



PARENT HANDBOOK
2016-2017

“JOY”

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Philosophy of the School

MISSION STATEMENT

Lord and Savior Lutheran School exists to provide a Christian education that nurtures the spiritual, intellectual, physical, emotional, and social well-being of children, while preparing them for life-long Christian faith, service, and learning, keeping our Savior's command to "...make disciples of all nations."

VISION STATEMENT

Lord and Savior Lutheran School will use God's Word as its core for education as it strives to "...make disciples of all nations." God's Word, in its truth and purity, is our greatest educational tool to help our students grow spiritually, educationally, physically, emotionally, and socially. The curriculum that is used in our classrooms is one that is based on God's Word and meets the educational needs of the students, while preparing them for future education, and living God-fearing lives. The faculty of Lord and Savior Lutheran School will exhibit dedication to their calling, and guided by the Word, teach our students to see God's will fulfilled on a daily basis. As a school we will develop and foster a partnership with families to help them grow in faith and in service to one another.

OBJECTIVE STATEMENTS

1. *Teach the Word of God in its truth and purity to our students and their families.*
2. *Promote Christ-centered secondary education.*
3. *Minister to the entire family of each student enrolled at Lord and Savior Lutheran School*
4. *Provide a Christ-centered education that is based on high educational standards, best education practices, and high expectations.*
5. *Stay current with best practices in educational technology for use by students, teachers, and school families.*
6. *Work with students to the best of our ability wherever they may fall in the spectrum of educational ability.*
7. *Reach out into the greater community with the Word and through examples of responsible citizenry.*
8. *Encourage the blessings of Christ-centered prekindergarten and elementary school education to the families of Lord and Savior Lutheran Church currently not sending their children to Lord and Savior Lutheran School.*
9. *Encourage the public ministry of the Word to our students and their families.*
10. *Assist our parents in Christ-centered parenting.*
11. *Provide additional professional growth opportunities and training for our faculty and staff that will benefit our students.*

NONDISCRIMINATION STATEMENT

Lord and Savior Lutheran School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color national, or ethnic origin in administration of educational policies, calling of teachers, hiring of staff, admissions policies, scholarship or loan programs, or athletic and other school administered programs.

ADMINISTRATION

Lord and Savior Lutheran School is administered by Lord and Savior congregation through a Ministry of Education, which is elected by voters of the congregation. The Pastor and Principal serve as advisory members.

AFFILIATION

Lord and Savior Lutheran School is supported and operated by Lord and Savior Evangelical Lutheran Church, Crystal Lake, Illinois. The school's supervision is directly under the Ministry of Education of said church.

Lord and Savior Lutheran School is one of many elementary schools within the Wisconsin Evangelical Lutheran Synod (WELS). The teachers of our school, as well as the schools of our synod, have been certified by the Wisconsin Evangelical Lutheran Synod. Our teachers at Lord and Savior are also state certified.

OUR SCRIPTURAL FOUNDATION

Like the Lutheran Christian congregation of which it is a part, Lord and Savior Lutheran School is founded on the eternal truths revealed in God's verbally inspired and inerrant word. Some of those truths, which directly affect the teachings and administration of the school, are:

1. There is only one true God: Father, Son, and Holy Spirit.
2. God created all things and created man as the crown of that creation.
3. Man's fall into sin has corrupted the entire human race, making all people subject to eternal damnation.
4. God, through his grace, sent his only Son Jesus to be a substitute for all sinners; living a perfect life for them, suffering the punishment they deserve, and dying on the cross to pay for their sins.
5. God the Holy Spirit brings this saving message to sinners in God's word and sacraments. All who, through the work of the Holy Spirit, believe that Jesus is their God and Savior receive His gifts of forgiveness of sins, life, and salvation.
6. As a believer in Christ a Christian will show his thankful love to God by using his gifts and talents to help spread the word of God. He will help his fellow Christians and fellow human beings in every way possible.

PURPOSE OF OUR SCHOOL

Our school has two objectives:

1. to prepare our students to live as God's children forever in heaven.
2. to educate our students to live as God's children here on earth.

We will, therefore:

1. Diligently teach God's Word.
2. Provide a sound, challenging elementary education which encourages and allows all students to perform to the ability God has given them.
3. Provide a rich devotional life as a source of spiritual strength.
4. Support Christian parenthood and strengthen the Christian home.
5. Strengthen the congregation and the church at large through the training of its youth.
6. Teach the dedication of time, talents, and treasures to God in a life of faithful service.
7. Emphasize daily Christian fellowship as an important factor in building character and in training, for Christian living.
8. Promote responsible, Christian participation in society.

CURRICULUM

A school curriculum consists of all the experiences that a child is involved in through school. Therefore, our curriculum shall provide, as much as is possible within the limits of the school, for the total needs, of every child—the spiritual, the emotional, the intellectual, the physical, and the social. The students are instructed in the recognized and standard elementary courses as required by the Illinois School Code. However, the basis of every course and human relationship is the infallible Word of God. His saving Word is also studied apart from the standard elementary courses.

Annually our school gives academic testing through the Terra Nova Achievement Test, which is recommended by the Wisconsin Evangelical Lutheran Synod (WELS). These tests are used to help our teachers determine each child's strengths and weaknesses and keep each child working at capacity.

ENROLLMENT POLICY

Before parents enroll a child, they are asked to subscribe to the following provisions:

- The parents are willing to have the child instructed in the doctrines of the Wisconsin Evangelical Lutheran Synod (WELS).
- That the parent will permit the child to take part in usual school activities and scheduled church services throughout the school year.
- That the child will attend the Pastor's Catechism instruction class when enrolled in the sixth - eighth grades.
- The Principal and the Ministry of Education may, by agreement, accept the enrollment application of a student whose parents are members of another church.
- All non-WELS members will be required to attend an informational meeting concerning the doctrines of the Bible as taught by Lord and Savior Lutheran Church.

At times it may not be possible to accommodate every student who applies for enrollment at Lord and Savior. The Ministry of Education will consider and evaluate enrollment applications with priority given to any and all children of membership of Lord and Savior Lutheran Church as well as children of membership of congregations in formal fellowship with Lord and Savior Lutheran Church.

ENTRANCE REQUIREMENTS

The State of Illinois sets certain requirements that we, as Christian citizens, also honor. We require:

1. Children entering kindergarten must have reached their fifth birthday by September 1st. However, readiness for kindergarten involves more than reaching the chronological age of five. Readiness should be determined as a mutual decision by the parents and the teacher with the Kindergarten Readiness Test (KRT) as a guide.
2. A certified copy of each child's birth certificate is necessary for all students who are first enrolling at Lord and Savior, regardless of grade level. The certified copy of the birth certificate is to be physically presented to the Principal on or before the first day of school.
3. A transfer of credits and medical information from any student that is entering Lord and Savior from another school.
4. Parents must complete the required registration form for entry into Lord and Savior Lutheran School.
5. All required forms must be collected by the 15th of October. If forms are not collected by the 15th of October, the child will be excluded from school.

Physical Examinations

Physical examinations as prescribed by the Illinois Department of Public Health are required of all pupils any time within six months prior to their entrance to Kindergarten, upon entrance into the sixth grade, and upon entrance into any grade if the pupil has not been previously examined as prescribed.

Generally, the family physician will complete the form although the McHenry County Health Department will perform an examination if the family meets financial eligibility requirements determined by the Health Department.

Immunizations and booster immunizations against preventable diseases are also required of all children prior to or upon entering Kindergarten and sixth grade, and prior to or upon entering any grade if the child has not been previously enrolled in a school in Illinois. Those who do not submit an immunization form must complete a Religious Exemption Form. Any forms that are missing will be flagged by the Principal. All forms must be accounted for by the 15th of October. If forms are not accounted for by then, the child will be excluded from school.

The Illinois Department of Public Health requires the following school immunizations: measles, mumps, varicella, polio, DTP/DTaP or Td diphtheria, tetanus, pertusis, Hepatitis B, Rubella, Pneumococcal Conjugate and Lead Test.

