

EVANGELICAL SCHOOL

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PARENT-STUDENT HANDBOOK

2024-2025

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STAFF

Amanda Macias, M.S.	Principal
Shelly Gentelin, B.S.	Kindergarten
Ashley Smith, B.A.	Kindergarten
Rachel Fulkerson	Kindergarten Aide
Erin Shewmaker	Kindergarten Aide
Kim Sears, B.A.	First Grade
Kristen Nolle, B.S.	First Grade
Crystal Cox, B.S.	Second Grade
Jan Whaley, M.A.	Second Grade
Daria Helfrich, M.S.	Third Grade
Lindsey Bruce, B.A.	Third Grade
Marissa McRae, B.S.	Fourth Grade
Michelle Decker, B.S.	Fifth Grade
Breanne Bonnell, B.S.	Fifth Grade
Olivia Angel, M.A.	Middle School Social Studies
Monica McGill, B.S.	Middle School Language Arts
Terri Guymon, B.S.	Middle School Math-Pre Alg/Alg
Bryan Chrisos B.S.	Middle School Math-6th/7th
Don Fuller, B.S.	Middle School Science
Tiffany Baxter	Computers 6-8
Emily Dobson, B.S.	Physical Education K-8
Tracy Spihlman, B.A.	Music K-5
Christina Eales, M.A.	Library K-8
Connie Heston M.S.	Health 6-8
Kelly Rich, B.S.	Art/Religion K-5
Steven Helfrich, B.A, M.DIV	Religion 6-8
Susan Stanard, M.A.	Administrative Assistant
Amy Bloemker	Secretary
Olivia Londecker	Before/After School
Lindsey Crawford	Before/After School
Kaitlin Greear	Before/After School
Lindsey Bruce	Before/After School
Ashley Thompson	Before/After School
Ella Artis	Before/After School
Sophia Liley	Before/After School
Jamie Kuehnel	Before/After School
Emily Stafford	Before/After School
Payton Brands	Before/After School
Laci Devault	Before/After School

**EVANGELICAL SCHOOL BOARD
2024-2025 School Year**

Eric Schrumpf, President	eric.schrumpf.vabbac@statefarm.com
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EVANGELICAL SCHOOL BOARD COMMITTEES

PERSONNEL COMMITTEE

Eric Schrumpf
Amanda Macias
Becky Crawford
Sara Harroun

BUDGET COMMITTEE

Eric Schrumpf
Amanda Macias
Terry Thurston
Jack Hoelscher
Kristen Ryrie

SCHOLARSHIP COMMITTEE

Eric Schrumpf
Melinda Bock
Amanda Macias
Margaret Renken

1. Vision/Mission Statement

1.1 Our Vision

Evangelical School will graduate well-rounded students and responsible citizens through a superior school experience based on Christian principles.

Our Mission

Evangelical School is committed to providing a total educational experience for each student. We believe in the importance of having a solid foundation of knowledge in core subjects, such as math, reading, writing, science, and social studies. Through our Discipline With Purpose program and religious instruction, we teach moral values and build strong character. Promoting high standards, students, parents, and staff share the responsibility for advancing the school's vision.

1.2 Evangelical School History

Pastor Walter Krebs founded Evangelical Elementary school less than ten years after opening Evangelical School for Younger Years, which served only 3 and 4 year old children. The school started with twelve kindergartners and twenty first graders, with several more that were interested and eventually attended. The church saw a need for a school that not only taught the "three R's", but also had a religious environment, and religious rituals and celebrations around the liturgical year. While chapel would be part of the program, and Christian illustrations and symbols would be a part of the classroom, no fine points of the doctrine would be taught. Evangelical Elementary School is a ministry of the church that welcomes people of all faiths to learn in a Christian atmosphere.

1.3 Accreditation, Governance, and Policy Making

Evangelical is registered with the Illinois State Board of Education and is currently working towards accreditation. The pastor and the Evangelical Board of Education have the final authority in all matters relating to the school. The pastor, school board, and church consistory have delegated a principal to run the school. All policies are developed in conjunction with the principal, school board, and pastor and then voted on, for approval, by the school board

2. Admissions

2.1 Non-Discrimination Policy

Evangelical School admits students of any race, color, sex, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of Evangelical United Church of Christ, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

2.2 Admissions Requirements

At the time of registration, all new students seeking admission to Evangelical School are evaluated on the basis of academic records, including standardized test scores, report cards, behavior reports, and on observations made by the staff at previously attended school. New students entering grades K – 8 will be screened to ensure grade level performance. Additionally, records from all previous schools will be reviewed. If it is determined that the student is ready for the upcoming grade level, the student will be granted provisional placement for a period set by the principal. If there are no issues either socially or academically, the student will receive permanent placement.

Documents required for admission include:

- Health Records
- Immunization Records
- Birth Certificate
- Report Cards from previous school attended
- Standardized Test results
- If applicable, record of IEP, or 504 plan

Moreover, all financial obligations to Evangelica shall be paid before records are released to other schools.

2.3 Students with Disabilities

Evangelical School does not discriminate based on disability. Evangelical will make every reasonable effort to provide a Christian education to the students with disabilities. Despite our best efforts at times Evangelical School may not have the resources, staff, or facilities to accommodate certain needs. Before admission, the administration will meet with the parents to discuss what accommodations can be provided and what is in the best interest of the child.

2.4 Age Requirements

TO ENTER KINDERGARTEN AT EVANGELICAL SCHOOL, A CHILD’S AGE MUST COMPLY WITH ILLINOIS STATE REGULATIONS. At this time, the regulation states that the child must be five years of age by September 1 of the entry year to begin Kindergarten. Children entering preschool must be three years old by September 1 of the entry year to enter the three-year old program and four years old by September 1 of the entry year to enter the four-year old program.

2.5 Birth Certificates

In accordance with Illinois State Law, birth certificates for all students must be on file with the office.

2.6 Class Size

The class size of each preschool class is 20 students, per state guidelines. Our K-8th grade classes are 25 students. At the discretion of the Principal, the class size is dependent upon room availability, educational characteristics of the students, staff compositions, and more. Should enough students register to support additional sections, the Principal will consult the Pastor and School Board to determine if additional sections are warranted and financially feasible.

2.7 School Hours

Kindergarten and 1st 8:30 a.m. - 3:00 p.m.

Grades 2nd – 8th 8:30 a.m. - 3:15 p.m.

Office Hours 8:00 a.m. - 4:00 p.m.

Siblings are dismissed at the youngest child’s dismissal time (in most cases).

Early dismissal times

Kindergarten and 1st 12:00

Grades 2nd – 8th 12:15

2.8 By the first day of school, the following checklist should be completed.

- All registration materials should be submitted to the school office.
- Changes to Emergency Contact Forms should be corrected in the school office.
- Preschool, Kindergarten, Second, and Sixth grade physical and dental forms should be up-to-date and submitted. Kindergarten students and any new students who have transferred from out-of-state are required to submit an eye exam.
- Uniforms should be ready for wear with appropriate adjustments for growth.
- Financial obligations must be up-to-date, including tuition and lunch accounts.
- Submit Parent-Student Handbook Waivers and other necessary documentation(by the published deadline).

3. Financial Policies

3.1 Tuition and Fees-Elementary and Middle School

The initial installment of tuition and fees is due in August. Book rental, supply fees and technology fees are among the fees due the first week of August. The school furnishes most supplies needed for the school year.

For the remainder of the school year, tuition is paid in nine monthly installments, September through May, using a direct payment method. The amount of the tuition will be automatically transferred via ACH from your checking, savings or credit card account. A 2% processing fee is charged for credit / debit card transactions.

Payments may be made on the 1st or 15th of each month, or as half payments on both the 1st and 15th of each month. A signed, direct payment authorization form is due the first week of August, authorizing Evangelical School to electronically debit your account on the predetermined date(s). If you have chosen to pay from a checking account, a voided check must be attached to the form. We are unable to use forms submitted in prior years for the current academic year. Submission of the form completes the registration process.

If you prefer, tuition and fees may be paid in full at the beginning of the year by cash, check or credit card.

If the school receives notice of insufficient funds for two consecutive months without prior arrangements having been made, parents may be asked to seek educational instruction elsewhere. The school will continue to pursue collecting the balance owed beyond the 10-month installment period until the account is paid in full.

For returning students, an enrollment fee of \$125 is due the first week of February for the following school year. \$50.00 of the enrollment fee will be applied to the August tuition payment. Payments made after the due date will result in increased fees.

All current year outstanding balances must be paid before the start of the next school year.

EVANGELICAL SCHOOL Tuition and Fees Grades K through 8

New Student Registration - \$100.00 per child, paid at the time of application - 1st through 8th.
300.00 per child, paid at the time of application - Kindergarten
(\$200.00 of the Kindergarten registration is applied to the first month of tuition.)

Registration fees are non-refundable, including the \$200.00 Kindergarten tuition deposit.

Tuition \$4,275.00 Annual Tuition (Third child tuition is discounted 50%. If the third child is in preschool 50% of the price of the preschool tuition will be discounted)
\$427.50 Per month (August through May) 10 payments

2023-2024 tuition must be prepaid or pre authorized with direct monthly payments from your checking or savings account. Pre Authorized credit card charge payments are an option with an additional 2% fee.

