

IMMANUEL LUTHERAN SCHOOL

PARENT AND STUDENT

HANDBOOK

2011



2012

Colossians 2:6-7

TABLE OF CONTENTS

Directory of Immanuel Lutheran Staff.....	1	Confirmation Class.....	10
Foreword.....	2	Textbooks.....	10
School Mission Statement.....	2	Supplies.....	10
Code of Ethics.....	3	Library.....	10
Accreditation.....	4	Choir, Music, and Drama.....	11
Philosophy and Purposes.....	4	Physical Education.....	11
Administration.....	5	Sports.....	11
History of Immanuel Lutheran School.....	5	The School Day.....	12 - 13
Non-Discrimination Policy Statement.....	5	<i>Arrival and Tardiness.....</i>	12
Admission Policy.....	6	<i>Absence and Truancy.....</i>	12 - 13
Entrance Requirements.....	7	<i>Leaving School Early.....</i>	13
Enrollment Procedures.....	7	Early Dismissal.....	13
Fees and Finances.....	8 - 9	Before School Care and Extended Student Care Programs.....	14
Tuition and Fees Schedule.....	9	Weather Related Closings.....	14
Financial Assistance.....	9	Worship Life.....	14
Course of Study.....	10	Worship Life Policy.....	15
		School Chapel.....	15

Volunteers.....	16
Parent-Teacher League	16
Booster Club	16
Lunch and Milk.....	16
Discipline.....	17 - 19
<i>Discipline Guidelines</i>	<i>17</i>
<i>Failure to Meet Guidelines</i>	<i>18</i>
<i>Discipline Definitions</i>	<i>18 - 19</i>
Stealing or Willful Destruction of Property	19
Cheating and / or Forgery	19
Possession, Use, or Influence of Drugs or Weapons.....	19
Grievance Policy.....	20
Homework Procedures	20 - 21
<i>Homework Guidelines.....</i>	<i>20 - 21</i>
<i>Make-up Work</i>	<i>21</i>
<i>Parent Guidelines.....</i>	<i>21</i>
<i>Incomplete Assignments</i>	<i>21</i>
Reporting Student Progress	21 - 22
<i>Mid-Quarter Reports and Report Cards.....</i>	<i>21 - 22</i>
<i>Parent-Teacher Conferences</i>	<i>22</i>
<i>Grading.....</i>	<i>22</i>
<i>Honor Roll.....</i>	<i>22</i>

Student Guidance.....	23
Student Health.....	23 - 24
<i>First Aid.....</i>	<i>24</i>
<i>Medication Procedures</i>	<i>24</i>
<i>Immunization</i>	<i>24</i>
Harassment.....	25
Student Dress and Appearance.....	25 - 26
Transportation	26
Parking.....	26 - 27
Visitor Information.....	27
Valuables at School.....	27
Forgotten or Lost Items.....	27
Communication	27
School Telephone.....	28
Cellular Phone Policy.....	28
Photo Release Statement	28

IMMANUEL LUTHERAN SCHOOL DIRECTORY

School Office – 239-1636
Fax - 239-0589

Church Office 239-4705
School e-mail: school@imlutheran.org

Principal
 Preschool.....
 Pre-Kindergarten, Science Grades 1-4.....
 Kindergarten
 Grade One
 Grade Two
 Grade Three
 Grade Four
 Grade Five (Homeroom).....
 Grade Six (Homeroom)
 Grades Seven (Homeroom).....
 Grade Eight (Homeroom)
 English/Literature – Grades 7-8.....
 Education Resource Consultant
 Resource Teacher.....
 Computer (Grades 1-8)
 School Secretary
 Special Education Teaching Assistant
 Kindergarten Assistant.....
 Kindergarten and Extended Student Care Assistant
 Preschool Assistant.....
 Pre-Kindergarten/Extended Student Care Assistant
 Extended Student Care Director
 Extended Student Care Assistant.....
 Cafeteria Manager.....
 Cafeteria Assistants.....
 Maintenance.....

Mr. Nick Hopfensperger..... 239-1723
 Mrs. Kim Wunderlich..... 239-9062
 Mrs. Robbi Eckman..... 239-3538
 Mrs. Lisa Bangert 390-3920
 Miss Jolene Schultz 239-4296
 Mrs. Shannan Robinson..... 239-0207
 Mrs. Nan Ulsas 239-7012
 Mrs. Ruth Marschel (636) 433-5627
 Mrs. Angela Kaemmerer 239-7790
 Mrs. Robin Sincox..... (636)-228-1200
 Mr. Sam Eckman 239-3538
 Mr. Aaron Hallien..... 239-4971
 Mrs. Carol Perkins..... 239-5888
 Mrs. Lisa Beckerman..... 390-4597
 Mrs. Jill Ince..... (636)742-3366
 Mr. Chris Kaemmerer..... 239-7790
 Mrs. Becky Brown..... 239-2224
 Mrs. Barb Densford (636) 583-4770
 Mrs. Kris Lacefiel..... 390-0131
 Mrs. Linda Byrd (636) 742-2860
 Mrs. Kelly Lang..... (636) 451-0469
 Mrs. Betty Liesmann (636) 433-2436
 Mrs. Jamie Puetz..... 390-8452
 Mrs. Heather Nauman..... (636) 742-4081
 Mrs. Marie Quaethem..... 239-8943
 Mrs. Donnie Wisdom 390-0158
 Mrs. Carol Moritz..... 239-4343
 Mr. John Adams 239-5084

CHURCH OFFICE

Pastor
 Youth Director/Assistant Principal
 Director of Parish Music.....
 Church Secretary.....
 Business Manager.....

The Reverend Dr. Mark Bangert 390-3920
 Mr. Alan Wunderlich..... 239-9062
 Mrs. LuAnn Kaaz 390-0285
 Mrs. Terri Gerhart..... 239-5537
 Mrs. Jean Schaible..... (636) 583-1445

FOREWORD

This Family Handbook is developed annually to acquaint parents and students with programs and policies of Immanuel Lutheran School. It is our hope that the information will assist in developing a better understanding of the school and a closer relationship between the school and home. Please keep this booklet readily available for referral. A separate School Calendar is also provided at the beginning of the school year. If questions or concerns arise during the year, please do not hesitate to contact the school administration or the classroom teachers. It is the school's desire to assist parents in whatever way possible.

It is my personal hope and prayer that your family will become actively involved in our school community and in the life of your child(ren) while at Immanuel. Fundamental to our existence is to *grow in the grace and the knowledge of our Lord and Savior Jesus Christ* (2 Peter 3:18). We have God's promise: *Train a child in the way he should go, and when he is old he will not turn from it* (Proverbs 22:6). Thank you for permitting us to share in the Christian nurturing of your child(ren).

