



Immanuel Lutheran School

2018-2019

## Parent – Student Handbook

*“Immanuel exists to call students into a personal relationship with Jesus Christ, to move them to active discipleship in a Christian congregation, and to equip them to be effective witnesses in the community.”*

(Revised 06/12/18)

*Dear Parent/Guardian,*

***Welcome to Immanuel Lutheran School. I look forward to a great 2016-2017 school year. The Parent-Student Handbook is your guide to Immanuel. Please read it carefully.***

***The policies and procedures in the Parent-Student Handbook provide for the orderly operation of Immanuel Lutheran School. While every attempt was made to anticipate all situations, it is recognized that some situations are beyond the scope of this handbook. For those situations, teachers, principal, and Board of Christian Education will consult and develop policies and procedures as they appear. When or if new policies or procedures are developed and implemented, written addendum to The Parent Handbook will be sent to each family. Additions to the handbook will be highlighted and underlined.***

***In addition, every attempt was made to ensure that the items in the Parent Student Handbook are in agreement with the Policy Manual of Immanuel Lutheran Church and the CCDC and School Policy Manual. If a discrepancy occurs the Policy Manual of Immanuel Lutheran Church and the CCDC and School Policy Manual override the items set forth in the Parent Student Handbook.***

***As a condition of enrollment at Immanuel, parents/guardians agree to abide by the policies and procedures contained in this handbook.***

***God bless you and your family during this school year!***

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## **PURPOSE**

The purpose of this handbook is to acquaint the parents and children of Immanuel Lutheran School with our policies and practices enabling the faculty and staff to offer a quality Christian education. It is presented with a prayer that it may serve for a better understanding of our school program. Policy and procedures described in this handbook are subject to change by Immanuel's Board of Education. Notice will be given of such changes. It is important for

parents to discuss the various items with their children so that all may know the policies of the school.

## **MISSION**

Immanuel Lutheran School, a ministry of Immanuel Lutheran Church, exists to call students into a personal relationship with Jesus Christ, to move them into active discipleship in a Christian congregation, and to equip them to be effective witnesses in the community. Immanuel Lutheran School strives to direct the educational experiences of its students while developing their talents to their greatest potentials, so that they may fulfill God's plan for service in our world.

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

*Proverbs 22:6*

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS AND EMPLOYEES**

Immanuel Lutheran School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, religion, and national and ethnic origin in administration of its employment or educational policies, admission policies, financial aid policies, athletic and school-administered programs.

## **PHILOSOPHY**

We believe that education at Immanuel Lutheran School must equip our students for a life of praise to God. Therefore, we teach the Bible and by the Spirit of God working in us, share the truth that God created the world, that man fell into sin, and that God in love sent His Son, Jesus, to redeem fallen mankind. We believe that God is love and that this love reaches down from God to all mankind. We further believe that the prime function in this life is to serve God by spreading the Gospel of Jesus Christ by word and actions.

### **Spiritual**

We hope that each child receives an awareness of his relationship to God, who has redeemed him from his sins. It then follows that each child, in response to God's redeeming love, lives a consecrated life of service, forgives others as God has forgiven him, and patterns his life after the life of Christ.

### **Intellectual**

We believe that the child should develop mental abilities to his greatest potential under the guidance of the Holy Spirit, so that he can better understand Scripture and more effectively love others, himself, and God.

### **Moral**

We believe that a child needs adults with whom he can daily identify with and from whom he can learn. Within this context he can learn self-love and self-respect. Immanuel Lutheran School is to bring to him the great love of God and His plan of salvation through Jesus Christ.

### **Social**

We seek to train the child in such a way that he will become a concerned and loyal member of his family, community and country.

### **Physical**

We strive to instill a proper respect for the child's physical body.

## **OBJECTIVES**

Immanuel Lutheran School will develop purposeful activities to guide the students in development of their spiritual, intellectual, moral, social, and physical potentials.

1. There will be experiences to develop the *spiritual* potential of the students so that they may:
  - Come to know Jesus.
  - Strengthen their faith in God.
  - Develop a mature prayer life.
  - Obtain a thorough knowledge of God, His love and His word.
  - Recognize their sin and the need for salvation.
  - Rely upon God for both spiritual and earthly blessings.
  - Desire to lead others to the Savior.
  - Serve through stewardship of time, talent, and treasure in a Christian congregation.
  
2. There will be experiences to develop the *intellectual* potential of the students so that they will:
  - Acquire knowledge and skill through Immanuel's curriculum.
  - Develop an inquiring mind, independent thinking, and desirable study and work habits.
  - Evaluate all human knowledge in the light of the Bible.
  - Develop an appreciation for the benefits of leisure time interests, pursuits, and their effect upon a productive adult life.

3. There will be experiences to develop the **moral** potential of the children so that they:
  - Learn the standards of society in which they live.
  - Acquire an understanding of the decisions which lead to good or bad behavior.
  - Develop a conscience which guides them to self-discipline and positive character.
  - Understand that what is acceptable to society may not be pleasing to God.
  - Strive to lead a God pleasing life.
  
4. There will be experiences to develop the **social** potential of the students in which they become aware of:
  - Their rights, responsibilities, and privileges as members of a multicultural society and as citizens of the United States of America.
  - Their obligation to serve their community and country through useful and active citizenship.
  - Their responsibilities to family, friends, and associates.
  - Their uniqueness in the eyes of God and that all other people are also unique in the eyes of God.
  
5. There will be experiences to develop the **physical** potential of the children where they learn to:
  - Regard their bodies as the “temple of the Holy Spirit”.
  - Acquire and maintain desirable physical health habits.
  - Discover and respect the physical abilities and limitations of themselves and others.

## **ADMISSIONS/ENROLLMENT**

Immanuel Lutheran School is a school for all children desiring a Christian education. Children entering the 3 year old Pre-Kindergarten must be 3 years old by September 1 of the current academic year for which they are enrolling.

Children entering the 4 year old Pre-Kindergarten must be 4 years old by September 1 of the current academic year for which they are enrolling. Children entering Kindergarten must be 5 years old by September 1 of the current academic year for which they are enrolling. Children entering First Grade must be 6 years old by September 1 of the current academic year for which they are enrolling.

New student applications must be approved by the Education Administrator. All students (returning and new) are accepted on a probationary status for 30 days. The Board of Education renders final approval/disapproval. Immanuel Lutheran School is not equipped to serve severely handicapped children, nor is it an institution for serious disciplinary cases.

In the event that enrollment surpasses classroom capacity, the following guidelines will be followed.

- Currently enrolled students.
- Immanuel Church families that are not currently enrolled in the school.
- Siblings of current students.
- Members of other LCMS churches.
- All others.

## **PROOF OF AGE**

Pursuant to Illinois law, all students entering any grade at Immanuel for the first time must, within 30 days of the first day of school, present an **ORIGINAL BIRTH CERTIFICATE** from the courthouse to the office to complete the application process. The certificate will be copied by the school with the original returned to the parent.

On the failure of a person to comply with this policy, Immanuel will notify that person in writing that, unless that person complies with this policy within 10 days, the student will not be able to attend class until such time that all correct documentation has been received by Immanuel.

Immanuel Lutheran School must report to local law enforcement authorities any birth certificate received by the school which appears inaccurate or suspicious in form or content.

## **ACCREDITATION/RECOGNITION**

Immanuel is accredited by the National Lutheran School Accreditation Board. This agency ensures that schools meet NLSA requirements and are engaged in ongoing school improvement initiatives. Immanuel meets all State of Illinois requirements and is a fully recognized non-public school by the Illinois State Board of Education.

## **COUNSELING**

Students and their families that are in need of pastoral counseling will be referred to the pastor of Immanuel Lutheran Church. Those who need additional counseling (mental health, grief/loss recovery, abuse, etc.) will be referred to FHN Family Counseling Center, New Horizons, Lutheran Social Services or other counseling center.

## **CURRICULUM**

Immanuel strives to be a school of academic excellence. The written curriculum is devised from the NID-LCMS Curriculum Guides as well as the ISBE Learning Goals and Objectives. The

curriculum is reviewed and revised on a regular basis. The written curriculum is available in the school office for your review. A strong curriculum must have textbooks and materials that align to and support it. Therefore textbooks are adopted that align to and support the written curriculum. Most of our textbooks come from secular companies. As quality Christian textbooks become available they may be incorporated into the curriculum.

**Religion** shall include but is not limited to Worship, Bible Study, Catechism, Confirmation instruction and Memory Work, and Service Projects. Immanuel Lutheran School is a Christian school and all students are required to complete all aspects of our curriculum, including religious training.

