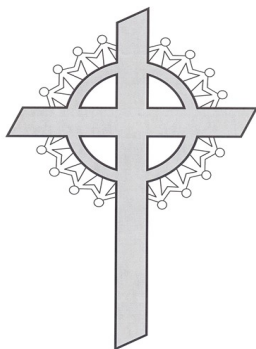


**The Lutheran Church and School of
Saint Luke
410 S. Rush Street
Itasca, IL 60143**



**THE MISSION STATEMENT OF THE LUTHERAN
SCHOOL OF SAINT LUKE**

*"To connect children, families and our community to Christ in a nurturing
environment focused on academic excellence"*

**2022—2023
SCHOOL DIRECTORY
&
PARENT & STUDENT HANDBOOK**

**School Phone (630) 773-0509
Church Phone (630) 773-0396
Christian Care (630) 773-3838
Fax (630) 773-0786**

STAFF

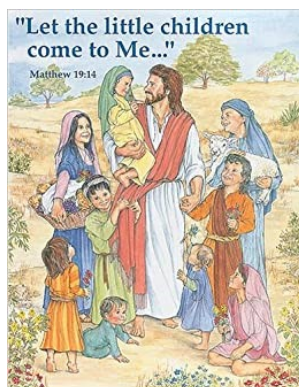
Rev. Terry McReynolds	Pastor	Ext. 14
Mr. Scott Francis	Principal	Ext. 19
Mrs. Lisa Hahn	Business Manager	Ext. 15
Mrs. Monica Ramirez	Director of Christian Care	Ext. 41
Ms. Katherine Lopez	Administrative Assistant Church	Ext. 10
Mrs. Michelle Marzano	Administrative Assistant School	Ext. 36
Pastor Erik Hart	Director of Volunteer Ministry	Ext. 22

Mr. Scott Francis	4th-8th PE/ Math	Ext.19
Mrs. Sarah Hart	4th-8th Literacy	Ext. 29
Mrs. Laura Warner	4th-8th Social Study/Science	Ext. 23
Mrs. Mary Vogel	3rd Grade	Ext. 32
Mrs. Mary White	2nd Grade	Ext. 27
Ms. Erica Fogleman	1st Grade	Ext. 28
Mrs. Karen Peters	Kindergarten	Ext. 26
Mrs. Kirsten Schnabel	Pre-Kindergarten	Ext. 17
Ms. Joy Gibellina	Preschool	Ext. 18
Mrs. Carla Rohatsch	Two Little Program	Ext. 34
Mrs. Linda Baylor	Art	Ext. 23
Mrs. Janette Rodriguez	Music, Spanish & STEAM	Ext. 24

Mrs. Jill Johnson	Kindergarten Aid	Ext. 26
Mrs. Amy O' Neil	Preschool Aide	Ext. 18
Mrs. Jennifer Ebert	Pre-Kindergarten Aide	Ext. 17

BOARD OF CHRISTIAN EDUCATION

Mrs. Julie Baylor
 Mrs. Shelly Skarzynski
 Mrs. Kristen Kamuda
 Mr. Bryan Kamuda
 Mrs. Debby Livesay
 Mrs. Melinda Pyde
 Mr. Jim Livesay



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Lutheran School of Saint Luke Itasca, IL

SCHOOL PHILOSOPHY STATEMENT

The philosophy of The Lutheran School of Saint Luke, a ministry arm of The Lutheran Church of Saint Luke, is to provide a Christian education which has the two-fold goal of teaching and developing the Christian faith along with offering high quality academic learning opportunities. The school exists both as a ministry to members of The Lutheran Church of Saint Luke as well as a mission outreach to other families and children in the area.

The Lutheran School of Saint Luke believes that parents are the primary Christian educators of their children and that the most effective influence in a child's life can be realized when the church, home and school work together. We are vitally concerned with all the needs of the child: spiritual, intellectual, physical, and social-emotional. We believe that Christian education deliberately and systematically influences the learner toward the Christian view of life and toward the Biblical truth that Jesus is the Lord and Savior of all people (John 3:16, John 14:6). All instruction is therefore consciously Christ-centered and Bible-based.

The Lutheran School of Saint Luke firmly believes that this philosophy will assist in the development of a child who is equipped to function in and offer a Christian witness to society.

Approved by Congregation 8/01

God expects us to know His Word and will and to live by them. One of the chief goals that we as Christians have is to follow the Great Commission. In order to "make disciples of all nations reaching them to obey everything I have commanded you".

Our Lord suggests that this knowledge of the Scriptures should be known by the child: "Train a child in the way that he should go, and when he is old, he will not turn from it". (Prov. 22:6) This duty is given primarily to parents when God tells them to bring up their children "in the training and instruction of the Lord". (Eph. 6:4)

St. Paul wrote to Timothy, "From infancy you have known the Holy Scriptures which are able to make you wise for salvation through faith which is in Christ Jesus". (2 Tim. 3:15) God makes the purpose of the Scriptures very clear: salvation is through Christ.

God, in His divine wisdom, created each person as an individual with his own needs, personality, abilities and goals. Development of the whole person as a child of God is desired. We seek to prepare children spiritually, mentally, emotionally, socially and physically. In this total development, the child will learn to know Christ and accept God's will and love as the basis for his life. The school exists to assist parents in providing education and motivation so that the child desires and can achieve his potential in all aspects of life. It is hoped that good stewardship of talents will result.