Nick Hopfensperger, Principal

OUR MISSION STATEMENT

Immanuel Lutheran School exists to make disciples for Jesus Christ and to enable academic achievement, according to God-given abilities, by providing a Christ-centered atmosphere, led by witnessing, committed instructors, staff members, and parents.

IMMANUEL CODE OF ETHICS

“Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength, and love your neighbor as yourself.”

Mark 12:30-31

As a church and school family, we base all our procedures on these two commands of our Lord Jesus Christ as found in Scriptures. In all our dealings with students, parents, fellow staff members, congregation members, and the community we will base our actions in the precepts of the verses above. The Mission Statement of our church and school reflects these verses as well. This code of ethics is a tool that goes beyond our purpose statement to remind us how we are to respond in Christian charity as we share the law/gospel relationship that we have with our Savior.

As a school, we accept that -

1. Absolute Truth exists. We follow standards laid down by our God that there is absolute truth; that is, there are truths that are right for all people, at all times, in all places. These standards are found and laid out for us in Holy Scripture.
2. We grow in these truths as we actively worship, study His Word, and spend time in devotion and prayer. These opportunities present themselves to us both as a Christian community and as key elements in our personal lives. As brothers and sisters in Christ, we strive to take these opportunities to grow in Him and with each other.
3. Based on these precepts of truth, we strive to be open and honest with each other as teachers, administrators, pastors, staff, parents, students, and laity.
4. In our honesty, we strive to confess truthfully when we have done something wrong, and forgive others who have wronged us. We reflect the Spirit of Mark 12:31 as we deal with one another in love.
5. In our dealings with each other in love, we share and give testimony of our faith to all who witness our actions. We are a family of faith that not only hears the Word of God, but, grows in it, and strives to share it with the community as a whole.

The prophet Micah in the Old Testament stated, “What does the Lord God require of you? But to act justly and exercise loving kindness.” As a family of faith, we will strive together to do what our Lord God requires as we endeavor to live out the 5 ethical statements listed above. In doing so, we will grow and assist others in faith development, as we give testimony to the ultimate example of love shared with us through our Savior, Jesus Christ.

Immanuel Lutheran School serves families in a variety of ways and supports parental responsibilities in Christian education.

ACCREDITATION

Immanuel Lutheran School is accredited nationally through the National Lutheran School Accreditation (NLSA) agency. The school also holds accreditation through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association. Copies of the annual accreditation reports are available upon request through the school office.

PHILOSOPHY AND PURPOSES

All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. It is no less true for children and for a Christian Day School. It becomes a corporate responsibility when Christians gather as a Lutheran School.

Christian education – applying God’s Law and Gospel to all aspects of life and learning – is a vital component of Immanuel Lutheran Church’s ministry. As a Lutheran Church body, we believe that “the most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran preschool, elementary, and secondary schools” (1983 Convention Proceedings, Res. 1-17). Immanuel Lutheran School works to accomplish five basic purposes.

1. **Education** occurs daily in all subjects to prepare children to serve God and people through their lives. The student’s faith in Christ is nurtured by the Holy Spirit through God’s Word.
2. **Worship** in Immanuel Lutheran School is not confined to the daily classroom devotion or to chapel worship experiences, but occurs throughout the day. Students are helped to grow in their prayer lives, learning to pray privately and corporately, whenever the need or as opportunities arise.
3. **Evangelism** is always present for and through the students who attend Immanuel. Students learn to witness naturally and effectively as they observe their teachers and other staff members. Through their Christian lives, students bear testimony to each other and their community. It is our deepest desire that students of unchurched families hear the Good News of Jesus’ love and share it with their families and friends.
4. **Fellowship** is enjoyed by all members of the school community. Students and staff accept one another as fellow members of the body of Christ. They play together, support, encourage, and witness to one another. The uniqueness of each person is recognized, and individuals are helped to achieve their full potential.
5. **Service** becomes a natural part of school life. The school community is led to help others not only in the school but also in the community and the world. Teachers and staff encourage Christ-like compassion and love for all people. As opportunity permits, teachers, students, and parents volunteer to serve others together and separately.

ADMINISTRATION

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church as an elementary Christian Day School for three year-old preschoolers through 8th grade. The administration of the school rests primarily with the Voters' Assembly of the congregation. The Voters execute their will through the Board of Christian Education. All major decisions and changes are carried out only with the approval of the Board of Christian Education and/or the Voters' Assembly.

The Board of Christian Education consists of an elected Chairperson and a minimum of six appointed members from Immanuel congregation. The Principal, Pastors, and Assistant Principal are ex-officio members. The immediate supervision of the school is by the principal and members of the faculty. The administrator carries out the regulations and policies, adopted by the Board of Christian Education and the faculty.

HISTORY OF IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran Church and School can trace its origin in Washington to 1862. In 1863 the Evangelical Immanuel Lutheran Church was dedicated and a Christian Day School was established. A house on Jefferson Street was first rented. The upper story served as the dwelling for the pastor and the first floor served as the school. There were fifteen students enrolled the first year.

A new school building was erected in 1939. In 1958 a kindergarten was started in a house west of the present church. A major addition was added to the school in 1960. An early childhood program for four year-olds began in 1975. In 1997 a massive expansion of the church and school occurred. A three year-old preschool program and an Extended Student Care (ESC) program also began. The expansion included seven additional classrooms, restrooms, an office complex, a new library/computer center, a church narthex, and renovation of the existing facility. A Long Range Planning Committee meets regularly to consider the future needs and ministry of Immanuel Lutheran Church and School.

NON-DISCRIMINATORY POLICY STATEMENT

Immanuel Lutheran School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Furthermore, it does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, and athletic and other school administered programs.

ADMISSION POLICY

Immanuel Lutheran School exists to serve families. While our purpose, personnel, and program are centered on the task of assisting the Christian families and membership of Immanuel congregation in educating children, all families (as class size permits) are invited to enroll children. The following order applies for students enrolling:

1. Students currently attending the school,
2. Children of members,
3. Siblings of Immanuel Students
4. Children of member sister Lutheran Churches,
5. Children with no church affiliation, and
6. Children affiliated with other Christian Churches.

In addition, there are six requirements for families who wish to enroll at Immanuel. They are as follows:

1. Parents must desire a Lutheran Christian education for their child and demonstrate it by supporting the teachers in word and deed in front of the child whenever the opportunity arises.
2. Parents must give moral support to the school by having an attitude of helpfulness where possible and cooperation when necessary.
3. Parents are to offer financial assistance by paying an annual registration fee and monthly tuition, as well as support of various fundraising efforts throughout the year.
4. **Parents and children are expected to attend worship services on a regular basis.** A specific Worship Life Policy applies to member families of Immanuel Lutheran Church. Members of Immanuel are also expected to contribute to the total ministry of Immanuel by practicing Christian stewardship of time, talent, and treasure.
5. Parents and students are expected to adhere to rules, guidelines, philosophies, and conditions outlined in this handbook.
6. Parents are expected to have their child(ren) tested/screened by our Educational Resource Consultant or our Resource Teacher if there is a question of successful placement of a child. The purpose of testing is to make sure the curriculum and programs of Immanuel can best meet the needs of individual students before enrollment.