**Language Arts** includes reading, English, spelling, literature, and handwriting.

**Mathematics** includes basic mathematics, set theory, and pre-algebra.

**Social Studies** includes geography, history, citizenship, current events, church history and career education.

**Science** includes general science, health, first aid, nature study, outdoor education and sex education.

**Musical Arts – Curricular area being revised.**

**Visual Arts:** Instruction in the use of various media, including but not limited to, drawing, painting, stitchery, and ceramics.

**Academic Fair:** Students are expected to develop projects in any one of the above areas for the yearly academic fair.

**Physical Education:** Includes a wide-range of physical activities intended to enhance the development of the body while complementing the spiritual and academic growth.

**Technology** instruction is done within the computer lab and in the classroom.

## KARE-9 DOG POLICY

### Kare-9 Dog Visitation Procedures

#### Beginning the 2017-2018 School Year

In accordance with the “Animals on Immanuel Property Policy”, Kare-9 Dogs are allowed at Immanuel School by invitation of Immanuel’s Education Administrator. The dogs and their handlers will be available for visits from any student who wishes to interact with them. There will always be a school employee accompanying them during their visit when school children are present.

#### 1. Visits During The School Day

The Kare-9 dogs and their handlers will be on campus various times throughout the year. They will be located either at the back doors of the school, in the gym, lunchroom, or behind the double doors going into the upper grade hallway for students, teachers and staff to interact with them. No child will be forced to interact with the dogs. Parents should notify the office and classroom teacher if their child is allergic or afraid of dogs, or just prefer that their child not interact with the Kare-9 Dogs.

## 2. Classroom Visits

Teachers may request a classroom visit from the Kare-9 Dogs and their handlers. The request must be made to the Education Administrator. Requests will be granted only if there are no children in the classroom who are allergic to dogs, afraid of dogs, or parents just prefer that their child not interact with the dogs or at another location separate from the child who wishes not want to interact.

## 3. Chapel

“Only Kare-9 Comfort and Service Dogs are allowed in the sanctuary and shall be restricted to one of the back pews. In an instance of allergies and fear of dogs by a parishioner (student), the person who is allergic (or fearful) will be accommodated by helping them find a seat at greatest distance from the animal.” - Animals on Immanuel Property

For school chapel services the dogs and their handlers will be seated before the children arrive or after the children have been seated, and will wait until all the children leave before they leave their pew.

## 4. Extra-Curricular Events

Kare-9 Dogs and their handlers are welcome to attend all extra-curricular school events. In the event that a child is present who is allergic to or afraid of dogs, the parent should notify the event leader (Athletic Director for Athletics, Teacher Liaison for PTL, or Administrator) who will ask the handlers to relocate the dog to a different location in the building.

## Dismissal

School is dismissed at 3:20 and school doors will not be opened until 3:20. 5<sup>th</sup> – 8<sup>th</sup> grade students leave through the west doors adjacent to the upper grades classrooms hallway. K-4<sup>th</sup> students leave through the west doors adjacent to the lower grades classrooms hallway. Parents are encouraged to pick-up their children via the car line. For the safety of your child, please follow staff directions. Teachers will escort the K-4 students to their car. If you must get out of your car use the parking spaces at the south or west sides of the parking lot. Students crossing to the parking spaces must use the marked cross walk.

## FINANCES

Tuition and fee payments must be by the first of the month (July –May). Late fees are charged for late payments. Additionally, Immanuel has a Tuition Collection Policy passed by the Immanuel’s Governing Board that must be followed. A summary of this policy is below.

30 Days Past Due – Contact by email and phone from Immanuel’s bookkeeper.

45 Days Past due – Second Contact by email and phone from Immanuel’s bookkeeper.

60 Days Past Due – Contact by email, phone and letter from Immanuel’s Education Administrator indicating that the child(ren) will not be allowed to attend classes until the past due balance is paid. CHILDREN WILL NOT BE ABLE TO RETURN AFTER CHRISTMAS AND EASTER BREAKS IF THERE IS AN UNPAID BALANCE.

## **FLAGGING OF STUDENT RECORDS**

1. Upon notification by the Illinois State Police or local law enforcement of a child’s disappearance, who currently is or was previously enrolled at Immanuel Lutheran School, the school shall flag the record of the child so that when a copy of or information regarding the child’s record is requested, the school shall be alerted that the record is that of a missing child. The school shall immediately report to local law enforcement or the Illinois State Police any request concerning flagged records or any knowledge as to the whereabouts of any missing child.
2. Upon notification from the Illinois State Police or local law enforcement, of any missing child who has been recovered, the school shall remove the flag from the child’s record.
3. Upon enrollment of a student for the first time at Immanuel the school shall notify in writing the person enrolling the student that within (30) days the person shall provide
  - a. An original copy of the student’s birth certificate or
  - b. Other reliable proof of the student’s identity and age, and an affidavit of the inability to produce a copy of the birth certificate.
4. Upon the failure of a person enrolling the student to comply with this section, Immanuel will notify the person in writing that unless he complies within (10) days the case shall be referred to the Illinois State Police or local law enforcement officials for investigation. If compliance is not obtained within the (10) day period, the school shall so refer the case. Within (14) days after enrolling a transfer student, Immanuel Lutheran School shall request directly from the student’s previous school a certified copy of the student’s record.

## **Governance**

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church. Immanuel Lutheran School functions under a policy based governance structure. Immanuel’s Education Advisory Committee in consultation with Immanuel’s Education Administrator make policy recommendations in the form of motions to Immanuel’s Governing Board. The Governing Board than approves or rejects these motion. In some instances, the Governing Board sends motions to Immanuel Lutheran Church’s Voters Assembly for final approval. The preceding is a very brief review of the governance structure. For a complete description of Immanuel

Lutheran School's governing procedures, parents may view the Constitution and Bylaws of Immanuel Lutheran Church and The Policy Manual of Immanuel Lutheran Church. Immanuel's Education Administrator is charged with carrying out the policies and procedures established by Immanuel Lutheran Church. The Education Administrator carries out the day to day operations of the school and reports to the senior pastor of Immanuel Lutheran Church.

Education Advisory Committee Meeting: Second Monday of the Month @ 5:30 pm.

Governing Board Meeting: Third Monday of the Month @ 7:00 pm.

## HOMEWORK

Homework is an integral part of Immanuel Lutheran School and is assigned to aid the student in learning to be a disciplined person and to advance to their studies. Homework is considered to be both vital and necessary. **Teachers may or may not allow students to make homework corrections for credit.**

## HOMEWORK POLICY

When assigning homework, teacher should remember

- to articulate the purpose.
- no busy work.
- different children work at different speeds.
- a guideline is ten minutes per grade per night.
- to teach study skills to parents and students
  
- to provide for those who may have individual challenges: tutoring before/after school and CCDC providing time for homework, differentiate assignments based on student ability level
- to stress proper English on homework
- comments are as important as the grades
- the consequences will increase gradually and be age appropriate
- to be proactive in notifying parents of missing or incomplete homework prior to taking action.

Child/Parent Expectations

- A guideline for homework is ten minutes per grade per night.
- We expect students or parents to be proactive in informing teachers of individual challenges; for example: incomplete homework because of family emergency or homework struggles.
- Children and Parents should stress the use of proper English on homework.
- The consequences will increase gradually and be age appropriate for incomplete/late work.
- They are student athletes. We are students first, other activities are secondary. Homework is a priority.
- Vacations during the school year are discouraged. Vacation homework will be given upon return. Students will have one day per day missing to complete homework.

- Homework for sick children will be available at the end of the day. Students have one day per day sick to complete homework.
- We encourage parents to be a homework facilitator. Parents do this as follows:
  - Help set up a consistent organized place for homework to be done.
  - Encourage, motivate, and prompt your child, but do not sit with him/her and do the homework with him/her. The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by himself/herself, please contact the teacher.
  - If your child is practicing a skill, ask him/her to tell you which steps are easy for him/her, which are difficult, or how he/she is going to improve. If your child is doing a project, ask him what knowledge he is applying in the project. If your child is consistently unable to talk about the knowledge he/she is practicing or using, please call the teacher.
  - When bedtime comes, please stop your child, even if he/she is not done

### **3<sup>rd</sup> – 4<sup>th</sup> Homework Policy**

#### **3<sup>rd</sup> grade**

Students receive 5 minutes off recess everyday their purple folder is not handed in.

Students who don't finish daily work will stay in for recess to complete it.

A star is given to the class when everyone hands in their purple folder.

#### **4<sup>th</sup> grade**

Homework is collected at the beginning of the day.

Students with late assignments miss recess for the day.

Excessive late assignments will receive a working detention at teacher's discretion.