*Under State law (verified by District 428-DeKalb Superintendants Office) all children sixth grade or older are required to have a sports physical if they are participating in any group sports.

Dental Examinations

The Illinois Department of Health requires children in kindergarten and grades 2 and 6 to have an oral health examination. Examinations must be performed by a licensed dentist, and he/she shall sign the proof of school dental examination form. Each child is required to present proof of examination by a dentist prior to May 15 of the school year.

Hearing and Vision Examinations

Hearing and Vision Examinations take place in January, and are administered by the McHenry County Department of Health.

TUITION AND FEES

As a vital part of the ongoing mission of our church, members of Lord and Savior Evangelical Lutheran Church whose child(ren) attend our Lutheran Elementary School should earnestly support our church through their regular offerings. Because of the cost to provide education, we charge a tuition fee.

Tuition Schedule

Kindergarten – 8 th grade; 1 st child	\$3,300
Kindergarten – 8 th grade; 2 nd child	\$2,300
Kindergarten – 8 th grade; 3 rd & any additional child(ren)	\$1,100

Registration

All families/students are required to complete the following in order for their enrollment to be accepted:

- A completed Enrollment Form must be completed via TADS. New families must create an account on TADS to apply and enroll. The application must be submitted online by June 30th, 2016.
- A \$410 registration fee will be required for each child. These fees cover operational costs of the school. A first installment of \$205.00 will be required to be paid on or before June 30th, 2015. If the first installment is paid after June 30th, 2015 the installment increases to \$305.00. The remaining \$205.00 will be required to be paid prior to the start of school. Registration fees can be paid in full before June 30th.
- A signed and completed tuition agreement via TADS.
- A completed religious instructional books and other school related fee via TADS.
- All outstanding financial obligations to the school from the prior school year must be paid for the registration to be considered for approval.
- Scheduled home visit with teacher.
- Non-members – Scheduled informational meeting with Pastor concerning the doctrines of the Bible as taught by Lord and Savior Lutheran Church.

Payment Options

Our school uses an online student information system called TADS for the handling of all tuition and billing management. All tuition and fees can be paid online via ACH, Credit, or Debit card. Additionally, families can also pay via check. Parents can select a payment options that fits their

comfort. To receive a tuition discount, the following three options are available for your tuition payments:

1. Annual payment – Families paying full tuition before August 15, 2016 will receive a 15% tuition discount.
2. Bi-Annual payment – Families paying ½ tuition before August 15, 2016 and ½ tuition before January 15, 2017 will receive a 5% tuition discount.
3. Monthly – Tuition payments may be spread out over ten months, September 1, 2016 through June 1, 2017. Monthly tuition payments are due on the first of each month. Free automatic bank payments are available for those families on the monthly payment plan. The Ministry of Education strongly encourages those families on a monthly payment plan to take advantage of the automatic bank payments. Please see the Principal for a form.

Church Attendance for Member Families

All families of the school are expected to attend church on a regular basis. It is expected that families who are receiving the member tuition rates attend church at least 50% of all worship opportunities. Additionally, it is expected that families who are receiving the member tuition rates commune at least 50% of all communion opportunities. The MOE reviews all school family's church attendance quarterly and they reserve the right to charge a member family the nonmember rate should they determine the family's church attendance is unacceptable.

Financial Aid Assessment for Member Families

Financial aid in the form of discounted tuition is available to those member families who cannot afford to pay the stated amounts. In order to receive assistance, a student must be enrolled in grades K – 8. Discounts are not available for students enrolled in Pre-School. The school has engaged a third party company called Development Testing Services that will provide the screening services to help the Ministry of Education allocate discounts more efficiently and fairly. Their tuition assistance assessment program is called CFA (Confidential Financial Analysis). Based on the information a family provides, CFA's analysis will let the Ministry of Education know quickly and accurately how much a family can afford to pay towards tuition. Any family seeking a tuition discount is required to complete a CFA tuition assistance application and packet prior to August 1st. To consider your application complete you will need to submit a copy of:

1. Your most recent Federal and State Income tax returns (pages 1 and 2)
2. A copy of 4 recent pay stubs from employment or self-employment business income, and/or dividends
3. Pay stubs or paperwork explaining income from social security, temporary aid, food stamps, child support, alimony, etc.
4. \$30.00 application fee.
5. If you own a business (in full or in part), your business tax return.
6. Other items that CFA may request based on your application

After evaluating the application and information, CFA will send a report which will provide the family's anticipated tuition contribution. A Ministry of Education member will meet with the family to notify them of how much of a discount will be awarded.

Tuition discounts will not be awarded by the Ministry of Education without a family anticipated contribution total report issued by CFA. The Ministry of Education reserves the right to review and cancel the financial assistance at any time because of failure to pay any outstanding tuition amounts in a timely fashion, or because of a lack of church attendance, or because of the student's failure to remain in good standing at the school (academic or disciplinary).

Timely payment of tuition accounts. It is expected that the portion of the family's tuition bill that is not covered by tuition assistance will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their assistance package might jeopardize their tuition assistance award. This is subject to review at the end of each semester.

Acceptable academic progress. A student is expected to maintain satisfactory grades to continue to qualify for tuition assistance. At the end of each quarter the student's academic progress will be reviewed. Students not maintaining satisfactory grades may become ineligible for continued assistance. A satisfactory grade is one in which the teacher feels the student is working to their potential. In most cases the bench mark of a "C" average will be used.

Acceptable church attendance. All families of the school are expected to attend church on a regular basis. It is especially important for families that are receiving tuition assistance to show their commitment and appreciation for this gift of a Christian education by being in God's Word on a weekly basis.

Parent's Responsibility. It is the parent's responsibility to:

1. Complete all application materials accurately. Inaccuracies or errors can result in delays in your consideration for financial assistance and may result in your inability to receive assistance. Intentional misreporting of information on applications may require that funds be paid back to the school.
2. Complete all application material on time and send them to CFA.
3. Understand the conditions under which your financial assistance package is offered and comply with the criteria for retaining your financial assistance.
4. Pay in a timely manner any portions of your tuition bill not covered by tuition assistance.

Please see the Principal for the CFA application and tuition assistance packet.

Hornet Award (Nonmember Financial Aid)

The purpose of the Hornet Award is two-fold. The Hornet Award is a scholarship awarded to help nonmember families in grades K-8 pay for school tuition, while exposing them to the Christian Doctrine of our congregation. It is our hope and our prayer that the Hornet Award

allows families to continue their child's Christian Education at Lord and Savior Lutheran School, while strengthening their own faith and exposing them to Lord and Savior Lutheran Church.

K-8 nonmember family tuition is currently \$3,300.00 per child. A child receiving the Hornet Award will receive \$50.00 off of tuition, per month, for a grand total of \$500.00. If your child is chosen to be a recipient of the Hornet Award, the family of the child must pledge the following:

- To attend 10 monthly Bible Information Classes with our Pastor, Pastor Carlovsky. BIC classes can be scheduled at the family's convenience. These classes are approximately one hour in length.
- To volunteer a minimum of 10 hours per month at the school. Volunteer work can consist of assisting the teachers in their prep work, administration work, PTO offices, filing, cleaning, etc. Volunteer hour will be checked and approved by Mr. Moeller

The moment that the above two items are missed, even for one month, a family will receive a tuition bill of the normal amount. It is crucial that these items are met each month to receive the scholarship.

The Hornet Award scholarship will be given to five different students each year. Applications will be accepted from April 1st-May 1st. Winners will be announced shortly after.

To be considered for the Hornet Award, a family must apply at the following link:
<http://goo.gl/forms/x2oSDZToA9>

Tuition Hardships

Member families who are unable to pay their tuition due to a financial hardship, defined as a temporary unanticipated and or unexpected difficult circumstance, are asked to write a letter and present it to the Ministry of Education stating their hardship and requesting assistance. The Ministry of Education will review each case and work with the families to draw up a payment plan that is manageable. If the Ministry of Education is not contacted to arrange a meeting to discuss the hardship, the tuition balance will be considered "past due".

Since a hardship is defined as temporary, families cannot declare a hardship for consecutive school years.