Fees - Book Rental and Supply Fee

Book Rental includes all hardback books. Supply Fee includes pencils, erasers, crayons, pencil and crayon cases, glue, use of scissors and rulers, all paper, art supplies, folders, loose leaf binder (4th through 8th grades), and consumable workbooks.

- Grades K - 8 \$150.00
- Technology Fee \$125.00 per child.
- Vision and Hearing Fees - Required by State:
 - Grades K, 1, and 3 \$ 5.00 (hearing only)
 - Grade 2 \$ 10.00 (both tests)
 - Grade 8 \$ 5.00 (vision only)
 - All New Grades 1-8 \$10.00 (both tests)

Security Upgrade Fee \$50.00 per new child

One time Security Fee \$25.00 for Kindergarten students coming from our preschool

Sixth through Eighth Grade only:

- Science Lab Fee \$20.00

Milk is available on a daily basis at a cost of \$28.00/semester; \$56.00/year. 2% white milk or 1% chocolate milk will be available each day to the children.

Enrollment Fee for returning students for the 2024-2025 school year - \$125.00 Due February 2, 2024, of which \$50.00 will be applied to your August tuition.

After February 2nd , the fee increases to \$150.00 and after March 1st, the fee increases to \$175.00, of which \$50.00 will be applied to your August tuition payment.

Because we recognize how important involvement is for the success of our school and its programs, we will once again for the 2024-2025 school year require each Evangelical family to contribute 10 hours of service. A \$25.00 fee will be assessed for each unfulfilled hour.

School families are responsible for selling 10 Eagle Pride Grand Raffle tickets at \$15.00 each. If you choose not to sell the tickets, you may add \$15.00 to your monthly tuition payment.

3.2 Tuition and Fees- Preschool Program

	<u>Annual Tuition</u>	<u>Supply Fee</u>	<u>Returning Student Enrollment Fee</u>	<u>New Student Enrollment Fee</u>	<u>One-Time Security Fee</u>
M-W-F 9:00AM - 11:30AM	\$1,190.00	\$35.00	\$40.00	\$50.00	\$25.00
M-W-F 9:00AM - 3:00PM	\$2,370.00	\$50.00	\$40.00	\$50.00	\$25.00
M-F 9:00AM - 3:00PM	\$3,745.00	\$80.00	\$40.00	\$50.00	\$25.00

Tuition is paid monthly for 10 months, August-May.

3.3 Evangelical Tuition Policy

Purpose: This policy establishes the tuition discount guidelines for Evangelical United Church of Christ (EUCC) members who have been active in the congregation for at least one year whose children attend Evangelical School.

Policy includes: 1) membership for one year at EUCC; 2) a process for application of subsidy 3) placement of school tuition as a line item in the church budget.

Membership: A tuition discount is offered to EUCC members who meet the church attendance requirements for each calendar year and are responsible for the child(ren) tuition. A member is defined as the parent, grandparent, legal guardian or foster parent of child(ren) attending Evangelical Schools.

Members School Tuition: Church members in good standing, as defined by their attendance at worship and participation in the ministry of Evangelical Church, will pay the Evangelical School tuition at a rate of ninety (90) percent of the schools standard tuition rate. This discount cannot be applied to school fees.

Church Attendance Requirements: It is expected that parents and students be present at Sunday morning worship services a minimum of 20 Sundays during the calendar year beginning August 1. Attendance will be verified by the hospitality desk attendance record. It is the responsibility of the parent to check in with the desk.

Each member will receive a quarterly attendance report from the church. Families falling below the minimum attendance record will not be eligible for the following school year tuition discount. Families who become inactive church members during the year will be required to pay the full tuition rate for the balance of the school year.

Updated and Approved by Elders Board, March 2022

3.5 Tuition Assistance/Scholarship

Scholarship forms can be obtained from the school office and will be reviewed by a scholarship committee and given to those who are in need of financial assistance.

3.6 Financial Delinquency Policy

If tuition payment remains insufficient for two (2) months, the bookkeeper of the school notifies the parent (s) by letter. If no response is received within 7 days, the principal makes a personal phone call to the parent(s). Arrangements for payment are discussed and made according to individual circumstances. If the parent does not respond or make the required payment as determined by previous arrangements, the matter is taken to the School Board. Action taken can include but it is not limited to: a letter to the parent from the school's lawyer, parent authorization to charge a delinquent amount to a credit card, turning account over to the collection agency, parent notified to seek education elsewhere.

4. Academic Policies

4.1 Curriculum Objectives

Evangelical School provides a Christian education based on Biblical tenets. The academic curriculum follows the Illinois State Board of Education (ISBE) curriculum guidelines for the teaching of all academic curriculums. The primary and middle school curriculum includes religion, language arts, social studies, science, and mathematics. In addition to core classes, students have special classes each day including Music, PE, Religion and Library. Computers and Health are also taught in 6th-8th grades.

The objectives related to our religious education program at Evangelical School are as follows:

- To assist in a personal relationship with God
- To help students appreciate the differences in each other and treat each other with kindness and respect.
- To teach students the fruits of the spirit and how to display them in their daily lives.
- To teach students how to worship God through music and Wednesday worship.
- To foster attributes of self control, personal responsibility, and awareness of consequences for one's actions.
- To enrich students' spiritual formation by giving opportunities for parental participation in worship.
- To relate general curriculum and daily activities to biblical tenets.
- To help students learn how to pray through the participation in daily prayer and devotions, private reflection, and meditation.
- To relate appropriate general education topics to the bible so as to make God the center focus of the educational program.

To guide students in modeling Christianity as a means of influencing the faith development of others.

The general subject-related objectives are:

- To obtain mastery of ISBE standards through a standard aligned curriculum and rigorous execution of curriculum presentation and assessment.
- To concentrate on 21st century skills that students need such as: critical and creative thinking skills, collaboration, and communication.
- To promote fine and gross motor skills through physical fitness, cooperation, and good sportsmanship through daily recess and physical education class.
- To accommodate various learning styles of students in keeping with and understanding available resources.
- To teach the importance of literacy skills, research, and the love of reading through bi-weekly attendance in the library.
- To develop love and appreciation for music and the arts.
- To develop problem solving skills through the habit of questioning for the reasons of acquiring new skills, information, and approaching new situations.
- To promote curiosity about the natural world and the understanding of scientific concepts.
- To teach the history of the United States, world history and geography, and the structure of the Illinois and US government.
- To encourage self-expression in writing, in public speaking, and in class projects.

4.2 Curriculum Night

Curriculum Night is held in the fall usually during the first week of school. Check the calendar for the exact date. All families should be represented. At this time, teachers review the curriculum, explain homework procedures, and are available to answer your questions. Parents not able to attend Curriculum Night should make arrangements to meet with the classroom teacher at another time.

4.3 Academic Honesty

Students are expected to be honest about all classroom work. Students may not obtain or accept answers to tests or other assessments, use inappropriate information or material, or any action intended to obtain credit for work not on one's own. If a student cheats, they will receive a 0 on the assignment, quiz, or test. Cheating or academic dishonesty will not be tolerated.

4.4 Academic Probation

Students whose grades indicate serious deficiencies may be placed on academic probation. Academic probation impacts a student's ability to participate in extra-curricular activities to include school-sponsored athletics. The principal determines the length of the probation period.

4.5 Eligibility for Sports and Extracurricular Activities

Students are considered ineligible if:

- Their grade average in any subject falls below a "C".
- Students who are on a school team will be evaluated every week on Thursday to ascertain their academics, conduct, and effort. If they do not maintain an overall "C" average in every subject, the student will be placed on a 1-week probation effective the following Monday.
- During this probationary time, the student will be allowed to attend practices and games by sitting on the team bench. If in the next consecutive one-week period, a student receives an unsatisfactory report for the same or similar area(s), the student will be suspended from all games and activities. Also, with the 2nd week in a row ineligibility, students may attend study sessions and returning to the team will be at the discretion of the principal in conferences with the student, teacher(s), parents, and coach. After the 3rd time of ineligibility (consecutive or non-consecutive ineligible), the student is off the team.

Sports/Extracurricular Activities

Basketball
Volleyball
Cheerleading
Track
Golf
Cross Country
Student Council
Chess

4.6 Grading percentages

100	A+	77-82	C
96-99	A	75-76	C-
93-95	A-	73-74	D+
90-92	B+	67-72	D
87-89	B	65-66	D-
85-86	B-	Below 65	F
83-84	C+		

4.7 High Honor Roll/Honor Roll Criteria

- High Honor role will be awarded to students who have all A's in their classes
- Honor role will be awarded to middle school students who have A's and B's in their classes-

4.8 Homework Policies

Primary and intermediate students will be given homework during the week but will not usually have homework over the weekend, unless it is work to complete long-range projects. Middle school students may have homework over weekends or work to complete on long-range projects. Homework may consist of work the student did not finish during the course of the day, enrichment activities, or reinforcement of the concepts being learned. Time spent on homework should not exceed thirty minutes per night for primary grades (K-2) or one hour per night for intermediate grades (3-5) and between an hour to an hour and a half for middle school (6-8). If you have questions about homework or time spent, please contact your child's teacher. Children will not call home for work left at home.