### **5<sup>th</sup> - 8<sup>th</sup> Homework Policy**

Middle School students are responsible for completing their homework. Students are expected to hand in their homework on time, which includes coming to class with completed homework. Late homework includes but is not limited to incomplete assignments; left at home, locker, etc.; and not with child when collection is being done. Organization and time management are expected. Students are responsible to keep track of any late assignment that is missing or outstanding. The teacher is not required to make late assignment lists.

#### **5<sup>th</sup> grade**

Late assignments will receive 10% off final grade when handed in.

Assignments are collected per on due dates. Students will sign late assignment book.

A free homework pass will be given to students who have 3 or less late assignments for the quarter.

#### **6<sup>th</sup> grade**

Late assignments will receive 10% off final grade when handed in.

Assignments are collected on due dates. Students will sign late assignment book.

A free homework pass will be given to students who have 3 or less late assignments.

### 7<sup>th</sup> – 8<sup>th</sup> grade

Late assignments will receive 20% off final grade when handed in.

A free homework pass will be given to students who have no late assignments for all teachers.

## Home – School Communication

Positive home-school communication is an essential part of the Christian education process. It is the intent of the faculty and staff of Immanuel Lutheran School to invite and encourage positive communication between parent/guardian and faculty/staff. Teachers communicate through weekly classroom newsletter, Class Dojo, email, phone calls and notes home.

Immanuel Lutheran School communicates through the Lancer Ledger, Constant Contact, text messaging, email and phone calls. It is important that Immanuel's school office has accurate information (phone number and email) of where you can be reached.

Parents are encouraged to contact a teacher, and arrange for an appointment if necessary, when they have a concern regarding their child's spiritual, academic, or social welfare. Since teachers are very busy at the beginning of the day, it is best to make these appointments after school.

- A. Concerns About Classroom Procedures
  1. Contact the teacher to discuss the situation.
  2. If the parent/teacher conference does not resolve the concern, the parent or teacher may request a joint conference with the Education Administrator.
  3. Upon request, the Education Administrator will arrange for a conference to include the parent, teacher, and administrator at the earliest possible date convenient to all.
  4. If the concern is still unresolved it may be referred to Immanuel's Education Advisory Board.
  
- B. Concerns about school policy.
  1. Contact the school office to arrange a conference with the Education Administrator.
  2. If the concern is still unresolved it may be referred to Immanuel's Education Advisory Board.

## PROMOTION AND RETENTION

Advancement of pupils to the next grade is done on an annual basis. Promotion and retention are based on the child's age, ability to work at a given grade level, attendance and behavior. The final decision to promote or retain a student shall rest with the Education Administrator after receiving information from parents/guardians, teachers and other appropriate school personnel.

Since most schools group children under a grade classification system, advancement of pupils is done on an annual basis. Annual promotion usually indicates achievement of minimum grade level expectations.

Retention in the present grade level may occur if the school, in consultation with the family determines it is in the best interest of the child. The school reserves the right to recommend retention or to not enroll a student for the following year if it is felt that the school cannot meet the learning needs of the child. When possible, parents will be informed of the possibility of retention by the end of the second quarter of the school year with a decision to retain a child by the end of the third quarter

## **ATTENDANCE**

The calendar for the school year is planned in conjunction with the calendar of FSD 145. Immanuel conforms to the requirements of the state in regard to the number of school days.

Regular attendance is absolutely necessary if the student is to achieve success in school. It is not only important for the student's academic success but also builds proper attitudes toward job responsibility. Absences because of emergencies or illness will be excused. Families are discouraged from scheduling vacations while school is in session. **Teachers are not required to give homework assignments to students who take vacations while school is in session.**

All absences must be called in by the start of the school day by a parent or guardian. The office will contact the home, if no call is received. A child who arrives after 10:00 am or leaves before 2:00 pm is considered absent for ½ day.

**Since it is the view of the faculty and administration that lack of attendance for whatever reason takes a great deal away from the learning experience, any student who misses more than 25 days of school during the school year may be considered for retention or be required to receive summer tutoring to ensure promotion to the next grade.**

## **GRADUATION REQUIREMENT**

**Eighth grade students must maintain no lower than a D- average in all subjects and have passed the Federal and State Constitution Tests to be eligible for graduation.**

## **TARDINESS**

Students not in their seat at the bell are considered tardy. Bus, medical, or weather related issues are considered excused. **Five unexcused tardies in a quarter may result in contact from the school administrator. Excessive tardiness may be considered truancy and will be handled as such.**

## **DRESS CODE**

It is the philosophy of Immanuel that students should acquire not only an understanding of subject matter, but also a realization that becoming educated for adult life means developing

acceptable patterns of deportment, dress and grooming. The administration reserves the right to define such terms as: good taste, neatness, cleanliness, and safety apparel.

Chapel day is a special day at Immanuel. It is held on Wednesday. All students are strongly encouraged to dress up for chapel. Students may change at recess, if necessary.

### **Boys K-8**

1. Shirts with tails will be tucked in.
2. Pants are to be neat/clean/hemmed **with no holes/tears manufactured or due to wear.**
3. Shoes are to be worn at all times. No clogs or flip flops.
4. Socks are required in P. E. class.
5. **Hair color must be a naturally occurring hair color.**

### **Girls K-8**

1. Blouses shall portray modesty.
2. Skirts/slacks are to be neat/clean/hemmed **with no holes/tears manufactured or due to wear.**
3. Shoes are to be worn at all times. No clogs or flip flops.
4. Socks are required in P. E. class.
5. **Hair color must be a naturally occurring hair color.**

### **Not Allowed**

1. Any garment with writing or pictures of a questionable nature.
2. Tank tops as an outer garment in grades 3-8.
3. Any ill-fitting or see-through clothing.
4. Jewelry must be small. For safety reasons, no hoop earrings allowed and dangle earrings maximum of 1 inch.
5. Hats in the building when classes are in session or during formal activities.
6. Sweatpants as school apparel in grades 3-8.

### **All Grades**

1. Boots, gloves, caps, jackets, and snow pants or a change of pants are required for sledding. Children should be prepared to go outside for recess daily. Exceptions occur when the temperature is below 20 degrees.
2. Boots are required to play in the snow.
3. Fingertip length, hemmed, neat shorts may be worn.
4. Hygiene is a health issue. Parental guidance is needed in this area, especially as children reach puberty.

If dress code violations occur on a repeated basis, the teacher will discuss the issue privately with the student and parent. If this does not resolve the issue, the student is subject to consequences outlined in the Discipline Policy.

Students may be asked to change into appropriate available clothing such as a PE shirt or call a parent for a change of clothing.

## INTERNET POLICY

Use of technology at Immanuel is a privilege extended to individuals who wish to enhance their learning experiences. It is expected that users will broaden their intellectual horizons through internet use. Familiarity with the process of information retrieval is also a valuable skill.

Appropriate use of technology requires that students:

1. Work directly with the teacher, teacher aide, or volunteer.
2. Pursue intellectual or spiritual endeavors only.
3. Have any email transmissions pre-approved by the teacher.

Inappropriate use of the internet will have serious consequences. Consequences may include loss of internet privileges, detention, suspension and/or expulsion, and if appropriate subject to law enforcement investigation and prosecution.

Students shall not:

1. Use any internet services with direct teacher, teacher aide or volunteer supervision.
2. Use any digital device (computer, iPad, phone) to view or transmit any information or Transmission generally considered inappropriate in a Christian school setting.
3. Print information from the internet with the intent to plagiarize or cheat.
4. Use the network to transmit discriminatory remarks or hate mail, harass, or pursue any other anti-social behavior.
5. Install software, as this might introduce computer viruses or place the school in violation of copyright laws,
6. Access, copy, move, or delete other user's files.
7. Enter "chat rooms" **or access social media sites.**
8. Modify configurations, such as screen or page set-ups.
9. Pursue any commercial uses of the internet.
10. Hold the teacher, aide, volunteers, school or Immanuel Church, liable for any materials retrieved from the internet.
11. Transmit email without prior approval by the teacher, aide, or volunteer.
12. Print information from the internet without the prior approval by the teacher, aide, or volunteer.

Furthermore, before a student may use the internet or **iPad** he or she must sign an agreement to abide by the internet **and iPad** use agreements. His or her parents must also sign the agreements and accept responsibility for his or her child's behavior in this regard.

## CONDUCT DURING SCHOOL SPONSORED ACTIVITIES

The rules and regulations of our own school behavior are the standards for behavior for Immanuel students in all school activities. At all times students should remember they are Disciples of Christ and representatives of Immanuel Lutheran School. Their behavior must reflect these values. In the same manner, parents and guardians must remember that they too represent our Savior, their family, and Immanuel Lutheran School. As parents support their child(ren) by attending athletic events and other extra-curricular activities, Christian adult behavior must be a role model for the children. Nothing less is acceptable.