Past Due Payments

A tuition payment is considered past due if it is received after the 1st of the designated month. TADS will contact families via telephone call and email if they have not received payment. Additionally, TADS will apply interest to any late payments. TADS will contact delinquent families to discuss the delinquency and make arrangements for past due payments. Any balance that reaches 90 days past due will result in your child(ren) being barred from school and could be cause for the permanent dismissal from Lord and Savior Lutheran School.

The school will not release the transcripts of a graduating or transferring student if a financial obligation exists.

Damaged Books

Textbooks, other than religious books, furnished for all students, are the property of the school. Parents will be expected to pay for the repair or replacement of any school property lost or destroyed by their child(ren).

Policies (in alphabetical order)

ACADEMIC ELIGIBILITY

No student shall be allowed to practice or participate in extra-curricular activities if his or her grades are below a C average. The student's attitude will also be considered as reason for keeping or dismissing him or her from an activity.

Students who fail to meet academic guidelines will be suspended from their team for five school days. This suspension will go into effect on the date determined by the teacher. The student will not be allowed to participate in any practices or games during that time period, and will not sit on the bench or be in uniform during that time. It is expected that the student will use the extra time to improve academic performance. If a second suspension occurs during that season, parent(s), teacher, and student would meet face to face to assess academic requirements and participation for the remainder of the season.

Additional informal guidelines for eligibility below are to monitor performance and attitude between averaging periods mentioned above:

1. Three incompletes in a week's time on daily assignments
2. If a child receives a "D" of any kind in any class, the child's teacher will immediately notify the parents. This notification is to serve as a warning for the child.
3. If a child receives a "F" in any class, the child will immediately be declared ineligible and will not be allowed to practice or play with the team. The child's eligibility will be immediately reinstated when they are no longer failing.

ATTENDANCE AND ABSENCES

The laws of Illinois require students to attend school regularly, whenever it is in session. Parents are to notify the Principal or classroom teacher between 7:00 AM and 7:45 AM each day their children are sick.

We ask that every effort be made to schedule all appointments, dental or doctor, for non-school time, out of consideration for the child, his classmates, and the teacher. If an absence is planned, the school is to be contacted, in writing, before the absence takes place so proper records can be kept and the faculty can be notified. The absence of a student from a class or lesson can never truly be made up and should be avoided when possible. Responsibility for making up assignments rests with the student. Parents must arrange to pick up homework for their absent child.

An absence will be excused when an acceptable explanation for an absence has been received from the parents or guardians within two days either in writing or by phone.

If a student is absent more than a total of 20 days in the school year, regardless of excuse, the Principal and the Ministry of Education will be notified, and they will review the nature of the absences and their impact upon the student's learning. Depending on the severity of the situation, the student may need to be retained.

A student who is absent from school, may not take part in any school sponsored activities that occur on the day of the absence.

Lord and Savior Truancy Policy

Our Savior teaches us to show Christian love and patience. He also teaches us to be a good steward of all things, including time. This also includes time spent in school. Unexcused absences are defined as absences without the teacher or school being notified. Parents of the

absent child should take the responsibility to notify the teacher of their child's absence via telephone call, email, text message, etc. Students may also be excused via a doctor's note. A student who is absent three consecutive school days must produce a doctor's note, or make prior arrangements with the child's teacher and principal.

If a child reaches nine unexcused absences, a conference must be held with the child, the parents, the child's teacher, and the principal to discuss the child's truancy.

If a child reaches twelve unexcused absences, a conference must be held with the child, the parents, the child's teacher, and the principal. The child will be suspended for 2 days.

If a child reaches fifteen unexcused absences, a conference will be held with the child's parents and the principal to discuss expulsion.

Tardiness

As part of our mission, we want to teach the children in our school "to lead lives of service to God and to others." We are not only educating them to perform well academically, but we also are trying to give them the skills that they will need for life. One of the important life skills that we want to stress to the children is the ability to be on time. As always, parents have the main responsibility for teaching this skill to their children, but we as a school want to assist parents in carrying out that responsibility. Our policy on tardiness, therefore, puts most of the responsibility for getting to school on time on the shoulders of the parents.

Since devotions and Bible lessons begin the day, the tardy student misses out on one of the most important aspects of the school day. In order to convey the importance of punctuality in our students, all avoidable tardiness will be unexcused. This includes oversleeping, not being ready for a ride, or a late carpooling driver. School doors will be locked at 8:15 AM. Students arriving after that time will need to use the intercom system to be let into the building.

Following Illinois state guidelines, our tardy policy then goes into effect when a child has been tardy nine times in a semester. Children who have exceeded the permitted amount will receive a thirty minute detention.

BEFORE/AFTER SCHOOL CARE PROGRAM

Students arriving at school before 7:45AM are directed to go into the before school care program. Similarly, at 3:15 PM, students will be taken into after into after-school care, with rates being applied at 3:30 p.m. After- school care is available until 5:30 PM at a cost of \$2.50 per half-hour.

*See Past Due Payments policy (p. 7) for payment policy related to Before/After School Care.

BEHAVIOR CODE

Expectations

For Lord and Savior Lutheran School to achieve its goals, objectives, and purpose, it is necessary that there be rules and guidelines to assure efficiency and orderliness in the classrooms and the school in general. Willing adherence by the students to the following guidelines is expected:

1. *LOVE YOUR NEIGHBOR AS YOURSELF* – Out of love for their Savior, the students are expected to treat their neighbors with love and Christian concern and understanding.

2. *NO TALKING WITHOUT PERMISSION* – For learning to occur, noise levels and distraction must be kept to a minimum. This also includes hallway behavior.
3. *DO NOT LEAVE DESKS OR CLASSROOMS WITHOUT PERMISSION* – Wandering students are a distraction to themselves and others.
4. *PREPARE FOR CLASSES QUICKLY AND QUIETLY* – The more time devoted to learning, the more that will be learned.
5. *DO CLASS WORK NEATLY AND PROMPTLY* – Students are expected to learn responsibility by finishing their work to the best of their ability and by the appointed time.
6. *RESPECT AND OBEY THOSE IN AUTHORITY* – As commanded in the fourth commandment, the students will be expected to obey and treat with respect the Pastor, teachers, helpers, and other staff members of the church and school.
7. *WILL NOT USE INAPPROPRIATE LANGUAGE* – Student’s language should reflect their love for their Savior.

Bullying Policy at Lord and Savior

God’s Word is very specific in how Christian love is to show itself in social relationships among his children. God’s Word says:

- *Jesus replied: “Love the Lord your God with all your heart and with all your soul and with all your mind.” This is the first and greatest commandment. And the second one is like it: “Love your neighbor as yourself.” All the Law and the Prophets hang on these two commandments.” Matthew 22:37-40*
- *[Jesus said] My command is this: Love each other and I have loved you. Greater love has no one than this that he lay down his life for his friends. You are my friends if you do what I command...This is my command: Love each other. John 15:12-14, 17*
- *Do not repay anyone evil for evil. Be care to do what is right in the eyes of everybody. If it is possible, as far as it depends on you, live at peace with everyone. Romans 12:17-18*
- *Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails. 1 Corinthians 13:4-8a*
- *Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:31-32*

These and many other passages from God’s Word describe the Christ-centered loving relations that must exist in student-to-student relationships as well as student-adult relationships at Lord and Savior Lutheran School. These Christ-centered relationships must also be found in each home of our school families as parents work in training their child. As a school, Lord and Savior will do all that it can to foster these Christ-centered relationships.

We know the devil will do all he can to break down these relationships He does not want Christian love to be the center of any relationship. When such a break down occurs, the Law of God's Word will be used to show the sinner the sin. This will be followed by the Gospel of God's Word to assure the repentant sinner of forgiveness.

Bullying is defined as the lack of showing Christ-centered love to another person. It is a "conscious, willful, and deliberately hostile activity intended to harm, induce fear through the threat of further aggression, and create terror." (Barbara Coloroso – The Bully, the Bullied, and the Bystander – 2003). Bullying is intentional, unprovoked, repeated and done to cause hurt and harm.

