

**Immanuel Lutheran School**

**Parent Handbook**

**2009-2010**

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## **MISSION STATEMENT**

The mission of Immanuel Lutheran School is to assist parents by providing a Christ-centered comprehensive education so that students live a life of service to God.

## **OUR BELIEFS**

We believe

- Christian education is a vital part of the Great Commission in which God commanded the Church to “Go ye therefore and teach all nations.”
- the purpose of Christian education is to provide quality education founded in God’s Word and guided by the Holy Spirit to cultivate Christian values.
- all persons are sinful and are in need of renewal by Jesus Christ through Word and Sacrament.
- by instruction in God’s Word, the Christian child learns to know the relationship he/she has with God in Jesus Christ and receives strengthening for his/her faith and life through that instruction.
- each child is a redeemed child of God through faith in Christ and because of this the Word of God is to be interwoven through the entire education of the child.

## **WHO WE ARE**

Immanuel Lutheran School is owned by Immanuel Lutheran Church. It is supervised by the school board under the authority given by the voters’ assembly of the congregation. Six lay people serve as elected members of the board. The principal and Immanuel’s pastors also serve as advisory members of the board. Immanuel Lutheran School has been a major part of the ministry of Immanuel Lutheran Church for over 125 years. It continues to be a point of emphasis as the community of Seymour experiences the dynamics of growth.

## **SCHOOL RESPONSIBILITY**

Immanuel Lutheran School offers up-to-date learning and teaching materials and offers support, encouragement and instruction to live in service to Christ, family, community and the world. Children are taught how to develop and use their abilities in further schooling and in adult life. The educational program offers a balanced, comprehensive and success-oriented curriculum. The program supports a sensitive, caring and supportive learning environment that aids students in developing positive self-esteem and self-worth through a closer relationship with Jesus Christ.

## **PARENTAL RESPONSIBILITY**

The home is and always will be the chief agency for the Christian training of the child. A Christian day school does not relieve parents of their God-given obligation and responsibility. There must be a Christian lifestyle, regular worship and Bible class attendance and a devotional prayer life. If the home and the school are both Christ-centered, the child is receiving the best education he or she can receive anywhere. It is important that the school and the home work together to achieve this Christ-centeredness.

## **WORSHIP**

In keeping with the program of Christian education and training in the church and school, families are expected to attend divine services regularly. It is counterproductive to have children in our Christian school and not have them attend worship and Sunday school. Teachers will keep record of the child’s church attendance and record attendance on report cards and in permanent records and report to the student’s congregation. Lutheran congregations in the area have attendance policies for their families who have enrolled at Immanuel. Please be aware of your church’s policy.

## **ADMINISTRATION**

The voters' assembly of Immanuel Lutheran Church through its school board exercises supervision of the school. This board is composed of lay members of Immanuel Lutheran Church. The principal oversees the entire operation of the school and is accountable to the board and the voters assembly.

## **QUESTIONS OR CONCERNS?**

First contact the classroom teacher to express your concern or gather school information. Additional information or questions can be directed through the school office. To ease the settling of parent concerns in a Christian manner and without undo classroom disruption, the following procedures are encouraged:

1. If a problem exists, the parent and teacher shall meet at a time other than during the school day. Either party may initiate the phone call or personal contact.
2. No discussion of the problem shall take place in the presence of children, other than the respective parent's child.
3. If the problem is not resolved to the satisfaction of either party, the principal shall be contacted.

## **ACCREDITATION**

Immanuel Lutheran School is accredited by the State of Indiana and holds National Lutheran School Accreditation status.

## **ADMISSIONS POLICY**

Registration of new students and re-enrollment of existing students begins in January. New students may be enrolled after consultation with the principal and completion of the enrollment procedures. Age requirements follow the Code of the State of Indiana. Students entering first grade the current year must be six years old prior to their enrollment date; other grade-level age requirements follow state guidelines. If a child is recommended for grade 1 by a qualified psychologist or teacher, the child will be accepted even though the child may be younger than the age requirements.

In isolated circumstances, the maturity of a child may make it necessary for postponement of enrollment. Such a decision will be made in consultation with the teacher, parents and teachers involved.