Unacceptable behavior on the part of the student will be handled according to the school disciplinary policy. Unacceptable behavior by the adult could be cause for removal for the activity/event immediately and for a period of time to be determined by the administration.

### DISCIPLINARY POLICY

The acquisition of Christian attitudes, self-control, orderliness, and efficiency is a prerequisite for learning of any depth, quality, and significance. Further, a faculty and student body committed to Christ must function as the “Body of Christ” and an “Oneness” that is growing and dynamic because of the redeeming action of God’s Son (I Corinthians 12, Romans 12, Galatians 3:27-28. Love, the gift of God through the Gospel, must transform us with a new love-powered behavior that prompts one to behave in line with “the good of the whole body.”

The authority of parents over their own children is naturally regarded as supreme. Just as children are to, “obey their parents in the Lord” (Ephesians 6:1), when they are released into the custody of the school, children are to obey their teachers. Home-school relationships must be of essential agreement, cooperation and trust, if the pupil-teacher relationship is to be beneficial.

### GENERAL RULES FOR ALL STUDENTS

1. Christian love guides all behavior in and out of the classroom. Students are to practice Christian love towards one another, be obedient, respectful, attentive toward teachers, and observe Christian stewardship in the use of time, talents, and possessions. Students are to maintain good order at all times, promote and preserve cleanliness, be courteous and kind to classmates, teachers, staff, volunteers and visitors. Students are to respect one another’s rights, cooperate with classmates and leaders in group activities and reveal good sportsmanship at game.
2. Students are encouraged to discuss school problems with their teacher, school administrator, or pastor.
3. Students are expected to be honest and truthful.
4. Students owe implicit obedience to teachers and those in authority over them according to the Fourth Commandment.
5. Students are expected to be respectful to all teachers, staff, volunteers and visitors.

6. Students are expected to follow teachers' directions when they leave they are required to leave the room.
7. Students are not to accept transportation without the knowledge and consent of parents, guardians, or teachers.
8. Students are to notify a teacher or the school administrator once a stranger appears on the premises.
9. Students are not to deface or destroy school property.
10. Students are responsible for damage or loss of school owned books and will be required to replace them or pay for damages.
11. Students are to cover hardbound books.
12. Students may ride bicycles to and from school. Bicycles are not to be ridden on school grounds. Students are required to park bicycles in the bike rack and should chain and lock the bicycle to the bike rack.
13. Gum chewing is not permitted on school grounds before, during, or after school.
14. Students may be cell phones to school but they are to be turned off and kept in the lockers during the school day unless the child receives specific permission from the teacher.
15. Students are to walk at all times while inside the school (gym excluded) and church.

### ***DISCIPLINARY REFERRALS***

Classroom teachers in consultation with the administrator will issue Disciplinary Referrals for the following behaviors.

1. Repetitive classroom behavior judged inappropriate by the classroom teacher.
2. Repetitive dress code violations.
3. Running in the halls or cafeteria.
4. Inappropriate language.
5. Being in an off-limits area (such as the art room) without permission.
6. Lying to a teacher, staff member or volunteer.
7. Cheating or plagiarism.
8. Insubordination (refusal to obey an authority figure, talking back, obscene gestures etc.)
9. Fighting, rough play, or intentional physical hurting.
10. Destruction or defacing school property.
11. Disruptive or uncooperative behavior.
12. Bullying, threatening, or harassment, including cyber bullying, use of graphic language, images, or photography.
13. Encouraging inappropriate behavior in others.

### **DISCIPLINARY REFERRALS/DETENTIONS/SUSPENSION**

1. Warning Disciplinary Referral – The referral will be sent home and the teacher issuing the referral will call home to discuss the incident with the parent/guardian. In order to

attend class the next day the referral must be signed and returned to school the next school day.

2. First Disciplinary Referral – The referral will be sent home and the teacher issuing the referral will call home to discuss the incident with the parent/guardian. The referral will be signed and returned the next school day.
3. Second Disciplinary Referral – The referral will be sent home and the teacher issuing the referral will call home to discuss the incident with the parent/guardian. The referral will be signed and returned the next school day. The student will be issued an After School Detention. The detention will be served the next school day from 3:30 – 4:30. If a student in detention is not picked up by 4:30, the student will be sent to After School Care at the parent’s/guardian’s expense.
4. Third Disciplinary Referral - The referral will be sent home and the teacher issuing the referral will call home to discuss the incident with the parent/guardian. The referral will be signed and returned the next school day. The student will be issued an After School Detention. The detention will be served the next school day from 3:30 – 4:30. If a student in detention is not picked up by 4:30, the student will be sent to After School Care at the parent’s/guardian’s expense. The administrator will call to discuss the referral with the parent/guardian.
5. Fourth Disciplinary Referral – The referral will be sent home and the student will be issued two after-school detentions. The referral will be signed and returned the next school day. In addition to the detentions, the parent/guardian and student will be required to meet with the classroom teacher and administrator regarding steps to hinder further disciplinary problems.
6. Fifth Disciplinary Referral – The student will issued a one day “out of school” suspension and the administrator will bring the recurring offenses to the attention of the Board of Christian Education to determine other disciplinary actions including possible expulsion. The administrator will contact the parent/guardian regarding suspension.

Students start each quarter with a clean disciplinary record. However the above steps do not necessarily dictate the sequence of when and what type, if any, suspension will occur. Severe or repetitive disciplinary cases will be handled immediately and not necessarily follow the disciplinary referral order. The administrator reserves the right, along with the teachers, to handle certain cases as deemed necessary. Students who receive an After School Detention or Suspension are not allowed to participate in athletic or other extra-curricular events (including practices) for the day of the detention or suspension.

## **CORPORAL PUNISHMENT**

Immanuel’s administrator, teachers, and staff are never to administer corporal punishment.

## **MESSAGES AND OTHER ITEMS FROM PARENTS**

Messages to students – Please call the school office. Office staff will deliver the message in a timely manner. Other items from parents – Parents bringing homework, lunches, P.E. clothes, etc. should leave the item in the school office. Students will come to the office to pick up the item. For the safety of

students and staff, school doors are locked at 8:40 and will remain locked until 3:20. Anyone wishing to visit the school during school hours must sign in at the school office.

## **PROBATION**

All new and returning students are enrolled on a 30 day probationary status.

## **TOBACCO, ALCOHOL, DRUG POLICY**

Pursuant to state law, the use of tobacco, alcohol or any illegal drug is prohibited on the campus of Immanuel Lutheran School, (school sponsored activity) or any other school. Any student using or distributing tobacco, alcohol, or illegal drugs on school grounds or at a school sponsored activity in another location will receive an immediate out-of-school suspension lasting from 1 to 10 days. The student, his or her parent (guardian) and school administrator must discuss the situation prior to the student being allowed to participate in any future school activities. In addition, the local law enforcement authorities will be notified. This is necessary because of Illinois law and the severity of the offense. A violation of this magnitude could result in permanent expulsion as issued by Immanuel's Board of Christian Education.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Immanuel Lutheran Church and School to strictly prohibit any conduct or speech that constitutes sexual harassment by an employee (worker) or non-employee (student, parent, vendor, or visitor). This policy is based on Title VII of the 1964 Civil Rights Act and subsequent court decisions.

Employees (workers) and non-employees (students, parents, vendors, or visitors) who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to church/school authorities. Any employee or non-employee who believes that he or she has been subjected to repeated or abusive sexual harassment shall report, in confidence, the conduct to the school administrator (or pastor) who will thoroughly investigate the incident and will present the investigated incident to the appropriate governing board. The board members will decide the appropriate action the situation warrants. This could include termination of employment contract, call, student enrollment and possible reporting to law enforcement authorities. It is the responsibility of each employee and non-employee to respect the rights of other employees and non-employees to respect the rights of other employees and non-employees. Individuals found to have made false or frivolous charges will also be subject to disciplinary action up to and including dismissal/expulsion. Sexual Harassment, as prohibited by this policy, will not be tolerated.

## **BATTERY**

In accordance with the Illinois School Code, the administrator will immediately notify local law enforcement officials of written complaints of battery committed against school personnel at

the school. In addition, the administrator will notify the Illinois State Police within three days of the incident through the School Incident Reporting System.

## **WEAPONS**

Any Immanuel student found to be in possession of a knife, firearm, or any instrument believed to be a weapon will immediately be suspended with the possibility of expulsion. The length of the suspension is determined by the administrator, Board of Christian Education in consultation with the child, parent and other staff members. Appropriate law enforcement agencies will be contacted.