Examples of bullying and disrespectful behavior include, but are not limited, the following:

- Hurting someone physically or threatening to hurt someone.
- Ganging up on someone.
- Teasing in a hurtful way or using put-downs.
- Insulting someone's race, gender, appearance, or socioeconomic status.
- Starting or spreading rumors about a person.
- Purposely excluding someone in a mean or hurtful way.
- Stealing or defacing someone's personal property.
- Getting another person to assault someone.
- Threatening someone via written means including electronic communication.
- Using communication technologies to generate or repeat hostile or damaging content intended to harm others.

Any form of bullying will be taken seriously at Lord and Savior. When an incident of bullying is reported, the parents of the students involved will be contacted the same school day and an action plan will be developed. The goal of the action plan will be to lead all parties involved to restore the Christ-centered relationships. Depending on the ages of the students involved, the factors of the situation, and previous situations or incidents that have occurred with the students involved, the following actions may be taken.

- Meetings with students, parents of students involved, teachers, principal, pastor, and/or members of the Ministry of Education.
- Regular and frequent communication between school, student, and the student's parents following the incident.
- Student and/or parent education meeting on Christ-centered relationships.
- Regular parent conferences following the incident.
- Immediate short term withdrawal from the classroom or school building for a determined period of time.
- In-school suspension.
- Removal of privileges (recess, attendance at field trips, sports, and other special events)
- Required session(s) of behavior assessment or evaluation including counseling with a child psychologist or trained counselor.
- Restitution for physical damages to personal or school property.

- Corrective instruction or other relevant learning or service experience as appropriate.
- Development of a behavior management plan.
- Expulsion.

In working with students and parents in developing Christ-centered relationships, we keep the words of the Apostle Peter in mind: *“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.”* I Peter 3:8-9

Christian Discipline

Christian discipline is training children to observe the will of God. This training goes beyond teaching the child to know what he should or should not do. Rather it must give the child opportunities to practice doing what he has learned. “Do not merely listen to the Word, and so deceive yourselves. Do what it says” (James 1:22). If the child is trained to practice Christian living, that practice will cling to him through life. “Train a child in the way he should go, and when he is old, he will not turn from it” (Proverbs 22:6).

Christian schools, under the direction and guidance of their principal and teachers, will instill in the child the desire to live under Christ in His kingdom, and serve Him in righteousness and true holiness. The child of God is expected to grow spiritually in sanctification. The more he learns and understands the grace and mercies of God, the more he will consecrate himself to the Lord’s service and become zealous of good works.

Christian discipline will also, at times, include punishment. “Do not withhold discipline from a child” (Proverbs 23:13). When a pupil’s actions hinder other pupils from learning to the best of their ability, or endanger the reputation of the school, the pupil must be disciplined.

The following procedure will be followed when dealing with a pupil:

In terms of Christian discipline, faculty and staff will not resort to corporal punishment. However, there will be times when a faculty or staff member may be forced to come into physical contact with a student. A faculty member may be forced to come into physical contact with a student under the following circumstances:

- 1) *to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or*
- 2) *remove a disruptive student who is unwilling to leave the area voluntarily.*
- 3) *the student poses a physical risk to himself, herself, or others,*
- 4) *there is no medical contraindication to its use.*

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat shall not be considered as constituting a

physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Physical contact can be used as permitted by the administrative rules of another State agency operating or licensing a facility in which elementary or secondary educational services are provided (e.g., the Illinois Department of Corrections or the Illinois Department of Human Services,), mechanical or chemical restraint (i.e., the use of any device other than personal physical force to restrict the limbs, head, or body) shall not be employed.

Physical contact can be used as medically prescribed restraint procedures employed for the treatment of a physical disorder or for the immobilization of a person in connection with a medical or surgical procedure shall not be used as means of physical restraint for purposes of maintaining discipline.

Any application of physical contact shall take into consideration the safety and security of the student. Further, physical contact shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising adult(s) shall consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of other students in the vicinity.

In the instance of battery committed against school personnel at the school, the principal shall immediately notify local law enforcement. In addition, the principal shall notify the Illinois State Police within 3 days of each incident through the School Incident Reporting System.

Detention

If a student persists in unloving behaviors, the teacher will talk privately with the child to make him aware of the improper conduct. The parents will be notified when a detention is merited, and documentation will be put into the student's file. The child will also receive a detention to be served after school with transportation arrangements made with the parents. Detention is to be one half hour for grades K-5, and one hour for grades 6-8. Detention activities will be decided by the classroom teacher. If after receiving a detention the child's conduct has not improved, it may be best to call the parents and send the child home or to another classroom to avoid any further disruptions.

Suspension

Upon a child's third documented offense in the same school year, the child will receive a three-day suspension from school. The child will be given his homework for the three days and it will be due one day after returning to school. Each write-up after this results in another three-day suspension. Discipline issues are dealt with on a case-by-case basis, and will be decided by the Principal and the Ministry of Education.

A student will receive an automatic three day suspension if he/she:

1. Has possession of, is using, or is selling any tobacco product in or on school property.

2. Has possession of, is using, is selling, or under the influence of any alcohol or other controlled substance in or on school property.
3. Threatens anyone with a weapon or dangerous item.
4. Drug violations of any kind will be reported to the police as required by the School Reporting of Drug Violations Act.

Whenever a child is suspended the teacher, principal, pastor, parents, and the student will hold a meeting to discuss the situation prior to the return of the student to the classroom.

Expulsion

Expulsion, which is the removal of the child from our school, may be necessary for critical situations or repeated breaking of school rules. The Ministry of Education, principal, pastor, teacher and parents will discuss the situation to determine what course of action is best for the child and the school, but ultimately, that decision will remain with the Principal and the Ministry of Education.

CLOTHING AND APPEARANCE

All children are expected to report to school neat and clean in appearance. A clean body and clean clothes are becoming to Christian boys and girls and make for better working conditions for all concerned. Inappropriate clothing tends to reflect or lead to indifferent attitudes in other matters. This works contrary to the purpose for which parents send their children to our school, where we look and pray for a growth in Christian character. Teachers reserve the right to inform a student their clothing is inappropriate and must change.

The following types of clothing are therefore not acceptable because of their inappropriateness for the environment of our Lutheran School:

1. T-shirts and sweatshirts with non-Christian, vulgar, or inappropriate designs/words.
2. Spaghetti-strap tops, halter tops, bare midriff combinations, or any other top that is not modest and proper.
3. Ragged, frayed, or excessively faded clothing of any type. (Neatly and tastefully patched clothing is acceptable.)
4. Exceptionally short dresses, skirts, and shorts or any style of clothing that is not modest and proper. (A good rule of thumb is shorts and skirts should be no shorter than a hand length from the knee.)
5. Music related clothing (rock groups, concerts, etc.)

The following types of clothing are acceptable for school wear and different types of weather:

1. Shorts and short sleeve shirts may be worn during the 1st and 4th quarters. Parents should use their best judgment when selecting their child's clothing for the day. Students are allowed to change throughout the day.
2. On days where the temperatures are predicted to be between 50-60 degrees the children will need light jackets or long sleeve shirts to play outside.

3. On days where the temperature is predicted to be below 50 degrees the children will need to wear appropriate jackets and ear coverings. An extra set to keep in lockers at school is strongly encouraged.
4. Jeans may be worn, but they should be clean and neat. They must not be too tight or too baggy, frayed, or have holes.
5. Sleeveless shirts for girls are acceptable, provided that they are modest and proper.

In addition to proper clothing, it is important to remember that since one's body is the temple of the Holy Spirit. Since our Lord expects us to treat our bodies with all due honor and respect, so our Lutheran Elementary School expects the following:

1. That each student practices good clean health habits which will benefit him physically, emotionally, socially and academically.
2. That each student keeps his/her hair clean, neatly groomed, and out of his eyes. Extreme haircuts and hair coloring are distracting to the educational environment of our school.
3. Girls can wear a moderate amount of facial make-up.
4. Boys will not wear earrings at school or at school events.