The Lutheran School of Saint Luke firmly believes that this philosophy will assist in the development of a happy, well-adjusted child who can fit into our earthly society. At the same time the child will be preparing himself and others for the joy and blessings of the Kingdom to come.

Objectives of The Lutheran School of Saint Luke

1. Lead children to know Jesus as their Savior and to nurture the faith they possess.
2. Assist parents and the congregation by the diligent teaching of God's Word in obedience to His divine command.
3. Develop the concept of the family, as instituted by God, for the purpose of strengthening the very base of society.
4. Develop personal responsibility.
5. Nurture the desire to lead a life of service to God and man.
6. Guide the children to develop a healthy self-concept and respect for others.
7. Teach the basic skills necessary for functioning in society.
8. Encourage a desire for learning.
9. Provide exposure to an appreciation of the arts.
10. Develop a technologically literate student.

It is our prayerful desire that by the power of the Holy Spirit these objectives be attained.

Christian Life Responsibilities

Your Child and the Home

While our congregation has made provisions for Christian education through the establishment of a Christian Day School, it is primarily the parents' responsibility to provide a wholesome Christian atmosphere in the home. This environment should constantly reflect the ever-present Christ, teaching His will and love. Family devotions and a daily discussion of the family's relationship to God are an invaluable asset to the Christ-centered family.

Your Child and the Church

Because our school is firmly founded on the principles of Christianity, it is extremely important that all children attend Divine Services regularly. We must heed what the Lord God says in the Third Commandment: "Remember the Sabbath Day, to keep it holy". Regular devotions and chapel services are provided throughout the school year. Parents should accompany their children to church as an example and a role model. Members of Saint Luke and other Lutherans qualify for a tuition reduction if their church attendance is at least seventy-five percent.

Your Child and the School

Parents who send their children to Saint Luke are entrusting the teachers with a great responsibility. This responsibility involves training in the Christian life, self discipline and the skills, knowledge, and concepts associated with academics.

Should a student feel they are being treated unfairly in any way, they should discuss the matter with their teacher in

private. Parents who feel there has been a misunderstanding are urged to discuss the matter with the teacher before coming to the principal.

THE SCHOOL

The Lutheran School of Saint Luke has received full recognition by the State of Illinois and accreditation by the Northern Illinois District (LCMS). The State Board of Education and the NID does a complete review of all educational programs before granting such recognition and accreditation.

The Lutheran School of Saint Luke offers educational programs for children two years of age through the eighth grade. It operates a Christian Care Center for any students needing extended care. The Lutheran School of Saint Luke has been educating students in God's Word since 1885. The Board of Education oversees the educational program of the school.

ADMISSION POLICY

1. The Lutheran School of Saint Luke is maintained by The Lutheran Church of Saint Luke and operates as an arm of the church in the furthering of the Gospel.
2. Children should reach these ages by September 1 of the year they are enrolled:

- | | |
|--|----------------|
| a. Two Little Program | 2 years of age |
| b. Preschool (<u>must be potty trained</u>) | 3 years of age |
| c. Pre-Kindergarten (<u>must be potty trained</u>) | 4 years of age |
| d. Kindergarten | 5 years of age |

The Principal and the Board of Education must approve exceptions.

Parents/guardians of students enrolling for the first time must present:

A certified copy of the student's birth certificate. If a birth certificate is not presented, the Principal or authorized designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will not be enrolled without a birth certificate. When a certified copy of the birth certificate is presented the

school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child.

If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Principal or authorized designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation.

If compliance is not obtained within that ten-day period, the Principal or authorized designee shall so refer the case. The Principal or authorized designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

- 3. The Lutheran School of Saint Luke admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school.**

The Lutheran School of Saint Luke does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, and athletic and other school administered programs.

- 4. Children and parents may be interviewed by the principal and/or pastor. If special education is involved, proper interpretation by appropriate personnel must take place.**
- 5. Proper registration forms must be completed and in compliance with Illinois State Law.
All new students , kindergarten, sixth grade, or transferring from another school, must have completed physical examinations prior to October 15th of the academic year. Health forms must be submitted indicating that the required immunizations have been received.**
- 6. Applications for admission and enrollment will be accepted in the following priority:**

- a. Children of members of The Lutheran Church of Saint Luke.
 - b. Children from families with students already enrolled from the previous year.
 - c. Children of Lutheran Church - Missouri Synod congregations that do not operate a school.
 - d. Children of parents who hold membership in other church denominations.
7. Non-member families may be asked to attend pastor's information classes so that the parents realize the religious implications of the entire school program.
8. These registration procedures are to be followed:
- a. Registration starts in January for the upcoming school year for all students.
 - b. Registration forms for new pupils must be completed prior to admittance.
 - c. All new applications involve the completion of a questionnaire, which provides information for the pupil's master record.