## **EXPULSION**

The Education, in a duly lawfully called meeting, shall carry out any expulsion of a student. Suspension and Expulsion could be consequences for behaviors such as fighting, continued disobedience, theft, cheating, an excessive amount of detentions, possession or use of alcohol, tobacco or drugs, bringing a weapon to school, abusive written or spoken language, and other behaviors which threaten the safety of the students, faculty, and staff or disrupt the teaching-learning situation.

## **BEFORE AND AFTER SCHOOL CARE**

Immanuel offers before and after school care for those needing extended hours of care for their children. Before School Care starts at . After School Care ends at . This program is housed in the lower level of the school building and is best accessed by parents through the Church Street parking lot. Children brought in before school are taken upstairs at 8:30 by the Child Development Care staff. Children staying after school are met outside the gym at 3:15 by Child Development Center staff.

The Before and After School Care program provides a safe, supervised place for your child before and/or after school. In the morning, children can bring a breakfast and eat it before school. An afternoon snack is provided for children attending after school care. Below is a general outline of the afternoon schedule.

1. Children play outside or in the gym during the first ½ hour.
2. Snack time.
3. Quiet time for homework- approximately ½ hour.
4. Remaining time used for crafts, games, computer time, etc.

The program is open on days when school is not in session, including Christmas and Easter breaks. Morning and afternoon snacks as well as lunch are provided for the children in the program when school is not in session.

Sign-up sheets are posted in the School Aged Youth Room two weeks in advance of the “No School” day. Parents are asked to sign up so that we have the appropriate number of staff and

activities for the children. If a child has been signed up for a given day and they do not use the program for that day, appropriate charges will be applied to the parent's/guardian's account. We also, offer drop-in usage which is as needed use. The fee will be charged per usage. Families that use Before and After School Care on multiple mornings or afternoons pay by the week.

## **GRADES REPORTING**

Parents are encouraged to check their child's grades on a regular basis via Gradelink. Mid-terms and Report Cards are sent home quarterly. Parents are encouraged to speak with their child's teacher on a regular basis to discuss schoolwork or to share information pertinent to their child's education.

### **GRADING SCALE – GRADES 1-8**

<b>A+</b>	<b>100+</b>
<b>A</b>	<b>93-99</b>
<b>A-</b>	<b>90-92</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>83-86</b>
<b>B-</b>	<b>80-82</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>73-76</b>
<b>C-</b>	<b>70-72</b>
<b>D+</b>	<b>67-69</b>
<b>D</b>	<b>63-66</b>
<b>D-</b>	<b>60-62</b>
<b>F</b>	<b>Below 60</b>
<b>I</b>	<b>Incomplete</b>

### **HONOR ROLL**

Students' grades from the core classes (Religion, Language Arts, Math, Social Studies, and Science) will be used to calculate Honor Roll.

"A" Honor Roll – A's or above in Core Classes, no lower than a C in any other classes.

"B" Honor Roll – A's or B's in Core Classes, no lower than a C in any other class

## SUPPORT SERVICES

Stephenson County provides Immanuel with nursing service. Health concerns may be brought to the attention of the registered nurse that serves Immanuel. The nurse reviews all health records and monitors Immanuel's compliance with State of Illinois School Health Laws and Regulations.

Freeport School District 145 staff provides specialized testing to diagnose learning and behavior disabilities. FSD staff also identify Immanuel students who may need speech therapy. FSD offers a very limited amount of special education services with the concentration on servicing students who need speech therapy. FSD 145 also provides for a Title I Teacher when such teachers are available. A funding formula is used to determine Immanuel's eligibility and amount of available services.

## TESTING

Immanuel may require an entrance examination to determine proper placement of the student. Formal and informal assessments are done in all subject areas. In addition, standardized tests are used to assess student and monitor student progress throughout the student's time at Immanuel. Standardized tests results are also used in making education decisions regarding the student. Records of such tests are kept in the student's cumulative record. Parents are provided a copy of the test results.

## MEDICAL EXAMINATIONS

The State of Illinois requires that all children entering Pre-Kindergarten, Kindergarten, Sixth Grade or children new to the State of Illinois to have a complete physical examination before they enter school in the fall of that year. **ALL STUDENTS** must be properly immunized and records must be on file in the school office. **Pursuant to Illinois law**, failure to meet these requirements by October 15<sup>th</sup> of the current school year will result in suspension from school until the requirements are meant. Students who wish to participate in sports are required to have a sports physical each year before the season begins.

## IMMUNIZATION REQUIREMENTS

The State of Illinois requires that **ALL STUDENTS** present proof of immunity against: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, HIB, hepatitis B, meningitis, and must have one dose of the chickenpox vaccine proof of having had the disease. Your health care provider can provide you details of the vaccination requirements. **Pursuant to Illinois law, failure to meet these requirements by October 15<sup>th</sup> of the current school year will result in suspension from school until the requirements are meant.**

## DENTAL EXAMINATIONS

The State of Illinois requires that all students entering Kindergarten, 2<sup>nd</sup> Grade, and 6<sup>th</sup> Grade have dental examinations, which are kept on file in the school office. **Pursuant to Illinois law, failure to meet these requirements by October 15<sup>th</sup> of the current school year will result in suspension from school until the requirements are meant. It is advisable that all students have regular dental checkups.**

## EYE EXAMINATIONS

The State of Illinois requires that all students entering Kindergarten and for any student entering school for the first time have an eye examination by a licensed Doctor or Optometrist. The eye examination form is to be returned to school where it will be kept on file in the school office. **Pursuant to Illinois law, failure to meet these requirements by October 15<sup>th</sup> of the current school year will result in suspension from school until the requirements are meant.**

## MEDICATION POLICY

Students requiring medication during school hours must have an order from their physician. In addition, the parent/guardian is to provide the school with a written request authorizing the administration of the medication prescribed by the physician.

The written request must include a waiver of liability signed by the parent. This form is available from the school office or they may use an authorization from their doctor's office. It is within the principal's discretion to reject requests for administration of medication.

This policy includes, but is not limited to prescription and non-prescription medications. Non-prescription medication may only be administered by the parent/guardian in the school office, unless there is a physician order. Students are not to have any type of medications, (Tylenol, cough syrup, cough drops, etc.) **with the exception of asthma inhalers** in their possession. Students who suffer from asthma, must have an Asthma Action Plan and a signed form for self-medication on file in the school office.

## HOT LUNCH AND MILK

Immanuel offers a hot lunch program for all students. This is a government supported program in which nutritious meals are offered daily at a nominal charge. Families will be assigned a lunch account with a password once school has started. Check or cash is accepted at school or funds may be deposited online to the lunch account. Chocolate and white milk are also offered on a daily basis. Hot lunch and milk accounts are funded by the parent/guardian on a regular basis. When that fund balance becomes low, a notice is sent to the parent/guardian to fund the account. If balances fall below zero, students will no longer be served a hot lunch until the account is funded.

Reduced/Free meals are also available to qualifying students. It requires the parents to fill out a confidential application and is based on income guidelines set by the federal government. Applications are available in the school office. **Because Immanuel participates in the National**

**Free and Reduced lunch program, food from outside food services (Wendy's, McDonalds, etc.) may not be consumed during Immanuel's lunch periods.**

## **SCHOOL CLOSINGS**

School closings are announced on Rockford television stations and local radio broadcasts. Parents may sign up for text messages on our website; [www.ourgodwithus.com](http://www.ourgodwithus.com) Email notification of closings are sent as well to the primary listing in TADS. In most cases, the before and after school care and daycare program will still be open.

## **BEVERAGE MACHINE**

The students may not use the beverage machine before or during the school day. It may be used after school or at sports practice with permission from a teacher or coach.

## **SCHOOL PHONES**

During the school day, students may use the school phone, with permission from the office, to contact a parent or guardian.

## **CELL PHONES**

Student use of cell phones, electronic, and other communication devices, including messaging services and digital photography, are restricted to before and after school hours. **Homeroom teachers will collect cell phones at beginning of the day and return at dismissal. SMART Watches that have phone, texting, internet capabilities must be turned in to the homeroom teacher with student cell phones.**

The use of electronic devices (cell phones, tablets, etc.) at any extra-curricular or school sponsored activity or event may only occur under the supervision of a parent or guardian. This is intended to protect both the user of the device and others in a desire to avoid any inappropriate use of the device during the school sponsored event. The school takes no responsibility for devices that are lost, stolen or damaged.

## **LOST AND FOUND**

There is a Lost and Found Box at the main entrance to the school near the gym. Lost items are placed in this box and may be claimed by either the student or parent. **The Lost and Found Box is emptied at the mid-term and end of each quarter.**

## **BUS TRANSPORTATION**

Bus transportation is made available through FSD 145 buses. Further details are available through the FSD 145 bus office.

