

Altamont Lutheran Interparish School

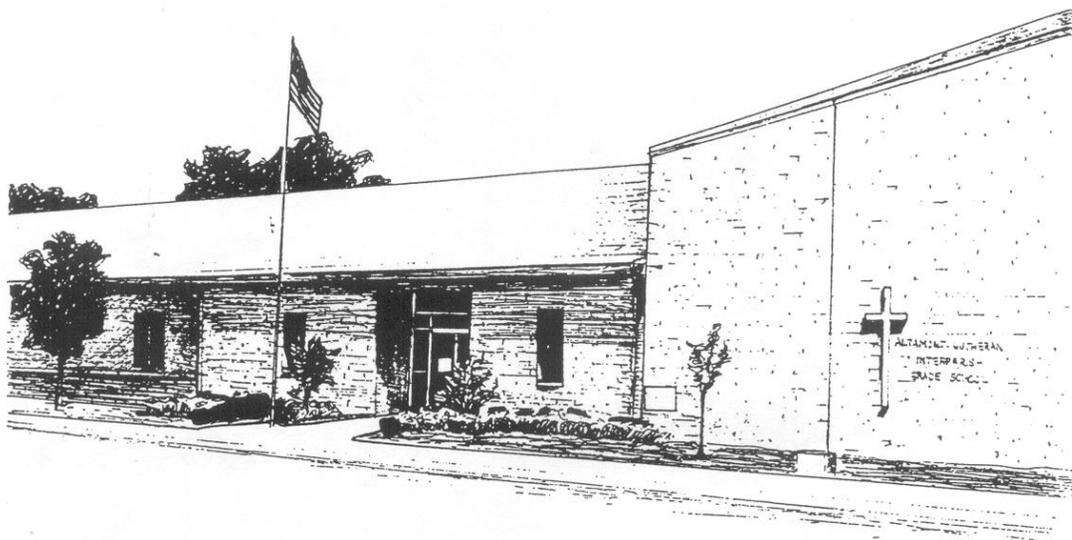
Parent Handbook 2017-2018

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www.altamontlis.com

POLICY ADDED 6-20-2017 (Please note: new policy and procedures are shaded.)



“And let the peace of Christ rule in your hearts, to which indeed you were called in one body. And be thankful.”

Colossians 3:15 ESV

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CREDO

We believe that it is impossible to separate the sacred from the secular. We are convinced that it is educationally sound to provide religious instruction on a daily basis. To keep religion out of a child's daily process of education is to question the relative importance of such training. We believe that Christian education is an adventure with God and therefore it should be given on a full time basis.

MISSION

Through the love of Jesus Christ and the power of the Holy Spirit, we will equip God's children to serve as responsible Christians.

PHILOSOPHY

The mission of the Christian Church is to proclaim the Gospel of Jesus Christ to all nations so that, by God's grace, they receive the gift of eternal life in heaven. The Church then nurtures individuals in the same Christian faith and life so that they grow and mature as good and faithful members of their families, churches, and community.

To carry out this mission, the Lutheran Church-Missouri Synod congregations of Altamont, Illinois (Bethlehem, Immanuel, St. Paul-Blue Point, and Zion) have incorporated their education programs into the Altamont Lutheran Interparish School (ALIS).

At ALIS Christian education is provided from kindergarten through grade eight. This education includes developmentally appropriate, child-centered instruction in the Christian faith and in all subjects ordinarily taught in an elementary school. It is the aim of ALIS to provide a lively, Christian environment in which each student may grow spiritually, intellectually, physically, and emotionally. In this atmosphere the teachers are able to nurture the knowledge, skills, and attitudes which the students need in order to live and work as good members of society and the Church.

The faculty and staff of ALIS are convinced that children are precious gifts from God, and in accord with God's Word, they strive:

- To cooperate with parents to bring up the students in the training and instruction of the Lord (Ephesians 6:4);
- To encourage students to take to heart all the things Jesus taught (Matthew 28:20); and
- To instruct students in such a way that, like Jesus Himself, they grow and mature in wisdom and stature, and in favor with God and men (Luke 2:52).

Christian values, attitudes, and behaviors in all programs and courses of instruction foster student growth and maturity. Policies, teaching methods and resources, and discipline procedures are developed, evaluated, and used in the light of the model of God's love and according to the standards of fairness, prudence, and truthfulness, as well as moderation, clarity, and consistency.

All instruction and programs are intended to conform to the Word of God, the Confessions of the Evangelical Lutheran church, and the constitutions and/or by-laws, and resolutions of our

member congregations. ALIS is administered by the principal under the general direction of the ALIS Board of Directors.

ALIS is supported, maintained, and operated as a part of each member congregation's programs and ministries. Through ALIS, the member congregations seek to fulfill their mission to the children with whom they have contact-whether in the classrooms, on the playground, or elsewhere. Each supporting congregation's mission is further implemented as Christian education is provided for children of the community whose parents may belong to non-member churches or no church at all. All connected with ALIS recognize that only by the blessing of the Holy Spirit will it fulfill its mission and the church's mission for its students.

OBJECTIVES

In order to carry out God's commands, Altamont Lutheran Interparish School is guided by the following objectives:

That each student may:

- Receive daily instruction in God's Word, bringing him/her closer to Jesus, our Savior and King, and helping each child grow in his/her unique Christian service.
- Develop loving relationships with peers and teachers alike, cultivating a God-pleasing character with respect for all people.
- Be prepared for Christian citizenship on earth and in heaven.
- Be provided a challenging academic curriculum taught from a Christian point of view.
- Be equipped to be an asset to his/her family.
- Develop a strong desire for learning and to use his/her time in a God-pleasing manner.
- Grow in his/her appreciation for the beauty of God's creation and in the ability to express him/her artistically.

In order to meet these objectives a complete curriculum of Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, and Fine Arts is taught at ALIS. Technology instruction is given and used to enhance other subjects. This curriculum is based on the requirements of the State of Illinois and the Lutheran Church – Missouri Synod.

The Christian faith forms the basis on which all instruction is based. The truths of the Bible are taught not only during the religion period, but these truths permeate ALL teaching. Religion is not only a course added to the secular course of studies. Rather, all studies are presented in the light of God's Word, and all subjects become meaningful to the child of God as ways of developing talents for greater service to a loving God who redeemed them from sin.

Therefore, when you decide to send your child to ALIS, you make a God-pleasing choice. The pastors, teachers, and all others on the staff dedicate themselves and are eager to lead your child to God, making them ready for citizenship in heaven while preparing them for Christian citizenship here on earth.

ENROLLMENT POLICY

Altamont Lutheran Interparish School is maintained by the congregations of Immanuel, St. Paul (Blue Point), Zion, and Bethlehem, all of Altamont, Illinois, primarily for their members' children. However, it also desires to serve the community through acceptance of other children as space allows.

Children will be admitted to ALIS in the following order:

A. Children of members of Immanuel, St. Paul, Zion, and Bethlehem
If classroom space allows:

- B. Those who have no church membership.
- C. Those of sister LC-MS congregations.
- D. Those of other Lutheran bodies.
- E. Those of other denominations.

Siblings of accepted students will not be excluded from enrollment due to class size. Student to teacher ratio standards for kindergarten through grade 8 follow the state guidelines shown below unless a need is determined by teaching staff and principal.