To avoid excessive tracking of mud and dirt into the classroom, all pupils should wear boots in inclement weather. Students who do not have proper footwear will only be allowed to play on the parking lot during recess. **Each child will keep a clean pair of shoes (white or non-marking soled shoes) to be only worn in the school building (inside shoes).** Clean socks must also be worn. Children are not allowed to go without shoes.

A specific dress code will not be needed as long as these principles are followed. If these guidelines are not met, parents will be notified.

The school asks that parents help to enforce the dress code by seeing that their child is properly dressed according to the guidelines. We enlist your aid in seeing that not only the letter, but the spirit of the dress code is followed by your child. If a child is not following the dress code, their parents will be notified. The first occurrence will serve as a warning, with additional occurrences receiving punishment.

TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY

Overview

Access to the Internet is available at Lord and Savior Lutheran School. There is a wealth of information available through the Internet, and in the light of God's Word, that information can serve to enhance and augment the curriculum in our Christian school. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, Lord and Savior is providing access to students after their parent or guardian has read, agreed to, and both parents and student have signed the Lord and Savior Technology use Policy. Lord and Savior has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year. Our desire is to partner with you in teaching our children Internet habits that reflect our faith in Jesus.

Privileges

Each student accessing the Internet will be trained on the proper uses of the Internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges. We encourage your help in guiding your child to use online services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. If there is ever a question about your child's interaction with our online services, please contact your child's teacher immediately.

Specific Guidelines

- No student is to be identified over the Internet by full name, photograph, etc. without specific written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
- Student cell phones and other devices not used for educational purposes are not to be connected to the school network.
- Use of the Internet to defame or demean any person is prohibited.
- Network etiquette: Be polite. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone number or the personal addresses or phone numbers of others.
- Remember that illegal activities are strictly forbidden.
- Users may not download, nor use, any documents or data that could knowingly cause damage to the school's computer system (ex: viruses).
- Students will not engage in any activity that requires an exchange of money, credit card numbers, or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sale of any kind are prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited on the network.
- The illegal installation of copyrighted software for use on school computers is prohibited. Students are also prohibited from breaking any copyright laws.
- Use of the network to access or process pornographic material, inappropriate text files, files dangerous to the integrity of the network or files that violate our Christian principles is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Lord and Savior Lutheran School shall be the final authority on use of the network.
- Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Technology and Internet Acceptable Use Policy. Violations of the above policies will be communicated to parents and may result in a loss of network access as well as other disciplinary or legal actions.

GOOGLE APPS FOR EDUCATION

Introduction

Lord and Savior Lutheran uses Google Apps for Education for students and teachers in classrooms. Students, with assistance from their teacher, will create Google accounts to allow email, storage of their documents, and presentations online. This will be done in fifth grade, and they are to use the same account through completion of eighth grade. The child's teacher and parents will have access to the child's account password. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students can access the Google Apps for Education site. Students and teachers will have access to Google Mail, Google Calendar, Google Docs, and Google Sites. Google is constantly adding new tools and applications to their repertoire for students to use. Students will have training on how to use Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school websites, school documents, school videos, school calendars, school email. It is not to be used it for personal agendas.

Responsible Use Guidelines

Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All participants will respect the teacher's time and professionalism by supporting the same positive approach. Students will adhere to the Lord and Savior Technology and Internet Acceptable Use Policy. All participants will be respectful in their postings and comments. No cyber bullying, inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated. All participants must protect their login and password information. If participants suspect that a password has been compromised, they must notify the teacher immediately. No participant may share his/her login information or information about the site with anyone who is not a participant. This includes adding monitoring software or other means by which outsiders can access the site without permission. Any participant who is aware of violations of this agreement by others must report these violations to the teacher immediately, either verbally or in writing.

Responsibility

Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing documents other than their own unless documents have been shared with them. Lord and Savior Lutheran School reserves the right to access the Google system of user accounts when there is suspicion that unacceptable use has occurred. Access to and use of the student's Google account is considered a privilege. Lord and Savior Lutheran School maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or school policies have occurred. The alleged violation will be directed to the principal and addressed accordingly.

CHROMEBOOK/DEVICE POLICY

Using Your Chromebook/Device

Lord and Savior Lutheran School owns and supplies students with Chromebooks. However, students may wish to purchase their own personal Chromebook for use at school and at home. Additionally, students may prefer to use another device such as a tablet. This specific policy relates to Chromebooks and its uses, but can be applied to other devices as well. Prior to students using a school-owned Chromebook at Lord and Savior Lutheran School, parents/guardians and students MUST sign and return the Lord and Savior Chromebook Agreement document before the student can use a school-owned Chromebook. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for Lord and Savior Lutheran School.

Taking Care of Your Chromebook

Students are responsible for the general care of the school-owned Chromebook they are using. Chromebooks that are broken, or fail to work properly, must be taken to the teacher as soon as possible so that they can be taken care of properly. Do not take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

General Precautions

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, or stickers
- Vents CANNOT be covered.
- Chromebooks should never be left in a locker or any unsupervised area.
- Students are responsible for bringing your Chromebook completely charged to school each day.

Carrying Chromebooks

- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen. The Chromebooks do not have touch screens, touching the screen can cause pixels in the screen to burn out leaving black spots on your screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth, or antistatic cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use water dampened towel or a highly diluted solvent.

Using your Chromebook at School

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.
- Students must be responsible to bring their Chromebook to all classes when instructed by the teacher.

Personal Chromebooks left at home

- If students leave their Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school.
- If unable to contact parents or they are not able to bring it, the student will use a school-owned Chromebook.
- Repeat violations of this policy will result in disciplinary action.

Charging your Chromebook

- Chromebooks brought from home must be brought to school each day fully charged.
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in disciplinary action.

Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of any inappropriate picture background will result in disciplinary actions.
- Take care to protect your password. Do not share your password with anyone other than your teacher and parents.

Sound

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

Printing

- Digital sharing of documents is encouraged, printing is discouraged.
- Students may use network printers with teacher's permission during class or breaks.

Account Access

- Students will only be able to login using their Lord and Savior account.

- Make sure you are not in guest mode or you will not be able access your account.

Managing & Saving Your Digital Work

- Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing , presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- With a wireless Internet connection, you can access your documents and files from any Chromebook/device, anywhere, at any time, no matter where you are.
- All items will be stored online in the Google Cloud environment.
- If your device needs repairs, it may require a reload of the operating system which will delete all locally stored files on your Chromebook. Be sure to resave all files in Google Drive.

Operating System on Your Chromebook

Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or reimaging.

Virus Protections & Additional Software

- With defense in depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- All files should be stored in Google drive, so there's no need to worry about lost homework.

Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the school staff.

ACCEPTABLE USE GUIDELINES

General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of Lord and Savior Lutheran School.
- Students are responsible for their ethical and educational use of the technology resources of Lord and Savior Lutheran School.
- Access to Lord and Savior Lutheran School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator,

will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all school-owned Chromebook equipment is the property of Lord and Savior Lutheran School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and talk to your teacher or parent.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.

Email Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam.
- Email & communications sent / received should be related to educational needs.
- Email & communications are subject to inspection by the school at any time.

Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Noncompliance with the policies of this document in its entirety, will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.
- The school cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

At Home Use

- The use of Chromebooks and Google Apps for Education at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your Chromebook in a case or protected backpack.

- School supplied filtering will not be provided for use with devices outside of school buildings.

Protecting & Storing Your Chromebook

Chromebook Identification

- School-owned Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:
 - Individual user account name and password
 - Serial number
- School-owned Chromebooks are the responsibility of the student when at school. Student-owned Chromebooks are the responsibility of the student when at school and at home.

Account Security

- Students are required to use their Google Apps for Education domain user ID and password to protect their accounts and are required to keep that password confidential. Parents and teachers are given access to their passwords and accounts.

Storing Your Chromebook

- When students are not using their Chromebook, they should store them in a secure location.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their personal Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Any Chromebook left in these areas is in danger of it being stolen.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a school-owned Chromebook in an unsupervised location.

