowing the child to re-enter the classroom. There are times however, when a child is well enough to attend school while still under medication. A parent's written permission is required for any non-prescription drug. Use of prescription drugs is prohibited unless the "School Medication Request" form is completed. This form requires a doctor's statement including purpose of medication, dosage and times to be given, duration and possible side effects. Medication will be kept locked in the school office. Medication requiring refrigeration should NOT be brought to school. Medication must be in the original labeled prescription bottle (or in the original packaging in the case of over the counter medications) appropriately labeled by the pharmacist, clearly marked with the child's name, prescription number, and description of medication and dose.

No medication of any kind; over-the-counter or prescribed may be in the possession of any student unless it is an inhaler used to control asthma. In this case, special forms must be signed by a physician and parent beforehand. Students who suffer from asthma may keep their inhalers with them in their desk or on their person if possible. Every parent should complete an Asthma Action Plan once a child has been diagnosed with asthma. There will be no other self-medicating in an effort to keep a safe environment for all of our children at Immanuel. Allergy plan used is per State guidelines.

Injuries and Accidents

Immanuel Christian Academy is not responsible for injuries to children engaged in normal school or play activities. The treatment for these is the responsibility of the parents. Minor injuries, cuts and bruises, are a part of childhood, and while we provide excellent supervision and adequate safety rules, nevertheless, the creative minds and active bodies of children do, on occasion, cause minor accidents.

In the case of a serious accident at school, the Hillside Fire Department is contacted. Every effort is also made to contact the parent whenever these major accidents occur. If a parent cannot be reached either at home or at work, the procedures indicated on the “Emergency Authorization Card” are followed or the child is taken to the hospital for emergency treatment. Please make sure to inform the school of any changes in contact information.

Chronic Infectious Disease Policy

Rights of Student – A student who has a chronic infectious disease, including Human Immunodeficiency Virus (HIV), Aids Related Complex (ARC), Congenital Rubella Syndrome, Cytomegalovirus (CMV) Infections, Herpes Simplex and Hepatitis B is entitled to be educated in the least restricted environment. A student with a chronic infectious disease also has the right to privacy. The identity of the student shall be revealed only to those persons with a need to know in order to protect the student’s health and the health of members of the school community.

Pending the decision of an advisory panel on chronic infectious diseases that shall make decisions regarding the placement of a student with a chronic infectious disease the student may be temporarily removed from school. The panel shall consist of the Day School Commission Chairperson, Immanuel’s Principal, a PAEC representative, if applicable, the classroom teacher(s), the child’s physician, and a physician identified by the Illinois Department of Public Health as being an expert in the chronic infectious diseases in question.

In determining the placement of a student with a chronic infectious disease, the advisory panel shall judge each case individually, with placement decisions based on the medical condition and behavior of the infected student. A statement from the applicant’s doctor on the applicant’s medical condition must be received by the school prior to the meeting of the advisory panel.

If a parent/guardian does not agree with the placement decision of the advisory panel on chronic infectious diseases the parents are entitled to a hearing in closed session with the Day School Commission within 5 school days of the advisory panel’s decision, or at the next meeting of the Day School Commission, whichever comes first.

If the advisory panel on chronic infectious diseases requests medical tests or reports in addition to those which are available from the student’s personal physician, the parent shall pay for those tests or reports.

Immanuel Christian Academy will take precautions when a student with a Chronic Infectious Disease attends school. Immanuel shall at all times follow the hygienic procedures recommended by the Illinois Department of Public Health to protect members of the school community from contracting a chronic infectious disease when in school. The condition of a student who is infected with a chronic infectious disease shall be monitored by the County Nurse who shall immediately inform the principal of any changes in a student’s condition or behavior.

Immanuel provides education and information on AIDS and other chronic infectious diseases as part of a 7th and 8th grade unit on sex and drug education. The County Nurse shall provide, as needed and available, information on chronic infectious diseases to staff, parents and community

members who request information. The Day School Commission believes that the public has the right to know if a student attending Immanuel Christian Academy is infected with a chronic infectious disease. We shall inform students, parents and staff if a student with a chronic infectious disease is attending our school, but we shall not reveal the identity of the student.