- Class size of 30 students – 1 full time teacher’s aide
- 30% of students per class qualify for special education – 1 full time teacher’s aide

ALIS is an extension of the member congregations and therefore the following are true in all cases:

1. All students enrolled at ALIS will receive training in the doctrinal teachings of the Lutheran Church – Missouri Synod.
2. The students will conduct themselves as Christian youth, so that under the instruction, training, and admonition of the faculty, they will be a positive influence on the spiritual welfare of fellow students.
3. The parents will encourage and support the Christian instruction given their child by providing their child with the opportunity to attend Church and Sunday school regularly, have family devotions and Bible study, and allow their child to express their faith to them and others.
4. The student will comply with all rules and regulations of the school, so as to insure operation of the school in an efficient and orderly manner.
5. The student will participate in all school activities and programs to the best of their ability.

ALIS is not equipped to serve all students. The ALIS Board of Directors reserves the right to review any student’s admission it deems necessary. The acceptance or refusal of such student shall be determined after such a review. The ALIS Board of Directors reserves the right to refuse any child due to physical or mental problems or past disciplinary misconduct that may endanger students or hinder the educational process of the school. Parental, step-parent, or legal guardian’s past or current history may also warrant such a review. After such review, the ALIS Board of Directors will issue denial or acceptance.

Through cooperation with Altamont Public School Unit #10, we provide bus transportation, special education, band, and remedial education to children who are residents of the district.

PHYSICAL, VISION AND DENTAL EXAMS

As of the 2016-2017 school year, all required health documents must be turned in before the first day of student attendance. Students will not be allowed to attend classes unless proof of a scheduled appointment is provided by the doctor’s office.

All students entering kindergarten, sixth grade, and transfers from out of state must have a physical exam. *School physicals can be completed 1 year in advance of the first day of school which is August 17, 2017. A physical from as early as August 18, 2016, would meet this

requirement. A sports physical will not be accepted as a complete medical physical. Please remember to complete the parent portion on the physical and sign it before turning it in.

All students entering grades Kindergarten, 2nd and 6th must have a dental exam. **Dentals from as early as November 16, 2016, would meet the dental requirement. A lead assessment is also required for kindergarten students when they first enter school. All students entering kindergarten and students transferring into an Illinois school from out of state are required to have a vision exam from an optometrist/ophthalmologist. All shot records must be brought up to date yearly for all students. ALIS health policies are governed by the laws of the State of Illinois and are administered by the Effingham County Health Department.

All children upon being admitted into Kindergarten or first grade of any public, private or parochial school in the Illinois school system, or upon first entrance into the Illinois school system by way of transfer from another system, shall present evidence of immunity against: Diphtheria, Tetanus, Measles, Poliomyelitis, Rubella, Pertussis, Chicken Pox and Hepatitis B. A written permit from the doctor is required when a child returns to school after recovering from infectious hepatitis. If you are unsure which immunizations your child needs, please call your doctor's office or the Health Dept. (217-342-9237).

AGE REQUIREMENTS

Students enrolling in kindergarten must attain the age of five by September 1st of the present school year.

NEW ENROLLMENTS

Newly enrolled students who have been home-schooled will be required to take a placement test. Students that transfer from another school must send records.

LIBRARY LOST BOOK POLICY

All students are to return library books at the end of the year. Any student with a library book missing will need to pay to replace the book. Students' report cards will be held until books are paid for or returned.

NON-DISCRIMINATION POLICY

ALIS believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunities be available to men and women equally. ALIS admits students of any 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 race, color, national, and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

ARRIVAL, DISMISSAL, AND PARKING PROCEDURES

For safety reasons, parents (grades K-8) are expected to drop off and pick up their children at the West entrance of the school building (Edwards Street). Edwards Street is used as a "ONE-WAY HUG AND RELEASE" (South to North travel pattern) drop off and pick up zone for parent vehicles and busses between 7:30-8:25 a.m. and 3:00-3:30 p.m. During these times parking is available along the South side of the building (Lincoln Street) or in the parking lot of Immanuel Lutheran Church. Visitors arriving between 8:25 a.m. and 3:00 p.m. may park along the Edwards Street entrance.

At 3:10 p.m. all bus and after school care students are excused. At 3:15 p.m. all students walking home or getting picked up in car line are dismissed. Staff will dismiss children using a three car loading zone (blue pole, Rocket, and yellow pole) in front of the school. Parents who are picking up their children should park along the right side of Edwards street beginning at the corner of Lincoln and Edwards streets and wait for the buses to leave before pulling up in front of school. If the student is not at the door the car will be asked to pull forward to make room for other cars.

For safety purposes, students should not cross between the drop-off/pick-up zone (Along Edwards Street between Lincoln and Division) between 7:30 a.m.-8:25 a.m. and will not be allowed to cross between 3:00-3:30 p.m. or until all busses and parent vehicles have picked up their children using the car line process.

ATTENDANCE/ABSENCES/PARTICIPATION

If your child will not be in attendance, call the school office before 8:10 am or send a note to the office with a sibling or friend stating who is absent, the reason, and a parent signature. If there is no confirmation of a child's absence by 8:10 a.m. an attempt will be made by the school to contact the child's parents and confirm the absence.

Children will be counted tardy for any absence of less than 1 hour during the school day. An absence of 1-3 hours will be counted as half day absent. An absence of more than 3 hours will be counted as absent for the entire day. Perfect attendance means no tardies or absences for half or whole day. All students need to sign in/out at the school office when leaving early or arriving late during the school day.

After a student is absent 10 consecutive days a doctor's excuse will be necessary or it will be an unexcused absence.

It is the responsibility of the student, especially in grades 4-8, to find out what work was required during the absence. It is then the **student's responsibility** to see that it is completed within the time allotted.

Good school work depends to an extent on punctual and regular attendance. Any child who regularly misses school or otherwise has poor attendance (10-15 absences) will be referred to the Regional Superintendent of School's Attendance Officer.

KEEPING THE SCHOOL INFORMED

It has become more and more important that the school office be closely informed as to what a child is to do after school. The school office needs to know where the child is going each evening. If, for any reason, there is a change in his/her routine, the school office needs to be informed. A child will be expected to follow his/her usual routine after school unless the school office has a note signed by a parent or has received a call from parents stating the change. (Example: a child who usually rides a bus tells his/her teacher he or she is to walk home. Without a note this child will be placed on their regular bus.) It is also very important that a parent/guardian inform the school office immediately if there is a change in address or telephone number. Reporting a change in phone number is critical for emergency purposes. The school office does not give out phone numbers. If a parent/guardian has an unpublished telephone number, it should be marked as such so the school office will know and be able to guard the privacy of the parent/guardian.

VACATIONS ANTICIPATED/PREARRANGED ABSENCES

Parents are discouraged from taking students on vacation during the school year. Any student who knows in advance that they will be absent from school 3 or more days is required to get and complete an ALIS School Family Vacation Request Form from the attendance office. The student is responsible for getting teacher signatures, homework assignments, and the parent's or guardian's signature. The completed form must be returned to the attendance office at least 3 days prior to leaving. All assignments must be made up. ALIS staff may not be held responsible for sending the form home with student unless the student takes the initiative to ask for and get the form from the school office.

OUTDOOR RECESS AND P.E.