Repairing & Replacing Your Chromebook

Vendor Warranty:

- The equipment vendor has a one year hardware warranty on new Chromebooks.
- The vendor warrants the Chromebooks from defects in materials and workmanship.
- This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses.
- Please report all Chromebook problems to the Mr. Moeller.

Chromebook Repair Costs and Insurance

- The following are estimated costs of Chromebook parts and replacements:

- Full Replacement \$250.00
- Screen \$90.00
- Keyboard/touchpad \$52.00
- Power cord \$32.00
- Accidental Damage protection is available for purchase from any Best Buy Geek Squad location.
 - To purchase this protection you must take your unopened Chromebook to any Best Buy Geek Squad location.
 - Cost is \$50 for one year.
 - This is highly recommended

CHROMEBOOK FAQ'S

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life, lightweight and built-in ability to connect to WiFi, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." ("Google")

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of Christ the King Lutheran School's Information & Instructional Technology Dept. will maintain devices through our Google Apps for Education account. As such, the school can preinstall web applications as well as block specific web applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

- A. Chromebooks can connect to:
- USB storage, mice and keyboards
 - SD cards
 - External monitors and projectors
 - Headsets, ear sets, microphones
 - Chromecast

Q. Can the Chromebook be used anywhere at any time?

A. Yes, as long as you have a WiFi signal to access the web; However, Chrome offers the ability through Apps so users can work in an "offline" mode.

Q. Do Chromebooks come with Internet Filtering Software?

A. No. Chromebooks do not come with Internet filtering software. However, while in School Chromebooks will use the School’s WiFi to access the Internet which is filtered. While at home, the Chromebooks will be filtered based on the protection provided by your home WiFi system.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. Battery life?

A. Chromebooks have a rated battery life of 6.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

EXTRA-CURRICULAR ACTIVITIES

Lord and Savior Lutheran School offers a wide variety of extracurricular activities, both academic-based (Junior Choir, forensics- a public speaking competition, and SPBaM- Spelling, Bible, Art, Math competition) and athletics (softball, soccer, basketball, cross country, and track.) Because of our size, we have the unique opportunity to allow all children who have shown an interest to participate in athletics. However, because we play against other schools, children of our lower grades will not be allowed to play on the sports teams due to safety concerns. All decisions on these matters will be decided by the coach of that particular sport.

As parents, we seek your help in the transportation of our students to and from their particular events. (see “volunteer drivers/field trip supervisors”) We also look to you to set an example of good sportsmanship. All referees and umpires at our competitions are volunteers. We treat them with Christian love and respect.

*Under State law (verified by District 428-DeKalb Superintendants Office) all children sixth grade or older are required to have a sports physical if they are participating in any group sports.

**An annual sports physical is required for all students participating in interscholastic sports. The completed physical form must be on file before the first practice session begins. The sports physicals are good for one year from the date of the examination. The required school health examination of all sixth graders will meet this requirement.

FIELD TRIPS

Because we realize that not all learning takes place inside the classroom or from textbooks, field trips are an important part of the educational process. We use field trips to build on our courses of study. For example: trips to museums help students learn more about history, science, and art; trips to state and federal offices allow students to learn more about government, and attendance at theatrical productions emphasizes the arts. A permission slip will be sent home with a child before the field trip takes place. Any costs for the field trip will be communicated by the classroom teacher.

FIELD TRIP SUPERVISORS/VOLUNTEER DRIVERS

Teachers call on supervisors/drivers to aid in keeping a learning atmosphere through the entire field trip, from the departure from school to the arrival back at school. In order to keep that atmosphere of learning, the driver/supervisor must adhere to these requirements:

1. The driver requires that all children are properly restrained in the vehicles (**State law requires that ALL children under the age of eight be in a booster seat**).
2. The driver's automobile is in good working order and insured.
3. The driver has a valid driver's license and has not been convicted of serious driving offenses.
4. The driver has also completed the Volunteer Driver/Vehicle Information sheet available from the teacher prior to each field trip.
5. The driver/supervisor keeps a Christian atmosphere in the automobile and in their group at all times. (i.e. music that is played, words that are spoken, actions that are done, etc.)
6. The driver/supervisor realizes that he/she is being asked to supervise the children on the field trip. Keeping this in mind, bringing additional siblings on the field trip is not permitted.
7. The driver/supervisor understands and is willing to enforce the rules that are set by the school. Those rules being:
 - a. Be polite and courteous to leaders.
 - b. No talking out of turn or when others are speaking.
 - c. Stay with the group.
 - d. Walk, don't run.
 - e. Most importantly, represent their school and their Lord and Savior well at all times.
 - f. We ask that all drivers please follow directions provided by the teacher so that we all stay together as a group.

Children who disobey any of these rules should be verbally corrected by the driver/supervisor. If the child continues to disobey the rules, the teacher should be informed immediately of the behavior, and the children will be removed from their group and placed in the group with the teacher.

Children who consistently disobey these rules on the field trip will lose their field trip privileges. On days when their class is taking a field trip, they will need to sit quietly in another classroom and study until their class returns.

GIFTS

Lord and Savior Lutheran School is supported financially by the entire congregation as it annually plans and adopts a budget. School bills are paid from the congregation's general fund. Since it is the intention of the congregation to fully support its school, items needed by the school are generally included in the congregation's budget. However, if a person wishes to give a special financial gift, he or she may do so through such programs as "Adopt-a-Student", teachers' wish list, etc. If a person wishes to donate new items (athletic equipment, audio-visual aids, library books, computer software, etc.) prior approval should be sought.

GRADING

Parents are encouraged to check their child's grades on a weekly basis either by checking with the teacher or on Engrade.com (our online gradebook). Parents should contact the Principal for access to their child's Engrade account.

Grade Values

For grades 1-8, letter grades are given in the following subjects and will be used in determining average and athletic eligibility: Religion, Reading, English, Social Studies, Science, Spelling, Spanish, Math, Physical Education, Music. Some subjects, such as Art, may not be given letter grades as teacher's discretion. Report cards for kindergarten use their own designations.

Grading System

Grade Percentage Point Value

A+	100	0
A	99-95	1
A-	94-93	2
B+	92-90	3
B	89-88	4
B-	87-85	5
C+	84-82	6
C	81-79	7
C-	78-77	8
D+	76-75	9
D	74-72	10
D-	71-70	11
F	69-60	12
F	59-50	14
F	49-40	16
F	39-30	18
F	29-20	20
F	19-10	22
F	9-0	24

*Excellent (E), Satisfactory (S), Needs Improvement (N), and Incomplete (I) letters are given for oral reading, handwriting, music, and art (for K-2 only). These letters do not apply to the Engrade online gradebook.

Honor Roll and Attendance Awards

Honor Roll is based on a student's grade average at the end of each quarter. Each grade has a point value associated with it. Honor Roll is determined by a student's total point value divided by the number of classes they are in. Honor Roll is split into two categories: Honor Roll consists of students who obtain a B+ or A- grade average for the quarter. High Honor Roll consists of students who obtain an A or A+ grade average. Students who end the academic year on Honor or High Honor Roll will receive recognition during Awards Night.

Perfect Attendance is achieved when students receive no absences and no tardies for the entire school year.

Attendance Certificates are given when students are absent 2 or fewer days and tardy 5 or fewer times during the course of the entire school year.

Failure of Subjects

If a student in grades 1-8 fails two quarters of any subject, the student will be required to repeat the subject. Arrangements are to be made with the principal and the teacher as to how the subject will be repeated.

If an eighth grade student has received an “F” in a previous quarter and is failing the same subject in the fourth quarter, he/she will NOT be eligible to participate in the graduation ceremony.

Promotion and Retention

Students who have shown satisfactory progress during the school year will be promoted to the next level. In cases where a student's retention (repeat of a level) would serve to assist the student in his or her overall educational experience, the parents will be informed and will have the opportunity to discuss the matter with the principal and the teacher. These discussions will take place well before the end of the school year. The principal in consultation with faculty members determines all retentions and grade level placements.

GUM CHEWING

To keep floors and furnishings clean and free from damage, no gum chewing is allowed on school property.