TUITION POLICY **(MEMBER AND NON - MEMBER)**

1. The parents/guardian for said education shall pay the Lutheran Church of Saint Luke the appropriate Member Tuition or Non-Member Tuition according to the fee schedule, together with any other necessary or incidental costs made on behalf of the student for his or her education.
2. Tuition is collected through SMART Tuition or may be paid in full by August 15.
 - Tuition is due July15 and the 15th of each month through April15.
3. Delinquent payments in excess of two months or more:
 - a. are subject to follow up by the tuition review committee.

b. persistent delinquency will constitute the dismissal of your child(ren) from attending school

- 4. Parents/guardians agree to pay any attorney fees, court costs and/or collection for the recovery of delinquent tuition.**
- 5. All fees must be paid before report cards and official transcripts are released.**
- 6. If any school related charges/fees remain unpaid at the end of the year, the student will not be re-enrolled until all financial obligations are met or arrangements for payment are made.**

CURRICULUM

Course of Study

The students learn the basic Biblical doctrine and Bible history. The Lutheran School of Saint Luke teaches the basic core subjects of Language Arts (Reading, English, Grammar, Handwriting, and Spelling), Mathematics, Science, Social Studies, Music (including choir), Art, Physical Education/Health and Computers.

Prior to graduating from 8th grade, pupils must have received instruction in the history of the United States and give evidence of comprehensive knowledge of the subject, which would include instruction in the principles of representative government, the Constitution of both the United States and State of Illinois and the proper use of the flag.

Chapel Service and Daily Worship

Every Wednesday morning chapel services are conducted at 8:40 AM for Preschool -8th grade, and 12:20 PM for afternoon Early Childhood.

Parents and friends are welcome and encouraged to attend. Regular devotions are a part of each day's schedule. Students often take an active part in these services. Children are encouraged to bring prayer requests to the attention of the teacher.

Classroom Music

Opportunities for musical learning and expression are offered to the students in the form of classroom music (PS-8). Students are also able to participate in a variety of choirs which are grouped by grade level. Choirs have the privilege of participating in the worship life of the church throughout the school year. A yearly schedule is sent home at the beginning of the school year.

Students in grades 6 - 8 living in District 10, who desire a larger band or choir experience, may participate in District 10 before school program at Peacock School.

Homework

Homework is school work that is assigned for reinforcement and practice. It is intended to be completed outside of the classroom. It is the intention of the educational staff of Saint Luke that homework assignments do not consume inordinate amounts of time. If homework/study time at home involves what would seem to be excessive amounts of time, it is recommended that parents contact the teacher.

Parents are encouraged to set up a quiet study space at home for their student. An area free of distraction that is still supervised is ideal.

Students who are absent from school have as many days to make up the homework as the number of days they were absent. If homework is to be picked up at the end of the school day, please call the school office no later than 9:00 AM, so the teacher has sufficient time to gather the necessary materials.

Recess

All children should be outside for recess when weather permits. If a child's health might be hampered, he/she can be excused from going outside by providing the teacher with a written note from the parent stating the reason and length of period that the

child should remain inside.

Requests for a child to remain indoors during recess will be honored for up to 3 consecutive days. After 3 days, a doctor's note is required.

All recess periods are under the supervision of a teacher and are scheduled on a regular basis.

ACADEMIC AWARDS

A. Academic Awards

The Lutheran School of Saint Luke recognizes those who have excelled academically.

1. Those students in grades 5 through 8 with a grade point average of 3.75 and above, based on a 4.0 scale will receive HIGH HONORS.
2. Those with a grade point average of 3.50 to 3.74 will receive HONORS.
3. Those students with a grade point average of 3.25 to 3.49 will receive HONORABLE MENTION.
4. Any student earning a grade of D or F in any subject will not receive an academic award.

B. Attendance Awards

Perfect Church Attendance: Students need to have perfect church attendance during all three grading periods of the current school year and be a member of Saint Luke or another LCMS Congregation.

Perfect School Attendance: Students need to have perfect school attendance during all three grading period(s) of the current school year.

C. Special Awards

Principal's Award and the Wesley G. Usher Award. The Principal's Award is awarded to the student with the highest accumulated 7th and 8th grade GPA over 3.5 based on a 4 point scale. If no student qualifies that has been at Saint

Luke for 7th & 8th grade then a student that just attended 8th grade would be considered.

These honors are given to the graduating eighth grade student's based on the following criteria:

1. Academic excellence
2. Community service
3. Christian conduct
4. Participation in school activities

The Wesley G. Usher award is awarded to the student who has exemplified academic and citizenship achievement throughout their 8th grade year.

D. Non-Academic Awards

These awards are based on participation and achievement as recommended by the faculty advisors and/or coaches, and are determined by the staff:

1. Band & Choir– faithful participation
2. Drama/Operetta – faithful participation
3. Sports– faithful participation

DISCIPLINE POLICY

The best type of discipline is self-discipline. All children are entitled to the kind of discipline that results in self-control, emotional stability, and growth in moral and spiritual values. Therefore, different approaches to discipline are needed for different children.

The objectives to our program of discipline are to:

- Maintain the school's Christian environment
- Preserve a climate that promotes learning
- Create and nurture positive behaviors by students

It is our aim that school policies prevent discipline problems and promote Christian virtues of self-esteem, mutual understanding, and social responsibility.