All of our students are required to go outside for recess during the noon hour and for physical education when the weather permits. Please realize that fresh air, sunshine, and physical exercise are aids to learning. A request to stay in from recess and/or P.E. must be a written statement from a doctor stating that the absence(s) from outdoor activity is necessary due to a medical condition. This statement must give the reason, and specific dates for which the student is to remain inside.

SCHOOL CALENDAR

The ALIS calendar closely follows the Altamont Unit #10 calendar with a few exceptions. In cases of inclement weather ALIS joins with Unit #10 in dismissing early or canceling school. Any announcements for school closings or early dismissals due to weather will be made over the Effingham radio stations.

All sport's events are automatically canceled whenever school closes or dismisses for weather reasons. Please check Sycamore Education email.

STUDENT DRESS

Students attending ALIS are expected to observe acceptable standards of cleanliness, to dress modestly, and to avoid extremes.

Dress should reflect pride in ourselves as God's children. Both boys and girls are expected to use good Christian judgment in their dress. If the teacher and/or principal feel that a student's clothing, hair, or physical appearance is unhealthy, distracting to others, or is causing disruptions to the educational process, the principal will have the student wear a P.E. uniform or other clothing that is appropriate and will contact the parents so that the situation can be corrected.

Use caution when considering whether your child's clothes are appropriate for school. If you do not, we will do it for you. There are consequences to leaving it up to the school staff to take care of. The Conduct Code lists points given for infraction. Beyond that are the consequences listed below.

First offense: Verbal warning to student and note sent home to be signed by a parent and returned to student's homeroom teacher.

Second offense: Phone call home by student or principal depending on the age of the student.

Third offense: Student will be pulled from class and will remain in the administrative office until a parent brings appropriate clothing to ALIS and the student changes.

Fourth offense: Parents will be notified to pick up student for the remainder of the school day.

The following are not to be worn in school:

1. Clothing with questionable pictures, language, and/or advertising. This includes non-Christian musical groups, controlled substances (beer, tobacco, drugs, etc...), and things of a sexual nature.
2. Sleeveless tops. All shirts must have a sleeve of some kind to meet this requirement.
3. Short shorts and short skirts.
 - a. When student stands normally with hands resting at their sides; the middle finger of each hand should not reach lower than the short or skirt.
 - b. When student bends over at a 90 degree angle; no part of the buttocks is revealed.
4. Tight fit clothing: Any tight fit or skin tight article of clothing that become see through or shows the outline of one's underwear. (Leggings may be worn with a top that fully covers the buttocks area. See #3b for additional detail.
5. Bare midriffs and exposing tops.
 - a. When student stands formally with hands over their head; no part of the student's body is visible in the midriff area.
 - b. When student is seated at a table; a person standing should not be able to look down and see an abundance of cleavage.
6. Unsafe footwear.
 - a. (Only tennis shoes for PE and recess)
 - b. All sandals should have an ankle strap. Flip flops are discouraged due to safety standards.
7. Clothes that have been deliberately cut, torn, or reveal skin.
 - a. No body part is visible through the cut or tear.

8. Earrings

Girls

- a. For safety reasons, only earrings with posts are permitted. No pierced body jewelry are permitted.

Boys

- a. No earrings or pierced body jewelry are permitted.

CLOSED CAMPUS

ALIS is a closed campus and no child is to leave the campus without permission from a teacher. No child will be released during school hours without parental consent. If the child is to be picked up by someone other than a parent, the parents are to notify the teacher prior to the pick up. If a child will be picked up during the day, the parents should send a note in the morning so that the teacher can help the student make up class work that will be missed and assign homework.

COMMUNICABLE DISEASE POLICY – STUDENTS

The Board of Directors recognizes that the student with a communicable disease is entitled to all rights, privileges and services provided by the law and the school's policies. The school shall balance those student rights with the school's obligation to protect the health of all ALIS students and staff.

The board directs the administration to observe all rules of the Illinois Department of Public Health regarding communicable disease. The principal shall report to the local health authority, where appropriate, known or suspected cases of a communicable disease involving a student. The collection and maintenance of the student's medical information shall be done in a manner to ensure the strictest confidentiality and in accordance with federal and state laws.

Whenever a student with a known or suspected case of a communicable disease is reported to administration, he/she shall determine on a case-by-case basis whether the student shall be permitted to attend school in a regular classroom setting or participate in school activities. Whenever possible, consultation shall first be with the student's physician and local health authorities.

The determination shall be made by balancing the seriousness of the disease involved, the risk of transmission of the disease, and by evaluating the potential dangers by regular classroom attendance to the student affected with the disease.

If the student with the communicable disease is not permitted to attend school in the regular classroom or participate in school activities with other students due to a determination by the Review Team that they pose a high risk of transmission of a communicable disease to other students and staff or because attendance would present an unacceptable level of danger to the affected student, every reasonable effort shall be made to provide the student with an adequate alternative education.

Temporary removal of the student from the classroom may be appropriate when:

- a. The student lacks control of bodily secretions.
- b. The student environment proves dangerous to the affected student's health or well being.
- c. The student has open sores that cannot be covered.

d. The student has demonstrated behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream of others.

When a student displaying any of the above described behaviors is reported, administration shall determine whether temporary removal from the classroom is appropriate. The seriousness of the disease and the risk of its transmission shall be considered when making this determination. Whenever the risk of other persons contacting the disease from the student with the disease, can be reduced to the level of risk which otherwise exists without the presence of the student, lesser restriction shall be imposed. The student's age, ability to understand and follow instructions, and ability to control body movements and fluids shall be considered in making the determination.

A student excluded or restricted because of risk to his or her own health may have restrictions altered by administration as conditions warrant. The removal of a student with a communicable disease from normal school attendance shall be reviewed by administration at least once every month to determine whether the condition precipitating the removal has changed. Whenever possible, consultation shall be had with the student's personal physician and local health authorities.

When a student returns to school after an absence due to a communicable disease, the school administration may require that the student present a certificate from a physician licensed in the State of Illinois stating the student is free from disease or otherwise qualifies for re-admission to school under the rules of the Illinois Department of Health, which regulate periods of incubation, communicability, quarantine, and reporting.

If the parent(s) or guardian(s) disagree with the student's alternative educational placement or program, they shall be offered the opportunity to appeal to the Board of Directors within ten (10) days of their notification of the decision of administration.

The principal or the principal's designee shall be responsible for communicable disease policies and procedures to school district personnel, parents, and students.

HEAD LICE POLICY

ALIS follows a nit free policy for students before they are allowed to return to school. A student must have a note from the Effingham County Health Department showing that they are nit free. For information on proper treatment visit; www.idph.state.il.us.

ADMINISTERING MEDICINE

The Board of Directors recognizes that the administration of medication to students during the school day may be necessary. It further recognizes that there are certain state and federal laws that govern the administration of medication to students in certain circumstances. Therefore these guidelines have been adopted.

Medication required by a student shall generally not be administered at school by a school employee. This policy includes even common and widely used preparations such as aspirin.

However, students recovering from temporary illness or student on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician indicating the necessity for the medication and proper dosage, frequency, time and duration it shall be required.

2. A written request, permission and liability release from the parent to administer the medication shall be required. A form is available from school.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and the pharmacy shall be indicated on the containers.
4. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

If a student requires a continued program of medication and it can be demonstrated that the student is of responsible age, arrangements may be made for the self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian.
2. Written permission from the principal or his designee.
3. Written permission from the doctor.