Blood Borne Pathogens Policy

Because of a frequent exposure to blood from cuts, falls, nosebleeds and the like, Immanuel Christian Academy takes precautionary procedures to prevent exposure to blood-borne pathogens. The procedures, hereafter, are called “The Exposure Control Plan” and Immanuel Christian Academy will:

- Provides first aid kits in a specified, standardized location in all classrooms
- Provides written “Exposure Control Plan” procedures to teachers
- Establishes in-service training of “Exposure Control Plan” procedures to all staff during August faculty meetings prior to school opening
- Provides procedures for disposal of biohazardous wastes
- Provides germicidal materials and instructions to staff for maintaining preventative hygiene with regard to possible blood-borne pathogen wastes
- Keeps written account and records of blood spill incidents
- Makes recommendations for medical evaluation and vaccine following possible exposure to blood-borne pathogens or requests a signed “Statement of Declination”

Wellness Policy

The primary goal of health education is to influence students’ eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices. To accomplish this goal, Immanuel Christian Academy has developed this policy to encourage and educate students on the benefits of maintaining healthy choices throughout life.

Nutrition Education Goals

- Students in all grades, pre-K through 8 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- The message of making healthy choices will be consistent throughout the school, classrooms, lunch room, and other areas where the message can be presented.
- The curriculum for health education will include both nutrition and physical education.
- Health education and making healthy decisions will be infused as appropriate throughout the other curricula areas.
- The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- Staff will be offered appropriate training opportunities in nutrition education.
- The school will seek ways to involve the parents, students, and the community in nutrition education activities.

Physical Activity Goals

- Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the curriculum.
- Students will be given opportunities for physical activity through before and/or after school activities such as intramurals and athletic programs.
- The school will work with the community to help provide safety for students walking, riding bikes, or otherwise using physical activities to get to school.
- The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities in family events.
- The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities

Nutrition Guidelines for Foods and Beverages Available at School

- Food and beverages in the hot lunch program will represent good choices for a balanced and nutritional diet.
- The school does not allow vending machines. During school sponsored activities, healthy alternatives will be offered in the concession stands so that parents and students can make good choices.
- Healthy choices and nutritional food value will be a consideration in selecting school sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
- When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutrition snacks and instead provide children with nutritional alternatives.
- If your child forgets their lunch, you can bring them a lunch made from home or have one delivered to the school.
- When sending a lunch from home, parents/guardians are requesting to use fresh, natural products.

Hot Lunch Program

ICA and its lunch partners strive to make the lunch program healthy, nutritious, and enjoyable. This is accomplished by using natural products that are low or free from preservatives, chemicals, and sugars. All meals provided fall under the National Health Guidelines.

Bathroom Use

Parents are responsible for teaching their children acceptable bathroom behavior. Boys will not drop their pants exposing their posterior while using a urinal. They should use a stall instead of a urinal in the designated location.

Birthday Celebrations

- Celebrations are at the discretion of the classroom teacher – Please consult with the teacher before purchasing or making any treats.
- Birthday treats must comply with healthy guidelines.

- Sugary treats are to be avoided.
- No peanut or peanut products.

Implementation and Evaluation

- The wellness policy will be implemented at Immanuel Christian Academy by the school staff. Teachers will be responsible for operating the policy and reporting any problems to the principal.
- The principal will be responsible for overseeing the implementation of the wellness policy.
- Through observation and reports from the teachers, the principal will report any difficulties with the implementation of the wellness policy to the Day School Commission.

Safety Drills

Fire, tornado, and safety drills will be conducted for the safety of our children.

FINANCES

Tuition Policy

Immanuel Lutheran Church considers the school a mission of the Church and contributes a large portion of each child's tuition, both member and non-member. The tuition fees fall significantly below the approximate cost of educating each child from grades PreK to 8th which is \$6,000.00. In addition, Immanuel Lutheran Church contributes considerably to the maintenance of the school.

The Day School Commission shall annually determine the tuition charges and other assessments. Any questions concerning tuition and fees should be addressed to the Administrative Assistant and Principal.

Families are welcome to pay tuition in full prior to the beginning of the school year. Families wishing to use a tuition payment plan must enroll in SMART Tuition Management Program. Applications and a brochure about the program are provided at enrollment. SMART Tuition offers a variety of payment plans. Payments are due on the 1st day of each month. There is no grace period. A penalty of \$45 for late tuition fees apply per the SMART Tuition contract. Failure to make timely payments and have a zero balance for tuition and fees may put the student at risk. Some of these risks may include, but not limited to:

- Removal from school
- Refusal to re-enroll, receive a diploma, issue a report card, and transfer information

Notice letters will be issued when the first offense of a late payment occurs. If payment is late a second time, a meeting with a member(s) from Immanuel's governing board will be required. Payments that are late a third time will result in having the student no longer attend Immanuel Christian Academy. When situations arise that make it difficult to make timely payments, it is

important to let school administration know immediately for an agreed upon financial plan to be made.