## **PARENT TEACHER LEAGUE**

All parents of Immanuel students become members of the Parent Teacher League and are urged to attend the monthly planning meetings. These meetings are held the second Tuesday of each month. The PTL is a service organization of the school. The PTL plans regular events for the families of Immanuel. PTL is also very involved in annual November Chili Day and the January Pancake and Sausage Day events. PTL events are posted on the school calendar.

## **ATHLETIC COMMITTEE**

The Athletic Committee oversees the athletic events of the school. It monitors the budget, implements purchase of athletic equipment and uniform, approves schedules of games and tournaments, and approves coaches.

Immanuel also has an athletic program as an extra-curricular activity. Through competition, the program benefits the physical, mental, social and spiritual needs of the participants.

Immanuel participates in cross country, volleyball, basketball, cheerleading and track. Immanuel is a member of the Rock Valley Lutheran League. Volunteers, under the guidance of the athletic director and the athletic board, coach these sports.

## **ELIGIBILITY FOR EXTRA CURRICULAR ATHLETIC ACTIVITIES**

All participants in any sport must maintain a weekly “C” average and will be required to attend all practices and games unless he/she is physically unable to attend. Each participant must have a current physical on file at the school. Team members may practice when they are ineligible but will not be able to play in games during the week of ineligibility. **Students who receive a Disciplinary Detention the day of a practice or game may not participate in that practice or game.** Immanuel’s Athletic Handbook contains policies and procedures regarding athletics at Immanuel. Handbooks are given out prior to the beginning of each athletic season.

## **SCHOOL RECORDS**

Federal law mandates rules and regulations regarding school records. Parents may request a copy of the Family Educational Rights Privacy Act (FERPA) from the school office. Student Records will be transferred to the appropriate school after written request after all financial obligations are met.

## **SCHOOL VISITORS**

Arrangements may be made for parents, guardians, and visitors to visit the classrooms, with permission from the teacher and administrator. All visitors must report to the school office and sign in if they will be in the building during school hours. All visitors will be required to wear a tag identifying themselves as such. Thank you for your cooperation on this matter.

## **VACATIONS**

Please do not schedule vacations when school is in session. Sequential development of skills cannot be accomplished simply through make-up work. Parents need to be aware that academic performance might be negatively impacted by missed instructional time. If a trip must be taken, the classroom teacher and school office must be notified. **When these occasions occur, any work that the teacher deems necessary for credit will be assigned to the student upon return from their absence.** It is the student’s responsibility to request all make-up work. A reasonable period of time, agreed upon by the teacher, student and parent will be allowed for completion of assignments.

## BULLYING

Bullying is defined “as any written or verbal expression, or physical act of gesture, or pattern thereof, which is intended to cause distress upon one or more students in the school, on or off school grounds, or at any school sponsored activities or events.” Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based put-downs.

Conflict is normal. Bullying is not normal conflict.

Normal Conflict	Bullying
Equal power between friends	Display of power, not in friendship.
Occasional	Frequent
Accidental	Purposeful
Demonstrates Concern	Demonstrates Pleasure
Takes responsibility	Blames others
Tries to solve problem	No effort to resolve the issue
Occurs anywhere	Occurs where the bully is safe

Teasing compared to taunting by a bully

Teasing	Taunting
Swaps roles with ease	Based on imbalance of power
Not intended to hurt	Intent to harm
Maintains dignity	Meant to humiliate, demean
Pokes fun in lighthearted clever ways	Comments or acts are bigoted or cruel
Innocent in motive	Sinister in motive
Only part of friendship interaction	Continuous action against others
Discontinued when person teased	Continues, increasing when target becomes distressed or objects
Becomes upset or objects	

**CONSEQUENCES:** Students who choose to engage in any act of bullying are subject to appropriate disciplinary action, which may include detentions, suspension, expulsion, and possibly referral to law enforcement officials. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

Bullying is prohibited and will not be tolerated.

## SCHOOL HEALTH

If your child has been sent home from school with a fever or vomiting, do not send your child back to school the next day. **Students must be fever free and have not vomited for 24 hours before returning to school.**

## WORSHIP

Worship is at the center of the Christian life. It is through regular worship that we strengthen our relationship with God. You are encouraged to worship regularly at the church you are a member of. If you do not have a church home, Immanuel welcomes you to worship with us. Immanuel offers worship opportunities on Monday evenings as well as on Sunday morning. Parents, guardians, grandparents are also welcome to worship with us at Wednesday morning chapel. If you do not have a church home and are interested in becoming a member of Immanuel, contact the school office.

## WELLNESS POLICY

### SCHOOL NUTRITION

Immanuel Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, an active lifestyle, and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The school environment shall be aligned with healthy goals to positively influence students' beliefs, habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

1. Provide a positive environment and appropriate knowledge regarding food for developing and practicing lifelong wellness behaviors.
  - a. Ensure that all students have access to healthy food choices during school and at school functions.
  - b. Provide a pleasant eating environment for students and staff.
  - c. Strive for a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
  - d. Enable all students, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.

- a. In keeping with contractual obligations to the National School Lunch/Breakfast programs, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs during school hours.
- b. Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a plan that focuses on:
  - i. Reducing access to non-nutritional foods.
  - ii. Educating students on healthy foods.
  - iii. Selective pricing that favors sales of healthy foods.

## STUDENT NUTRITION PROCEDURES

Immanuel Lutheran School promotes health by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential.

### National School Lunch program:

- The full meal program will continue to follow the U.S. Government's Nutrition Standards. A yearly contract is submitted to the department of Public Instruction and is on file with the Cafeteria Manager.

### Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- It is encouraged that the lunchroom environment be a place where students have:
  - Adequate space to eat and pleasant surroundings.
  - Adequate time for meals (the School Nutrition Association recommends at least 20 minutes for lunch from the time they are seated).
  - Convenient access to hand washing facilities before meals.
  - Students are encouraged to eat foods but not forced to eat.

### School Nutrition Standards

Immanuel Lutheran School encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those that provide students with calories rich in the nutrient content and needs to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting, Immanuel Lutheran School has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds.

#### Food:

- Any given food item for sale during the instructional school day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale during the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits, and vegetables.

#### Beverages:

- Sales or consumption of soda or artificially sweetened drinks will not be permitted during the times when school lunch is operating.
- Milk, water, and 100% fruit juices may be sold or distributed on school grounds throughout the instructional day.

#### Rationale for Guidelines—Beverages

##### Healthiest

- Milk-low fat (1%) or nonfat preferred, any flavor
- Water-pure (non-flavored, non-sweetened, and non-carbonated)
- Juice—at least 100% fruit and/or vegetable juice

##### Healthier

- Water-Flavored or vitamin enhances
- Low-Calorie Beverage-<50 calories per 12 ounce serving

##### Rationale

- Milk: Milk in any form provides vitamins and minerals, but the low-fat and non-fat versions are preferred. Flavored milks are permitted.
- Water: Pure water is preferred, but water that is flavored maybe more attractive to someone who doesn't drink plain water. The vitamin-enhanced waters may benefit people with such nutritional needs, although pure water is the healthiest choice.
- Juice: Fruit and vegetable juices should contain 100% juice.
- Carbonation and caffeine: Carbonation and caffeine in moderation do not have a significant effect on nutrition. Carbonated low-calorie beverages may be another option for people who don't like milk or plain water.

- Low-Calorie: Beverages containing 50 calories of less per 12 oz. serving were deemed healthier options. Artificially sweetened drinks are not as healthy as pure water, but may be a healthy alternative for people trying to water their weight or manage their diabetes.

HEALTHIEST	HEALTHIER	LIMITED
Milk, any flavor-preferably non-fat or low-fat	Flavored or vitamin-enhanced fitness water, sparkling water	
Juice-fruit or vegetable that contains at least 50% juice	Low-calorie, diet sodas, low-cal iced teas, low-cal coffee, sport drinks	Regular soft drinks, less than 10% juice drinks
Water, pure		

Healthy snack Guidelines (A snack is defined as any food item outside the lunch program).

- During school hours, staff should model behaviors.
- Identify healthier and healthiest snacks n vending machines and in cafeteria with signage and/or stickers.
- In middle school, healthier and healthiest snacks should comprise a minimum of 50% of the snacks.
- Promote healthy snack information and education to student, staff, and parents.
- After School Sponsored Events-Food offerings at concession stands operated on school campuses (such as, but not limited to, athletic events and concessions, after school programs, performances) should include healthy options such as water, milk, 100% juice and nutritious foods as delineated by the Healthy Snacks guidelines.

#### Rationale for Guidelines-Snacks

##### Healthiest-Must meet both criteria

- 3 grams of total fat or fewer per serving (nuts & seeds exempt from restrictions)
- 356 grams of carbohydrates or fewer per serving (most candies considered in limited category)
- Fruit in any form is permitted, regardless of carbohydrate count.