Each teacher may incorporate discipline plans in their classroom. These plans may include, but are not limited to, systems of contracts, restitution of damages, detentions, or time-outs. If a student's problems persist, the teacher will notify both the principal and the parents, so that home and school can work together to help the student.

All discipline should be based on Christian love and be in line with Matthew 18. In broad terms the discipline steps are:

- **The teacher will speak to the child about the misbehavior.**
- **If the violation persists, the matter is brought to the attention of the principal and the parents are notified (via incident report or detention notice) by the teacher.**
- **If the violation continues to persist, the student must meet with the teacher and/or principal, parents are notified, warning is given to students and parents are notified as to actions that will be taken if violation continues.**
- **If the violation persists after this warning, there will be a consultation between the principal, parents, and teacher. The Board of Education and pastor will be notified if necessary.**
- **If the problem is still not resolved, it is brought to the Board of Education for final action.**

The principal will become involved immediately when major violations occur. The principal may suspend a student up to ten days or if needed, contact the proper authorities, for incidents of gross misconduct or disobedience. This suspension may be in or out of school.

Acts of gross disobedience include, but are not limited to:

- **Continued disruption of the management of the class room and school through flagrant or repeated violations of school rules and regulations**
- **The use of vulgar, disrespectful, or obscene language or gestures toward another student or adult**
- **Fighting or violent pushing or shoving on the school premises**
- **Theft of personal or public property**
- **The use or possession of dangerous materials such as cigarettes, matches, knives, firearms, other weapons, or any illegal or controlled substance**
- **Cheating**

- Three behavioral detentions

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself. For incidents by students involving battery, possession of firearms, and drug related incidents, the proper authorities will be reported to the Illinois State Board of Education via the SIRS system. The child will be immediately suspended pending a meeting of the Board of Education where suspension/expulsion will be determined.

A parent/principal conference will occur in every case of suspension. At this meeting, guidelines for the return of the student will be set and mutually agreed upon. In the case of an out of school suspension, the Board of Education (BOE) will be notified. If BOE deems necessary, a special meeting of the BOE will be called to discuss the situation. Also, if an out of school suspension is given the Administrative Pastor and Chairman of the congregation will be notified. A suspended student is prohibited from being on school grounds for up to 10 days and may not participate in or attend extra-curricular activities while under suspension.

Continued misconduct, repeated detentions, or suspensions may result in referral to an appropriate counseling resource as a prerequisite for remaining at Saint Luke.

The most serious disciplinary action taken against a student, expulsion, is the termination of enrollment for up to 2 years. Only the Board of Education may expel a student, and such action must be taken at a special Board of Education meeting in which

the parents are invited to attend.

BULLYING POLICY

Purpose, Definition and Parameters

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important goal of Saint Luke School.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. places the student in reasonable fear of harm to the student's person or property
2. causes an adverse effect on the student's physical or mental health
3. interferes with the student's academic performance or ability to participate in or benefit from the services, activities, or privileges provided by Saint Luke School

Students are prohibited from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

Bullying is prohibited in each of the following situations:

1. during any school sponsored education program or activity
2. while in school, on school property, on buses or in any other vehicle being used for transportation for a school function or at school sponsored or school sanctioned events or activities

3. through the transmission of information from a school computer, a school computer network or other similar electronic school equipment.

Bullying is considered a major violation of student' rights and safety. According to Illinois State Board of Education and the "Discipline Policy" in our handbook, the principal will be involved immediately. Of course there are isolated incidences of inappropriate behavior that a teacher can handle and correct in the classroom, but any gross or persistent intent to harm physically or emotionally will be dealt with immediately. The student will be removed from class, a parent notified and a meeting set up between principal, student and parent. Disciplinary action will be decided at this time that could include, but is not limited to, suspension from school according to guidelines of the "Discipline Policy."

Prevention and Elimination

Students, parents and teachers will be provided with educational programs/materials which

1. creates awareness and recognition of bullying in its various forms
2. sees the serious affects of bullying
3. provides tools for students to deal with bullying
4. demonstrates action that can be taken to prevent bullying
5. examines appropriate steps to rectify conditions that foster bullying

DETENTION POLICY

Detentions are given when students violate the established rules. Reasons for detention include but are not limited to:

- Ongoing disrespectful behavior to a teacher or other adult
- Lying
- Stealing
- Cheating
- Abusing school property
- Vulgar or obscene language
- Removal from the classroom due to disruptive behavior
- Continued missing or incomplete homework assignment
- Continued willful disobedience

- Failing to serve scheduled detentions
- Excessive or habitual tardiness
- Other actions deemed unacceptable as Christian behavior

Students who receive a detention must serve it on the day and time listed on the detection slip. Detentions will be served in the classroom of the teacher supervising the detention.

All students who receive a detention will be given a copy of the Detention Notice. This copy must be signed by the parent/guardian and returned to the teacher the next school day.

The parent or guardian is requested to pick up students promptly after the detention has ended.

UNIFORM DRESS CODE

STATEMENT OF ACCEPTABLE UNIFORM

The Board of Christian Education of the Lutheran Church and School of Saint Luke has passed a uniform dress code. All students are expected to be dressed in accordance with the uniform dress code unless a non-uniform day is declared. The purpose of the dress code is to provide guidelines for dress that are appropriate to the learning environment at Saint Luke.