NSF checks (Non-sufficient funds) will result in a \$20 charge. Both the additional charge and the check's dollar amount must be paid in cash or money order. A second NSF check will result in a \$40 charge and the new payment must be made with cash or money order. Thereafter, ALL monies owed to Immanuel shall be paid in cash or money order. No further checks will be accepted for any kind of payment for the remainder of the year. This will include Extended School Care.

No second party checks will be accepted by Immanuel Christian Academy, (i.e. tuition, supplies, Extended School Care, etc.)

Student Service Fees

A student fee per child in grades PreK-8 is due prior to the August Records, Fees and Forms day. Students will not be admitted to class until this fee is paid in full.

ADDITIONAL SCHOOL GUIDELINES/INFORMATION

Emergency School Closings

It is very rare for Immanuel to close due to weather. If we do, you will find Immanuel Hillside listed on local news outlets and online at emergencyclosingcenter.com. In addition, you will receive a text message through the school's messaging app.

Absences

Absences should occur only when necessary and kept to a minimum to support the educational program. All absences are to be reported to the school office on the day of the absence between 7:45 and 8:30 a.m. The caller should state the reason for the absence. If parents do not call in, the State of Illinois requires school personnel to contact the parent or guardian at home or work. If you know your child will be absent, please notify the teacher and school office beforehand.

If a parent wants the student's assignments, they will request them before 10 a.m. or when they phone in to report the student's absence. They may then pick up the work from the school office. Classrooms close at the end of the school day. Students have one day for each day missed to complete missed work.

Five (5) absences in any trimester will result in contact from the principal. If the absences are due to a serious illness, a doctor's note will be expected upon your child's return to classes. Any student missing more than 10% of school days risk retention.

If a child comes to school between 9:30 a.m. and 11:30 a.m., that child will be marked absent for half a day. If a child comes to school after 11:30 a.m., that child will be marked absent for the entire school day.

Students are not allowed to participate in any after school activity if they are marked absent for the day.

Attendance Policy

Immanuel Christian Academy expects students to be punctual and attend school daily. Punctual and regular attendance trains children “in the way they should go.” School begins promptly with morning announcements at 8:00 am. Late/tardy students miss this important beginning of the day and cause a disruption in the classroom.

Book bags should be unpacked and stored at shelving units, homework organized, and pencils sharpened before the day begins. These activities help your child to be mentally and physically prepared for the day. Children are also able to use this informal time to talk with friends and grow socially.

Late Attendance & Tardies

The inner doors will be locked at 8:00 a.m. Should a child enter the building after bell rings at 8:00 a.m., he/she, along with a parent/guardian or their representative must stop in the school office and report their attendance, by signing in and receiving a late slip before entering the building. A student will not be able to enter the building until they are signed in. This is for the safety of your child as there are times that school personnel are not in the office.

Students who are not in class prepared and ready to learn by 8:00 a.m. will receive a tardy. This may be caused by arriving late to school, spending too much time in the hallway talking to friends, taking a long time to get organized, and/or using the bathroom at the last minute. Beginning in first grade, consequences for being tardy will be given to the student by his or her classroom teacher. Students are encouraged to be at school by 7:45 a.m. to avoid being tardy.

Attendance awards are given at the end of the school year. To receive an award, a student must have no more than 2 absences in each year and zero tardies.

Families whose children are repeatedly late & tardy will meet with the principal to address the matter.

Morning Arrivals

Students who are dropped off from 7:00-7:45 a.m. will participate in morning care unless previously noted. They will enter through the main school door and then go to the school library at the rate of \$2.00 per student. The \$2.00 cash is due at the time of admittance and due to the minimal charge, there will be no change available, and payment will have to be made prior to admittance.