ENTRANCE REQUIREMENTS

Entrance requirements are those of the State of Missouri. A child entering kindergarten must be five years old by August 1st. Preschool students must be three and four years old by August 1st, respectively. Early admission of students will not be considered, in compliance with state law (July 1, 1997). All students enrolling for the first time must present a birth certificate and an up-to-date immunization record in accordance with the state and local requirements.

- The school does reserve the right to deny enrollment if, in the opinion of the administrator and other support personnel, the needs of a child cannot be met at Immanuel. The best interest of the child and other students is always the primary concern.
- Students transferring to Immanuel from another school must present a transfer of records from their previous school. Students are enrolled on a probationary basis until records are received.
- Students transferring to Immanuel who were home-schooled will be required to present evidence of successful completion of work at their previous grade level. It may include end-of-year placement testing in subject areas and samples of student work.

ENROLLMENT PROCEDURES

- ✓ Initial application for enrollment must be made through the principal. New parents must meet with the principal to discuss procedures, requirements, and routines. The purpose of the meeting is to make the assimilation into our school a smooth and successful one. All enrollments are for one school year and must be renewed annually.
- ✓ Re-enrollment occurs each spring. The registration fee for each child is due at that time.
- ✓ Parents of students transferring to another school should inform the principal of the date the student is transferring and the name and address of the new school. Records will be transferred upon written request of a parent or guardian, providing all fees and tuition are paid.

FEES AND FINANCES

Quality education is a costly operation. The financial support of our school is shared by the members of Immanuel Lutheran Church and by the families of Immanuel Lutheran School. To supplement congregational support, families whose children attend Immanuel pay tuition. Fees are reviewed annually by the Board of Christian Education and are based largely on the annual cost per student.

1. Immanuel Lutheran Church member families pay a reduced tuition rate. Member status pertains if the student and at least one parent are members of Immanuel Lutheran Church and if members follow the Worship Life Policy Guidelines. In addition, members are encouraged to support the entire church ministry with regular offerings.
2. Non-member families, members of sister Lutheran congregations, members of other denominations and those having no church home, are also responsible for paying tuition per child.
3. Payment of tuition fees are to be handled in the following manner:
 - Payments are to be made over ten months for the months of August through May. Payments may also be paid per semester or for the entire school year. Upon request, payments may be made over 12 months.
 - All tuition payments should be sent directly to the school office. Checks are to be made payable to Immanuel Lutheran School.
 - All tuition payments are due on the first day of each month and are considered late after the 15th of the month unless arrangements have been made with the principal. A late fee of \$10 is assessed if the monthly tuition fee is not received by the close of school on the 15th of each month.
 - Failure to make payment by the last school day of the month may subject a school family to have their child(ren) dismissed from school enrollment unless prior arrangements have been made with the principal.
 - Tuition must be paid in full upon completion of the school year unless prior arrangements have been made with the principal. Final reports will be withheld and no credit given until complete payment is made. No official records will be transferred until all tuition and fees are paid in full.

COURSE OF STUDY

The curriculum and course of study at Immanuel Lutheran School complies with the standards of the State of Missouri and the National Lutheran School Accreditation program. In addition, students receive daily instruction in God's Word, following the teachings and doctrine of the Lutheran Church Missouri Synod. There is no separation of subjects from God's Word – subjects are taught in light of God's revealed Word.

The formal curricular subjects include **religion** (Bible stories, Bible study, worship, Christian living and doctrine, and memory selections), **language arts** (reading, phonics, spelling, English, literature, and handwriting), **science** (general, earth, physical, life, health and safety), **mathematics** (basic math, pre-algebra, and algebra), **social studies** (geography, history, world cultures, U.S. and Missouri Constitutions, current events), **fine arts** (music, art, foreign language), **computer** (keyboarding, word processing, formatting, and spreadsheets), **physical education** (physical fitness, large and small motor skills, games, sportsmanship, and sports).

CONFIRMATION CLASS

Religious instruction leading to confirmation is given during school hours. All students in 7th and 8th grade are required to attend class, but confirmation is not required of non-members or members of sister congregations. They may elect to be confirmed after completing the course if they wish. Information concerning confirmation can be obtained from the principal or the pastor.

TEXTBOOKS

All textbooks and workbooks are provided by the school. Students are responsible for textbooks and their condition upon return. If a textbook is lost or damaged for whatever reason, the student's family will be assessed the partial or total replacement cost of the book.

SUPPLIES

A list of supplies is posted on the school's web site. Parents are responsible for securing supplies by the first day of school. The supplies fee will be used to purchase additional items for students in 3rd through 8th grade.

LIBRARY

On Tuesday mornings, students in Kindergarten through 4th grade have scheduled time for library. Students in Kindergarten and 1st grade check out books for one week, while students in 2nd through 4th grade check books out for two weeks. If a book is overdue for two months, it is presumed lost and parents will be asked to pay for a replacement copy.

CHOIR, MUSIC, AND DRAMA

Students have opportunity to use their voices to the glory of God by singing in class, chapel and a group choir throughout the school year. The school believes this experience is valuable for students attending a Christian school. Choirs are formed at the beginning of each school year and are directed by faculty members. Students who are not members of Immanuel are not required to attend services when a choir sings in Immanuel Lutheran Church, but they are welcome to attend if they desire.

In addition to choral music, classroom music is also taught. Classroom music includes note identification, counting, reading music, music appreciation, and use of rhythm instruments. Students in 5th through 8th grade also learn to play recorders and tone chimes. Students in 6th through 8th grade may also take instrumental music lessons before school with other non-public school students.

A special annual choral musical (Choral Vespers) is given the last Advent service before Christmas. All students in 1st through 8th grade participate in this annual event. Students also participate in school plays to cultivate and broaden their fine arts experience.

PHYSICAL EDUCATION

Students have regularly scheduled gym classes. Students in 5th through 8th grade wear an established Immanuel physical education uniform for gym class. The uniform includes a printed white T-shirt and red gym shorts, white socks and gym shoes. Uniforms may be purchased or ordered at the August orientation meeting. All grades must wear gym shoes to physical education classes. If a student is not able to participate in class, a written note is required from the parent or doctor.