GYM CLASS

We ask that each child wear appropriate gym clothes for physical education. It is necessary to have a clean pair of gym shoes. These shoes should be non-marking so as to not mark up the gym floor (can also be used as inside shoes).

HEALTH

Please do not send your child to school if there is any reason to suspect that he or she might be ill. We also ask that you be certain your child is completely recovered before returning him or her to class. These measures will help to prevent a contagious illness from spreading through the classroom. You will be contacted and requested to pick up your child if he or she is vomiting, running a fever or listless. If your child has had a fever he or she must have a normal temperature for twenty-four hours before returning to class. All cases of contagious disease or conditions such as chicken pox or head lice must be reported promptly to the school office so that parents of exposed children may be notified as soon as possible.

If it is necessary for your child to take medication while at school, you must fill out a Permission to Administer Oral Medication in School Form before the teacher will administer the medication to your child. Medication should be given to the teacher by the parents or a responsible adult. On the form you should include written directions as to the disbursement of the medication. Prescription drugs must come in a pharmacy bottle with written

directions. Medication includes: prescriptions, aspirin, Tylenol, cough drops, etc. **(The State of Illinois does not permit us to give any medication without written authorization.)**

The McHenry County Health Department keeps a record of the children enrolled at Lord and Savior Lutheran School. The Health Department conducts vision and hearing tests each year (typically in January). Parents will be notified if further testing is needed.

HOME AND SCHOOL COOPERATION

There is a vital link between Christian homes and a Lutheran Elementary School. In His Word, the Lord gives parents the primary responsibility for raising, training, and educating their children. He speaks of this responsibility when he says:

"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6-7) "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6:4)

As Christians, however, we have an interest in and a concern for Christian education. Speaking to all who are his people (parents and non-parents) the Lord Jesus spoke these words "Go and make disciples of all nations ... teaching them to obey everything I have commanded you." (Matthew 28:19-20)

Whether the Lord has made us parents or not, we all, therefore, have the privilege and responsibility to make sure that this command is carried out. This makes our school both an extension of our Christian homes and an arm of the church. Those who teach in our school are simply assisting parents and the congregation in giving children the training the Lord wants them to receive. Christians will naturally support the Christian training that is part of the educational process. It is training that will not only make our children wise unto salvation but also equip them to live this life as faithful followers of our faithful Lord.

There are a number of ways that this special home and school cooperation can be demonstrated. For example, it is shown in the loving support given to the school faculty; in the regular assistance parents give their children when it comes to homework assignments; in faithful family worship and in on-time attendance at school.

We prepare our children for life knowing that all the way through this life they will continually face temptations to turn away from the Lord. There is no better way to prepare them for such a struggle than by working diligently and cooperatively together demonstrating our commitment to carrying out our God-given privilege and responsibility of teaching His Word to the next generation.

HOME VISITS

During the late summer, our faculty makes home visits to the families of children in their classrooms. Appointments are made by the teacher. During this time, parents may raise any questions or express any concerns they might have, policies may be discussed, and materials may be handed out.

HOMEWORK

The child's normal course of study may involve more work than can be accomplished at school, thus becoming "homework". Please help your child by providing a specific time and place, apart from distractions, for doing homework. Also, please listen to your child's memory treasures **multiple times before** it is due. This also provides parents the opportunity to observe

firsthand what the child is learning and provide help if necessary. If a child neglects to do his assignments or does not hand it in when it is due, he/she will receive an “F”. Parents will be notified if assignments are incomplete and graded as an “F”.

INVITATIONS

It is common practice for children to distribute party invitations to friends at school. However, when invitations are selectively distributed, the feelings of those not invited are sometimes hurt. Therefore, invitations may be distributed at school only under the following conditions:

Invitations may be extended to:

- All students in a room
- All boys or girls in a room
- All students in a grade or grades
- All boys or all girls in a grade or grades

LIBRARY

We encourage the use of the school library by all of our students as much as possible. Students are allowed to check out three books at a time. In order to maintain our collection, there will be a \$5 per book charge for any books not returned at the end of the school year. Donations of books to the library are appreciated.

LOCKERS

Each student will be assigned a locker to use for their lunch box, book bag, and outer clothing. Any locker damage must be reported. No tape or stickers are allowed. No student may exchange his or her locker with another student. Each student is responsible for **all articles placed in the locker** and is expected to keep the locker **neat and clean** at all times. **Food should not be kept in the locker overnight or over the weekend.**

LUNCH /SNACKS

Parents are responsible for providing lunch for their children. If your children prepare their own lunches, please make sure they are balanced meals including a nutritious snack for morning recess. Medical studies show (and experience demonstrates) that students study better and learn more when they have a balanced diet that is low in sugar and high in protein. This is also an excellent way to teach children to properly care for the bodies the Lord has given to them. Individual teachers may have age appropriate guidelines for what should or should not be brought for lunches.

Treats

A child may wish to bring a birthday treat for the room. We encourage some alternative to candy treats, such as a classroom gift (game) or a mission offering. We feel that this can be best determined by the parents since this is a very special day for their child. Please check with the classroom teacher regarding allergies.

MILK PROGRAM

Chocolate, 2%, and skim milk are available for purchase throughout the school year. Milk can be purchased for snack and for lunch. Prices will be announced at the beginning of the school year and payments will be handled by the PTO treasurer. Milk payments must be paid in a timely fashion, or your child will not receive milk.

ONE CALL NOW

A database of phone numbers (and e-mails) is collected at the beginning of the year and uploaded to a notification system called One Call Now. We use this One Call Now system to send out mass notifications for reminders and school closings.

OUTSIDE ORGANIZATIONS

We respectfully ask that outside religious or fraternal organizations that are not in fellowship with the Wisconsin Evangelical Lutheran Synod and its Biblical doctrines not be promoted on school grounds. Any specific questions concerning these issues or organizations should be directed to the Pastor or Principal.

PARENTAL CONCERNS

Parental concerns shall be dealt with outside the regular school hours. In all cases, as Christians, we will proceed in the spirit of Matthew 18:15-17. Any question or concern should be directed first of all to the person or persons involved. If the matter is not fully resolved, it should then be taken before the Principal and, if necessary, before the entire Ministry of Education. The Ministry shall discuss the matter in order to arrive at a God-pleasing solution to the concern and respond appropriately.

PARENT-TEACHER CONFERENCES AND REPORT CARDS

Report cards shall be issued every Wednesday after the quarter has ended so parents can monitor their child's progress. Mid quarter reports will also be issued on the Friday after mid quarter. During the course of the year two regularly scheduled parent/teacher consultations shall be held at which time report cards will be discussed. These consultations will be held at the end of the first quarter and during the middle of the third quarter. If either parents or teacher feel additional consultation is necessary, arrangements will be made to conduct a conference after school hours. Parents are always welcome and are encouraged to visit the classrooms of the school. If you call ahead of time, arrangements can be made to make your visit more profitable.

PARENT / TEACHER ORGANIZATION

The Ministry of Education oversees a Parent/Teacher Organization (PTO) which meets at least three times a year. Its purpose is to provide for two-way communication between the faculty and parents interested in Lord and Savior's Lutheran School. All parents are encouraged to take part and to serve on one of the various committees within the PTO.

PARENT VOLUNTEERS

Lord and Savior Lutheran School is very happy to draw upon the resources of its parents who are willing to donate their time and talents to improve the quality of education provided at Lord and Savior. Parents may volunteer at any point during the school year. Please coordinate

with a teacher to ensure your volunteering efforts are most efficiently used. It is important to note that a parent indicating a willingness to volunteer should not feel obligated or pressured to do so if circumstances change (such as getting a new job, or moving inconveniently far from school.)

PIANO LESSONS

Piano lessons during the school day are offered on a private basis. If you would like your child to take piano lessons, please speak to the Principal. He will be able to direct you to the correct people to arrange the lessons.

PICTURES

Children will have individual pictures taken in the fall of the school year. Parents are under no obligation to purchase these pictures. The date and time of the picture taking will be announced well in advance.