Students will be allowed to carry and self administer asthma medication if the proper medication authorization form is filled out by the parent and physician and filed with the school. A student asthma action plan shall also be completed.

All other medications shall be left with the teacher or school secretary during the school day. These medications shall be stored in an appropriate locked storage area.

In all cases, the school retains the discretion to reject a request for administering medicine.

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form has been filed. This form shall be completed by the student's parents and physician and shall be on file at school prior to dispensation of any medication dispensed to student.

A record shall be kept of medication dispensed to students, specifying the time of dispensation, dosage, supervising person, and side effects apparent after medication was administered.

STUDENTS WITH ALLERGIES

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal. For the safety of the child, an emergency care plan must be completed by a doctor and submitted with the student's registration documents or upon diagnosis. ALIS has emergency care plan forms available if needed.

STUDENTS WITH DIABETES

Students with Diabetes If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must: a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child. b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers. c. Sign the Diabetes Care Plan. d. Grant consent for and authorize designated School District representatives to communicate

directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the Building Principal.

ASBESTOS

The following public notice is being released for compliance with the regulation of the Federal AHERA guidelines for the management of asbestos containing materials. This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. The Inspection Report and Management Plan are in a file for review at the ALIS School Office.

Materials containing asbestos have been found in the floor tile of the building and in insulation in the furnace room. Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who have been trained to recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

ATHLETICS

ALIS offers a varied athletic program for students in grades 5 through 8. If numbers are low, ALIS may go one grade lower to recruit additional students. Information and rules of the program are available in the ALIS Athletic Handbook.

1. Students must be in attendance at least 4 of the 8 class periods the day of an athletic contest to participate.
2. Students must maintain at least a “D+” cumulative average in each reported subject to be eligible to participate in athletic contests. Students must receive a “Pass” in pass/fail classes.
3. Student’s eligibility will be averaged on a weekly basis for the coming week starting the second week of the quarter. Eligibility will be figured on the last day of attendance each week.
4. Students who become ineligible for more than 3 weeks shall become ineligible for the season.
5. Eligibility is for one week. (7 days)
6. Students who have become ineligible are not permitted to practice with the team.
7. Students must be in good standing with the Code of Conduct (10 points in a week, you will be ineligible for a week **from the day of the incident.**)
8. Students serving a detention or an in-school or out of school suspension are not eligible to participate in any athletic programs until the day after the detention or suspension is served.
9. No students are allowed to participate in the ALIS Athletic Programs without a current health physical.
10. Any student participating in sports are allowed one phone call per sport in the event that sports equipment or uniform is forgotten at home. After that, no phone calls will be allowed until student dismissal. It is understood that changes to the schedule happen. We will be flexible in those instances.

STUDENT ACCIDENT INSURANCE

All students at ALIS are automatically covered by accident insurance during school hours and events. This blanket policy is included in the cost of registration. Information regarding coverage is available at the school office. Filing a claim is done through the school office.

HOMEWORK

All students at ALIS will have assignments and will have “homework.” This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education, which has become more demanding. The amount of homework a pupil has is often determined on how well the student uses the class time given for assignments and the ability and study habits of each child. Parents can best help their child by not doing student’s assignments for them. The best thing you can do for your child is provide encouragement, the necessary time and a quiet place for him to do his homework. In no case should a student spend more than one or two hours a night on homework. If your child is bringing home an excessive amount of homework we request that you contact the teachers and discuss ways to improve the situation.

HOMEWORK POLICY 5th – 8th (Adopted 10-18-10 Bd. of Dir.)

- In the event a student does not complete his/her homework, the teacher of that class will complete a noon detention slip. The students will take it to the teacher on duty when the bell rings. At noon, the student will report to the teacher on duty and complete homework not done after eating lunch at noon.
- At the 6th incomplete assignment an after school detention will be served.
- This detention will be served on the day of the incomplete from 3:15-4:00, unless other arrangements are made by the staff. This will make them ineligible for sports on that day.
- After the 6th incomplete after school detention will be served for every 3rd incomplete.
- After 15 homework assignments not completed on time the student will receive 10 points, and 5 points will be given for every 3rd incomplete following.
- Incomplete assignments and unprepared status starts over at 2nd semester.

5th - 8th GRADE HALL PASSES

Each 5th through 8th grader will be allowed 2 passes per day to be in the hallway during class time. The passes are given by the teacher to the student.

TELEPHONE

Students may use the telephone **for emergency use only**. Students are to have permission from their home room teacher before using the telephone.

After school arrangements (visiting friends, alternate ways home, sports activities, etc.) should be made **prior** to coming to school in the morning.

- Any student participating in sports are allowed one phone call per sport in the event that sports equipment or uniform is forgotten at home. After that, no phone calls will be allowed until student dismissal. It is understood that changes to the schedule happen. We will be flexible in those instances.

If an emergency arises and you must get in contact with your child during school time, please call the school and we will either deliver the message or call the child from the classroom to the

telephone if necessary. Remember that all interruptions cause the teaching-learning process to stop.

BICYCLES/SKATE BOARDS/ROLLER BLADES

Students are permitted to ride bicycles to school. All students who ride bicycles are expected to obey the rules, or this privilege may be suspended. Students should observe the following:

1. Know and obey the bicycle rules.
2. Stop completely at each stop sign.
3. Ride single file on the right side of the road.
4. Only one person on each bicycle.
5. Students “showing off” on bicycles may be prohibited from riding their bicycles to school.
6. Show courtesy to other bicycle riders and pedestrians.
7. Park bicycles only in the spaces provided.
8. Do not ride or jump ditches on the school grounds. Skate boards and roller blades are to be kept in the classroom or locker. No use of these items is allowed during school hours. These items may not be used in the school at any time.

VISITORS

In order to insure the safety of the children in our school the following procedures are to be followed:

1. All visitors and parents must check in at the office when entering school. The teacher will be contacted by phone if necessary.
2. For the first two weeks of the school year parents may accompany their children to the classroom if necessary.
3. If you need to speak with a teacher at the end of the day please wait at the office until all students are dismissed.
4. We are no longer able to accommodate visitors bringing in freshly prepared restaurant foods for a student's lunch. Our students are blessed with special visitors throughout the year and we continue to encourage them to come.

CHAPEL SERVICES

Worship services are conducted weekly at 8:20 a.m. The services are led by one of the member congregation's pastors or their designee. The offerings are designated for mission projects. Guests are welcome and encouraged to come and worship with us. Opening chapel, on the first day of the school year, will be at 9 a.m. Faith Raves are held occasionally.

CHRISTIAN SERVICE

Christian Service is a part of our program for middle school students in grades 5-8. Christian Service is a means of fulfilling the school's mission of preparing students for a life of service to Christ. This service must be performed for non-family member (with the exception of grandparent/s) and verified by parents. Each middle school student in grades 5-8 will be expected to complete 4 hours of Christian Service per quarter of school. Record sheets will be provided at the beginning of each quarter. At the end of each quarter this form must be completed, signed by person receiving the service, signed by parent, and turned into your homeroom teacher.

No student may sign the Christian Service form for another student as the one receiving the service. An adult signature will be the only accepted signature. No extra credit projects for which you receive extra credit in class may be used for Christian Service. You may not use family chores that are already your responsibility for Christian Service. Finally, things done for friends will likely not count as Christian Service unless approved by teacher or administrator.