SPORTS PROGRAM

Inter-scholastic sports for girls in 5th through 8th grade include volleyball and basketball. Boys in 5th through 8th grade compete in basketball. Physical exams are required of all students participating in inter-scholastic sports. Additional information, guidelines and requirements are included in the Sports Eligibility Form and Sportsmanship Form.

An intramural basketball program is often available for boys and girls in 2nd through 4th grade. The program is generally held during the months of February and March. Information is distributed annually.

Girls in 7th and 8th grade have opportunity to join the cheerleading and dance team, formed each year prior to the basketball season.

Rolla Field Day is held each spring, for students in 1st through 6th grade. The event is generally held the first Friday in May in Rolla, Missouri. Parents serve as drivers and often help with events.

THE SCHOOL DAY

DAILY SCHEDULE: The school day at Immanuel begins promptly at 8:00 am and ends at 3:00 pm.

- ❑ Our two-day preschool class meets Tuesday and Thursday from 8:00 am to 11:00 am
- ❑ Three-day pre-kindergarten class meets on Monday, Wednesday, and Friday from 8:00 am to 11:00 am
- ❑ The five-day pre-kindergarten class meets Monday through Friday from 8:00 am to 11:00 am
- ❑ Students in Kindergarten through 8th grade attend the entire day, Monday through Friday

ARRIVAL AT SCHOOL: Students are to arrive after 7:45 am as the school doors will remain locked until 7:45 am. ALL students arriving to school before 7:45 a.m. are to go to the Extended Student Care (ESC) program. Students are to enter the main school door and to go directly to the designated classroom. Supervision will be available at the cost of 50¢ per day per student. Students are to check-in with the supervisor and are to pay on a daily or a weekly basis. At 7:45 am, students in the ESC program will be dismissed to their classrooms and other students waiting outside may enter the building.

TARDINESS: Tardiness is extremely disruptive in beginning a school day for students and teachers. It is difficult for the classroom teachers to begin on time, take attendance and lunch/milk counts, and begin devotions if students arrive late.

All students are to be in their seats and ready to begin the day no later than 8:00 am. All students who arrive after 8:00 am are to report to the office. The office will contact parents if tardiness becomes a problem. Four tardies per quarter (and each succeeding tardy) results in an after school detention.

ABSENCE AND TRUANCY: Absence from school has a great impact on student progress. Parents are to notify the school by 9:00 am if a child will be absent. Tardiness and absences are recorded on the progress report and are part of the student's permanent record.

Families that need to take their children out of school for reasons of vacation are asked to discuss their plans with the principal prior to the child's absence. Classroom teachers will not be expected to prepare detailed assignments in advance for vacations of this nature. Students will be expected to complete missing work in a timely manner when they return, taking one day to make up work for each day missed. After that point, the individual teacher's rule applies for late work – from a certain percentage off to receiving no credit. It is the child and/or parent's responsibility to know the guideline established by each individual teacher.

Absences or tardiness for a doctor or dentist appointment should always be accompanied with a written note. Students with tardy arrivals to school cannot be considered for perfect attendance award at the end of the school year.

Prolonged and/or frequent absence is detrimental to a student's learning and progress. Absence of 20 days or more may be sufficient reason for the student to repeat the grade, unless special circumstances exist. In any case, a conference between the parent, teacher, and principal will be scheduled to discuss the frequency of absences, the status of class work, and the possibility of retention. The

final decision in which special circumstances are involved will be a joint decision between the teacher and the principal. Truancy will not be tolerated and is punishable by suspension or expulsion upon review.

LEAVING SCHOOL PRIOR TO DISMISSAL TIME: Parents that need to pick up their child from school during the day are to send a note to the teacher. If parents are unable to send a written note, they are to notify the school office prior to their arrival. A parent must come to the school office to sign out and pick up the child. Parents are not to go into the classroom to pick up your child. If a parent is unable to pick up the child, please notify the school office and tell them who will be picking up your child.

END OF THE DAY: Parents are expected to pick up their children promptly at 3:00 pm. Teachers often have meetings, conferences, and after-school activities that prevent them from providing supervision for children whose parents are late. Any children that are not picked up by 3:15 pm will be sent to Extended Student Care (ESC) and will be assessed the appropriate fee.

EARLY DISMISSAL

There are several days throughout the year when school dismisses at 11:30 am. These sessions often enable teachers to complete in-service work and professional development. The dates are scheduled on the school calendar and are noted in the weekly newsletter.



BEFORE SCHOOL CARE (BSC) & EXTENDED STUDENT CARE (ESC) PROGRAMS

The Extended Student Care (ESC) program at Immanuel is an integral part of the mission and ministry of the school. ESC is especially for children whose parents find it difficult to pick up their children after school due to work-related responsibilities.

Before School Care (BSC) is available from 7:00 to 7:45 am each school day to all students at a charge of 50¢ per day. ALL students that arrive to school before 7:45 am must go to BSC. Pre-registration is not required for before school care.

Extended Student Care (ESC) is open to all students each day (except certain Early Dismissal days) from 11:00 am to 6:00 pm for preschool and pre-kindergarten students and from 3:00 pm to 6:00 pm for students in Kindergarten through 8th grade. The fee schedule is outlined in the ESC Handbook. Registration forms for ESC are available in the school office.

WEATHER RELATED CLOSINGS

Television stations KMOV (CBS), KSDK (NBC), and KTVI (FOX) announce school closings. The stations will mention our school (Immanuel Lutheran School, Washington) by name.

If Immanuel is not mentioned by name, parents are to assume we will be in session. It is our desire to have classes on regularly scheduled school days and to follow the printed school calendar as closely as possible.

WORSHIP LIFE

CHURCH ATTENDANCE: Families of Immanuel are expected to regularly attend worship services and participate in Bible Study and Sunday School. The love and grace of our Lord will hopefully provide ample motivation. The Lord clearly expects His followers to be eager to worship Him and to study His Word. A Worship Life Policy exists specifically for school families of Immanuel Church. Members of Immanuel are expected to follow the teachings of the church and school and to be faithful in their attendance to maintain membership status and thus a reduced tuition rate.

Worship services at Immanuel are held at 6:00 pm on Saturdays and at 8:00 am and 10:45 am on Sundays. Bible class and Sunday School are held for children and adults at 9:30 am. If children and adults do not have a church home, they are invited to worship and attend Sunday School / Bible class at Immanuel. Adult information classes are conducted several times during the year by Pastor for adults who wish to learn more about the Lutheran Church and who may then want to become members of Immanuel Lutheran Church.

WORSHIP LIFE POLICY

When families wish to become members of Immanuel Lutheran Church, “they promise the Lord and His church to attend corporate worship, make diligent use of the means of grace, lead a righteous and godly life, and support the work of the congregation with their prayers, time, treasures and talents.” Supporting your church and school in these ways is a matter of stewardship. As a result of this stewardship, members benefit from reduced tuition rates.