Homework Procedures

First through eighth grade will receive homework assignments. These assignments are meant to reinforce material learned in school. Students in first and second grade will write assignments in their take home folders. Please refer to these folders for details. Third through eighth grade will use an agenda. Students are to write down each assignment when it is given to them and check off each assignment as it is completed. Please encourage your child's use of this tool. Assignments are expected to be completed and returned to school according to the teacher's directions.

Vacations during the school year are discouraged, but if a student needs to be absent for an extended period of time, he/she will be given missed assignments upon return to school. If a child is ill, homework may be requested by a phone call to the office prior to 12:00 and picked up at the end of the day. Homework for grades K-1 will be ready no sooner than 3:00. Homework for grades 2-8 will be ready no sooner than 3:15. Students will be given time equal to the number of days absent to complete assignments that have been missed. Work turned in late may receive a lower grade .

Homework Guidelines

Homework serves an important purpose in your child's school life. It is a way to help your child develop work and study habits that will assist him/her throughout the years spent in school. You can help your child develop some routines that will be of assistance in successfully completing homework assignments.

The following suggestions are offered for this purpose.

- Ask your child each day if he/she has homework. Parents are encouraged to look over their child's assignments. By asking your child about homework, you are helping him/her to remember that there may be an assignment to be completed.
- Help your child set a regular time each day for homework to be completed. Right after school may not be the best time, since your child may need a break. Whatever time you choose should be one in which the child is free of any other responsibilities.
- Provide your child with a quiet place to work and study where he/she is not disturbed by younger children or pets.
- Time spent on homework will vary with the individual child. However, in general, the policies indicated above should prevail. If you find that time spent is consistently not within the designated guidelines, discuss this matter with your child's teacher. Additional time spent on homework may lead to frustration rather than increased learning.
- Homework is designed to be completed by the student. However, it is a good idea to look over your child's work. Encourage him/her to be NEAT. (If work is sloppy, have your child redo it.) When you discover errors, point them out to your child and see if he/she can correct them. If your child seems not to understand the material, note this on the homework paper so that the teacher may take appropriate action.
- Occasionally circumstances may arise which prevent a child from completing his/her homework. A brief note to that effect would be appreciated.

4.9 Incomplete Work

4.10 Grade progression/Retention

All efforts of remediation must be exhausted before retention is considered. First, teachers discuss the possibility of retention with the principal. The parent is then notified of the school's concern no later than the end of the first semester except in a special case where it may be necessary to make this decision at a later date. Active remediation techniques, as described above, are put in place, and the parents/guardians remain actively involved and updated on the child's progress.

Criteria to be considered are:

- Academic readiness
- Social and/or emotional readiness
- Poor Attendance
- Other pertinent circumstances
- Students failing two or more major academic areas (Computers, Health, Music, PE, are considered. Any two failures in these areas combine to equal one major academic area.)

PLEASE NOTE: When a student needs to be retained, it may be an indication that our school cannot provide for his/her needs. These needs can be academic, social/emotional, lack of good attendance, etc. The school would then ask that the parents/guardians seek education for their child elsewhere. Parents/guardians who have children with behavioral issues that are beyond what a regular education teacher can manage may also be asked to seek education for their child elsewhere.

Graduation

Students will graduate from Evangelical School and receive a diploma after completion of all of the requirements of Evangelical School. School dress code applies to the eighth-grade graduation ceremony. All students are required to wear clothing covering the area from shoulder/chest to mid-thigh.

4.11 Progress Reports/Report Cards

Students' papers are graded daily and returned. Throughout the course of a week you should see a representative sample of work in each subject area. Reviewing these papers with your child will keep you apprised of his/her progress and will indicate to your child your interest in his/her work

Report cards are issued four times a year. See the yearly calendar for dates. The final report card of the year will be mailed in early June.

Parent-Teacher Conferences are held after the first and third quarters have been completed. Kindergarten-fifth grade parents are assigned an appointment time. Middle school teachers will have open office hours for parents to stop in and pick up their student's report card. Parents are also contacted informally throughout the course of the year, via email, note or phone, regarding progress or problems. If you would like an additional conference during the course of the year, please contact your child's teacher.

4.12 Student Referrals for Testing

Evangelical School assists parents in placing children where their needs are best served. Our school does not have the resources to handle certain special needs. This may mean that depending on the outcome of placement testing, the parents will need to seek other placement for their student. The decision will be made by the principal after consultation with the parents and the teachers.

4.13 Testing

In August and April, second through eighth grade students take the NWEA MAP Growth test. These test results will be sent home with fall and Spring report cards.

4.14 Tutoring

Evangelical teachers may wish to privately tutor students if they wish to do so. Financial arrangements are made between the tutor and the parents. If teachers are unable to tutor, we will try to find alternative options for parents to explore.

5. Daily Procedures

5.1 Attendance Policy

Regular attendance develops dependability and responsibility and allows a student to make the best use of the educational opportunities offered in our school. Parents/Guardians have the responsibility for their children's regular attendance at school. Illinois State Law requires children between the ages of 6 and 17 to attend school regularly. The law also states that a student is considered a "chronic truant" after the 9th day of unexcused absence. After the 8th day of absence (excused or unexcused), Evangelical School requires a medical excuse from the student's doctor or medical professional for it to be considered excused.

- Attendance is recorded first thing in the morning. Adjustments are made as needed. Tardy students are to check in at the office before going to class.
- Homeroom teachers, as well as the school secretary, are responsible for keeping accurate attendance records.

In marking the student's attendance, the general policy is:

- Any child not in the **classroom** at 8:45 a.m. is marked tardy.
- Children present at 8:45, but who leave at or just after lunch are marked for a ½ day's absence.
- Students leaving for a short time for medical reasons will be excused if a note from a doctor/dentist is provided.

- A written request from parents/guardians is required for a student to leave school before the time of dismissal. The request must state the reason for the early dismissal and should be given to the homeroom teacher.

After three consecutive absences, a note from the child's doctor is required.

Parents should **try** to arrange medical and dental appointments after school hours, on free days, or during school vacations.

Parents/guardians must come into the school office to sign-out the child for a dismissal during the school day. The student will sign-in upon his/her return.

Parents must request pre-arranged absences in writing to the homeroom teacher in advance. An example of such an absence might be a family vacation (which is highly discouraged). If a student is not in good academic standing, parents may be asked to reconsider the absence. **Students who are absent (pre-arranged) from school for extended vacations other than the regularly scheduled calendar holidays will not be given schoolwork prior to the absence. Teachers are not responsible for re-teaching material missed during a vacation. Teachers may provide general guidelines concerning academic tasks.**

If a child is absent due to illness, homework may be requested by placing a phone call to the office prior to 12:00 and picked up in the office at the end of the day. Homework for students in grades K-1 will be ready no sooner than 3:00. Homework for grades 2-8 will be ready no sooner than 3:15.

Absences/tardies totaling 10 for the year are deemed excessive. Upon documentation of cumulative absences/tardies, parents/guardians, and the Regional Office of Education, if need be, will be informed. Appropriate procedures for referring truancy cases to the court will be employed.

Excused absences/tardies that are considered non-cumulative include the following:

Student illness

Doctor's or dentist's appointment with doctor/dentist note.

Death, serious illness, or family emergency.

5.2 Tardiness

Students begin working on opening exercises promptly upon arriving. Therefore, students need to arrive at school prior to 8:45 a.m., so that they may get organized for the day and begin their class work. Students who do not finish their morning work due to a late arrival will need to finish the work during their recess time. Arrivals after the 8:45 a.m. bell will be counted as tardy. Late arrivals due to doctor or dentist appointments will not be recorded as tardy as long as an excuse from the doctor/dentist is turned into the teacher. **All late arrivals must enter through the school office and check in.**

Kindergarten – Fifth Grade: Students will be allowed three tardies per quarter. After three tardies, the student will not be allowed to attend recess on the day of any additional tardies. Parents will be notified after the student receives three tardies. The student will miss recess on the day of the next tardy and will be denied recess on the day of each tardy thereafter, for the remainder of the quarter.

Sixth – Eighth Grade: Tardiness for middle school students includes arrival time, and time between classes. Students will be allowed three tardies per quarter. After three tardies, the student will serve a silent lunch. After receiving three silent lunches, the student will then serve a 45 minute detention after school. Parents will be notified that the student will serve the detention on the next school day. For each subsequent tardy in the quarter, the student will serve a detention the following day.