For children entering any other grade, the last report card received from the school previously attended must be submitted along with other required enrollment forms and fees. Immanuel Lutheran School will request permanent records be forwarded from the student's previous school.

Non-Lutheran members seeking enrollment must meet with an admission committee before enrollment is approved. This committee consists of the principal, a pastor, a board member, a teacher and the family seeking to enroll the child.

## **NON-DISCRIMINATORY POLICY**

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

## **POLICIES NOT COVERED**

Any school or classroom procedure not spelled out specifically in this handbook shall be left to the discretion of the homeroom teacher or principal.

## FINANCIAL SUPPORT

### EDUCATIONAL FEE & COLLECTION

Each child is assessed an annual educational fee. This fee covers textbooks, activity fees, and resources used during the school year. Payment of the educational fee may be made in whole, in two equal installments or equal monthly installments from Feb-July. The first payment is due February 10 of the previous school year. Families unable to make the minimum payment, must speak with the principal so arrangements may be made. Educational fees and late fees must be current before your child begins school in August.

Fee for 2009-2010

Educational fee **\$695.00** All students grades 1-8

Tuition for 2009-2010

No tuition is charged to parents of children who are active members of Immanuel, Redeemer, Zion, Emmanuel, St. Paul, Clifty, and St. Paul, Jonesville congregations. Each congregation assumes the cost per child of its children attending Immanuel Lutheran School. Peace makes partial tuition payments. Those children whose parents are members of other Lutheran or non-Lutheran congregations are charged tuition. For the benefit of families attending such churches, full tuition will be charged for the first child, 50% tuition for the second child, with a maximum tuition charge of two full tuitions, regardless of the number of children from the family attending. Adjusted tuition amounts are subject to review by Immanuel's School Board.

### TUITION COLLECTION

A tuition may be paid in full prior to the start of school or may be paid over 10 monthly installments August - May. Tuition payments are due on the 10th of each month. Families experiencing financial hardship, must speak with the principal to make other payment plans. Payments may be made in the office or online at the school's website.

If payment is not made by the 10th of the month, a \$25.00 late fee will be assessed. If the 10th of the month falls on a weekend, payment must be in the office the Friday before. The late charge for any given month must be paid in full before the next month's tuition payment will be accepted.

If payment is not received by the 15th, your child will be asked to remain home until payment is made. (Unless prior payment arrangements have been made with the principal.)

Outstanding balances must be satisfied before consideration for readmission to the school.

### FINANCIAL SUPPORT

Many Lutheran churches recognize the vital importance of a Christian education in the lives of their children and sponsor the cost of education for their members. The combined costs of teachers' salaries, textbooks, materials, supplies, and equipment, etc., is a considerable investment on the part of the church and represents a strong commitment to Christian education.

It is assumed that all families contribute to the cost of operating the school through their offerings and tithes to the church, striving to be equivalent or greater than the annual cost per child.

Textbook reimbursement assistance is provided by the Indiana Department of Education for eligible families based on school lunch program guidelines. Contact the school office for an application and information.

### FINANCIAL AID

Financial aid is available for families in need of assistance. Application for aid of registration fees or tuition may be made with the principal.

## ATTENDANCE

### ARRIVAL & DISMISSAL

The school day extends from 8:20 AM until 3:20 PM. Students in the building by 8:10 AM must remain in their classroom. Those who arrive after 8:20 AM will be marked tardy.

Morning bus room supervision begins at 7:50 AM. When delivered to school in the morning, whether by bus or by car, the students must go directly to the bus room (cafeteria) prior to 8:05 AM. Students arriving after 8:05 AM go directly to their classrooms. Bus room rules are posted in the cafeteria.

At the end of the school day students will be dismissed according to the dismissal schedule in effect at the time. Dismissal times begin at 3:20 PM. Afternoon supervision ends at 3:50 PM. Parents should make every effort to be on time in picking up their children at the end of school or after school activities. If a student cannot be picked up promptly by 3:50 PM, the services of Kids Klub (524-2585) should be utilized.

All students, except those who may be riding late buses, those who may be remaining for special activities or those enrolled in Kids Klub, should leave the school grounds by 3:30 PM. Students remaining for after school activities should go directly to the designated area for that activity when school is dismissed.