##### Healthier-Must meet both criteria

- 6 grams of total fat or fewer per serving (nuts & seeds exempt from restrictions)

- 35 grams of carbohydrates or fewer per serving (most candies considered in limited category)
- Fruit in any form is permitted, regardless of carbohydrate count.

Portion Size-Portion size is not defined for any items, but smaller portion sizes are preferred.

#### Rationale

- Fat: it was determined not to differentiate saturated fat from unsaturated fat. When total fat is considered, saturated fat tends to be low. Nuts & seeds are exempt from the fat guidelines, because they are high in monounsaturated fat, which can help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol. Nuts and seeds have been shown in many studies to reduce the risk of having a heart attack.
- Carbohydrates: The level of carbohydrates was set at 35 grams per serving to include more food items. Most candies are considered in the limited category, regardless of carbohydrate count.
- Fruit: Fruit & vegetables in any form (canned, fresh, or dried) are not restricted by carbohydrate standards because they provide vitamins, minerals, anti-oxidants and dietary fiber that are beneficial to an overall balanced diet.
- Portion Size: Portion size is not defined, because there is variability among products. However, the preference is for smaller-portioned products.

#### Fundraisers:

All fundraising products are encouraged to meet the school nutritional standards.

#### Teacher Incentive

Teachers will consider non-food items as a student incentive. Should teachers decide to use food items as an incentive, they are encouraged to adhere to these guidelines. Food items can be used from the approved list as a health snack.

#### Curriculum:

Health education will help students develop the knowledge, attitudes, skills and behavior for life long healthy eating habits and physical activity. Nutrition education shall be integrated into the lesson plans of other school subjects like math, science, language arts, physical education, health, and social sciences. It shall supports the philosophy that the quality of life is dependent upon the student’s interaction with their total environment, which includes their physical, mental and social wellbeing.

#### Physical Education Curriculum:

The physical education curriculum teaches children the importance of exercise and wellness, and exposes the students to a wide range of physical activities and skills in order for students to be able to develop the knowledge and skills to be physically active for life. Physical education teachers will follow a physical education curriculum and the physical education curriculum will be aligned with the Physical Education Standards and relate to the State Standards.

#### Physical Activity

- Physical Activity should be included in the schools daily education program from grades Pre-K-8.
- Students will receive physical education, meeting the minimum state recommendation for minutes per grade level.
- Students can be offered a variety of physical activities outside of the daily education program, including a daily supervised recess period for elementary students and extra-curricular after school programs.



# IMMANUEL CHILD PROTECTION POLICY

Updated December 2018

Immanuel Lutheran Church  
Freeport, Illinois

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## CHILD PROTECTION POLICY

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### General

#### 1. Goal

It shall be the goal of Immanuel Lutheran, Freeport, Illinois to provide a safe environment for the physical and emotional well-being of all children participating in activities, including participants in any daily or temporary childcare programs. The organization's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities.

#### 2. Definition of "children"

The term "child" or "children" shall include all persons under the age of eighteen (18) years.

#### 3. Definition of Molestation\*

"Abuse" or "molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together. \*Copyright, 2010 Selective Insurance Company of America.

### Selection, Requirements and Screening Process

#### 1. Pre-employment procedures for paid and volunteer workers

It is the goal of Immanuel Lutheran, Freeport, Illinois to adequately screen the applications of all persons desiring to work with children participating in all programs.

#### 2. Classification of workers

Workers are either paid staff or volunteer.

*Paid staff:* Includes paid staff, whether full- or part time at Immanuel Lutheran, Freeport, Illinois. Must be eighteen (18) years of age.

*Volunteer workers:* Persons who interact with children on a volunteer basis. Responsible teens (under the age of 18) may serve in volunteer positions only with and under the direct supervision of an approved adult worker.

### 3. Volunteer applications

Any volunteer with the potential of working one-on-one with children or youth must complete and sign an *Application for Volunteer Workers Who Will Work with Children*.

Applications will be submitted to the administration office.

The religious organization keeps all confidential information received in the applicant selection process. Such information will be stored with access afforded only to appropriate staff on a need-to-know basis. Please note that applicant is responsible for submitting Social Security information directly to the agency used by Immanuel Lutheran, Freeport, Illinois to accomplish background checks.

If Immanuel Lutheran, Freeport, Illinois learns of false, misleading or amended information on an application that could cause potential danger to children or liability to the organization, that person will be terminated.

### 4. Paid staff applications

Please refer to policy references in Employee Policy Handbook, Chapter 3: New Hire Process

### 5. References for Volunteers

At least three references will be checked and documented in order to conduct a reasonable inquiry into the character of the applicant. References may be checked by phone, email, mail or in person.

Whenever possible, the three references should include:  
a person who has known the applicant for an extended period;  
a former supervisor; and  
a member of the applicant's immediate family.

Information gained in these checks should be noted directly on the application.

### 6. Confidential interviews

Immanuel Lutheran, Freeport, Illinois reserves the right to interview any applicant desiring to work with children.

### 7. Background check

A criminal background check and child abuse registry check will be required of volunteers who may have one-on-one contact with students or children (such as tutoring) and youth, who have regular and repeated contact with students or children. (See #3 Volunteer application). No one who has been convicted of a crime involving misconduct with children will be allowed to work with children or youth. Completing the *Application for Volunteer Workers Who*

*Will Work with Children* authorizes the organization to conduct these checks. Background checks will be kept confidential in a locked file with access afforded only to appropriate staff on a need-to-know basis.

Background checks will be repeated no less than every three years on each individual – volunteer, part time paid employees, full time paid employees, called staff or other professional staff.

#### 8. Vehicle safety

All drivers of the Immanuel Lutheran bus must maintain a current valid state driver's license and submit a copy annually for a current MVR.

#### 9. First aid training

Paid staff who work with children are required to have first aid training as stipulated by the administrator. Volunteer workers are encouraged to get training if they frequently accompany children on activities such as recreational activities, camps, retreats, mission trips or any other activity with an element of risk.

#### 10. Identification of workers

All employees or volunteers who are engaged to work with children must be photographed with copies of those photographs kept in their personnel file.

#### 11. Identification badges

All employees and volunteer workers who work with children, are required to wear an identification name tag whenever they are supervising children. These tags will be provided by the organization.

#### 12. Acknowledgement of organization policies

All applicants must acknowledge in writing that they understand Immanuel's policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by having applicants sign the Acknowledgement of Receipt form.

#### 13. Supervisory Requirements

It is Immanuel's policy to provide adequate supervisory control of persons working with children participating in all programs, including daily or temporary childcare programs. The following regulations shall be applicable to all having contact with children participating in all programs:

#### 14. Safety of children

It is the responsibility of all persons having contact with children participating in programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other policy, procedure or instruction shall be construed to relieve persons having contact with children from this responsibility.

#### 15. Release of children

To reduce the possibility of kidnapping, Immanuel Lutheran requires parents to list at time of registration, individuals who are authorized to pick children up. Any additions to this list must be called or emailed to the office or the teacher prior to pick-up. If staff or volunteer worker does not recognize the individual picking up the child, s/he will require photo identification. If someone shows up to pick up the child who is not recognized by staff or volunteer – even if the child identifies the person – staff will contact parent or guardian before the child is released. If a copy of a legal restraining order is on file with Immanuel, a child will not be released to the person named in the document.

Children who are in fourth grade or younger are not permitted to leave the area of the activity at the conclusion of the scheduled activity without further supervision unless otherwise instructed by the parent or guardian. If their parent or guardian does not pick up these children, they will be supervised until the parent or guardian is contacted. A child in fifth grade and older shall not be taken from or allowed to leave the organization's property, either unattended or in a group without specific parental permission.

**Working with children** It shall be Immanuel's goal that a minimum of two workers will be in attendance at all times during an activity. Some activities may have only one adult in attendance while is in session. In these instances, doors must have a viewable window to remain open. **At no time should an adult ever be in a room or an enclosed area alone with a child.**

#### 16. Ratio of workers to children

A reasonable ratio of adults to children must be maintained at all times.

#### 17. Worker training: Child Protection

Each new employee or volunteer worker will be given a copy of the Immanuel Lutheran's Child Protection Policy. They must sign a statement annually indicating they have received and read it before they can begin working with children.

Paid staff and volunteer workers who work with children are required to take online or in-service training on topics including (but not limited to) recognition of child abuse and intervention and / or sexual harassment prevention and policy

training. Training will be assigned at time of employment or volunteering and will consist of materials directed and required by Immanuel's Governing Board and Board of Trustees, working with insurance and school safety professionals. Training will be required annually and compliance documented by school and church training administrators.