Students are expected to dress in a manner that reflects self-respect, respect for the learning environment, and, most importantly, is God-pleasing. Clothes should be in good repair (i.e. no rips, holes, etc.) To that end, the school has the following expectations:

SHIRTS

- Collared shirts are to be worn at all times (polo, oxford, turtleneck). All shirts are to be a solid color without logo.
- No baggy or oversized shirts, sweaters, or sweatshirts will be allowed.
- A solid, single color sweatshirt or sweater may be worn as outerwear over a collared shirt. They are never to be worn around the waist.
- Zippered and hooded tops are not to be worn.
- Shirts and sweaters should be of sufficient length that the

midsection remains covered at all times.

PANTS

- Black, tan, or blue Docker-style pants, slacks, or shorts are to be worn.
- Girls may wear black, tan, blue, or plaid skirts or jumpers,
- Cargo pants, sweat pants and yoga pants may not be worn.
- A belt should be worn in grades 5—8 if pants, slacks, or shorts have belt loops.

OTHER

- A closed shoe must be worn. A closed shoe refers to shoes that are closed in the front and the back. This is a precaution for student safety. A closed front protects the student's toe, and a closed back helps prevent a student slipping out of shoes and tripping. (i.e. Croc like shoes are not allowed)
- Socks, tights, or nylons must always be worn.
- Shorts, skirts, and skorts must extend below the fingertips of the person when they are standing in an upright position and their arms are hanging at their side. Girls may wear shorts under their skirt or jumper, but shorts must not be visible.
- Personal hygiene and cleanliness are required.
- Extreme fad haircuts and hairstyles, including multi colored hair, are not allowed.
- Excessive make-up should be avoided.
- Gym clothes are not to be worn in the classroom.
- Uniforms of recognized organizations may be worn only with the principal's permission.
- Boys may not wear earrings in school or at any school event.
- Tank or tube tops, half-shirts, or anything with offensive messages are not allowed.
- Biking shorts and spandex of any kind are not allowed.
- Students in grades 3 - 8 will change for gym.
- Girls may not wear excessively long dangling earrings.
- Outer clothing, such as jackets or heavy insulated boots are not to be worn in the classroom. All outerwear should be marked with the student's name.

- On non-uniform days students who choose to wear yoga pants or leggings must wear a shirt that is as long as their fingertips when arms are held down at their sides.

Interpretation of the dress code is at the discretion of the classroom teacher and the administration.

If a student comes to school with disregard to the dress code, the student will be expected to change to acceptable clothing.

Children are expected to dress appropriately for chapel.

EVALUATION

Report Cards and Parent/Teacher Conferences

Midterm reports are sent home one -half way through each grading period for grades 1 through 8. Report cards are issued by trimester for grades 1 through 8.

Parents are asked to sign the report card envelope and return it to the teacher within 2 days. Parents are asked to make an appointment with the teacher to discuss any concerns that might arise.

Parent-Teacher conferences are held for grades 1 - 8 in the fall, following the end of the 1st trimester. Early childhood conferences are held in January. Conferences are held to discuss student achievement and ability. Plans for cooperative action are made, and the social and emotional well-being of the child is discussed.

Testing

The Lutheran School of Saint Luke uses MAP (Measures of Academic Progress) to monitor student achievement. These tests are administered three times a year: fall, winter, and spring, to monitor student academic progress throughout the year.

Results are shared with parents and become a part of the

student's permanent record.

Special Education services and testing are accomplished according to IDEA (Individuals with Disabilities Education Act) and state code.

Special Testing /Programs

We have arrangements with Itasca School District 10 to do comprehensive psychological and speech evaluations of students attending Saint Luke School. Readiness testing may also be done in Kindergarten and First Grade. Vision and hearing screening are done at the appropriate grade levels.

EXTRA CURRICULAR ACTIVITIES

Athletics

The Lutheran School of Saint Luke enjoys a well- balanced program in the area of athletics. Athletic teams are maintained for boys and girls. Saint Luke is a part of the West Suburban Lutheran School Athletic League.

This helps to acquaint the children with other Christians in the vicinity and provides an opportunity for guidance in sportsmanship and fair play.

Sport activities include basketball, track, cross country, and volleyball.

Band

Voluntary band instruction is provided at the public school for students in grades 4 - 8. Walther Christian Academy also provides band instruction and participation for a fee. Families are provided this information each fall. A Walther instructor comes to Saint Luke for weekly individual and small group lessons. More advanced students are invited to participate in Walther's Monday Night Band program, held at Walther. Students may sign up for lessons in the fall. Concerts are held twice a year.

Handbell Choir

Handbell Choir is offered for students in grades 5 through 8.

Strings

Students in grades 1-8 may participate in the Walther Grade School String program on a fee basis. Instruction in violin, viola, cello, and string bass are offered during the school day at Saint Luke by a Walther instructor. Opportunities for performances are scheduled twice a year.

EXTRA CURRICULAR PARTICIPATION POLICY

Grades

Grade reports are issued at mid-term and at the end of the grading period. To be eligible, a student must have a "C" or better (typically 70%) in all graded subjects. A grade below "C" will result in ineligibility beginning on the Monday following the issuance of the report. If a student is ineligible, they will be off the team for one week. At the end of the week, their grades will be reviewed. If all of their grades meet the criteria, they will be allowed to rejoin the team. Grades will continue to be checked until the next mid-term or end of quarter report is issued. If any of their grades fall below a "C" level, they will be removed from the team for the remainder of the season.