Examples of Christian Service

- Babysitting without pay
- Working or serving in your church nursery, choir, ushering, etc. (Not included would be requirements of confirmation. If you are assigned to do it for confirmation, it will not count as Christian Service.)
- Helping teachers (pre-arranged times and dates are needed)
- Shoveling snow, raking leaves, or mowing for non-family where no money is accepted.
- Volunteering for community programs like VBS, animal shelters, tutoring, etc.

AUXILIARY ORGANIZATION

The ALIS Parent Teacher League (PTL) conducts its meetings during the school year. All parents who have children attending ALIS are members of the PTL. The PTL is responsible for room mothers, the five holiday parties, printing the PTL handbook, and sponsoring of projects to enhance the educational process at ALIS.

PUPIL PROGRESS REPORTS

Progress reports are issued after each nine-week period. Sycamore Education will be available for parents to see the student's progress. Special parent-teacher conferences are held at the end of the first quarter. Time and dates are published prior to this event. Parents may sign up for conferences via Sycamore Education.

If at any time you wish to meet with a teacher for a discussion of your child's progress please call the teacher for an appointment.

Official student records and transcripts will not be transferred to another school until all fees are paid in full. (10-2008)

SCHOOL LUNCH PROGRAM

Altamont Lutheran Interparish School participates in the Special Milk Program. Applications for reduced lunch pricing is available in the school office.

A school lunch, including milk is available to all students at a cost of \$2.35. The cost of the meal is set by the Board of Directors each year. Lunches may be purchased through the school office or through Sycamore Education. A notice will be sent, via Sycamore, when a student's lunch account drops below \$10.00.

Although ALIS no longer participates in the National School Lunch Program, student families may still apply for lunches at a reduced rate. The qualification process is very similar to what has been in place in the past. Applications are provided to all families at registration and remain available throughout the school year. Application may be made at any time. The reduced-price meals go into effect when approved and are not retroactive.

2017-2018 ALIS Lunch Pricing
Full Price \$2.35
Reduced (Blue) .50
Reduced (Gold) .25
TBD based on Special Milk Program pricing
NEW for 2017-2018
Double Portion Purchase Option
A double portion of the main entrée may be purchased in advance of the date served for an additional .50
Double portions of the fruit and/or vegetable may be purchased in advance of the date served for an additional .25

A cafeteria refrigerator is available for students who bring their lunch to school. Parents of home lunch students are encouraged to provide a nutritious meal and asked to refrain from including foods that contain large amounts of sugar, i.e. soda, candy, etc. It is understood that situations may occur where students forget their lunch or come to school at lunch time. **Please do not deliver freshly prepared restaurant foods to your student at lunch time for any reason.**

ALIS also has a milk break program for K-5. All students who wish to purchase milk at a break are requested to send extra money with their lunch money. The cost of milk is established yearly at the beginning of school.

TECHNOLOGY USE POLICY

PREAMBLE; the use of technology during ALIS's school day is an integral part of a student's education. However, the use of technology is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, and or, other disciplinary action. Students will be held responsible for their actions while using technology for ALIS. ALIS reserves the right to take any technology device from a student who is not meeting the standards set in the policy. Google Apps for Education and Go Guardian are in place to protect the privacy of the students at ALIS.

INAPPROPRIATE TECHNOLOGY USE INCLUDES

1. Interfering with the work of another student or a teacher. Any invasion of the privacy of another person is a violation of the school Technology Use Policy. Students may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way without teacher approval.
2. Using technology to harm another person. Any use of technology which hurts or harms another person, whether they be other students, teachers, staff, or parents, in a manner that is contrary to God's Word will not be tolerated.
3. Using technology to steal, thereby, violating the 7th commandment. It is illegal to violate copyright laws. Copying of program files (as opposed to personal word-processing files or other student work) is prohibited except with the approval of the homeroom teacher and their personal supervision.
4. Changing the configuration of any computer. This includes any unauthorized changing of passwords, or other configurations without the teacher's approval.
5. Improper use of passwords. This includes using someone's password or giving someone else a student, teacher, or staff member's password.
6. Any attempt by a student to use the technology at ALIS for their own financial or commercial gain.
7. Breaking any of the following guidelines concerning Internet use:
 - a. No personal information of any kind about another person (students, teachers, parents, etc.) may be transmitted. This includes home telephone numbers and addresses as well as any information regarding any student at any given time.
 - b. No student may use any Internet feature or e-mail without the **direct personal supervision** of the classroom teacher. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom and is actively monitoring the work of the student.

- c. No text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed. Students are expected to maintain a Christ-like demeanor at all times.
8. Procedure for dealing with violations of the school Technology Use Policy include:
- a. Withholding privileges
 - b. Points given as stated in conduct code
 - c. In-school discipline
 - d. Out-of-school suspension or expulsion

Technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Altamont Lutheran Interparish School acknowledges the blessings the Lord has bestowed on His church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

Parents will be called in for any improper social networking, bullying or misconduct with technology.

Social Media Guidelines (January, 2016)

Every day, the Altamont Lutheran Interparish School community interacts online. Many students, staff, faculty, volunteers, student families and organizations maintain their own Facebook pages, Twitter accounts, Youtube and other social media platforms. We recognize the importance of participating in these online platforms.

The following social media guidelines are intended to encourage the students, staff, faculty, volunteers, student families and organizations to share their voice through social media platforms in an effective and constructive manner. Please review and respect the following guidelines when participating in any social media conversation that involves Altamont Lutheran Interparish School.

1. Respect Altamont Lutheran Interparish School's brand, trademark, copyright and confidentiality rules and regulations.
2. Respect Altamont Lutheran Interparish School's student and faculty handbook, along with any policy adapted and distributed by the School Board and Leadership of Altamont Lutheran Interparish School since the printing of the handbooks at the beginning of the current school year.
3. Be transparent: This helps users not only find your sites when searching under the school's name, but also to clearly identify what community you belong to. Display your Altamont Lutheran Interparish School's pride when posting on any social media platform or blogging site.
4. Keep messages clean and professional. This includes the following:
 - a. Professional/appropriate tone and voice.
 - b. Refrain from the use of slang or comments that could be considered slanderous or offensive.
 - c. Utilize appropriate grammar and spelling.
 - d. Use the same professional tone when posting video or photos.
5. Check your facts before you post to ensure that what you are posting is correct information. If you find that an error has been made, correct it immediately and visibly.
6. Maintain confidentiality when making any kind of post to any social media platform.
7. Know the rules and abide by them. You are held responsible to the Federal Trade Commissions rules and those of third-party sites. For Example: Fans of a Facebook page

cannot be censored by administrators, and are only censored by the terms and conditions of Facebook.

8. Constantly monitor your site and stay on top of all your personal social media platforms. Any social media site requires daily monitoring to ensure that posts, visual or written, are constructive in tone. Social media can be used and misused quite effectively and great care is required to serve and protect the Ministry of Altamont Lutheran Interparish School. Please contact the school office if you have questions as to whether a visual or written post should be removed. For example: An unconstructive statement might be: "The parking lot at Altamont Lutheran Interparish School sucks!" A constructive statement might be: "The parking lot at Altamont Lutheran Interparish School is in poor shape and needs to be replaced."
9. Contact the school office in the event that you do remove a visual or verbal post that you feel includes seriously inappropriate content.