Students are not to be on the school site or to be dropped off before this time unless they are going to morning care. At 7:45 a.m., students will go to the gym for announcements and prayer and then proceed to their classroom with their teacher. **Students are highly encouraged to arrive at school by 7:45 a.m. to promptly begin learning at 8:00 a.m. when the school day begins.**

Early Release

If a student must leave school during the normal school hours, the following procedures must be followed:

1. Parent/guardian must send a note notifying the principal, administrative assistant, or teacher of their intentions and/or granting permission of an authorized adult to pick up their child(ren).
2. On all releases the parent/guardian or authorized adult must pick up the child from the school office. If a parent/guardian designates another authorized adult, a picture I.D. will be requested of that individual.

School Dismissal

School is dismissed at 2:45 p.m. Students are to leave the premises immediately after the school day is over unless they are participating in a school activity, the teacher requests they remain, or they are in aftercare. This is again for the safety of our children.

Aftercare Program

A School Aftercare Program for grades PK-8 is available on regularly scheduled school days, between 3:00 p.m. and 6:00 p.m. Our program consists of a study area, indoor and outdoor play areas, and fun time activities. A snack will be provided. The rate is \$6.00 per hour. If a parent/guardian or representative is late and arrives after 6:00 p.m. the rate increases to \$2.00 per minute. Parents/Guardians who are repeatedly late in pick up will be informed that their child(ren) will not be allowed to further utilize the Extended Care Program. Fees for this program are due weekly on Friday. For those who do not use this on a regular basis, fees are due on the day of use. Children not enrolled in Aftercare and not picked up after school by 3:00 p.m. should be picked up at our Aftercare Facility in a designated area. Please review the Aftercare Program Guidelines in order to become better acquainted with the program.

Classroom Policy

Before the start of school, all hallways and school areas are to be clear of parents/guardians by the 8:00 a.m. bell. Parents/guardians may enter the building if they have school business but are then asked to leave immediately upon completion of same. Please make advanced appointments to meet with teachers. Full cooperation is needed since all students should begin their work promptly at 8:00 a.m. Parents/guardians should not be in the classrooms at 8:00 a.m.

To avoid disruptions to classrooms, parents/guardians are discouraged from being in the school between 8:00 a.m. and 2:45 p.m. After school, parents who wish to pick up their child may wait for him or her in the school parking lot.

In an effort to be fair to all students and teachers, all classrooms will be closed at the end of the school day. We believe that this will help children develop the self-discipline needed to continue to be successful students. Please note that due to scheduling, not all teachers may be available every school day after school.

Family Vacations

Immanuel discourages the taking of vacations during times when school is in session. When parents choose to remove a student from the continuity of the discussion, activities, and planned experiences of the classroom setting, they need to realize that learning takes place which can never be duplicated or made up.

In the case that a pre-planned absence is a necessity, the procedure outlined below will be followed:

- The parent notifies the teacher of the student's upcoming absence.
- Any activities that can be made up are collected and held for the student for the duration of the absence. Depending on the course of study, the teacher, at his or her discretion, may give out some assignments in advance.
- The student is expected to begin working at the point at which the class is currently working upon returning to the classroom.
- Upon the student's return to school, the number of school days allowed to make up delinquent work is equal to the number of school days absent.
- Students will be expected to stay current on any long-term projects as they will not be extended.

Service Hours

Each family's involvement at Immanuel is necessary and required to supplement support provided by the church to maintain and improve the school's ministries and facilities. Each family is encouraged to contribute fifteen (15) service hours per academic year. Guidelines for each school year will be provided in the July mailing. Sign-up sheets for some programs will be available in August. The principal, along with the Day School Commission will monitor the fulfillment of these hours.

Parent-Teacher League (PTL)

A close tie with the home is affected with the Parent-Teacher League meetings. The programs are varied and informative. It is beneficial that the parents/guardians become acquainted with each other and work together for the betterment of our school.

Since the improvement of our school is the on-going function of the P.T.L., regular attendance is important. We are all interested in the child's educational environment and attendance at these meeting benefits all of us at Immanuel.

Volunteer Background Checks

Keeping our students, staff, and parents/guardians safe is a top priority here at Immanuel. We need every volunteer, and we value our volunteers' time and contribution to our school and students. Therefore, we will be using a criminal background check to help us gain confidence in the volunteers who surround our students. Immanuel Christian Academy will be using Background Investigation Bureau, LLC (BIB) as our background screening partner. Guidelines for each school year will be provided in the July mailing. The principal, along with the Day School Commission will monitor the fulfillment the guidelines.