### ABSENCES

Regular attendance is a vital factor in any student's academic progress. The responsibility for attendance rests with the parent. We request that all absences be excused by a telephone call by 9 AM the day of the absence. A phone call will be made each morning to parents who have not phoned in their child's absence.

Teachers shall record each student's attendance pattern throughout the school year, noting full-day and partial-day absences, as well as any late arrivals (tardy).

Absences are defined as follows,

If a student:

Arrives before 10:00 am	= student is counted for a full day
Leaves after 1:30 pm	= student is counted for a full day
Arrives after 10:00 am or leaves before 1:30 pm	= student is counted 1/2 day
Leaves before 10:00 am or arrives after 1:30 pm	= student is counted absent

Students shall be counted absent for reasons such as vacations, sickness, funerals, etc. Students will not be considered absent when missing school due to school-sponsored activities. Nor will they be penalized for leaving during the day for a doctor's appointment and returning, as long as a doctor's note is provided and the absence is not longer than 1 1/2 hours.

The school office shall assume leadership for all matters relating to school attendance. As the school's attendance officer, the principal is obligated to report on and follow-up on suspected cases of habitually absent, tardy, or truant students. Such administrative action will be based on the available action through the school office. Should a student miss 25% or more of the school days in a given year, his attendance record and academic performance will be reviewed by the principal and the classroom teacher to determine promotion or retention.

### UNEXCUSED TARDY

Tardies may be excused or unexcused. Excused tardies include morning doctor appointments, late bus arrivals, weather related occurrences, or traffic mishaps. Unexcused tardies include oversleeping or difficulty with morning routine.

Students who are tardy from home in the morning more than twice in a nine week grading period will receive the following:

Third Tardy	a parent/teacher conference will be arranged
Fourth Tardy	a parent/teacher/principal conference will be arranged
Fifth Tardy	when a student accumulated more than 4 tardies in a grading period, appropriate disciplinary action, including an in-school or out-of-school suspension, may be imposed by the school principal.

## TRUANT or UNEXPECTED ABSENCE

Students must have written or verbal permission of a parent to leave school. Accumulated unexcused absences or truancy will result in administrative action.

## CLOSED CAMPUS

Students are not allowed to leave the school before regular dismissal time except in the case of illness or emergency. Students are not permitted to leave the school grounds before school begins in the morning or during lunch without parent permission.

Parents desiring to have their child dismissed from school prior to the normal departure time for a justifiable reason are required to notify the school ahead of time by a written notification or by a phone call to the school office and the classroom teacher. No student will be released to an unidentified person.

## EARLY DISMISSAL

Students are expected to remain at school until dismissal time. The teacher shall maintain a record of the early departure and record such information on each student's official attendance record. Students needing to leave early or those arriving late must have a parent or guardian "sign in" at the office upon departing and arriving.

## MEDICAL APPOINTMENTS

Medical appointments during the school day are discouraged. Every effort should be made to schedule appointments after school. When appointments are necessary during the school day, written passes from the doctor are requested. Prior notification of medical appointments are appreciated.

## MAKE-UP ASSIGNMENTS AND TESTS

A student who is absent from school, whether such absence is excused or unexcused, is expected to independently make up any work missed during the absence. All students will be given the opportunity to make up work missed due to absence in accordance with the following guidelines:

1. The student shall contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Teachers will provide a time schedule (number of days absent) for completion of work missed due to absence (rule of thumb - one day to make up work for every day absent).
3. Tests missed due to an excused absence can be taken at a reasonable time mutually agreed upon by teacher and student.
4. Make-up work is available for pick-up outside the office from 3:30 to 6:00 p.m.

## VACATIONS

Immanuel Lutheran School discourages students to take an extended vacation while school is in session. Teachers are not obligated to give assignments in advance for students taking extended vacations.

# CURRICULUM

## RELIGION

Religion is an integral part of our curriculum. Salvation through Christ our Savior is woven into all subjects areas. The Good News of forgiveness for all who believe in Him is stressed in all relationships. Students learn of their Savior through the Lutheran doctrine, memory courses, chapel experiences and their teachers. Students in grade 8 are required to receive Confirmation instruction. All religion classes taught each day are from the Lutheran perspective. All students are expected to participate in these classes.