Employees and those volunteering in an official capacity of Altamont Lutheran Interparish School Ministry Altamont Lutheran Interparish School understands that some employees participate in social networking sites (e.g. Facebook, Twitter, YouTube, LinkedIn) and chat rooms, and create and maintain personal websites, including blogs. Altamont Lutheran Interparish School respects employees' online social networking and personal Internet use. However, your online presence can affect Altamont Lutheran Interparish School as your words, images, posts, and comments can reflect or be attributed to Altamont Lutheran Interparish School.

As a Team Member, you should be mindful to use electronic media, even on your own personal time, responsibly and respectfully to others. Because employees' online comments and postings can impact Altamont Lutheran Interparish School and/or the way employees are spending their time at work, Altamont Lutheran Interparish School has adopted the following guidelines that employees must observe when participating in social networking sites and/or engaging in other forms of Internet use on and off duty. It shall be considered a breach of acceptable Team Member conduct to post on any public or private website or other forum, including but not limited to discussion lists, newsgroups, listservs, blogs, information sharing sites, social media sites, social or business networking sites such as LinkedIn, Facebook, or chat rooms, telephone based group communications such as Twitter, or any other electronic or print communication format, any of the following:

- (1) Anything that may harm the goodwill or reputation of Altamont Lutheran Interparish School or any disparaging information about Altamont Lutheran Interparish School.
- (2) Any disparaging, discriminatory or harassing information concerning any customer, employee, vendor or other person associated with Altamont Lutheran Interparish School. Altamont Lutheran Interparish School's policies prohibiting harassment apply online as well as offline.
- (3) Any confidential information, trade secrets, or intellectual property of Altamont Lutheran Interparish School obtained during your employment, including information relating to finances, research, development, marketing, customers, operational methods, plans and policies.
- (4) Any private information relating a customer, employee or vendor of Altamont Lutheran Interparish School.

In compliance with applicable regulations of the Federal Trade Commission, employees endorsing Altamont Lutheran Interparish School products or services must disclose their employment relationship with Altamont Lutheran Interparish School and must ensure that endorsements do not contain representations that are deceptive or cannot be substantiated. If you are speaking about job-related content or about Altamont Lutheran Interparish School you

must either clearly identify yourself as an Altamont Lutheran Interparish School employee, or speak in the first person and use a disclaimer to make it clear that the views expressed belong solely to you. In addition, the following statement must be used, “The opinions expressed on this site are my own and do not necessarily represent the views of Altamont Lutheran Interparish School.”

This Policy applies regardless of where or when employees post or communicate information online. It applies to posting and online activity at work, home or other location; while on duty and off duty.

Altamont Lutheran Interparish School reserves the right to:

- Monitor and access any information or data that is created or stored using Altamont Lutheran Interparish School
 - Technology, equipment or electronic systems, including without limitation, e-mails, internet usage, hard drives and other stored, transmitted or received information.
 - Employees should have no expectation of privacy in any information or data
 - (i) Placed on any Altamont Lutheran Interparish School computer or computer-related system or
 - (ii) Viewed, created, sent, received or stored on any Altamont Lutheran Interparish School computer or computer-related system, including, without limitation, electronic communications or internet usage.

VIDEO SURVEILLANCE

All students of ALIS are subject to video surveillance while they are on the bus and on school premises.

HONOR ROLL

The ALIS Honor Roll will be given each quarter for the 5th-8th grades. The two honor rolls given are High Honors (4.00-3.65) grade point average – G.P.A.) and Honors (3.00 – 3.64 G.P.A.). The following grade points will be used: A=4.0, A- = 3.7, B+ = 3.3, B= 3.0, B- = 2.7, C+ = 2.3, C=2.0, C- = 1.7, D+ = 1.3 D= 0.7 & F= 0. The seven subjects used in figuring honors are Math, Science, Reading, English, Spelling, Social Studies, and Religion & Memory.

ALIS GRADING SCALE

The following grading scale will be used at ALIS: A=100-96, A- =95-93, B+ = 92-90, B=89-87, B- = 86-84, C+ = 83-81, C= 80-78, C- = 77-75, D+ = 74-72, D- = 68-66, F = 65-0.

ACADEMIC AWARDS

At the end of the school year academic, attendance and other awards will be given out at the ALIS Graduation (8th) and Achievement Awards Ceremony (K-7).

LEARNING RESOURCE ASSISTANCE

Students are responsible for earning passing grades at Altamont Lutheran Interparish School. Children are to use the abilities the Lord has given them. Should excessive low grades occur, students will be recommended for academic assistance. Academic assistance may include but is not limited to: the possible identification as a student in need of special services, special assistance through a teacher, attendance at summer school, teacher’s aide, or private tutoring at family’s expense.

NUISANCE ITEMS

Nuisance items are items that disrupt the educational process (i.e. electronic games, gum, sports cards, toys, magazines, cell phones, etc.)

1. If an item becomes a nuisance the teacher will keep it for the day. At the end of the day it will be returned to the child to be taken home.
2. If the item returns to school a second time it will be placed in the principal's office and must be picked up by a parent.
3. Cell phones may be used only with school staff permission during the school hours.

INTERROGATION OF STUDENTS

ALIS shall maintain a policy of cooperating with local, state and federal law enforcement officials. Law enforcement officials may interview students in school, providing such officials present proper identification to the building principal/designee and explain the purpose of the interview. Every attempt will be made to notify the parent(s)/guardian(s) of the interview before it is conducted. The interview shall be conducted in the presence of a school official. The student's parent(s)/guardian(s) may be present for such interview upon request.

SEARCH AND SEIZURE

ALIS has instituted a Crisis Management Plan to provide for a safe learning environment. To maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment owned or controlled by the school (such as lockers, desks, parking lots), as well as personal effects left there by the student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

SEX OFFENDER

According to the Sex Offender Registration Act, schools are required to notify parents that information about sex offenders is available on the Illinois Department of State Police Statewide Sex Offender Database. The website to reach this information is: www.isp.state.il.us. Click the "Sex Offender Information" box on the right side of the screen.

CONDUCT CODE

The goal of parents, teachers, pastors, congregations, school, and society is to help each of us to grow to mature, useful, God-pleasing lives, Paul writes in Romans 15:4, "You also are full of kindness, fully equipped with every kind of knowledge, and able to correct one another." We also read in Hebrews 12:5-11 we have a whole treatise on discipline: "My son do not make light of the Lord's discipline, and do not lose heart when He rebukes you, because the Lord disciplines those He loves, and He punishes everyone He accepts as a son. Endure hardship as discipline. God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined (and everyone undergoes discipline), then you are illegitimate children and not true sons. Moreover, we have all had human fathers who discipline us and we respected them for it. How much more should we submit to the Father our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in

His holiness. No discipline seems pleasant at the time but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”

Christian discipline is for all of us as we encourage each other to a mature faith and righteous living. Within the framework of this community then, the goal shall be to establish an atmosphere of Christian respect for teachers, pastors, students, adults, and property.

While more specific rules will be given in individual classrooms, the following general rules will apply:

1. Adults are to be addressed by their title of respect.
2. Learning can best take place in an atmosphere of order and respect. The amount of noise permissible in a classroom depends on the activity taking place and the discretion of the teacher.
3. Students are to show respect for each other. When talking playing or working with other students, respect will be shown by attitude and speech. As God directs all Christians, students and adults bear the responsibility of their actions.
4. Running and shouting in the hall is completely out of order since it will provide a disruption for others and produce a safety problem.