Visitors

To ensure the safety of each student and provide an appropriate classroom-learning environment, the following guidelines are in effect:

1. The school doors are locked at 8:05 a.m. Students are not allowed to open the inner doors to let anyone enter. Please do not request that they do so.
2. All visitors to school must report to the office to sign in, submit a driver's license for the office to hold, and receive a visitor pass. Visitors must also report to the office when they leave the building to sign out, return their visitor pass, and receive their driver's license.
3. Before school, as students arrive, preparing for recess or lunch hour, and dismissal time are all part of the instructional activity of the school day. Please keep impromptu visits to the classroom or with the teacher to less than three minutes
4. In order to minimize interruptions, parents/guardians are requested to avoid bringing items (lunches, homework, books, clothing, etc.) to the classroom. If you need to bring something to school for your child, please leave it in the school foyer or office with proper identification. The office staff will direct it to your child.
5. If you wish to visit a certain classroom, please contact the office as to a convenient time.
6. Entryways to the building are equipped with surveillance cameras.

Parking Lot Procedures

If you prefer to get out of your car to pick up your child:

1. Park in the eastern parking lot (near the playground).
2. Proceed to the sidewalk area outside the school doors. (Do not ask a child to cross drive areas to join you.)
3. Once you have been acknowledged by a staff member, accompany your child to the car.
4. Exit the parking lot area, carefully merging with cars to the north exit.

If you prefer to stay in your car:

1. Drive through the lower parking lot to join the pickup line.
2. As you approach, a staff member will guide your child(ren) to your car.
3. Once your vehicle is loaded, follow the drive to the north exit.

At no time should a vehicle with its motor running be left unattended. Please do not leave car parked "just for a minute" in an illegal spot. This causes back-ups which are an inconvenience and, most important, increases the risk that one of our children will be hurt. Please understand that all of these rules are to ensure the safety of our children, of God's children.

Field Trips & Excursions

Field trips are scheduled throughout the school year in order to enrich the learning experience of the students. All children are required to participate in scheduled field trips. Field trips are considered a part of our curriculum and not optional.

Transportation is arranged by the classroom teacher through the school office. Permission slips will be distributed at Records, Forms and Fees Day. These are to be signed by the parents/guardians and kept on file. Dress code for field trips will be determined by the teacher on the basis of the destination. School rules of behavior will apply whenever a student is representing Immanuel Christian Academy.

Adults driving or chaperoning may not bring other children along on any field trip. A copy of insurance card, driver's license, and background check will be kept on file of all volunteers offering their services to drive our children. The staff will not be permitted to bring their children on field trips unless they are enrolled students. Requests for deviation from this guideline must be in writing to the administrator. The administration may choose to grant permission if it is not a distraction to the educational purpose of the trip. The staff member will pay any expenses required for the trip.

Parents driving for field trips are required to provide and use seat belts for all children. Some vehicles with passenger airbags may be dangerous to younger children. Therefore, no child under 12 may occupy those seats.

School Functions

For after school and evening functions or activities sponsored by the school, children must be accompanied by and supervised by a parent, guardian or another responsible adult. The group in charge is responsible for use of keys and phone. Cleaning up and locking up is also a must. Students that are not in attendance for four hours of the day are not eligible for participation in any extra-curricular activities on the day of absence unless a doctor's note excusing the time is provided the same day.

Church Attendance

Worship is considered essential to the Christian development of each child. A record of Church and Sunday School Attendance is taken by the classroom teacher. You are urged to worship weekly with your children and see that they grow in God's Word through regular Church and Sunday School attendance. It is encouraged that all school families strive for 50% attendance as a minimum.

Chapel Services

We are fortunate to be able to have weekly chapel services. Family members are always invited and welcome to worship with us. Offerings are gathered at these services as a means of extending the Gospel to various ministries.

Non-Discrimination Policy

Immanuel Christian Academy treats all students equally on the basis of sex, race, color, national or ethnic origin, or legal status or immigration status in all programmatic areas including academics, athletics and extracurricular activities. ICA does not discriminate on the basis of race, color, or national origin in administration of its educational standards, admission practices, or other school administered programs. Immanuel Christian Academy is in compliance with the applicable sections of the Illinois School Code, with relevant case law (*Plyer vs. Doe*) and with 23 Illinois Administrative Code Part 425.