Late Assignments

Since our first priority is Christian Education, students are expected to have class work completed and turned in to the teacher by the assigned due date. If turning in homework on time becomes a problem, students will not be allowed to attend rehearsals, practices or games until the assignments are completed and turned in to the teacher. This does not apply to absences due to illness.

Behavior

Any student receiving a detention or suspension for disciplinary reasons will not be allowed to participate in the next game.

GENERAL INFORMATION

School Hours

Grades

Two Little - Tuesday & Thursday
Wednesday & Friday
Tuesday - Friday
Morning Class – 8:45 a.m. to 11:00 a.m.

Preschool: Monday – Friday

Morning Class – 8:30 a.m. to 11:25 a.m.
Afternoon Class – 12:00 p.m. to 2:55 p.m.

PreKindergarten: Monday – Friday

Morning Class – 8:30 a.m. to 11:30 a.m.
Afternoon Class – 12:00 p.m. to 3:00 p.m.

Kindergarten: Monday – Friday

All Day – 8:30 a.m. to 3:15 p.m.

Grades 1 through 8:

8:30 a.m. – 3:15 p.m.

Children should arrive at school between 8:15 a.m. and 8:25 a.m. Preschool and PreKindergarten afternoon students should arrive at 12:00 p.m.

All students must be picked up at the dismissal times listed above

Absenteeism

When a child will be absent from school, the school must be notified prior to 8:30 a.m. by calling the school at (630) 773-0509.

A written excuse should be brought to the classroom teacher upon the student's return to the classroom. If the student is absent for more than (3) days, a doctor's note is required upon return.

In Illinois, a child can miss no more than 5% of the school year or nine days. There are valid causes for absence such as illness, death in the immediate family or other family emergency. In general these are not included in the nine days but are still a cause for concern. If a student is absent for three days without legitimate excuse, the principal will contact the parents. If a student is absent for more than three days because of illness, a doctor's note is required upon return. At nine unexcused absences the county superintendent's office (regional office of education) will be contacted for action concerning truancy.

Vacation Absence: Trips taken during the school year are disruptive to the educational process. While a trip can be educational, it does not replace the educational setting of the school. The Lutheran School of Saint Luke encourages parents NOT to take a child out of school for vacations but to use Christmas break, spring break, and the several long weekends within the calendar to schedule vacations. If a longer time away from school becomes necessary, families are required to speak to the principal before the trip. Homework missed will be picked up after the student returns and completed per homework policy.

Tardiness

It is important for a child to develop responsibility for being punctual. Students arriving late are disruptive to the teachers, the class and deters from classroom instructions. Therefore, a child is considered tardy if he/she is not in their classroom at 8:30 a.m.

Students who are not in their seats in the classroom by 8:30AM will be marked tardy.

Five tardies in a 6 week period (1/2 grading period) will warrant a meeting between principal, parent and student. Any additional 5 tardies within a 6 week period will warrant a detention.

Bicycle Safety

All bicycles should be locked in the bike rack next to the school garage. There will be no riding on school grounds before and after school. Bicycles should be walked across the parking lot at all times.

Birthdays

Birthday invitations are only allowed to be passed out at school if the entire grade is invited. It is also acceptable to invite all the girls only or all the boys only.

Book Fair

A book fair, offering opportunities for children and parents to purchase new books and other educational materials , is usually offered a least twice a year. Dates will be published in the school newsletter.

All monies are used to purchase educational materials.

Building Visitors

All visitors entering the building during school hours are required to enter the building via the main school entrance for the safety of our students. All visitors are required to sign in before entering the building and must wear a visitor badge while in the building. Upon departure visitors are asked to sign out of the building and remove the name badge.

Cell Phone and Electronic Games

Cell phone usage by students is not permitted in the school building from 8:00 AM to 4:00 PM. Students bringing a cell phone to school must have it turned off in their lockers. Students whose phone is out, heard or used will have their phone given to the principal. Parents will be notified and must pick up the phone from the principal.

Electronic games and toys (including iPods, MP3 players, etc.) are not usually conducive to the learning process. Parents are asked to use good judgment in sending or allowing these devices to come to school. Games should be off and in the locker during the day. If the presence of any device interrupts the learning process, the teacher will confiscate the item and parents will be asked to personally meet with the principal to retrieve that item.

Field Trips

Field trips are part of the educational program and attendance is expected.

No child will be allowed to attend a field trip unless the Saint Luke permission slip is filled out, signed by the parent, and returned to the teacher. A written note, email or phone contact cannot be used in lieu of the Saint Luke permission slip.

In the event that parent drivers are utilized for transportation, a copy of the driver's current insurance policy showing the liability limits and a copy of the driver's license must be on file in the school office.

Library

A library containing about 10,000 volumes of library related materials is located in the central part of the school. A study area is provided for student use during the school year. The library also contains computers for computer instruction.

The library is staffed by volunteers who allow students to check out and renew books. Each class has a scheduled library time each week. Books are checked out and renewed during this time.