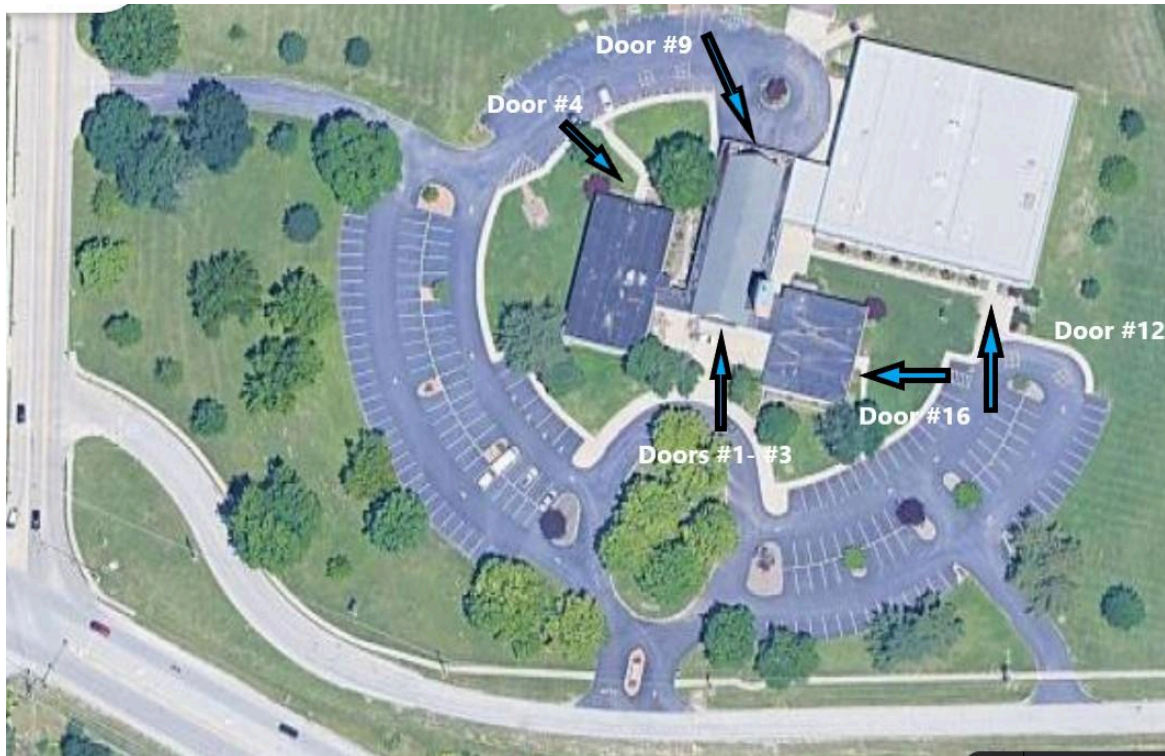
Please know that these policies will be strictly enforced. Evangelical School aims to promote high standards for academic achievement. Our teachers and staff members work very hard to prepare challenging and engaging lessons. Only by attending school regularly can students receive the full benefits of the educational opportunities we provide.

5.3 Before and After School

Before and After-School care is available to all students. Before-School care starts at

7:00 a.m. and runs to 8:30 a.m. Students should enter and leave the building at the lower atrium door (door #9). After-School care runs from 3:00-6:00 p.m. Parents may call for their students by ringing the bell at

the lower atrium door (door #9). No breakfast is provided before school, but students may bring something from home to eat. A snack is provided for students attending the After-School program. On half days, After-School care is provided, but students will need to bring lunch with them to school. The time is structured for various activities including homework time. Children are told of the expectations and consequences for poor choices.



5.4 Arrival/Dismissal

Students are to arrive no earlier than 8:30 a.m. unless they are registered for the Before School Program. Students will be marked tardy for the day if they are not in their classroom by the 8:45 a.m. bell. Under no circumstance, should a child be left unattended at an entrance door.

Kindergarten and first grade will dismiss at 3:00 p.m. Second through eighth grade will dismiss at 3:15 p.m. Families that have more than one child in our school will follow the youngest child's dismissal time.

Dismissal for Special Circumstances

All students being dismissed during school hours are to be picked up at the office door. A written note from a parent is requested for a student to leave school before the student's 3:00/3:15 dismissal time. The request should state the reason for early dismissal and be brought to the school office. If an unexpected appointment arises during the day, parents are asked to call the office.

5.5 Asbestos

The asbestos management plan, required under the Asbestos Hazard Emergency Response Act (AHERA), is available for your review upon request. A copy of the plan for the building is located in the principal's office. The plan can be viewed by any person during normal school hours by making an appointment with the school office. This plan provides information regarding six month inspections, third year re-inspections, and response actions. Questions regarding the information contained in this plan should be directed to the school principal.

5.6 Chromebooks

The focus of providing Chromebooks to our kindergarten-eighth grade students at Evangelical School is to provide the necessary tools and resources to aid the 21st century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. The individual use of Chromebooks is a way to empower our students to maximize their full potential and to prepare them for post-secondary education and the modern workplace. The Chromebook is a next generation device that makes learning more engaging and accessible.

At the beginning of the year kindergarten-eighth grade students will be issued their Chromebook only *after* the students and their parents/guardians have signed and returned the User Agreement, and all outstanding fees are paid. The Chromebooks are property of Evangelical School and are on loan to the students during their time here. Chromebook use is a **required** component of the students' lessons in all classes. Students in grades sixth-eighth travel with their Chromebooks and therefore, they are required to purchase a case. Students must be responsible with their Chromebooks, following the rules and proper handling as stated in the Acceptable Use Policy. Students will be held accountable for any damage and associated fees incurred as listed in the Chromebook Handbook and User Agreement.

5.7 Cell Phones/Smart Watches

Cell phones and smart watches are not allowed to be used/worn at school. Students bringing cellphones and smart watches to school must give them to their classroom teacher to be returned at the end of the day. If you have to message your child, please call the school office. If these devices are seen or heard during the school day, they will be taken to the office where the student's parents may pick them up at the end of the day.

5.8 Social Media Policy

In the case of a social media investigation, your student will not be asked to share any password information for social media platforms, but may be asked to share content that has been reported as a violation of a disciplinary violation.

Student Password Notification Law 105 ILCS 75/15
(105 ILCS 75/15)

5.9 Crisis Management/Emergencies

The students participate in emergency drills throughout the school year, which include fire, disaster, and lock down drills. Should it become necessary to evacuate the building, students will be escorted to Resurrection Lutheran Church across the road from our campus. Parents/guardians will be contacted by phone using the Gradelink phone blast system. The major television networks will be notified to make emergency announcements.

5.10 School Safety

All doors where students enter will be secured at approximately 9:00 a.m. every day.

Visitors to our building will be limited. Anyone needing to drop something off should ring the buzzer at door #4 and the office staff will greet you at the door. If a parent/guardian or designated person comes to pick a student up prior to the end of the school day, he/she needs to come to the school office entrance and request the student. An office staff member will bring the child to the door.

5.11 Emergency School Closing

When the principal determines that a dangerous condition exists, announcements of school cancellations will be made by 6:00 a.m. via the phone blast system. Cancellations can also be seen on KSDK News Channel 5, KMOV News Channel 4, and FOX News Channel 2. Our school will appear as Evangelical School-Godfrey. You may also check the television station's website for school closings. Please be aware that on days where Gradelink has heavy volume, it may take longer for the message to get to you, **over which we have no control. Gradelink is notified first and television stations** next, so check all sources of information. If the weather becomes inclement after the school day begins, we will not close school. Parents are welcome to pick up their children early if they feel the roads are becoming hazardous.

5.12 Department of Child and Family Services (DCFS) or Involvement of the Law Enforcement Officer (When questioning is requested/required)

If a properly identified DCFS worker comes to school to question a child, school personnel must allow the child to be interviewed. The principal arranges these meetings that take place in a private area of the school. The principal/school staff may not call parents to inform them of the DCFS following the interview.

Evangelical School will immediately or as soon as known contact law enforcement if a student, staff member, volunteer, or any person while on the property and premises is suspected and/or discovered to be in possession of weapons, illegal drugs, and/or other contraband. If a student, staff member, volunteer, or any person is suspected of or physically abuses or assaults, causes bodily harm, and/or makes physical contact of an insulting or provoking nature with another individual, law enforcement will be contacted. If a student, staff member, volunteer, or any other person is suspected of or threatens the health, well-being, and safety of Evangelical School, law enforcement may be contacted. Evangelical School reserves the right to contact police or law enforcement in any circumstances, including suspicion of criminal acts or activities on school and church grounds, as mandated, authorized, and permitted by law. Evangelical School reserves the right to contact Illinois Department of Children & Family Services (DCFS) in any circumstances as mandated, authorized, and permitted by law. Evangelical School adheres to all local, State, and federal rules and regulations regarding the notification and/or involvement of police or law enforcement in related matters and/or occurrences on the property and premises of Evangelical School.. If the circumstances require the staff and administration of Evangelical School to notify law enforcement, parents or guardians will also be notified.

Pursuant to 105 ILCS 5/22-88, before detaining and questioning a student on school grounds, who is under 18 years of age and who is suspected of committing a criminal act, a law enforcement officer, a school resource officer, or other school security personnel must do all of the following:

- Ensure that notification or attempted notification of the student's parent or guardian is made.
- Document the time and manner in which the notification or attempted notification under paragraph (1) occurred.
- Make reasonable efforts to ensure that the student's parent or guardian is present during the questioning or, if the parent or guardian is not present, ensure that school personnel, including, but not limited to, the principal or principal's designee, school social worker, a school psychologist, a school nurse, a school counselor, or any other mental health professional, are present during the questioning.
- If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning. An officer who received training in youth investigations approved or certified by his or her law enforcement agency or under

Section 10.22 of the Police Training Act [50 ILCS 705/10.22] or a juvenile police officer, as defined under Section 1-3 of the Juvenile Court Act of 1987 [705 ILCS 405/1-3], satisfies the requirement under this paragraph.