The Worship Life Policy is written to encourage and assist our membership in this pledge. Families who are members of Immanuel Lutheran Church are encouraged to attend worship and Sunday School or Bible Class every weekend. Regular attendance in worship as a family enables each of us to grow in our faith as we receive God’s gifts in Word and Sacrament. In Worship we confess our sins, receive forgiveness, return thanks, and lift praise and prayer to God. By being in worship, parents reinforce the Christian teachings of our Day School. Worship also gives us a regular opportunity to mutually support fellow brothers and sisters in Christ. These spiritual matters are vital to a Christian education.

When member families choose not to take part in worship, they are not fulfilling their pledge of membership and we are unable to fulfill our mission as a school. Therefore, members must attend worship at Immanuel a majority of weekends to benefit from member tuition rates. Attendance is measured by use of attendance cards collected during worship by the ushers. These will be reviewed confidentially by the Board of Elders and Pastors with full support of the Board of Christian Education and the principal. Should a student fail to meet this minimum requirement, for any semester, the student’s family will be assessed the non-member tuition rate. Church attendance from August 1st through December 31st will determine tuition rates starting in January. Church attendance from January 1st through July 31st will determine tuition rates starting in September. Families will be contacted by the Board of Elders if minimum attendance is not being reached.

This Worship Life Policy was not created as a tool of legalism, but one of encouragement and support of the teachings of the Christian church. The focus of Our Mission Statement is that our school “exists to make disciples for Jesus Christ”. It is our prayer that Immanuel Lutheran Church and School are effective tools for our Savior in fulfilling this mission. Families are encouraged to discuss this policy with their elder or with the pastor if “extenuating family circumstances” exist.

SCHOOL CHAPEL

Chapel services are held each Wednesday shortly after 8:00 am. This allows the school community (students, teachers, parents, pastor, and guests) to gather and worship our Lord. Chapel offerings are taken each week for various charitable and mission efforts. Information concerning the projects is shared with students and parents on a monthly basis.

VOLUNTEERS

Immanuel has a very active volunteer program whereby parents are given opportunities to assist with a variety of programs and tasks at school. A Volunteer Form is given to parents each fall. It is vital that parents assist with current programs and to provide opportunity for new ones to arise. Support is always greatly appreciated.

PARENT-TEACHER LEAGUE

The school works very closely with an active Parent-Teacher League (PTL). A variety of events are scheduled throughout the school year. Parents are encouraged to take an active part. The Executive Board includes President, Vice-President, Secretary, and Treasurer.

BOOSTER CLUB

An Immanuel Booster Club exists to assist the school in building school spirit, involving parents and church members in school related activities, and raising funds in school-related areas. The club works to support the school athletic program, but all school families and congregational members are invited to join the group.

LUNCH AND MILK

Lunch is available each day for afternoon ESC preschool and pre-kindergarten students, students in Kindergarten through 8th grade, as well as staff members. The program is under the guidance and direction of the Federal Lunch Program. Each family's lunch account is monitored via computer and deducted as items from the cafeteria are purchased. Parents are asked to put \$30.00 or more on their lunch account. When the account is low, an e-mail reminder is sent to the families that additional funds are needed. Payments for the lunch program should be placed in an envelope with the child(ren)'s name(s) on it and should be turned in at the school office.

If money is not available in the account, students may eat on credit for a few days. After that point the computer will refuse to scan their bar code. For this reason, prompt payment is strongly encouraged when you receive a notice. If the computer will not scan because of lack of funds in the account and the credit limit has been exceeded, that student will be given a peanut butter sandwich.

Cafeteria prices:	Hot lunch, including one carton of milk:	Student – \$ 2.00	Adult – \$ 2.35
	Extra milk / sack lunch milk or juice	40¢	
	Bottled water	60¢	
	Ice Cream (Fridays only)	50¢	

DISCIPLINE

The faculty has the sincere desire to build and maintain a positive teaching and learning environment. Two necessary items for such an environment are respect for each other and setting a positive example. It is expected that students give witness to their Christian faith in their daily living. While we all err at times, an inordinate amount of time will not be spent on discipline.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

The daily effort of the staff at Immanuel is directed toward enabling each child to become self-disciplined and learning-directed. It is essential and important that parents and students trust the judgment of the faculty. Parents remain the most important educators of their children. The complimentary role of parents and teachers are enhanced through regular communication, mutual trust and cooperation and respect for one another.

Specific discipline guidelines have been adopted for the sake of clarity and order. While these guidelines address areas of concern, students and parents are to be assured the faculty will note good things that happen and commend the positive examples set by students. Questions about these guidelines should be directed to the classroom teacher or the principal.

The overlying guidelines at Immanuel can best be summarized in three areas:

Guideline #1 – Respect Yourself, Others, and Things:

- * Be neat in appearance
- * Ask for help in an appropriate way
- * Be prayerful
- * Honor the space and things of others
- * Include classmates in activities
- * Give attention in all circumstances
- * Show common courtesies
- * Follow the direction of leadership personnel

Guideline #2 – Contribute to the Learning Environment:

- * Attend school regularly and on time
- * Focus on presented concepts
- * Talk with pride about our school
- * Be quiet in the halls
- * Participate in learning activities
- * Complete homework with your best effort
- * Play safely on the playground

Guideline #3 – Follow School and Classroom Procedures:

- * Notify office if student is absent
- * Keep all medication in the office
- * Follow school procedures and rules

CLASSROOM DISCIPLINE: The following are expected of students at Immanuel at all times. A student may receive a “checkmark” for failing to comply to the following expectations: (*checkmarks are not limed to these expectations*)

-
- Students will have homework completed for all classes each day (*special circumstances must be cleared with the teacher*)
- Students will be respectful and obedient to teachers and other adults at Immanuel
- Students will respect the rights and feelings of others
- Students will be in class on time and with needed materials
- Students will use acceptable language and will demonstrate Christian behavior
- Students will demonstrate considerate behavior and good manners at all times

Teachers will work with the students and parents to make sure expectations are understood. Students will find that teachers, especially in the departmentalized upper grades, may vary in their expectations. This is viewed as part of the learning process.