The school complies with applicable Federal and State laws prohibiting discrimination including, but not limited to:

- a. Title IX of the *Education Amendments* of 1972 (20 USC 1681 et. seq.)
- b. The *Individuals with Disabilities Improvement Act* (20 USC 1400 et. seq.)
- c. The *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.)

- d. Title VI of the *Civil Rights Act of 1964* (42 USC 2000d et seq.)
- e. Title VII of the *Civil Rights Act of 1964* (42 USC 2000e et seq.)
- f. The *Americans with Disabilities Act of 1990* (42 USC 12101 et seq.)

Hiring Policy

Immanuel Christian Academy does not discriminate on the basis of race, color, sex, national or ethnic origin, age or physical handicaps in hiring. Immanuel Christian Academy does require that all employees adhere to the standards of Biblical Christianity as put forth by the Doctrines of the Lutheran Church-Missouri Synod. Teacher applicants who are rostered workers in the Lutheran Church-Missouri Synod or members in good standing of the Lutheran Church-Missouri Synod will be given preference in hiring.

ENROLLMENT PROCEDURES

Re-Enrollment

For those who are re-enrolling, there is a non-refundable set fee that is required:

- \$100 during the months of January and February
- \$150 during the months of March and April
- \$200 after the month of May

This fee holds your child's placement for the next year barring no problems with late payments, non-sufficient funds, academic difficulties or discipline problems.

Smart Tuition forms and information on financial aid will be given out in January with a deadline in April. Families must reapply for financial aid at this time. Financial aid recipients will be determined by school administration and Day School Commission.

New Enrollment

Immanuel Christian Academy does not discriminate in its enrollment policies on the basis of race, color, sex, legal status or immigration status, or national or ethnic origin. At Immanuel Christian Academy, a child must attain the age of four years by September 1st of the year he or she enrolls for Pre-Kindergarten, age five for Kindergarten or age six for First Grade. Preschoolers and kindergartners must be toilet trained and must be able to use the bathrooms independently.

To transfer to Immanuel Christian Academy the following criteria must be met:

1. The parent/guardian must meet with the principal at which time a completed application will be submitted.
2. At the above mentioned meeting the parent/guardian must provide the latest report card from the most recent school attended.
3. The parent/guardian will sign a release for the transfer of all past academic records. The Principal will contact the former school to ascertain student achievement and progress records.
4. Parents/guardians of new students are required to provide a certified copy of the child's birth certificate. All new students will be checked against the National Missing

Children's data base. Copies of the search results will be placed in the child's permanent file. In the event of a match with a missing child, the Police Department will be notified.

5. An academic skills assessment will be completed by all prospective students of Immanuel, grades Kindergarten through 8th grade.

Applications for those students desiring only one year of schooling at Immanuel Christian Academy will not be processed until June 15th.

Final acceptance will be based on family interview, recommendation, testing results, records from the previous school, and the parents' commitment to work hand in hand with the faculty and staff of Immanuel Christian Academy in the Christian Education of their child. The Day School Commission of Immanuel Christian Academy has final approval on all registrations and re-registrations.

Students entering Pre-School, Kindergarten and grade six must complete the health examinations as required by the state of Illinois before October 15th. Failure to comply with these policies will result in exclusion from school. All students participating in after school sports must have a current IHSA (Illinois High School Association) physical form on file, or they will be excluded from the program.

Dental examinations are mandatory for all students in Kindergarten, second and sixth grades. These examinations must be given just before or during the current school year and the dental forms must be turned in to the school office before May 15th.

Eye examinations are mandatory for all students in Kindergarten. These examinations must be given before October 15th of the current school year.

If the situation arises where classes must be limited due to classroom size, returning students who started in Pre-Kindergarten at Immanuel School are given first preference for enrollment followed by children of members of Immanuel Lutheran Church, children from other Lutheran congregations, and then other Christians.

When classes are full, a waiting list will be established for students to be considered if openings occur. The student's number on the waiting list does not automatically guarantee acceptance. Parents may fill out an application to be on the waiting list for the new school year starting January 1st.

HANDBOOK ACKNOWLEDGMENT

At the beginning of the year, families will receive a Handbook Acknowledgement and Authorizations form. By filling out the form, you acknowledge that you have read the handbook and are in agreement with it. Failure to sign the form or support the school in good faith may result in suspension or dismissal of the student(s).