The Altamont Lutheran Interparish School Board of Directors, in cooperation with the teaching staff, has adopted the following Conduct Code for students attending this school.

The purpose of the Conduct Code is to develop an understanding between students, parents, and teachers concerning proper behavior and to regulate the disciplinary actions taken by the teacher. All relationships with children are to be carried out in the spirit of Christian love, understanding, and helpfulness. It is the intent of the Conduct Code to dwell on positive behavior and convey appreciation for that to students through regular classroom reinforcement.

I. CONDUCT CODE REGULATIONS:

- A. The Administration of ALIS agrees with the concept of progressive discipline and to the extent circumstances warrant it, the administration and faculty will impose discipline in a progressive manner using the point system described below. The point system is designed to communicate to students and parents what is expected of students and to assure the consistent application of punishment for certain acts of misconduct. While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants. **Since it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.**

0-10 Points: (Points given according to each individual situation.)

Some examples are:

Any purposeful disruption

Inappropriate behavior or language or writing

Projectiles

Abuse of hall pass

Chewing gum/eating food outside of scheduled lunch and snack times.

Repeated incomplete work (6th incomplete = 1 detention, after which every 3rd incomplete = 1 detention)

Possession of nuisance items

Failure to return any conduct or academic slip

Repeated Tardiness (6th tardy = 1 detention, after which every 3rd tardy = 1 detention)

10-20 Points: (Points given according to each individual situation.)

Some examples are:

Cheating

Lying

Being removed from class for inappropriate behavior

Defiance

Homework (after 15 incomplete homework assignments 2012)

Stealing

20 -30 Points: (Points given according to each individual situation.) Possible suspension

Some examples are:

Disrespect to faculty, staff, or students

Refusing assigned discipline

Using disruptive devices (laser lights, etc.)

Minor fighting (no apparent physical injury)

Stealing

30 Points: Likely to receive suspension and possible expulsion hearing

Some examples are:

Major fighting (apparent physical injury, any strike to the face)

Harassment (oral, physical, or sexual)

Willful damage to building or student's possessions

Pornography & obscenity

Defiance

Forgery (parent's signature, school documents, etc.)

50 Points: Likely to receive a substantial suspension and/or expulsion hearing

Some examples are:

Alcohol, use or possession of

Tobacco products & paraphernalia and/or use of

Bomb threats

Possession and/or use of illegal drugs or drug paraphernalia

False alarms

Weapons

Any actions that warrant the police entering the building

PENALTIES

Points

Discipline

5

Verbal warning to student by teacher. A note must be sent home to parents or their signature that details the reason for discipline.*

- 10 & 15 Parents are notified to explain the problem.*
- 20 & 25 Detention and possible suspension. Detentions will be served after school for 30 minutes. The child must be picked up at the classroom by a parent and a conference between the student, parent, and teacher must take place.
- 30 & 35 Suspension. The students will serve this suspension in school on the next school day (isolated with assignments to be completed). Following the in-school suspension, the parents must meet with the home room teacher, teacher(s) involved and the principal/assistant principal to discuss problems and possible solutions.*
- 40 & 45 Suspension and possible expulsion hearing. This suspension (2 days) will be served in school the next 2 school days. Assignments must be turned in. Also, the students and parents must meet with their pastor for a counseling session, the length of which shall be determined by the pastor. For students who do not belong to one of ALIS's four congregations, a pastor will be assigned to provide the counseling.*
- 50 Suspension/Expulsion. Upon this suspension, the Board of Directors will meet within 10 school days to determine further action. Extreme behavior problems may lead to dismissal. No longer eligible for extra curricular activities. The child will be suspended until the Board of Directors meet.*

*A note will be sent home for the parent's signature detailing the reason for discipline, points, and year to date total points.

II. Additional Conduct Code Regulations

- a. This program lasts for entire school year and discipline points are cumulative for that school year.
- b. This conduct code applies to students during normal school hours, as well as at ALIS sponsored activities, including track, girls' basketball, and band
- c. The misbehavior must be seen, heard, or verified by an adult.
- d. The teacher/administrator shall maintain a discipline flow chart with accurate data recorded for each instance of disciplinary misbehavior.
- e. Students must be in good standing with the Code of Conduct (10 points in a week, or accumulate enough points to receive a detention or suspension you will be ineligible for a week from the day of the incident.)
- f. Students will not be eligible for any extra curricular activities (i.e., athletic contests, practices, cheerleading) until the day after the detention or suspension is served.
- g. Should the parents refuse to meet with the appropriate parties, at any level of the discipline procedure, the student will serve an out of school suspension until the conference takes place. The Administrator will contact the parents to discuss the suspension.

III. ACADEMIC REPORT

- a. An Academic Report is used to report ineligibility.

BULLYING

ALIS's goals is to provide a friendly, caring and safe environment. Bullying of any kind is not acceptable. If an incident occurs the students should promptly and effectively report it to a staff member or school administration. Bullying is inflicting physical or psychological harm to another person repeatedly. It may include but is not limited to tormenting, excluding, pushing, name-calling, teasing, spreading rumors or kicking.

SEXUAL HARRASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advance, request of sexual favors, and other verbal or physical conduct of a sexual nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of
 - a. Substantially interfering with a student's educational environment
 - b. Creating an intimidating, hostile, or offensive education environment
 - c. Depriving a student of educational aid, benefits, services, or treatment, or
 - d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a students.
3. Methods used to send these messages include, but are not limited to, the following media: verbal, written, and technology based.

Sexual harassment may be student to student. It can cover a range of behavior, including sexual insults and name-calling, off-color jokes, intimidation by words or actions, offensive touching such as tickling, pinching, patting or grabbing. An important point to remember is that sexual harassment is defined by the target. What may be hostile, humiliating, or sexually offensive to one student may not be perceived that way by another student. Therefore, when a student target complains about being sexually harassed, it should not be within the scope of school staff member to decide whether or not the situation being described constitutes sexual harassment.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Principal, or Assistant Principal. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

GRIEVANCE POLICY

Grievances will be addressed in a fair and Christian manner in an attempt to gain reconciliation, as we are taught from the Bible...

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." (Matthew 18:15 NIV)

Any person who has a grievance against another must be encouraged to work the problem out with the other person according to Matthew 18:15. Under no circumstances may personal accusations or criticisms be brought up on the floor of a School Board meeting or to a School Board member, unless the Grievance Policy steps are followed. The goal is to obtain a God-pleasing solution.

The Grievance Policy steps to be taken are outlined below.

1. The person with the grievance will discuss in private with the offender the perceived offense. If the parties are reconciled, no further action is necessary.
2. If the first step is unsuccessful, the offended party will ask the principal to mediate with the two or more parties present.
3. If the second step is unsuccessful, the situation will be mediated by the principal and pastor.
4. If the third step is unsuccessful, the Personnel Committee of the Board of Directors will then be asked to mediate.
5. If the fourth step is unsuccessful, the situation will be mediated by the Board of Directors, with all parties present. Upon notification by the offended party, The School Board Chairman will plan an Executive Session at the next regularly scheduled School Board meeting. This session will include all parties involved in the grievance. The presence of a pastor may be requested by either party. The Board of Directors is the final authority in all grievances.