FAILURE TO MEET GUIDELINES: Behaviors that are contrary to our philosophy of student discipline are classified as follows:

Minor Offenses: (*may include one checkmark, timeout, loss of privilege or recess*) disruptive or improper behavior, excessive talking, use of the phone without permission, inappropriate language or gestures (*first time*), failure to complete assignment or bring necessary school materials, dress guideline violations, bringing distracting items to school

Major Offenses: (*may include two checkmarks, detention, or multiple detentions*) disrespect, defiance, insubordination and/or verbal abuse, bodily harm and/or physical abuse, fighting

Severe Offenses: (*may include a detention, in-school suspension, out-of school suspension, or expulsion*) destruction or stealing of personal or school property, cheating and/or forgery, reference to shooting, bombing, or doing catastrophic harm to individuals or property, and possession/use of tobacco, alcohol, drugs, or weapons

DISCIPLINE DEFINITIONS: When dealing with student discipline, the following definitions will apply:

Detention – A student will receive a detention (and/or loss of recesses) after receiving a total of three checkmarks in one day, or in the case of repeated infractions, at the discretion of the teacher and/or principal. Parents are given a 24 hour notice before a child will serve a detention. All detentions will begin immediately after school and will end at 4:00 pm. Detentions will be served on the next available detention day for the principal. Students missing their scheduled detention will serve two detentions on the next available day. Students may not participate in after school activities on the day a detention is served. A student that earns four detentions in a quarter will serve an In-School Suspension. A student earning five detentions in one quarter will serve an Out-of-School Suspension.

In-School Suspension – The student remains in the principal’s office and is suspended from attending classes and participating in all extracurricular activities during the suspension period. The student will work on class work while suspended.

Out-of-School Suspension – The student loses their privilege of attending school and extracurricular activities for an indefinite period of time. Missed assignments should be complete on time and according to acceptable standards. Parents will be notified in writing and a copy will be forwarded to the chairperson of the Board of Christian Education. Readmission to school is through the principal.

Expulsion – The student is terminated from enrollment at school. Immanuel Lutheran School reserves the right to expel a student for persistent or severe misconduct or failure of parents or students to comply with school expectations and standards. The Board of Christian Education has the sole authority to expel a student without further approval to any other officer, board, or assembly of Immanuel Lutheran Church. No tuition or other fees will be refunded upon expulsion.

STEALING OR WILLFUL DESTRUCTION OF PERSONAL OR SCHOOL PROPERTY

First Offense – A specific dollar amount will be assessed for the damage or loss. Parents will be contacted explaining the incident and outlining the plan for replacement. A letter from the office will need to be signed by a parent before the child can return to class.

Second Offense – Payment / replacement for damage or loss and one day out-of-school suspension.

Third Offense – Payment / replacement for damage or loss and a three day out-of-school suspension with potential of expulsion.

CHEATING AND/OR FORGERY

First Offense – The student will receive no credit on the assignment or test. A note will be sent to the parent that must be signed and returned by 8:00 am the following day before the student will be admitted to class.

Second Offense – The student will serve an immediate out-of-school suspension for a minimum of one day.

Third Offense – The student will serve a three day out-of-school suspension with potential of expulsion.

POSSESSION, USE, OR INFLUENCE OF TOBACCO, ALCOHOL, DRUGS, OR WEAPONS

First Offense – The student will serve out-of-school suspension for five days with potential of expulsion for tobacco and alcohol and probable immediate expulsion for drugs or weapons.

Second Offense – The student will serve out-of-school suspension for an indefinite period of time plus recommendation for immediate expulsion in the case of tobacco or alcohol and definite expulsion for drugs and weapons.

GRIEVANCE POLICY

When a parent or a student has a grievance against a member of the staff, the individual shall follow the Christian example found in Matthew 18 and shall first voice the grievance in person to that individual. If the problem is not resolved by going personally to the individual, Jesus said to get a responsible person to help resolve the issue. The parent or student may then discuss the matter with the principal in a private, personal conference. If the matter still remains unresolved after following the above two steps, the individual is to speak personally to the chairperson of the Board of Christian Education.

At no time shall the parent or student voice a concern outside his / her immediate household before fulfilling the above steps!

Anyone not following this procedure, or in any way causing or prompting adverse publicity concerning Immanuel Lutheran Church and School, may subject their children to suspension from enrollment for a period up to five days. If the matter continues to be handled contrary to policy after suspension, the family will be requested to meet with the Board of Christian Education to discuss continued enrollment. Failure to meet with the Board will result in immediate expulsion. The Board will review appeals within 30 days. The child will then either be reinstated or expelled from the enrollment of the school. All Board decisions are final.

This policy is not be construed as an effort to close the door of communication between parents, students, and school. On the contrary, it is an attempt to channel grievances in a Biblical manner. All legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan and a tax collector.” Matthew 18:15-17

HOMEWORK PROCEDURES

HOMEWORK DEFINED: Homework is defined as any school-related work that must be accomplished after school hours. Homework is used to: 1) stimulate independence and responsibility; 2) enrich the school experience through related home activities; and 3) reinforce school learning by providing the necessary practice, integration, and application.

HOMEWORK GUIDELINES

- ❑ Homework will be age-appropriate and assigned in reasonable amounts.

- ❑ It is strongly recommended that students spend time each evening engaged in educational activities. On evenings when there is no assigned homework, time may be spent in other education related-activities (reading, working ahead on assignments, review, completing long-term projects, and the like).
- ❑ If it appears as if children have an excessive amount of homework, it is recommend that parents arrange for a consultation with the teacher(s) to determine the reason and arrive at a reasonable solution.

RELIGIOUS MEMORY SELECTIONS AND CONFIRMATION INSTRUCTION: Besides providing a solid foundation of Christian doctrine, religious memory selections are assigned that encourage Christians in times of joy and need. Parents can assist their child by showing interest in hearing the assigned selection and encouraging a child to understand the full value of memory work.

MAKE-UP WORK: Students will be given opportunity to make-up missed work due to excused absence or tardiness. Students who are absent from class due to misbehavior or suspension are responsible for completing assignments during the absence. The section on student absence lists out the guideline for making up missed work and assignments.

GUIDELINES FOR PARENTS TO ASSIST WITH HOMEWORK:

- To arrange a quiet, comfortable place for the child to work
- To schedule time for the child to complete homework
- To ensure that the assignment is complete
- To set aside an appropriate study and/or reading time each evening
- To encourage and support the child through the homework process, but not to complete the assigned work for the child

INCOMPLETE ASSIGNMENTS: Teachers will keep an accurate record of all assignments given and completed for each student. If a student does not complete homework assignments, or if the quality of the work is not acceptable, the parents will be notified. The guidelines as outlined in the Classroom Discipline Cycle will be followed. If the situation continues and if a parent-conference has not already occurred, a parent-teacher-principal conference is scheduled.

REPORTING STUDENT PROGRESS

DAILY WORK: The first line of communication is the graded daily work. Parents should look for and review papers regularly. Some teachers may require certain papers be signed and returned. Weekly envelopes containing student work will be sent home with students in 2nd through 8th grade, along with notification of sports eligibility for students participating in the sports program.

MID-QUARTER REPORTS: Students in 1st through 8th grade will receive Mid-Quarter reports halfway through each quarter.