This statute and process does not limit the authority of a law enforcement officer to make an arrest on school grounds. This statute and process does not apply to circumstances that would cause a reasonable person to believe that urgent and immediate action is necessary to do any of the following:

- Prevent bodily harm or injury to the student or any other person.
- Apprehend an armed or fleeing suspect.
- Prevent the destruction of evidence.

- Address an emergency or other dangerous situation.

5:13 Health: State and Local Communicable Diseases

The Principal is required to notify the Department of Public Health when a student is sent home because of a suspected communicable disease.

Head Lice For the good of all the children, the wellness coordinator or designee screens for head lice infestation when necessary. The school will take three steps:

- Provide treatment instructions.
- The child is sent home until treatment is completed.
- The child's contacts are checked for head lice. If a child has been infested, parents are asked to report this information to the Principal or the Office Manager to take the necessary precautions to protect other students and staff.

5:14 Illness/Accidents

When a student becomes ill or injured at school, the parent or person specified on the emergency form is contacted. Therefore, it is imperative that the school has an emergency phone number for each student. If this information changes during the school year, please be sure to notify the school office.

When a student is absent from school, please contact the school office to let us know the reason for the absence.

5.15 Immunizations

In accordance with State Law, the school must have a record showing that students have had the proper immunizations. This record must list each immunization and the date on which it was given. A licensed medical professional must sign this record.

Students entering PreK, Kindergarten, 2nd Grade, 6th grade, as well as transfer students MUST HAVE THE APPROPRIATE IMMUNIZATIONS AND PHYSICALS BY THE FIRST DAY OF SCHOOL. If the child cannot receive an immunization for medical reasons or due to a documented shortage of a vaccine, a signed statement must be obtained from a physician. Illinois Law states that the school must have a record of up-to-date immunizations for the child or the school must exclude the child from attendance.

Physical, Dental, and Eye Examinations

Physical examinations are required within one year before a child enters PreK, Kindergarten, and sixth grade. Dental examinations are required for Kindergarten, second, and sixth grades.

A law effective January 1, 2008, requires that all children enrolling in Kindergarten and any student enrolling for the first time in a public, private, or parochial school shall have an eye exam. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year. If the child fails to present proof by October 15, the school may hold the child's report card until either (a) the child presents proof of a completed eye examination or (b) the child presents proof that an eye examination will take place within 60 days after October 15.

A record of examinations is part of the child's permanent record. Illinois Law states that the school must have a record of up-to-date immunizations for the child or the school MUST exclude the child from attendance.

Students participating in the athletic program must have a sports physical current for the year of participation. Vision and hearing screenings are provided at school for students in mandated grades. Parents of students in other grades may request screening for their child.

5:16 Lunch

The children have lunch in Heggemeier Hall. Students are expected to keep their eating area clean by observing good table manners and properly disposing of trash. **Please send a napkin or paper towel with your child. They will use this to help keep their area clean.** Students are not allowed to throw unopened food away that has been brought from home. We feel this procedure allows you to be aware of your child's eating habits. Students are also not allowed to trade food or give food away.

Lunch boxes or bags should be clearly labeled with the student's first and last names. Milk is available and may be purchased by the semester. If a child forgets his/her lunch, the school will provide one for a \$3.00 charge.

Children are not allowed to purchase items from the vending machines or use the microwave to warm up food.

5:17 Medication

If at any time during the year your child needs prescription medication to be administered during the day, a form, signed by your physician, needs to be completed and turned into the office with the medicine. This form can be faxed to school (618-466-9498).

In accordance with Illinois Law, Evangelical School staff members dispense medication only in a life-threatening situation (i.e. allergic bee sting, blood sugar disorders, food allergy reactions, etc.). This medication must be delivered to the office in the original prescription container only by the parent or guardian. The prescription bottle should contain the following information: name of student, name of drug, dosage, and time interval medication is to be taken. Using the appropriate medication form, the parents must provide a written request and permission in order that the school may comply with the physician's orders. This form requires the signature of the physician as well as the parents. Upon receiving the medication and permission form, both a parent/guardian and an office staff member must review the information on the form and on the container to ensure that the medicine is dispensed properly.

Parents are allowed to request that children who self-carry and/or self-administer epinephrine and children with asthma who self-medicate with inhalers be allowed to on the school campus.

Illinois state law requires the following for students to self-carry and/or self-administer asthma medication:

- An Authorization for self-carry and/or Self-Administration of Asthma Medicine Form (obtained from School Office) completed by parent or guardian.
- The prescription label for the medication contains the name of the asthma medication, the prescribed dosage, and the time at which or the circumstances of administering asthma medication.
- A request from Evangelical School for an Asthma Action Plan for the student under Illinois state law requires the following for students to self-carry and/or self-administer an **Epinephrine auto-injector**:
- An Authorization for Self-Carry and/or Self-Administration of Epinephrine Form (obtained from the School Office) completed by parent or guardian.
- A written statement from the Student's physician, physician assistant, or advanced practice registered nurse containing:
 - Specific written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer and/or self-carry an epinephrine auto injector
 - The name and purpose of the epinephrine and the prescribed dosage
 - The times and/or circumstances under which to administer the epinephrine auto-injector

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School Supply of Undesignated Asthma Medication

The principal or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The principal or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The principal or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The principal or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

- A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - Copies of the registry identification cards are provided to the school;
 - That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and

After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

A properly trained school designee or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school designee or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, or (2) fill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the school for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

5:18 Communication to Parents and Staff

There will be a Macias Monday Memo that goes out every Monday that will have any Pre-school, Elementary, and Middle School news and upcoming events in it. There will also be frequent Facebook lives on Mondays, as well as Facebook posts with information about upcoming events, academic, and athletic recognitions. If needed there will be messages sent via Gradelink by email, text, or an all call.

5:19 Code of conduct policy for Parent/Guardians/Volunteers

Evangelical School, a ministry of Evangelical United Church of Christ, aims to provide an open, welcoming, and safe environment for all. We believe that all parents/guardians and volunteers play a valuable role in the life of the school where everyone's contribution is valued and respected. We encourage parents/guardians, volunteers, and community members to support and participate in the life of the school.

Evangelical School needs to ensure all parents/guardians, volunteers, staff, students, and any other persons involved in the school adhere to clear guidelines regarding appropriate interaction and communication with one another, with students and staff at our school, with church staff, and with members of the governing board of the church.

This code of conduct for parents/guardians and volunteers outlines the type of practice we require all adults working and volunteering in our school to follow. It will assist in ensuring the safety and well being of children, families, and staff. The Code of Conduct is a broad outline of behavioral principles, expectations, and ideals. This policy will provide guidelines to promote desirable and appropriate behavior to ensure that

all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate. The policy applies to all school sponsored events, or events/activities that take place on church/school grounds.

The behavioral practices to follow in relation to students include:

- Be a positive role model at all times.
- Always speak in an encouraging and positive manner.
- Regard all students equally and with respect and dignity.

The behavioral practices to follow in relation to other adults and staff of the school and church include:

- Use respectful, encouraging and accepting language.
- Respect the rights of others as individuals.
- Give encouraging and constructive feedback rather than negative criticism.
- Accept staff decisions and follow their directions. Speak with the staff member if you have a problem complying with any directions.
- Refrain from public criticism (**INCLUDES SOCIAL NETWORKS**) of children and staff at the school and church.
- Under NO circumstances should a student, parent/guardian, or member of the staff be approached in a confrontational manner.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature. Normal service standard suggests that an acceptable response time for emails is within 24 hours.

5:20 Scope

This code of conduct applies to all adults, including parents/guardians, volunteers, extended family, visitors, and others while involved in any activities related to Evangelical School.

The staff is responsible for:

- Respecting the individual needs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, the Board, and parents/guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance to parents/guardians and volunteers through positive role modeling and when appropriate, clear and respectful directions.

Parents/guardians are responsible for:

- Reading the *Code of Conduct*
- Abiding by the standards of conduct as set out in this policy.

Procedure for dealing with a breach in the code of conduct:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s that another breach of conduct will not be tolerated.
- The withdrawal or suspension of a student's place in the school due to the parent/guardians serious breach of the code of conduct. This action will only be taken if no other alternatives are deemed appropriate.

5:21 Addressing Parent Concerns

Should a parent have a concern on the behalf of an individual student, or about a procedure or policy in a classroom or in the school, the parent must first bring the matter to the attention of the teacher or staff member involved. If a satisfactory resolution is not reached, the parent may then contact the principal. If a satisfactory resolution is still not reached, the parent may ask the principal *in writing*, for an opportunity to take the matter to the School Board.

5:22 Records

- School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a

student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

- Records kept in a staff member's sole possession.
Records maintained by law enforcement officers working in the school.
- Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. Evangelical School may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the school will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, Evangelical discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The principal shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Official Records will not be released until all fees and other obligations are paid in full.

Flagging Records for Missing Persons

When a records request is sent or received, the Principal and Office Manager will use the National Missing and Unidentified Persons System (NamUs) to ensure the child is not a missing person.