Books and magazines are loaned to the Pre-K-2nd grade for one week and to 3rd-8th grades for two weeks.

A fine of 25 cents per week or portion of a week will be assessed for overdue books. Students are not allowed to check out books if they have overdue books or have not paid for lost books.

All library accounts must be resolved by the end of the school year.

Locks

Students in grades 5- 8 will be offered locks by the school at no charge. If the lock is not returned, the student will be assessed a replacement fee of \$5.00.

Lost & Found

A Lost and Found container is maintained in the front lobby of the school. Any items not claimed at the end of the school year will be donated to various charitable organizations.

News

All School News is issued via email through Constant Contacts and contains important reminders, calendars, and information pertaining to the activities and events of The Lutheran Church and School of Saint Luke.

Outdoor Education

The 5th and 6th grade students of Saint Luke, as part of their curricular area of study, spend a week in outdoor education every other year. Saint Luke also participates in the programs offered at the Springbrook Nature Center located in Itasca.

Parent/Teacher Communication

- 1. A close relationship between home and school is desired and essential to maximize educational benefits for the children of Saint Luke. To that end effective communication is important.**
- 2. The best way to contact teachers is by e-mail or phone. If a personal meeting is desired, parents are asked to schedule that visit with the teacher.**
- 3. Additionally, parents are asked to be considerate of teachers preparation time that occurs at the start of the school day. Teachers meet for devotions/announcements each morning at 7:55 AM, and are expected to be in their classrooms to greet students upon arriving at 8:15AM. This is not the appropriate time to confer with teachers.**
- 4. Parents are asked to leave any forgotten items (lunches, homework, gym uniforms, etc.) in the school office. The office staff will ensure that the student receives these items.**

P.T.L.

The Lutheran School of Saint Luke has a parent teacher service organization named P.T.L . This organization offers the families of Saint Luke an opportunity to interact with one another and with the teaching staff of the school.

Regular meetings are scheduled and held during the course of the school year. The P.T.L. supports the total ministry of Saint Luke and operates under the supervision of the Board of Education.

Pledges

Pledges to the American and Christian Flag are said daily.

School Closings

In extremely cold or hazardous weather it may at times be necessary to close the school and Christian Care. Parents will be notified directly by the School Reach Phone System if school is to be cancelled or dismissed early.

In addition, Saint Luke is a member of the (ECC) Emergency Closing Center. Saint Luke reports school closings information to the ECC and it is then broadcasted on WGN-AM(720), WBBM Radio 780 AM, CBS Ch. 2, NBC Ch.5, ABC Ch.7, WGN Ch.9, WFLD FOX and CLTV cable.

Parents are asked to provide the school office with up-to-date phone numbers.

School Pictures

School pictures are taken early in the school year, with re-takes occurring approximately six weeks later. Picture day is announced in the school newsletter.

Seventh /Eighth Grade Trip

The 7th and 8th grade students of Saint Luke every other year go on a three day trip to Washington, D.C., following an itinerary of places to visit. On the off year, the students plan an alternate trip to a closer location.

The classroom teacher, students, and parents are responsible for raising the funds to attend the trip. The parents are responsible for their whole portion of the trip costs.

Smoking/Tobacco Policy

In compliance with the Lutheran Church of Saint Luke No Smoking Policy, and in accordance with the Illinois Compiled Statutes, (105ILCS 5/10-20.5b for Schools and 225 ILCS10/5.5 for Child Care Centers) there is no smoking on Church/School property at any time. School Property is defined as building and grounds, and vehicles used for school purposes. Saint Luke has the right to enforce such rules at all times.

Student Records

Family Educational Rights and Privacy Act gives parents the right to see their child's permanent academic record.

The above act gives parents the rights to see their child's academic records. These rights include:

- **Right to Inspect:** Parents have the right to see their child's record in the official school file on school and operates under the supervision of the Board of Education.
- **Information that parents have not requested be kept confidential.**
- **Right to request correction:** Parents have the right to present evidence that the school should amend any part of their child's record which they believe to be inaccurate, misleading, or otherwise violate a student's rights. If the school decides not to change the record, parents may insert an explanation in the record. Once your child turns eighteen, he or she obtains all of the above rights.

SERVICES

Hot Lunch And Milk

Milk is offered to students every day. The students must have a signed approval form for Milk, due to allergies. Hot Lunch is offered through marlaslunch.boonli.com on Tuesdays, Thursdays, and Fridays. Parents will order online.

Insurance

All students are covered through a supplemental accident policy, which pays after, and in addition to, the parent's primary coverage. This insurance is a school-time coverage policy only and is not a 24-hour coverage policy.

Should a child be injured during school or while involved in a school function, the parents will be contacted to be given the necessary forms to fill out.

HEALTH AND SAFETY PROCEDURES

The DuPage County Health Department provides the children of Saint Luke with vision and hearing testing.

All students must meet the following requirements set forth by the State of Illinois.

- All incoming new students, Kindergarten and 6th grade students must have a physical examination within one year prior to the first day of school and proof of adequate immunization on file by October 15th.
- A fully completed health form, signed, and dated by your physician, must be in the school office prior to October 15th. Kindergarten, 2nd and 6th grade must have a dental form on file.
- Kindergarten students are also required to have an eye examination on file by October 15th.
- Students involved in extracurricular sports activities must have on file in the school office a current (after June 1st) doctor's physical prior to participation.
- A lead screening and TB test is also required by the State of Illinois.