REPORT CARDS: Quarterly report cards are issued to each student in Kindergarten through 8th grade. Parents are urged to give the report their careful attention and to contact their child's teacher should they have any questions or need more explanation.

PARENT-TEACHER CONFERENCES: A formal Parent-Teacher Conference is scheduled for all students in Kindergarten through 8th grade following the first quarter of school. Parents are required to come to school for an appointment with the teacher(s) for the purpose of discussing their child's progress. These conferences allow teachers to share with the parent how the child is doing, creates a time for the parent and teacher to set goals for the child, and further strengthens the home and school relationship.

SPECIAL CONFERENCES: It is the aim of the school to stimulate and direct the growth of each student spiritually, mentally, socially, and physically, and to help the home in building and securing proper attitude and habits in the student. Occasionally, a child is confronted with a problem that warrants a special conference between the parent and the teacher/school. The parent, teacher, or principal may initiate special conferences as the need arises.

GRADING: The letter system is currently used to report academic achievement. The grading scale at Immanuel is generally a little higher than that used in many other schools. The following is an interpretation of letter grades:

A = 93-100%	superior, excellent or very good work; the student does not need to change work habits.
B = 83- 92%	good, very acceptable, fine work; more concentrated work, higher interest or enthusiasm may improve grade
C = 73- 82%	average, fair work; implies harder work, higher interest and enthusiasm may be needed.
D = 65- 72%	poor work due possibly to a number of factors (lack of interest, failure to complete work on time, poor attitude, or inability to grasp the concepts of the course or frequent absenteeism.
F = Below 65%	failure; total concepts of the course have been missed or poor, negative attitude or behavior.
I =	incomplete; not enough work has been turned in to accurately determine a grade; work must be completed to receive a letter grade.

In certain subjects, the following method of grading will be used:

- E** = exceptional work, work habits and attitudes are excellent.
- S** = satisfactory work, very good work, more concentrated effort would improve the grade.
- N** = needs improvement, achievement generally related to ability and effort.
- U** = **unsatisfactory work, performance is well below ability level or little effort being shown.**

An effort grade is also given in many subjects, allowing teachers to assess student effort in relation to their ability.

HONOR ROLL: Honor roll status will be determined at the end of each quarter for all students in 4th through 8th grade. "A" Honor Roll status is attained by maintaining an A- average or higher while "B" Honor Roll students must maintain a B- average or higher. A student is not considered if he/she has a failing or incomplete grade or has a minus (-) related to effort in any subject.

STUDENT GUIDANCE

Immanuel Lutheran School centers the guidance of its students on God's Word. The school likewise does not neglect the use of guidance materials and programs. Standardized achievement tests are administered annually to determine student and group strengths and weaknesses. Mental ability tests are given periodically so that individual differences may be accounted and special needs met.

TESTING PROGRAM: The Stanford Achievement Test is administered to all students in Kindergarten through 8th grade during the spring. Once machine scored and analyzed, the results are shared with the parents and student at the end of the school year and become part of the student cumulative school file. Other tests will be administered as needed or requested.

ADDITIONAL SERVICES: Various support services are available to students through our Special Education Program and the local public school districts. The services include academic and psychological guidance and testing, speech, hearing, and remedial services. The Resource Consultant and the Resource Room Teacher both serve the school by providing students with special assistance and as a resource to the classroom teacher. Participation in these services will be initiated by the classroom teacher, the Resource Consultant or Resource Teacher, or by the parent. Referrals for all support services should be requested and handled through the school office.

STUDENT HEALTH

GENERAL HEALTH CONCERNS: To minimize the spreading of disease, a child having the symptoms of a contagious infection should be kept at home. The student should be fever free for 24 hours without medication before returning to school. Should signs of a serious illness arise while the child is at school, the school office will contact the parent or guardian who will arrange for the child to be taken home.

CONTAGIOUS DISEASES: Any student permitted to attend school with a chronic infectious disease must do so under specific conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student diagnosed with a chronic infectious disease and who is not permitted to attend school will be provided instruction according to the student's local educational agency. Students with special health conditions and their families have a right to privacy. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action. The school will implement reporting and disease outbreak control measures in accordance with Code 19 of State Regulations, Missouri Department of Health 20-20.010 through 20-20.060 and 20-28.010.

AIDS, HIV, AND HEPATITIS INFORMATION: Immanuel follows a policy toward individuals who have AIDS, ARC, or HIV in a manner suggested by the LCMS Board of Congregational Services. A copy of the policy statement is available in the school office.

FIRST AID: It is understood that the school will administer first aid only in cases of minor injury. Any student who suffers a serious or life-threatening injury will be immediately transported to the hospital.

Minor Injuries – Necessary care will be administered under the direction of the school secretary, teacher, or principal. Such care involves cleaning and bandaging of minor cuts and scratches and application of ice packs on minor bumps and sprains.

Major Injuries – All other medical injuries are considered major and will be treated according to the following procedures: (1) administer first aid and contact emergency medical personnel as necessary, (2) notify and secure assistance from the secretary, teacher, and/or principal immediately, (3) notify the parents or doctor specified on the emergency card, and (4) remain with the student until parent is able to assume responsibility.

MEDICATION PROCEDURES: The use of medicine by students during school hours shall be discouraged and restricted to necessary medication that cannot be taken or used by the student at home. Students needing medication during school hours must have a medication authorization form on file in the school office. These forms are available through the school office and must be completed and signed by the physician and parent each year and returned to the school office before any medication may be given.

Students may only self-administer and carry with them a rescue medication inhaler for asthma, an epi-pen for severe allergic reactions, and insulin for diabetics and only if a physician and a parent/guardian have signed the self-administration portion on the form. All medications, whether prescription or over-the-counter medications, must have an authorization form completed and on file in the school office. Students are allowed to bring up to three pieces of hard candy (life-savers, peppermints, or lemon drops) per day for a cough or sore throat to take as needed without written notification from a doctor; however, it must be kept in the teacher's possession and students must get permission from the teacher before using the candy. Cough drops are considered over-the-counter medications and should have an authorization form completed. These medications must be kept in the school office. The parent/guardian must assume responsibility for informing the school personnel of medication requirements and changes in medication. Any change will require new forms to be completed. All student medication should be brought to the office by the child's parent, not by the child.

IMMUNIZATION: All students enrolled at Immanuel Lutheran School must provide satisfactory evidence of immunization or exemption from immunization to school officials prior to admission to classes. Immunization must follow the guidelines established by the Missouri State Board of Health. Students must be immunized against such diseases as diphtheria, polio, mumps, tetanus, pertussis (whooping cough), measles, rubella (German measles), chicken pox, and hepatitis B. Children under five also need haemophilus influenza b (Hib). A copy of the child's immunization must be kept on file in the school office.