Non-Custodial Parent Access to information

In the absence of a court order to the contrary, a school will provide the non-custodial parent with the access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

5:23 Outside recess/Inside Recess

- Kindergarten through eighth grade classes have a 20-minute lunch recess. Kindergarten and first grade classes have a 15-minute morning recess beginning at 10:00. The kindergarten teacher assistants supervise this recess.
- During inclement weather, the children will have inside recess. Generally speaking if the temperature is 32 degrees or above, the children will go outside.
- Teachers and administration will confer when the children are to stay inside.
- Activities, games, etc. are available in each room.
- The teachers that have recess duty for the day will walk between the classrooms to monitor the children's behavior.

5.24 Smoking

Smoking, vaping and any other use of tobacco are prohibited on Evangelical School property.

5:25 Use of Church Facilities

Procedure

- The building shall be requested by the individual associated with the church, school, or outside interest function with the church secretary.
- The priority to using the facility shall be the church first, schools second, and outside interests third. This applies to items that are not part of the normal course of business.
- Standing meetings will be assigned to specific locations and times. It is expected that other interests will not try to double book a location or overlap in a location that will impede other scheduled meetings.
- Certain locations in the facility have been engineered for multiple uses. Certain bookings may need to be altered. For example; outside interest basketball practice every Tuesday may need to cease during church sponsored Vacation Bible School sponsored programs.

Responsibility

- Opening the building shall be the responsibility of the Authorized person for Church, School, or Outside Interest.
- Maintaining order of participants and cleanliness of all parts of the building used shall be the responsibility of the Authorized person.
- Turning off all lights and closing the building shall be the responsibility of the Authorized person.
- Checking other areas of the building to verify security shall be the responsibility of the Authorized person.
- Building use during school hours will require individuals to sign in and obtain authorized Visitor Pass documents per church or school procedures.

Requests

- Requests shall be submitted in writing. This submittal can be by hand written note, or by electronic media. Telephone calls or verbal requests are discouraged due to the lack of supporting documents should there be a conflict in requests.
- Requests can be made up to three months in advance.
- Requests blocking out large time periods will not be allowed.

Request Schedule

- Building use schedule shall be developed that consolidates all requests for a given time period.
- The schedule shall be published with updates once a week by the church secretary and posted in a minimum of three locations; church office, school office, FMC gym are to be the primary locations.

5:26 Personal Items

Evangelical School is not responsible for any personal items brought to school. Please have your students refrain from bringing anything of high value to school.

5:27 Volunteers

Evangelical welcomes volunteers in several capacities. Through our S.O.A.R program, class parents, lunch monitors, special events, recess supervisors, there are always opportunities to volunteer. Families are required to perform 10 volunteer hours each year and encouraged to volunteer more.

5.28 Staff Development

The first Wednesday afternoon of each month is reserved for Staff Development. Students are dismissed at 12:00/12:15 p.m. The After School Program is available on the first Wednesday of the month when there is early dismissal. Students attending will need to bring lunch.

5.29 Calendar

The Monthly Calendar will be available for view on Gradelink.

5.30 Soda/Vending Machines

Students are not to use the soda/vending machines during the school day. Sodas in the plastic bottles or cans may be brought from home for lunch. No glass bottles are to be brought to the school.

- Gum is not allowed in the school building.

5.31 Water Bottles

Students are allowed to carry water to school. All water bottles need to have a spill proof lid. Students may not carry any other beverage and may not flavor their water in any way. Staff have the right to inspect water bottles if they have reasonable suspicion that they contain anything other than water.

6. Behavior

6.1 Discipline Cycle

Opportunities to teach children self-discipline skills abound within any school day.

Broad rules that affect the daily living together of all members of the school community include these:

- Respect yourself, others, and things.
- Contribute to the learning environment.
- Follow school and classroom procedures.

These rules apply throughout the entire building. Procedures listing how the rules look and sound in common areas are listed below.

Respect yourself and others as a child of God.

Looks/Sounds Like

Being neat and clean in appearance
Asking for help in an appropriate way
Honoring others' space and things
Giving attention at Worship and assemblies
Showing common courtesies

Doesn't Look/Sound Like

Unclean, sloppy in dress or appearance
Borrowing without permission
Getting into others' desks/belongings
Disrupting at Worship and assemblies
Fighting, pushing, name-calling
Laughing at the mistakes of others

Contribute to the learning environment

Looks/Sounds Like

Attending school promptly and regularly
Attending to classroom learning
Talking with pride about our school
Being silent/quiet in the halls
Participating in learning activities
Returning homework on time
Playing safely on the playground

Doesn't Look/Sound Like

Being tardy
Distracting the teacher or classmates
Talking negatively/disrespectfully about school/staff/students
Running or yelling in the halls
Unwilling to cooperate with others.
Failing to complete assignments
Endangering others when playing.

Follow School and Classroom Procedures

Looks/Sounds Like

Reporting to the office if tardy
Following lunchroom and playground procedures

Doesn't Look/Sound Like

Chewing gum or eating during or between classes
Bringing video games, toys

Leaving from the office for any early appointments
 Returning completed field trip permission on time
 Going to office for illness assessment

or inappropriate items to school
 Calling home from the classroom or
 or personal phone for a parent to pick you up

6.2 Code of Conduct Infractions

Minors

These behaviors are handled by the classroom teacher or the attending adult.

<ul style="list-style-type: none"> ● Unprepared for class ● Dress Code ● Incomplete homework ● Lateness ● Inappropriate footwear ● Talking in class 	<ul style="list-style-type: none"> ● Non-Compliance ● Assembly behavior ● Pushing and or running in the hallway ● Leaving the classroom ● Minor disruptions
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Middles

These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic.

<ul style="list-style-type: none"> ● Inappropriate Language ● Cheating on assignments, tests, quizzes ● Disrespecting teachers ● Lying ● Use of cell phones ● Inappropriate use of electronic equipment 	<ul style="list-style-type: none"> ● Disrespecting teachers' personal space and property ● Hurtful behavior toward others ● Verbal aggression/profanity ● Non-Compliance ● Defiance/insubordination/chronic misconduct
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Majors

These behaviors are immediately referred to the administration.

<ul style="list-style-type: none"> ● Physical Altercation ● Inappropriate representation of school on social media ● Weapons ● Inappropriate use of emergency equipment ● Sexual Harassment/sexual misconduct ● Leaving the grounds without permission ● Racism and other forms of discrimination ● Defacing school property ● Theft ● Inappropriate use of internet/print material 	<ul style="list-style-type: none"> ● Verbal aggression (uttering threats) ● Physical aggression ● Smoking/vaping on school property ● Vandalism ● Bullying (Confirmed by administration) ● Use of matches and lighters on school property (unless approved by teacher for educational purposes) ● Use of drugs or alcohol on school property or under the influence at school ● Leaving an in-school suspension without permission ● Exposure ● Threats ● Extreme Defiance
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Discipline infractions classified under the major category will result in a one to 3 day suspension (in or out of school)

6.3 Student Conduct and Discipline Procedures

Each grade level will have a Discipline Cycle they follow in their classroom for all minor and middle offenses, but after three middle infractions then all disciplinary actions will be sent to the office. It is understood that administration has the right to alter disciplinary procedures on an individual basis as appropriate to a particular situation and age of the student.

Kindergarten-8th Grade Disciplinary Procedures and Regulations

- ★ Except for the major infractions, this policy will take effect when the teacher has gone through their classroom discipline cycle.

Violation	Range	1st Offense	2nd Offense	3 or more offenses
Use of Inappropriate Language/Vulgarity	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Cheating on Assignments, tests, or quizzes	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention Receiving a 0	Teacher issued detention Office referral-Character Connection with principal Receiving a 0	Office Referral-Character Connection with the principal Long Suspension Receiving a 0
Disrespecting teachers, their personal space and their property	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Use of Cell Phones	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Inappropriate use of electronics/internet/and print material	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Hurtful behavior or language towards others	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal

				Long Suspension
Verbal aggression/profanity	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Non-compliance	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Defiance/Insubordination/ chronic misconduct	Minimum Maximum	Informal talk/Parent Phone call Teacher issued detention	Teacher issued detention Office referral-Character Connection with principal	Office Referral-Character Connection with the principal Long Suspension
Physical Altercation	Minimum Maximum	1-3 day OSS Expulsion**	5-10 OSS Expulsion**	Expulsion**
Inappropriate representation of school on social media	Minimum Maximum	1-3 day ISS or OSS Expulsion	3-5 ISS or OSS Expulsion	1-10 day OSS Expulsion
Weapons	ALL CASES	Expulsion*		
Inappropriate use of emergency equipment	Minimum Maximum	1-3 day ISS or OSS Expulsion**	3-5 ISS or OSS Expulsion**	1-10 day OSS Expulsion**
Sexual Harassment/Sexual misconduct/exposing	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	Expulsion**
Leaving school grounds without permission	Minimum Maximum	1-3 day ISS or OSS Expulsion**	3-5 ISS or OSS Expulsion**	1-10 day OSS Expulsion**
Racism and other forms of discrimination	Minimum Maximum	1-3 day ISS or OSS Expulsion	5-10 ISS or OSS Expulsion	Expulsion
Defacing school property	Minimum Maximum	1-3 day ISS or OSS + Restitution Expulsion**	3-5 ISS or OSS + Restitution Expulsion**	1-10 day OSS + Restitution Expulsion**
Theft	Minimum Maximum	1-3 day ISS or OSS + Restitution Expulsion**	3-5 ISS or OSS + Restitution Expulsion**	1-10 day OSS Expulsion**
Extreme Defiance	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	1-10 day OSS Expulsion**