#### 18. Ministerial and staff oversight

The administrative staff is responsible to coordinate ongoing supervision of all workers. This may include unannounced visits into classes and other program sites.

#### 19. Awareness of organization policy

The administrator responsible for each division shall periodically review the definition of child abuse and neglect as defined by law and the organization's policy concerning these crimes. These reviews can be conducted either with the workers individually or in groups, at least once a year and following each change in or addition to such policies. Each worker shall acknowledge receipt of a written copy of the policy prior to the time they commence working with children and after each change to such policy. Each worker shall acknowledge participating in the periodic review of the organization's policies and procedures. The signed acknowledgements shall be retained in the personnel file of the worker.

#### 20. Release of claims

Prior to any activity away from the organization's grounds, a Release of Claims will be necessary to be signed by the child's parent or legal guardian. Without the form signed and in the possession of the organization, the child will not be allowed to participate in the away activity.

## Reporting, Investigating, and Record Keeping

### 1. Reporting and Responding to Alleged Child Abuse or ~~Neglect~~-Inappropriate behavior

Sexual abuse and other inappropriate behavior will not be tolerated. Any report allegation must be reported to appropriate administrator and President of the trustees with 24 hours. The Personnel Committee will be involved, if appropriate.

The following information will be documented and collected at the time of the allegation. Confidentiality will be strictly maintained and document retention handled according to policy:

The name, age, gender, and address of the victim

The name, age, gender, and address of the alleged perpetrator

The nature of the alleged misconduct that occurred

The number of times the alleged misconduct occurred

The date(s) and location(s) of the incident(s)

The relationship between the victim and the alleged perpetrator

Other evidence that supports that allegation (eyewitnesses, medical exams, confessions, etc.)

Once an incident has been reported:

Trustees will contact our insurance agent and seek assistance from legal counsel.

Administrators fulfill state reporting obligations. The religious leader or his agent will inform victim and victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal and prudent response. (Legal counsel should assist in this determination.)

If appropriate, provide support to the victim by letting the victim know:

Immanuel takes very seriously any allegations of misconduct.

The school does not tolerate such incidents

Any complaints will be investigated immediately and thoroughly.

The school will not tolerate any retaliation against the victim or their family for filing a complaint no matter how it is resolved.

Decide on options regarding the alleged perpetrator with advice of police, Department of Social Services, and legal counsel. Action can include, but are not limited to:

- Restricting the individual's activities until further investigation has been done.
- Placing the individual on paid or unpaid leave of absence or continuing the individual in their function until further investigation has been done.

Proof or admission of guilt will result in termination.

In instances where evidence is inconclusive, the organization should take action with the advice of legal counsel in consultation with law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim's family's requests.

In consultation with legal and Synodical counsel, Immanuel's leaders will determine the amount of information believed appropriate to relate to the membership.

Protecting the privacy of the accused is equally important until the complaint has been resolved. This removal from duty should occur in such a way that an innocent person is not immediately deemed guilty. There are false claims made each year. If the allegation is determined to be unsubstantiated, the employee can be returned to their prior position.

## 2. Reporting obligation

Immanuel employees and volunteers are responsible by Illinois law to report suspected child abuse of any nature.

## 3. Confidentiality

Any breach of this confidentiality by an employee shall be cause for immediate dismissal. The pastor, in consultation with the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

## 4. Investigation of alleged abuse or neglect

No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported or, when appropriate, by legal counsel or persons representing the organization in an official capacity. All employees and volunteers shall cooperate with the official investigation as requested.

## 5. Preservation of records

Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity shall be transferred to the religious leader or his agent. They will review them to determine if the documents are complete in accordance with the organization's policy. If any documents are missing, they shall make a written notation and transfer the documents to the administrator who shall retain them until advised that all criminal and civil investigations and actions have been completed.

## 6. Ministerial care

The staff shall encourage and assist the child and the parents in securing appropriate counseling, care and support. In the event the allegation abuse or neglect involves a member or employee of the organization, the staff shall encourage and assist the individual in securing appropriate religious care and support being mindful of the potential for a conflict of interest.

## 7. Liaison with the community

The President of the Trustees or an appointed agent (in consultation with legal advice) will serve as the Immanuel's sole access to the media.

## Background Check Authorization

**CONFIDENTIAL**

Immanuel Lutheran Church, 1993 West Church Street, Freeport, Illinois, 61032

Full Name: \_\_\_\_\_

Any Former Name(s) and dates they were used:

Current Address:

Since: Month \_\_\_\_\_ Year: \_\_\_\_\_

Previous Address:

Since: Month \_\_\_\_\_ Year: \_\_\_\_\_

Previous Address:

Since: Month \_\_\_\_\_ Year: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Current telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Drivers License Number/State: \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I hereby authorize the religious institution named above and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for

employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of Social Security number; current and previous residences; employment history, education background, character references; drug testing; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records; birth records and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the religious institution named above or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release the religious organization named above, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## Acknowledgement of Receipt of the Child Protection Policy Statement

I have read and understand Child Protection Policy Statement. I understand that my service as an employee of

\_\_\_\_\_ or as a volunteer worker who works with children at

\_\_\_\_\_ is dependent on my strict adherence to these policies.

---

Name (please print):

---

Signature:

---

Witness:

---

Date:

## Release of Claims Form

NAME OF PARENT OR GUARDIAN (please print):

---

ADDRESS:

---

CHILD'S NAME:

---

ACTIVITY:

---

DATES OF ACTIVITY:

---

I hereby affirm that my child shall be participating in the above named activity and certify that I am cognizant of the inherent dangers associated with participation in the Activity and with the fact that participating in the Activity may take place outside of, of off of Immanuel's premises.

I understand and agree that not its trustees, representatives, instructors or agents may be held liable in any way for any occurrence in connection with my child's participating in the Activity which may result in injury, harm or other damages to me or my family.

As a part of the considerations for being allowed to enroll and participate in the Activity, I hereby personally assume all risks in connection with my child's participation in the Activity. I further release Immanuel, its trustees, instructors, agents and representatives for any injury or damage which may befall my child while my child is enrolled in or participating in the Activity. I further agree to save and hold harmless, its trustees, instructors, agents and representatives from any claim by me or my family, estate, heirs or assigns arising out of my child's enrollment and participation in the Activity. I also authorize to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur to my child while participating in the Activity.

I further state that I am of lawful age and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not a mere recital; and that I signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the contents of this affirmation and release by reading it before I have signed it.

I have executed this affirmation and release on the \_\_\_\_ day of 20\_\_\_\_

Signed: \_\_\_\_\_

## Application Statement

I hereby certify that I have read and completed the above application. My answers are true and correct to the best of my knowledge.

I give permission for the organization to maintain my photograph on file and to conduct a criminal-court background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the bylaws and policies of Immanuel Lutheran.

I hereby authorize all persons, schools, organizations and law enforcement agencies to supply Immanuel Lutheran with any information concerning my character or background in connection with working with children and I hereby release them from liability or damages which may occur as a result of their response to this request.

I authorize to supply my service record, in whole or part, to any prospective or future organization or agency with a legal and proper interest in them. I understand that if allowed to serve, that any misrepresentation made by me in this application shall be considered sufficient cause for my dismissal without advance notice. I have been appraised of and support the organization's position regarding the problem of child abuse and neglect.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Application for Volunteer Workers who will Work with Children

This application is to be completed by all applicants for positions involving the supervising or custody of children. It will assist the organization in providing a safe and secure environment for all preschoolers, children and youth.

The term "child" or "children" includes all persons under the age of eighteen (18) years.

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

Position applying for: \_\_\_\_\_

Date you would be available \_\_\_\_\_

Days of the week available \_\_\_\_\_

Are you a member of Immanuel? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list the names and locations of other religious organizations that you have attended regularly within the last 10 year's:

\_\_\_\_\_  
\_\_\_\_\_

Please list the names of three other members Immanuel who know you:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

List the name, addresses and phone numbers of three personal references:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Because we care for our children and desires to protect them, we ask you to please answer the following questions. We understand they are personal and we will protect your privacy.

Have you ever been known by another name? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

Have you ever been prosecuted for child abuse or molestation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

Are you willing to be photographed for the confidential personnel records?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to wear a photo identification nametag whenever you are supervising children?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to submit your name, date of birth and Social Security number to the agency Immanuel Lutheran Church employs for conducting background checks?

No \_\_\_\_\_ Yes \_\_\_\_\_

Please ask the school of church office for the name of the agency employed by Immanuel Lutheran to conduct background checks. Submit your name, date of birth and Social Security Number to the agency by mail or telephone within two working days of application.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

*Material adapted from kentuckybaptistconvention.org and other sources.*