Other areas of learning are

Language Arts	Reading skills, literature, writing, grammar, spelling and handwriting
Mathematics	General math and algebra
Science	General science, life science and physical science
Social studies	General social studies, geography, history (Indiana history for grade 4)
Health	Health education in grades 1-8, DARE in grade 5
Computers	General computer skills in grades 1-8

## PHYSICAL EDUCATION

To work and play together as Christians is an integral part of our educational agenda. Students must also have a written excuse not to participate in physical education class. A student who is unable to participate in P.E. should not participate in any after school athletic functions. All students in grade 6-8 are required to wear a physical education uniform. Uniforms may be purchased in the school office. All students must also be outfitted with a pair of clean or new gym shoes to be designated for indoor use only. Students not properly outfitted for gym class will be downgraded.

## ART

Art is a part of each classroom curriculum in grades 1-5. Students in grades 6-8 may choose it as an elective.

## MUSIC

The purpose of the music education program at Immanuel Lutheran School is to provide students with the opportunity to learn the great hymns and liturgy of the Lutheran church, explore music from a historical perspective, learn basic music theory, music appreciation and participate in music making through a variety of organizations and ensembles.

**VOCAL MUSIC:** Immanuel Lutheran School has three student choirs that meet during the school day. *Joyful Sounds* (Grades 1-3) *Chapel Choir* (Grades 4-5) and the *Jubilate Choir* (Grades 6-8). The main purpose of these choirs is to sing for school chapel services, and the Christmas and spring concerts. Students who elect to sing in these choirs are required to attend all rehearsals, concerts, and services where the choir is scheduled to perform. Students in the Chapel and Jubilate choirs will also participate in the Trinity choral festival in the spring. Students in grades 5-8 will be graded on their attendance at these performances.

**EXTRA-CURRICULAR CHOIRS:** Students have the opportunity to sing in the *Circle the State With Song Choir* that is part of the Indiana Music Educators statewide choral program. Two choirs meet in the morning before school. Students in grades 4-5 participate in the elementary choir, students in grades 6-8 sing in the junior high choir. These choirs perform for scheduled concerts at Immanuel and one choral festival. Students who elect to sing in one of these choirs are required to attend all rehearsals and performances.

**CHURCH CHOIR:** The *Immanuel Children's Choir* is the children's choir of Immanuel Lutheran Church. Their purpose is to sing monthly for services at Immanuel Lutheran Church. Rehearsals will be held in the morning before school. Singers do not have to be members of Immanuel Lutheran Church to sing in this choir. It is open to all students in grades 3-8; however, students who elect to sing in this choir are committed to attending all Sunday and mid-week performances when scheduled.

**CHOIR CHIMES AND HANDBELLS:** Immanuel Lutheran School provides opportunities for students in grades 4-8 to participate in the choir chime and hand bell programs. Students in grade 4 may join a choir chime ensemble. Upon recommendation by their director, they are eligible to participate in a hand bell ensemble in grade 5. The purpose of these ensembles is to teach basic musicianship and provide the students with an opportunity to experience choir chime and hand bell ringing. The ensembles rehearse before or after school. Rehearsal times are to be determined by the instructor. For students to benefit from this program, it is important that students attend all rehearsals and performances. Students will perform at the Christmas and spring concerts. Students in band will also participate in the Trinity band festival in the spring, when held. Students in grades 5-8 will be graded on their attendance at these performances.

## **INSTRUMENTAL MUSIC**

Immanuel Lutheran School has two bands, a beginning band and an advanced band. Participation is open to interested students in Grades 5-8. Practice times are determined by class scheduling. The purpose of the beginning band program (Grade 5 students) is to introduce instrumental music to students. Band students have an opportunity to experience a band program and try different instruments. The beginning band students may participate in solo and ensemble competitions, and they combine with advanced band students for concerts and worship services. Members of the advanced band program (Grades 6-8 students) participate in solo and ensemble competitions, and they have scheduled concerts throughout the year. They, too, lead the congregation in worship at services. Group and individual rehearsals are held during the school day. Band fee and instrumental rental fees are charged to cover costs. Students in band will also participate in the Trinity band festival in the spring, when held. Students in grades 5-8 will be graded on their attendance at these performances.