Verbal aggression (uttering threats)	Minimum Maximum	1-3 day ISS or OSS Expulsion	5-10 ISS or OSS Expulsion**	1-10 day OSS Expulsion
Physical Aggression	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	1-10 day OSS Expulsion**
The sale, possession, or use of any form of nicotine on school property or at any school event.	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	1-10 day OSS Expulsion**
Vandalism	Minimum Maximum	1-3 day ISS or OSS+Restitution Expulsion**	5-10 ISS or OSS + Restitution Expulsion**	1-10 day OSS + Restitution Expulsion**
Bullying (Confirmed by the school administrator after and investigation)	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	1-10 day OSS Expulsion**
Use of matches or lighters on school property or at a school event, unless approved by the teacher for educational purposes	Minimum Maximum	1-3 day ISS or OSS Expulsion**	3-5 ISS or OSS Expulsion**	1-10 day OSS Expulsion
The sale, possession, promotion, or transfer of any alcohol, legal or illegal drugs, prescription medication, look-alike drugs, caffeine or energy enhancement chemicals or paraphernalia associated with the use of such items are strictly prohibited at school or any school function	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	
Skipping character connection or leaving an ISS without permission	Minimum Maximum	1-3 day ISS or OSS Expulsion**	3-5 ISS or OSS Expulsion**	1-10 day OSS Expulsion
Physical threats or intimidation (taking someone's property, acting as if you are going to hit someone etc...)	Minimum Maximum	1-3 day ISS or OSS Expulsion**	5-10 ISS or OSS Expulsion**	1-10 day OSS Expulsion

*-Police Involvement

**-Possible Police Involvement

DETENTION

Students may be assigned detention for specific violations of the classroom or school rules. Detentions can be served with the teacher, at Before and After Care, or with the principal.

CHARACTER CONNECTION

Character Connection is an hour-long detention where the students will do character lessons/projects with the principal based on their infraction.(ex. a student gets caught vaping, they do a project on how vaping harms one's body.)

IN SCHOOL SUSPENSION

In-school suspension (ISS) is a structured disciplinary action in which the student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal will assign students to ISS for a reasonable and specific period of time.

OUT OF SCHOOL SUSPENSION

The term suspension refers to exclusion from school that will not exceed a specific period of time. Students will be given the opportunity to complete work and receive credit for that work while suspended (at the discretion of the principal). The student must turn in all the work to the teacher the first day back from suspension.

EXPULSION

The term 'expulsion' refers to the permanent exclusion from school. If a student consistently refuses to conform to the school's policies, the principal may recommend to the School Board that a student be expelled. Certain violations will result in immediate expulsion.

6.3 Search and Seizure

When a search for inappropriate items at school is deemed necessary the administration of Evangelical School may enter a student's locker, desk, and school bag any time to search for illegal or improper items. Students shall not have any expectation of privacy as it relates to school lockers, school bags, or desks. When a search is necessary, at least 2 adults will be involved in the process.

Searches may be conducted at any time. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription/illegal drugs, weapons, stolen property, etc.) they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by the principal and returned to the parents.

When a situation arises that requires a search of a student; a student will be asked to empty their pockets or purse, take shoes and socks off and any kind of outerwear, like a sweatshirt or hoodie. Body searches will not take place. If a student does not voluntarily comply with the principal's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parent's refusal to comply with the request is grounds for immediate disciplinary action.

6.4 Reporting to SIRS Regarding Serious Incidents

When serious incidents occur at school, school officials (as mandated reporters) are required to submit reports to the Illinois State Board of Education (ISBE) through the Serious Incident Reporting System (SIRS). Reports will be submitted when incidents occur involving weapons, drugs, physical assaults on students or employees, or confirmed harmful threats that are made towards the school, towards others in the school, or when a student threatens harm to himself.

6.5 Harassment Policy

Bullying, Intimidation, and Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. Evangelical School will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual

violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a school employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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; or
 - Has the purpose or effect of:
 - Substantially interfering with a student's educational environment;
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Any allegations of harassment will be taken seriously and investigated immediately.

(105 ILCS 5/22-85.5)

Sec. 22-85.5. Sexual misconduct in schools.

This Section applies beginning on July 1, 2022.

The General Assembly finds that:

- the success of students in school relies on safe learning environments and healthy relationships with the school personnel;
- it is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety;
- many breaches of staff-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety;
- repeated violations of staff-student boundaries can indicate the grooming of a student for sexual abuse;
- it is necessary to uphold the State Board of Education's Code of Ethics for Illinois Educators and for each school district, charter school, or nonpublic school to have an employee code of professional conduct policy;
- each school district, charter school, or nonpublic school must have the ability to discipline educators for breaches of its employee code of professional conduct policy;
- each school district, charter school, or nonpublic school must have the ability to discipline educators for breachers of its employee code of professional conduct policy;
- each school district, charter school, or nonpublic school must have the ability to know if any of its educators have violated professional staff-student boundaries in previous employment;
- and as bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need adequate training on

sexual abuse, the employee code of professional staff-student boundaries in previous employment;

- as bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need adequate training on sexual abuse, the employee code of professional conduct policy, and federal and State reporting requirements.
- In this Section, "sexual misconduct" means any act, including, but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the school district, charter school, or nonpublic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:
 - A sexual or romantic invitation.
 - Dating or soliciting a date.
 - Engaging in sexualized or romantic dialog.
 - Making sexually suggestive comments that are directed toward or with a student.

Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with a student.
- To prevent sexual misconduct with students, each school district, charter school, or nonpublic school shall develop an employee code of professional conduct policy that addresses all of the following:
 - Incorporates the Code of Ethics for Illinois Educators
 - Incorporates the definition of "sexual misconduct" in this Section
 - Identifies the expectations for employees and agents of the school district, charter school, or nonpublic school regarding how to maintain a professional relationship with students, including the expectations for staff-student boundaries, recognizing the age and developmental level of the students served, and establishes guidelines for all of the following situations:
 - Transporting a student.
 - Taking or possessing a photo or a video of a student.
 - Meeting with a student or contacting a student outside of the employee's or agent's professional role.
 - References the employee reporting requirements required under the Abused and Neglected Child Reporting Act and under Title IX of the federal Education Amendments of 1972.
 - References required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. The employee code of professional conduct policy must be posted on the website, if any, of each school district, charter school, or nonpublic school and must be included in any staff, student, or parent handbook provided by the school district, charter school, or nonpublic, nonsectarian elementary or secondary school.

A violation of the employee code of professional conduct policy may subject an employee to disciplinary action up to and including dismissal from employment. Failure to report a violation of the employee code of professional conduct policy may subject an employee to disciplinary action up to and including dismissal from employment.(Source: P.A. 102-676, eff. 12-3-21.)

The employee code of professional conduct policy must be posted on the website, if any, of each school district, charter school, or nonpublic school and must be included in any staff, student, or parent handbook provided by the school district, charter school, or nonpublic, nonsectarian elementary or secondary school.

The Sexual Abuse Response and Prevention Resource Guide can be found

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

6.6 Bully Free Policy/Cyber-bullying

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 and providing all students equal access to a safe, non-hostile learning environment are important to Evangelical School's goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Evangelical school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7 Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- . Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may

be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

- are adapted to the particular needs of the school and community,
- contribute to maintaining school safety,
- protect the integrity of a positive and productive learning climate,
- teach students the personal and interpersonal skills they will need to be successful in school and society,
- serve to build and restore relationships among students, families, schools, and communities,
- reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and
- increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act. School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan The principal shall develop and maintain a bullying prevention and response plan that advances the school's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

- . The District uses the definition of bullying as provided in this policy.
- Bullying is contrary to State law and the policy of this school. However, nothing in the Evangelical's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
- Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school's named officials or any staff member. The school's named officials and all staff members are available for help with a bully or to make a report about bullying.

Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: [Amanda Macias](#)

[1212 W. Homer M. Adams Parkway](#)

[1-618-466-1559](#)

amacias@evangelical-school.org

Complaint Manager:

[Michelle Decker](#)

[1212 W. Homer M. Adams Parkway](#)

[1-618-616-7192](#)

mdecker@evangelical-school.org

- Consistent with federal and State laws and rules governing student privacy rights, the principal shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of restorative practices
- The principal shall promptly investigate and address reports of bullying, by, among other things:
 - Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - Involving appropriate staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - Notifying the principal of the reported incident of bullying as soon as possible after the report is received.

Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The principal shall investigate whether a reported incident of bullying is within the permissible scope of the school's jurisdiction and shall provide the victim with information regarding services that are available within the community, such as counseling, support services, and other programs.

- The principal shall use interventions to address bullying, that may include, but are not limited to, restorative measures, social-emotional skill building, pastoral counseling, and community-based services.
- A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
- A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either:
 - bullying,
 - student discipline up to and including suspension and/or expulsion, and/or both for purposes of determining any consequences or other appropriate remedial actions.
- The school's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
- The principal shall post this policy on the school's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
- Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The principal shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - The frequency of victimization;
 - . Student, staff, and family observations of safety at a school;
 - Identification of areas of a school where bullying occurs;

- The types of bullying utilized; and
- Bystander intervention or participation.