Forms are available in the school office.

THE POLICY OF SAINT LUKE IS:

To call the parent or guardian to take a child home who has become sick in school. The child must stay home until free of fever of 100 degrees or above without the use of fever reducing medication for 24 hours.

CONCUSSION POLICY

Definition of a Concussion. A concussion is a traumatic brain injury that interferes with normal brain function.

An athlete does not have to lose consciousness (be "knocked out") to have suffered a concussion. Behavior or signs, or symptoms reported by a player indicative of a possible concussion could be:

**•Loss of consciousness• Appears dazed or stunned
Appears confused• Forgets plays• Unsure of game, score, or opponent • Moves clumsily • Answers questions slowly
• Shows behavior or personality changes• Can't recall events prior to or after the injury• Headache• Nausea
• Balance problems or dizziness• Double or fuzzy vision• Sensitivity to light or noise• Feeling sluggish• Feeling foggy or groggy • Concentration or memory problems
• Confusion**

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Protocol Background: This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

- 1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.**

2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school's approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school's Return to Play Protocols before the student- athlete can return to practice or competition.
5. Following the contest, a Concussion Special Report must be filed by the contest official(s) with the IESA Office through the Officials Center.
6. In cases where an assigned IESA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussions can be accessed on the IESA website: www.iesa.org/concussion

**PARENTS ARE REQUIRED TO SIGN A
CONSENT/ACKNOWLEDGEMENT FORM
FOR ALL STUDENTS GRADES TWO LITTLE - 8TH**

PEANUT/TREE NUT ALLERGY POLICY

Due to the increase in the number of life threatening peanut/ tree nut allergies, the Lutheran School of Saint Luke will be peanut/tree nut free from Two Little through 2nd grade. Outside snacks will not be permitted in the classroom. Teachers will provide snacks daily to the students. Birthday treats must be store bought and be on the snack safety list provided by the classroom teacher.



Medication

The State of Illinois has in place regulations concerning the administration of medications to students during the course of the school day. The policy discourages giving students medication unless absolutely necessary for the critical health and well-being of the student.

In order for any medication to be administered during the course of the school day by Saint Luke staff, the requested medication must be contained in the original container accompanied by the written directions from the prescribing physician.

The prescribing physician must also complete the Physician Medication Authorization Form detailing the name of the medication, dosage, and time interval that medication is to be taken. This form must be submitted for each medication including over the counter medicine.

All medications must be supplied by the parent/guardian.

All medication must be in the original container supplied by the pharmacy.

All medication will be kept in the parish office. Students are not to keep medication (i.e. Tylenol, Motrin, cough drops) on their person or in their locker, except asthma inhalers. Epi-Pens, inhalers and diabetic supplies will be kept in the classroom for the teacher to administer if needed.

Medications will be sent home for refill when empty.

MEDICATIONS MUST BE PICKED UP BY THE PARENT OR LEGAL GUARDIAN AT THE END OF THE SCHOOL YEAR. MEDICATIONS THAT ARE NOT PICKED UP ON THE LAST DAY OF SCHOOL WILL BE DISPOSED OF.

**THE LUTHERAN CHURCH AND SCHOOL OF SAINT LUKE POLICY
STATEMENT AND FACT SHEET FOR GRANT-IN-AID PROGRAM FOR
MEMBERS OF THE LUTHERAN CHURCH OF SAINT LUKE**

The grant-in-aid program of the Lutheran Church and School of Saint Luke is designed to provide **additional** financial assistance for young people who desire to attend the Lutheran school of Saint Luke and who have demonstrated financial need. This grant can only be applied towards **tuition**.

The Grant-in-Aid program is open by application to member families who have students currently attending the school or are anticipating enrollment.

Applications for August through June school year are available March 16th and **MUST BE COMPLETED BY JUNE 1**. Exceptions must be presented to the School Finance Review Committee. Any grants given under this exception will be prorated equally on a monthly basis.

Parents or guardian must complete an application EACH YEAR Grant-in-Aid is requested. Each application includes a financial statement, which must be completed by the parent(s) or guardian and returned with the application together with a copy of last year's COMPLETE Federal Tax return. The necessary application forms are available in the parish office.

SUMMARY: TO BE CONSIDERED FOR GRANT-IN-AID YOU MUST

1. Have membership at The Lutheran Church and School of Saint Luke or enrolling in a membership class. You must complete class for Grant-in-Aid to continue.
2. Have a child attending or anticipating enrollment.
3. Complete application form and file with the school by June 1.
4. Include a complete copy of last year's IRS tax form.
5. If there are special circumstances, please describe on the application form.
6. Fill out, sign, and return the attached Request for Copy of Tax From IRS Form 4506.

The Lutheran Church and School of Saint Luke does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational programs and other school administrated programs.



ROOTED IN CHRIST

Colossians 2: 6-7



Rooted in Christ

Based on Colossians 2:6-7 our Lord tells us
'...walk in Him, **ROOTED** and built up in Him and
established in the faith,'