## **ELECTIVES**

Students in grades 6-8 have an opportunity to choose an elective for one period of the day. Offerings may vary from year to year. With the exception of study hall, all subjects taught during the elective time will be graded with a percentage score.

## **RESOURCE ROOM**

Immanuel Lutheran School is blessed to have the ability to offer Resource Room services to students in our school who have specific needs and who are accepted in the program once they meet certain requirements. It is understood that children have a variety of needs, and the program in the Resource Room is, therefore, designed specifically for each child. "At-risk" students may receive direct teaching in English, reading, and spelling. Others may receive support for content they are responsible for in the general education classroom. Due to limited availability of time and varying needs, the Resource Room is not a tutorial session. Specific skills will be addressed by using prescribed methods and techniques.

## **STANDARDIZED TESTS**

Standardized tests are administered annually. Students in grades 3-8 take the I-STEP tests. Students in grade 2 take the CTBS. As results are received they are shared with the parents. Results of the testing program help determine a possible modification in curriculum and instruction techniques.

## **NWEA**

The Northwest Evaluation Assessment is administered to all students during the fall and spring. This is an online adaptive test in the areas of reading, language usage and math. Test results are shared with parents. Growth is measured between test periods and individual improvement goals are determined by the teacher, student, and parent.

## **TEXTBOOK ADOPTION**

In order to keep up with changes in the educational field and changes in our society, new textbook series will be reviewed each year. The review and adoption cycle will follow the cycle identified by the Indiana Department of Education.

## CLASSROOM VIDEOS

Videos shown in the classroom are to have educational worth and supplement the curriculum that is taught. So students are not exposed to questionable language or acts, videos used as entertainment for classroom parties must contain a "G" rating.

## ATHLETICS

Immanuel Lutheran School provides interscholastic athletics as another way to promote and demonstrate the mission of the school. Sports offered at Immanuel include volleyball, football, basketball for girls and boys, cheerleading, cross country, and golf. Students are also given the opportunity to participate in the Seymour Middle School cross-country, swimming, football, track, and wrestling programs.

## ATHLETIC POLICIES

Please consult the Athletic Handbook for any information on the policies or procedures related to the school's athletic programs.

## DISCIPLINE

### DISCIPLINE & CONDUCT

Our school recognizes each student is an individual child of God and as such, each student must be dealt with on an individual basis. Those in authority are to approach each child with Christian concern and respect, aware of individual personalities, needs and emotion. The school also recognizes the worth and value of various means and methods of discipline, and therefore, trusts the discretion of the individual teacher in the employment of such means and methods within the framework of Christian love.

The importance of our principles on discipline cannot be over-emphasized. Our staff and school board expect the full cooperation of parents regarding the matter of corrective discipline in our Christian day school. The goal of our discipline is self-discipline, a discipline motivated by the love of Jesus Christ. This does not exclude the use of the Law, but assures the erring sinner of God's grace in Christ as the constraining factor in his life. With the guidance of the Spirit, we seek to teach the children to lead Christ-centered lives. Each teacher is in charge of the discipline of his classroom. Problems that need further attention are referred to the parent(s) and principal for adjudication, and if necessary, to the board. Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable orderliness in the school and classroom, take reasonable care of books and other instructional aids, and encourage a climate where learning is cherished. Students have the responsibility of showing respect for the knowledge and authority of the teaching and support staff. Students must obey reasonable directions, use acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels. The school board obligates and authorizes the members of the administrative and teaching staff of the school to administer necessary corrective discipline so that such rules and regulations are adhered to by the students, and to do as would reasonable and prudent Christian parents.

Behaviors such as hitting (assault) and extremely offensive language are violations of respect for our fellow Christians. When students sin against each other, using such means within a one year school period, the following disciplines will be implemented.

1st offense will result in a meeting with the principal. The teacher or **principal** will notify the parent of the violation. Depending on the severity, an after school detention, series of after school detentions or social restriction plan may be implemented.