7. School Uniform Dress Policy

7.1 Dress Code

BOYS: Grades K – 8

Pants: Navy blue or dark khaki poly-cotton or chino **uniform** pants fitted at the waist not the hips. Pants may be pleated or have a plain-front. No rolled or dragging pants. Pants may be purchased from JCPenney, Land's End, Fischer's Uniform Company, or any other store that sells pants made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket pants or cargo pants are **not** acceptable uniform attire.

Shorts: Navy blue or dark khaki poly-cotton or chino **uniform** walking shorts (no more than 3 inches above the knee and not below the knee). Shorts may be pleated or have a plain-front. Shorts may be purchased from JCPenney, Land's End, Fischer's Uniform Company, or any other store that sells shorts made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket shorts or cargo shorts are **not** acceptable uniform attire. They are worn at the waist and are not baggy.

Shirts: Red, white, yellow, or navy blue uniform, short or long sleeved, with a collar. Shirt must be tucked in at all times. The only permitted logo on the polo is the Evangelical School logo.

Sweatshirts: Uniform sweatshirts are plain or have the school logo on them, red, white, yellow, or navy blue. Sweatshirts may be crew, full zip, hooded, or three quarter zip. These must fit properly (no oversized sweatshirts). A uniform shirt must be worn under the sweatshirt. Evangelical sweatshirts are available to purchase through the school.

Sweater: Uniform sweaters are plain or have the school logo on them, red, white, yellow, or navy blue, knit, crew, V-neck, or cardigan.

Turtlenecks and T-shirts: May not be worn alone. May be worn under the uniform shirt but must be one of the uniform colors.

Belt: A belt must be worn daily with pants or shorts that have loops.

Socks: Socks must be worn with shoes.

Shoes: Tennis shoes are required on P.E. days and are highly recommended at all times. Tennis shoes need to have soles that are non-marking. Shoe laces are to be tied securely. No clogs, crocs, sandals, or any type of backless shoe.

Hair: Hair must be clean, well groomed, and not in the eyes. No extreme hairstyles are permitted.

GIRLS: Grades K – 8

Jumper/Skirt/Skort: Regulation plaid, no more than 3 inches above the knee. These may be longer but not shorter. Skirts may not be rolled at the waist. Jumpers/skirts/skort must be purchased from the Fischer's Uniform Company.

Pants: Navy blue or dark khaki poly-cotton or chino **uniform** pants fitted at the waist not the hips. Pants may be pleated or have a plain-front. No rolled or dragging pants. Pants may be purchased from JCPenney, Land's End, Fischer's Uniform Company, or any other store that sells pants made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket pants or cargo pants are **not** acceptable uniform attire.

Shorts: Navy blue or dark khaki poly-cotton or chino **uniform** walking shorts (no more than 3 inches above the knee and not below the knee). Shorts may be pleated or have a plain-front. Shorts may be purchased from JCPenney, Land's End, Fischer's Uniform Company, or any other store that sells shorts made specifically to be worn as part of a school uniform – **NO EXCEPTIONS**. Jean-cut/five pocket shorts or cargo shorts are **not** acceptable uniform attire.

Shirts: Red, white, yellow, or navy blue uniform, short, or long sleeved with a collar. Shirt must be tucked in at all times. The only permitted logo is the Evangelical logo.

Sweatshirts: Uniform sweatshirts are plain or have the school logo on them, red, white, yellow, or navy blue. Sweatshirts may be crew, full zip, hooded, or three quarter zip. These must fit properly (no oversized

sweatshirts). A uniform shirt must be worn under the sweatshirt. Evangelical sweatshirts are available to purchase through the school.

Sweater: Uniform sweaters are plain or have the school logo on them, red, white, yellow, or navy blue, knit, crew, V-neck, or cardigan.

Turtlenecks and T-shirts: May not be worn alone. May be worn under the uniform shirt but must be one of the uniform colors.

Belt: A belt must be worn daily with pants or shorts that have loops.

Socks: Socks must be worn with shoes.

Leggings: Girls can wear capri or long leggings or tights under jumpers and skirts; they may not wear loose pants or pajama pants.

Shoes: Tennis shoes are required on P.E. days and are highly recommended at all times. Tennis shoes need to have soles that are non-marking. Shoe laces are to be tied securely. No clogs, crocs, sandals, or any type of backless shoe.

Hair: Hair must be neat and clean and not in the eyes. No extreme hairstyles will be permitted.

Jewelry: Excessive use of jewelry is not permitted (including but not limited to rings on several fingers, large or dangling earrings, necklaces, and bracelets, etc.).

7.2 Non-Uniform Days

Jeans must be in good repair – no holes/rips past mid-thigh.

Skirts and shorts no shorter than mid-thigh length.

Leggings may only be worn with long shirts or sweaters, no cut-offs, sundresses, tank tops, spaghetti straps, low cut or sleeveless shirts, or shirts that show the midriff. Skin-tight tops, skirts, dresses, shorts, or pants will not be permitted.

T-shirts with references to beer or alcohol or with inappropriate slogans may not be worn. Oversized T-shirts are not permitted. T-shirts depicting bands with inappropriate song lyrics may not be worn.

Footwear is limited to regular dress code requirements.

Students are not allowed to dress down on worship days.

Please note that clothing items worn on either uniform or non-uniform days must be in good repair.

All sweatshirts and outerwear should be labeled with the student's first and last name. Students need to wear warm outdoor clothing during the winter months, so they may participate in outdoor recess. Hats/hoods and mittens/gloves need to be worn to school on cold days. The children will go outside for recess whenever possible, so warm clothing is important.

Students who do not follow the dress code will be given a dress code violation slip. All dress code violations will be sent home to parents.

Students, who on more than one occasion violate the dress code for non-uniform days, may lose the privilege of dressing down.

***If shorts or skirts are excessively short, the student will be sent to the principal's office to call home for a change of clothes.**

8. Organizations

8.1 SCHOOL BOARD

This is the governing board of the school. School Board members are responsible for making school policy and overseeing the operation of the school. Members must belong to the church and are elected at the church's annual meeting in June to serve a two-year term.

School board meetings are held on the fourth Tuesday of every month (August through June). If you have general questions or suggestions for the board, please contact the principal or the school board president.

8.2 EPIC

EPIC stands for Evangelical Parents Invested in Children and consists of parents and guardians of students attending Evangelical School. EPIC gives back to the school through organizing events to create a sense of community in the school and organizing fundraising events. Examples of community events include All School Thanksgiving Luncheon and All School Trunk or Treat. Parents and guardians can stay informed of

EPIC activities by attending member meetings, reading the school newsletter emailed by the principal, and following "Evangelical School: EPIC" on Facebook.

There is an Executive Board that consists of 4 members (President, Vice President, Secretary, & Treasurer) with each position being 2 years. The Board serves as a representative of all parents and acts on their behalf. The 2024-2025 Executive Board is:

President: Amber Wooff

Vice President: Anna Zakrzewski

Secretary: Kelli Hoelscher

Treasurer: Dane Beiser

Email: EvangelicalEPIC@gmail.com

9. Student Opportunities

9.1 Science Fair

A Science Fair is held each fall and all students are invited to participate. Eighth graders are required to do a science fair project. Students in seventh and eighth grade receiving awards at our fair whose projects are clearly experimental in nature (they ask a question and do an experiment to find the answer rather than constructing a display or building a model) are eligible to participate in the SIUE Science Fair. More information will be provided to students at the appropriate time.

9.2 Student Council

Students in Middle School have the opportunity to participate in the Student Council. Members are required to maintain a "C" average or better, demonstrate leadership skills, and Christ-like behavior at all times. Student Council promotes school spirit and raises funds for special school projects and activities, which benefit all students.

9.3 Young Authors

Students are encouraged to participate in the Young Authors' program each year. Student books are selected to represent our school at the district and state Young Authors' conferences. This activity encourages students to write and illustrate their own books.

9.4 Spelling Bee

Each January, Evangelical students in grades 4-8 have the opportunity to participate in our school spelling bee. Our school winner is then entered in the area competition sponsored by the St. Louis Post Dispatch.

9.5 Service Projects

Each class will take part in a service project at some point during the school year. The classroom teacher will select the service project his/her class will participate in. Additional service projects are a possibility.

9.6 Book Club

Students may purchase paperback books at a discount through our school's Book Club program. Each month fliers are sent home with the students advertising the books for sale that month. Students wishing to order books may do so online. In two to three weeks the books are sent to the school and distributed to the children. There are no fees or minimum number of books to buy and students may participate whenever they choose. The school receives bonus points for every dollar spent, and these are redeemed for books, computer software, audio-visual items, and other educational materials.

9.7 Green Team/Recycling

The school helps the environment, supports others in the community, and earns money/materials through a number of recycling projects. The school collects eyeglasses, ink jet/laser jet cartridges, cell phones, and paper. There are competitions that students can get involved with through the Green Team as well like: Innovative Recycling Creations or collecting the most recycling.

I have received the 2024-2025 Evangelical Elementary and Middle School Parent/Student Handbook, and I understand I must abide by its contents.

Students Name-Print

Parent Signature

Date