SCHOOL BUS MISCONDUCT POINT SYSTEM – ALTAMONT SCHOOLS

Student Transportation is regulated in Illinois by the Illinois State Board of Education, the Illinois Department of Transportation (IDOT), and the Federal Department of Transportation. District expectations of school bus riders and drivers are consistent with the guidelines of these agencies. While a bus is in use, the driver is in charge of the bus and responsible for the safety of the students and the bus. Student behavior should be in compliance with ALIS expectations outlined below.

The rules below are designed to assure the safety of students and to make sure the school is meeting expectations of the agencies which govern student transportation.

- For your safety, wait until the bus comes to a complete stop before entering or leaving the bus.
- For your safety, watch your step when entering or leaving the bus and watch for other vehicles in the vicinity of the bus at the stop.
- For your safety, and for common courtesy, no vulgar language is permitted.
- For your safety, keep your hands and head inside the bus at all times.
- For your safety and the safety of others, do not throw anything outside the bus window.
- For your safety, do not stand or move while the bus is moving.
- For your safety, no scuffling, slapping, hitting, kicking, or throwing articles are permitted at any time. Fighting will bring immediate removal from the bus.
- For your safety, talking should be done quietly to avoid distraction of the driver.

- For your safety, there should be no eating or drinking while on the bus. Lunches, bottled water, or unopened bottles or cans may be on the bus, but must be unopened and preferably stored in a backpack or pocket.
- For your safety, the possession or use of tobacco products is not allowed on the bus just as it is not allowed in district buildings.
- For your safety, the possession of drugs, controlled substances, look alike drugs, paraphernalia, and alcoholic beverages is not allowed on the bus just as they are not allowed in school building.
- For your safety, weapons as defined in student handbooks are not permitted on the bus.
- For your safety, permission to ride a bus different from your regular assigned bus or getting on or off a bus at a stop other than the student's regular stop requires a note from parents or guardian sent to the building principal, who will initial the note indicating approval, and return it to the student who will give it to the driver.

During Field Trips or Athletic Trips, the driver and the chaperone will work together to accommodate the needs of young people on that trip. This means that some of the rules listed above may be modified because of the circumstances of the trip. Complaints regarding the driver or overall safety made by parents should be directed to the Director of Transportation. He will investigate the allegation and report it to the District Superintendent. Drivers are always to be notified of a complaint, regardless of the validity of the complaint. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for violating school rules or for engaging in other gross disobedience or misconduct. The board of directors may suspend the student from riding the school bus for safety reasons. The school's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

The bus misconduct point system was approved by administrators and bus drivers as a program designed to insure that students conform to the transportation and school rules and policies. The following misconduct system applies to students in Preschool through Grade 12. Points serve as a notice of some type of misconduct and/or the violation of a school rule. The three main components of the misconduct point system are as follows:

1. Points are issued upon violations of transportation rules.
2. Points accumulate throughout the school year and start over with each new school year.
3. Accumulation of points WILL result in time off the bus or removal from bus for remainder of school year.

A copy of each misconduct notice will be mailed to the parent/guardian of the student.

Bus - Discipline Points

10 POINTS

Obscene language/gestures toward student.
Possession of tobacco product.

20-30 POINTS

Consumption of candy, food, drinks
Defiance (disrespect)
Excessive noise
Extremities out windows
Fighting, spitting harassment toward other riders
Misconduct under substitute driver
Refused to stay seated
Vandalism (plus restitution)

10-60 POINTS

Throwing projectiles
Possession or use of matches or lighters

30 POINTS

Deliberate boarding unassigned bus
Use of tobacco

30-60 POINTS

Possession and/or use of dangerous objects
Harassment, threats, intimidation of driver, bus aide or staff members

40 POINTS

Obscene language/gestures toward driver/staff member (physical or verbal)

60 POINTS

Alcohol and drugs (See Policy IL. 7.190)
Assault of bus driver/bus aide/staff member
Explosive device
Possession and/or use of guns and knives

Accumulated point

Discipline/consequence

20	Off bus 1-3 days
30	Off bus 5 days
40	Off bus 10 days
50	Off bus 20 days
60	Removal from bus for remainder of school year

The administration agrees with the concept of progressive discipline and to the extent circumstances warrant it; the administration will impose discipline in a progressive manner using the point system described above. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct.

While the point system may be used to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more severe disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less severe disciplinary sanctions than called for as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

POLICY ON ALCOHOL AND DRUG ABUSE - Bus

The possession, use distribution sale purchase, being under the influence of any narcotic drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, stimulant, depressant, look-a-like drugs, designer drugs, alcoholic beverages, drug paraphernalia, or any controlled substance are not permitted at school, on campus, on school bus, or any school sponsored activity, either on or off campus. Also, while on a school bus smoking or other use of tobacco such as chewing is prohibited.

DISCIPLINARY ACTION - Bus

A student found in violation of this policy will lose riding privileges for ten (10) days. . Parents or guardian will be notified, and the student will be given due process. Furthermore, police officials will be notified. Depending on the severity of the infraction, the Administration may also recommend a full calendar year expulsion, plus any additional days left in the quarter the student would have been able to return.

The expulsion can be reduced from a full calendar year to a semester, plus the remaining time in the quarter of the infraction if the student and parents/guardian **choose** to participate in and successfully complete the following:

A forty (40) hour substance abuse program through an approved program or agency. *(Approved by the building principal.)

*Proof of successful completion of the substance abuse program must be submitted to the building principal before the student will be allowed to enroll in Unit #10 Schools.

*The cost of the assessment and all counseling will be the responsibility of the student and/or parent/guardian. The student and parent/guardian must agree upon the following condition before the student will be allowed to enroll after the expulsion has been served:

NO PARTICIPATION IN OR ATTENDANCE AT ANY EXTRA-CURRICULAR ACTIVITY FOR THE REMAINDER OF THE SCHOOL YEAR.

SCHOOL FEES

Registration, books, and supply fee is \$280. The registration fee includes: books, science, computer, student accident insurance, and the health nurse fee.

A band fee for 5th - 8th grade is to be paid separately to Altamont Community Unit #10. A band uniform cleaning fee for 7th & 8th grade is also to be directly paid to the Altamont Community Unit #10.

A \$25 sports fee is collected for each sport if a student is participating. This is collected when the uniforms are distributed. See the Athletic Handbook for any further sports information.

Lunches are \$2.35 per meal (reduced meal guidelines are available at registration). Extra milk is \$.30.

5th – 8th grade students are required to wear a P.E. uniform. Uniforms will be ordered at registration and \$15 will be collected.

TUITION

Children of families with no church affiliation and children of families with other Lutheran or denominational affiliation will be accepted as students on a tuition basis as space is available.

Current tuition rates are as follows:

Tuition Cost	\$5,660
Church grant	\$2,160
1 st child	\$3,500
2 nd child	\$3,150
3 rd child	\$2,835

A 10% discount will be given if you pay the entire amount by the first day of school.

A late fee of \$25 would be incurred per account if not paid by the 15th of the month. (The August payment will be due by the 1st day of school.) Special cases are subject to review by the ALIS Board of Directors. The family must approach the Board before payments are delinquent. Book fees are paid in addition to tuition.

A monthly payment plan for tuition maybe set up with the family.

A TADS Scholarship Program is available as needed.

www.tuitionaid.com