2nd offense will result in a school suspension. A meeting will take place with the teacher, principal, parents and student. A social restriction plan will be implemented

3rd offense will result in a school suspension. A meeting will take place with the teacher, principal, parents and students. An extended social restriction plan will be implemented.

4th offense will result in a board referral. A meeting will be set for the student, parents, principal and board. The board will determine disciplinary action to be taken.

## DRUGS, ALCOHOL, AND TOBACCO

Any student who intentionally sells, gives, uses, or is under the influence of illicit drugs, narcotics, alcohol, or tobacco products at school or any school-sponsored activity shall be subject to guidance counseling and appropriate disciplinary action. Schools are drug free zone and Immanuel is a smoke free environment. Smoking is not permitted on the grounds or in the building.

## NUISANCE ITEMS

Items brought to school which are not part of the necessary or required school supplies or material shall be considered a nuisance and will be confiscated by the teacher and returned to the parent (examples: water guns, radios, CD players, electronic items, playing or trading cards, toys etc). Personal audio equipment is not permitted at school.

## CELL PHONES

Realizing cell phones can cause disruption if used or ringing during the school day, cell phones are not permitted. Privacy can be in jeopardy as many phones may take pictures and such threat is always a possibility. Should they be needed for after school activities, the student should turn-in his/her cell phone to the office or his/her teacher upon his/her arrival in the morning. Being aware of the policy, students found with cell phones during the school day will receive **an after school** detention, the phone will be confiscated and returned only to his/her parent. Upon the second infraction, the phone will again be confiscated, returned to his/her parent, and he/she will receive a half day suspension.

## FIREARMS/WEAPONS

Students who bring any firearms or other weapons to school will be suspended and will be referred to the school board for possible expulsion. Law enforcement agencies will be notified.

## FOOD, CANDY, GUM, and SODA

The soda machines are not to be used during the school day until after school. Students are not allowed to chew gum at school. Eating food or candy other than at lunch is prohibited, except at athletic events, room parties, and organized snack times. Offenders of this rule will serve a noon detention.

## OBSCENITY

Obscene profane or vulgar language that is written, verbal, or expressed by gestures will not be tolerated. A student who participates in any such activity will receive immediate disciplinary action that may include but is not limited to detention, after school detention, parent notification or referral to the principal.

## THEFT

Theft is a violation of the law and will not be tolerated. A student involved in theft may be suspended and referred to the school board of possible expulsion. Law enforcement agencies will be notified. Full restitution will be required of the student and/or family.

## TRUANCY

It is the responsibility of the parents/guardians to inform the school when a student is absent. If the school does not received notification by 9 AM, the school will call parents. Parents, teacher, and principal will meet when truancy occurs.

## VANDALISM

Any student involved in an act of vandalism or malicious mischief against school or church property, or the property of other students or school employees may be suspended and referred to the school board for possible expulsion. Law enforcement agencies may be notified. Full restitution will be required of the student and/or family.

## HARASSMENT

Immanuel Lutheran School will not tolerate any harassment of any person relating to the person's race, color, sex, religion, national origin, age, or disability. The term "harassment" includes, but is not necessarily limited to slurs, jokes, or other verbal graphic or physical conduct relating to an individual. It is also the policy of Immanuel Lutheran School that any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment. Harassment of any nature is a serious offense and will not be tolerated. Retaliation against an individual who makes charges of harassment will not be tolerated. Any student or group of students found to be harassing or intimidating another student or school personnel will be subject to disciplinary action that may include, but not be limited to, detention, parent notification, principal referral or suspension.

## BULLYING

Bullying is negative and often aggressive behavior that is intentional and involves an imbalance of power or strength. It is often repeated over time.

At Immanuel Lutheran School we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another.

*Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind." This is the first and greatest commandment. And the second is like it: "Love your neighbor as yourself." Matthew 22:37-39*

At the heart of this command is a commitment by the faculty and staff of Immanuel Lutheran School to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s), and to take immediate action in stopping the bullying behavior(s).

We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior. Because of the grace shown to us in Christ Jesus, we emphasize the acceptance of responsibility for our actions and forgiving one another.