PHYSICAL EXAMINATIONS: All students participating in the sports program are required to obtain an annual sports physical examination. Proof of examination must be on file before students will be allowed to participate in the sports activity.

HEALTH SCREENING SERVICES: Students in the odd numbered grades will undergo a vision and hearing screening and recording of height and weight by Health Occupancy Services of Washington High School. Results will be reported to parents only if a difficulty is noted. Information is recorded on the health file of each student.

HARASSMENT

Immanuel Lutheran School is committed to providing a learning environment that is free from harassment of any form. Harassment of any student or employee by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner as outlined according to policy.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but it not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.

Sexual Harassment: Includes un-welcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

STUDENT DRESS AND APPEARANCE

We believe parents and students share the responsibility of children coming to school in neat and appropriate clothing. Parents should take an active role in this matter. The guidelines below have been developed to promote an environment that focuses on academics. Standard dress reduces the competition of keeping up with the latest fashion trends and minimizes the social stigma for families who cannot afford or choose not to promote the latest trend in designer labels. It also has the added benefit of freeing families from the challenge that some face each morning over what is, or is not, appropriate to wear for school.

It is the desire of the school and the Board of Christian Education that students serve as witnesses to others in the way they dress (*"You shall be my witness," Acts 1:8*). The Board of Christian Education and the faculty feel that high expectations regarding modest and tastefully appropriate dress is a significant aspect of overall training in Christian living.

- Shorts are not to be worn during the months of November through March. Shorts and skirts should be appropriate for a Christian Day school, not necessarily what is fashionable at the time. Shorts and skirts must be properly sized and no more than three inches above the knee. The staff reserves the right to determine what is deemed appropriate.

- Girls may wear Capri pants throughout the school year, but they are to be mid-calf in length during the months of November through March. Girls may also wear skirts and dresses throughout the school year, but they must be below the knee in length. During the months when shorts are allowed, skirts may be worn that are no more than three inches above the top of the knee.
- Clothing and footwear should be clean, in good repair and good taste and appropriate for school activities. As shoe and other clothing fads change, specific items may be announced as not being permitted in the interest of safety or suitable for school use.
- Apparel and shirts with suggestive and/or offensive slogans or pictures shall not be worn to school – including alcoholic beverages, rock groups, sexual matters, violence, defiance of authority, or items that we as Christians know is not wholesome.
- Hats, caps, or sunglasses are not to be worn inside the building.
- Boys' hair shall be no longer than collar length.
- In the interest of safety and to encourage participation in recess activities, all shoes must surround and be secured to the foot. Flip flops and clogs are not to be worn. Tennis shoes that tie or are secured in some way must be worn during P.E. classes.
- The following are not considered acceptable attire: Halter tops, bare midriff tops, tank tops, sleeveless shirts, cut off T-shirts, spandex type shorts, cut-off shorts, extremely loose fitting pants, shorts, or shirts, pants or shorts worn extremely low (with or without belts), extremely short skirts or shorts, or any attire giving a sloppy appearance.

If compliance to the guidelines is ignored, the following steps will be taken: (1) the classroom teacher will appeal to the student for cooperation, (2) if non-compliance persists, a notice will be sent to the parent/guardian, (3) if disregard continues, an in-school or out-of-school suspension will be assigned or expulsion evoked as a final decision.

TRANSPORTATION

Parents must arrange transportation for all students at Immanuel. No bus transportation is available. When possible, the school may be able to assist parents in setting up carpools and shared rides if requested. Students may ride bicycles to school but must park them in the designated area. Bicycles must be secured and may not be ridden during the school day or by anyone other than the owner.

PARKING

No parking is allowed on the west parking lot behind church during the school day. This area serves as the primary playground for all students. Parents are asked to park on the south side of the gym.

All parents will drop off and pick up from the same location. Parents are to enter and exit the large south parking lot in a circular pattern. Families are to enter the parking lot from 6th Street using the driveway next to the school shed. They are to proceed up

toward the gym and take a left to run alongside the gym wall. Drop off and pick up of children will take place along the south side of the gym wall. When parents have dropped off or picked up their children, they will exit down toward 6th Street once again. This “horseshoe” pattern will allow traffic to move smoothly with minimal congestion for families. As always, parents are asked to wait in their cars for their children and should show extra caution when picking up during dismissal times.

VISITOR INFORMATION

Parents and other visitors are welcome at Immanuel Lutheran School. To prevent classroom interruptions and to enhance school safety, parents, service people, and other visitors, are expected to check in at the office when arriving. If someone would like to visit the school, please contact the school office. We will help eliminate inconveniences for the class, teacher, or visitor.

VALUABLES AT SCHOOL

Toys and other items having value for one individual may have an attractive appeal to others. We ask that students not bring toys, sums of money, items of great value, and other things that may pose a potential nuisance or distraction to school. This includes MP3 Players and iPods. Such items will be confiscated and returned to the parents only. The school will not be responsible for the loss or destruction of such items. When items are brought to school for “show-and-tell”, the teacher is able to keep the items in a safe place in the classroom. All “show-n-tell” items will be returned at the close of the day unless other arrangements are made.

FORGOTTEN OR LOST ITEMS

Parents are strongly encouraged to label items such as coats, gloves, lunch boxes, and other items. Lost or forgotten items (books, lunches, etc.) should be brought to the office for students to claim at a later time. Lost and found clothing items are kept near the school office for a period of time. Unclaimed items will be donated to charitable organizations at the end of the year.

COMMUNICATION

Many activities and events are scheduled during the course of a school year. It is important that the lines of communication are open between home and school. This can, however, only occur with cooperation.

The principal writes a weekly newsletter that is e-mailed to parents every Friday. If you do not have access to the internet, you may request a hard copy from the school office. The communication contains a calendar of events, notices, reminders, and important information for parents and students. Parents are to look for it weekly and read it carefully.

SCHOOL TELEPHONE

The school telephone number is (636) 239-1636

The office fax number is (636) 239-0589

Parents who find it necessary to contact their child during the school day should call the school office. The secretary will relay messages to students and teachers. Students will not be allowed to make or receive calls during school hours, except in emergency situations. "Emergency phone calls" are not to include homework, lunches, permission slips, and other school items left at home.

CELLULAR PHONE POLICY

We realize some students may have a need to use a cell phone after school hours. Therefore, students may bring a cell phone to school. However, students may not have the cell phone in their possession during the school day. It must be off and in the students locker during school hours. If a cell phone rings during school or a student has a cell phone in their possession during school hours, the student will have an automatic detention. The school will not be responsible for the theft or loss of cellular phones.

PHOTO RELEASE STATEMENT

It is to be expected that students will have their picture taken during various events and activities throughout the school year. The school may choose to use some of these pictures in printed promotional material for the school and / or church. If a family chooses not to have their child's picture used in this manner, they are asked to contact the school office.