PROPERTY DAMAGE

Our school property, including the building, textbooks, equipment, etc. is a gift from God. God gives us these things to use, not to destroy or damage. Damage includes writing in books. We ask that any damages done by a student either willfully or because of carelessness, be reimbursed to the school. In general, the students are expected to help take care of the school property and supplies.

RECESS

All students are expected to go outdoors at recess (weather permitting). We do go outside unless the weather is rainy or there are weather advisories. If, for reasons of illness, a child should remain indoors, parents are encouraged to keep the child at home to recuperate and prevent the spread of illness. In order to prevent illnesses, please be sure that your children are dressed in accordance with the weather. Your support in the dress code for outside wear is requested by the staff.

SCHOOL CLEANING

A cleaning service has been hired to come in and clean the school for the upcoming school year. They will clean the school once during the midweek, once on the weekend, and three times a year they will perform a deep cleaning of the school. This service cost is part of your registration fee. If the money is not received, the service may be cancelled and a weekly schedule of school families will share the cleaning duties.

In addition, the children are requested to share in school cleaning duties by keeping their desks and lockers clean. We expect full cooperation from the children in carrying out the cleaning tasks assigned to them.

SCHOOL CLOSINGS

Listen to local TV and radio stations (WGN 720 AM, WBBM 780 AM, STAR 105.5 FM, CBS, NBC, ABC, WGN, FOX, CLTV) for notification of winter weather school closings. Generally speaking, when our local school districts (47 and 155) are closed for inclement weather, our school will close also. Parents will be notified of school closings through our One Call Now notification system.

SCHOOL DIRECTORY

The Family Education Rights and Privacy Act (FERPA) allows schools to classify certain information as “directory information”. When so classified, the school has the right to disclose the information without the parental consent. Lord and Savior Lutheran Ministry of Education has classified the following information as “directory”.

1. Name
2. Address
3. Telephone Number
4. E-mail
5. Date of Birth
6. Family Members
7. Honors and Awards
8. Attendance
9. Participation in Extracurricular activities
10. Height and Weight of Athletes
11. Picture

Examples of where directory information might be made public are:

- 1-6 Information for a family directory, yearbook
- 7-8 School newsletters and local newspapers, yearbook
- 9-10 Sports programs
- 11 Yearbook/Website

Parents who object to having any one or more of the directory items made public should contact the Principal in writing, listing the areas they wish to remain private.

SCHOOL HOURS

The school day runs from 8:00 AM to 3:15 PM. Students are to be in their seats and **ready for class to begin at 8:00 AM**. Children arriving after receive a tardy. Children arriving before 7:45AM will be directed to the before school care program.

Parents should pick up their children promptly at 3:15 PM. Students not picked up by 3:25 will be sent to the after school care program. This program is provided at a charge of \$2.50 per half-hour per child. Parents will then need to come into the school to pick up their children. If an emergency keeps you from picking up your children by 3:15 PM, please call the school.

SCHOOL NOTES

Every Friday (or last day of the school week) during the school year, a classroom-specific note will be published and sent home. Once a month, a school-wide note will be published and sent. Please read this note. It is the means by which the school provides all important information to the parents during the school year. If you would like to suggest certain valuable articles on school topics during the year, please feel free to do so.

SCHOOL SAFETY

Our faculty will use their best judgment based on the circumstances to take reasonably necessary steps to ensure your child's safety at all times. If an emergency arises, the Principal or teachers will telephone a parent or someone designated by the parent. Therefore, the school will need your home phone number, cell number, the business phone of father or mother, and the phone number of a friend, neighbor, or relative who will assume the care and responsibility of your child. A form for gathering this information is provided via TADS. Changes must be made via your TADS account. In addition, contact the Principal or teachers with any changes or additions that need to be made during the year. This form will also be valuable if a child becomes sick at school and needs to be sent home. To further ensure safety, tornado drills, fire drills, intruder and stranger drills are also held on a regular basis.

Our school follows reporting requirements and other regulations as set forth by state and federal law. (water testing, asbestos inspection, fire inspection, health permits, etc.)

Our school doors will be locked at 8:15 AM. Any parent wishing to enter the school will need to use the telephone and the extension list provided to be let into the building. Classroom doors will also be locked during school hours.

Students are not to bring any knives, matches, lighters, illegal drugs, tobacco products, or any other dangerous weapon to school.

Weapons

A weapon is defined as any object that, by its design, use, intended use, or brandishing could cause bodily harm or property damage or could intimidate other persons. Weapons include, but are not limited to, firearms (whether loaded or unloaded, whether operational or not, and whether genuine or not), as well as knives and knife look-a-likes, chains, martial arts equipment, dangerous chemicals, and explosives. Items not designed as weapons will be regarded as weapons under this policy if their use causes another person bodily harm or property damage, or if the items are used with the intent of causing bodily harm or property damage, or if they are used to intimidate others. Such items include, but are not limited to, belts, sprays, pens and pencils, scissors, and other sharp objects.

Three Exceptions to the Policy

- A weapon under the control of a law enforcement officer acting in an official capacity.
- A weapon handled legally for the purpose of education approved by the school principal.
- A weapon used by an individual as a part of a program in the school zone approved by the principal or official designee.

Consequences of Violating this Policy

The principal and/or Ministry of Education will determine appropriate, logical consequences for violating this policy.

Consequences for **students** may include any or all of the following:

- Administering approved disciplinary practices and procedures.
- Notifying the Principal and/or Ministry of Education.
- Notifying parents, guardians, or legal custodians.
- Notifying law enforcement officials.

- Notifying the Illinois State Police through the School Incident Reporting System.
- Suspension from school.
- Recommendation for expulsion by the Ministry of Education.

Consequences for **non-students** may include:

- Notification of law enforcement official
- Notifying the Illinois State Police through the School Incident Reporting System.

SCHOOL SUPPLIES

Classroom teachers publish a list of supplies that each student needs to have in class on the first day of school. Please be sure to check with your children in order to replenish items as needed.

TELEPHONE/CELL PHONE USE

Student use of the school telephone will be limited to emergencies only (as determined by the teacher). Students are to make social arrangements at home before or after school. Please do not call and ask to talk with your child during the day due to disruption of class.

Students with cell phones at school are to have the phones checked in with the Principal and stored in the school office during school hours.

TRANSPORTATION

Lord and Savior Lutheran School does not provide transportation to and from school. We will assist parents who are interested in working out a car pool with others from their area or using public transportation.

UNNECESSARY ITEMS

Toys and Electronics

Music players and hand held video games should be kept at home and outside of the classroom/learning environment. Any item that becomes a nuisance and is, in the opinion of the teacher, unnecessary or detrimental to the education process, will be confiscated and returned to the child at the end of the school day. To ensure the safety of the children, we reserve the right to inspect student's desks at any time. Students may be asked to display contents of their backpacks upon request.

WORSHIP

Chapel

Chapel services are conducted at 8:30 AM on the last day of every school week (generally Friday). At this service the children bring their offerings which will be sent to a mission of the children's choice. What a wonderful opportunity for the children to give their money for the support of the work of the church! Parents are always encouraged and invited to attend chapel services with their children each week.

Church Attendance/Singing

In addition to regular attendance at school, the Lord expects all children to worship regularly. They may do so by attending Lord and Savior Evangelical Lutheran Church or a sister congregation. Such faithful church attendance will honor the Lord and His Word; underscore the

message of God's Word that is part of daily school attendance; draw families closer together; and build good worship habits for the future. Church attendance will be taken weekly and will be reported on the report card.

When the children are scheduled to sing in church, all are required to attend. If your child(ren) cannot attend, a verbal excuse is required before we sing. Sickness may be excused on the following school day. Unexcused absences from singing will be treated the same as unexcused absences from school. (See "School Attendance and Absences")

When the children are scheduled to sing in church, we ask that they are dressed in the provided Lord and Savior polo shirt.

Junior Choir

Students may participate in Junior Choir starting in middle grades. This choir is an additional opportunity for students to use their talents to glorify worship. Junior Choir meets twice a week during school.

Mission Offering

Special mission projects of our Wisconsin Evangelical Lutheran Synod and congregation are supported during the course of the year. A weekly offering will be received during the chapel service of each week.