## **HEALTH AND SAFETY**

### **DISEASE**

The school strives to guard the health of the pupils. To minimize the danger of spreading disease, a child showing signs of illness (sore throat, rash, etc) should be kept at home until the condition is corrected. The same applies to children who have a severe cold or cough. We also encourage that a child stays home until he/she has been without a fever for 24 hours. If your child has contracted a communicable disease (lice, chicken pox etc), state law requires that you notify the school office of this fact. Students returning to school after a communicable disease illness are required to submit a doctor's note giving permission for him to return to school.

### **IMMUNIZATION**

State law also prescribes certain immunizations to be given at various ages. When a child enrolls in a school for the first time or any subsequent time at any level, his parents must show the school he has complete immunization records prior to the beginning of the school year. If the child attended kindergarten, proof of immunization will be transferred from his/her kindergarten to Immanuel.

Minimum immunization requirements for children enrolled in school (subject to change).

5 doses of diphtheria-tetanus-pertussis (DTP), tetanus-tetanus-acellular (DTaP) or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday. Four doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday. 2 Measles (rubeola) vaccine, on or after the first birthday 1 mumps vaccine on or after the first birthday. Rubella (German measles) vaccine on or after the first birthday. Three doses of hepatitis B vaccine (completion of series takes 6 months.)

Every child residing in Indiana shall be immunized against measles, mumps, and rubella MMR (measles, mumps, rubella). The first dose should be given after 12 months of age. In Indiana the second dose must be given before the child enters kindergarten or first grade if the child is less than 7 years old and by 6th grade if the child is 7 years or older. Students who do not have an immunization record on file by the first day of school are subject to a temporary school suspension until the information is secured. Please contact your family or the health department for a complete immunization schedule.

### **MEDICATION**

Teachers are not allowed to dispense prescribed or over-the-counter medication. Parents of children taking medication will need to make arrangements in the school office. The administration requires that all medication be accompanied by a written note describing the medicine, giving the reason for taking it, times for the medicine to be dispensed, and the duration of the treatment. If the medication is prescribed, it must be in the original container or be accompanied by the physician's order. Long term medications should include a physician's order and a permission slip to be kept in the student's file. All over-the-counter medicines are to be kept in the office. Students may carry medicine for chronic illnesses such as asthma.

### **FIRST AID AND INJURY**

The school office will administer first aid in cases of minor injuries. In the case of major injuries or what is thought to be a serious injury, parents are notified and an ambulance may be called.

## **MISCELLANEOUS**

### **AWARDS**

Several academic and activity awards and honors are available. We also try to recognize as many students as possible for their various achievements whether it is here at school or away from school. This normally is done in a school assembly or through morning announcements.

### **GRADE 8**

The valedictorian and salutatorian awards are based upon semester averages from grade six until the end of the first semester of grade 8. The Presidential Academic Awards are given to students achieving a 90% subject average in all curricular areas in each grade from 4th grade thru the fall semester of 8th grade and the successful passing rank of the ISTEP test in either math or English during their 8th grade year. The High Academic Achievement Award is presented to 8th grade students who attained the rank of High Honor Roll in all quarters of their **6th** grade thru fall semester of their 8th grade year. The Christian Citizenship Award is presented to one boy and one girl of the 8th grade who has shown outstanding Christian character. This award is determined by the class.

### **HONOR ROLL**

Students in Grades 5-8 are recognized for academic success. The names of the individuals on the honor rolls are published in the school news and in the local paper.

### **PERFECT ATTENDANCE AND PERFECT CHURCH ATTENDANCE**

Perfect attendance for the each quarter and for the year is recognized at a chapel service or during a special assembly.

### **BOOK COVERS**

We ask that all hardback books be kept covered with some type of book cover. This preserves the life of the book and keeps it clean.

### **BUS TRANSPORTATION**

Immanuel Lutheran School makes use of the Seymour Community School transportation system. A large percentage of our students avail themselves of this service. Bus transportation is a privilege and the students are expected to show their appreciation by proper Christian behavior and cooperation; misconduct may result in a loss of riding privilege or administrative action. Questions about the bus schedule, procedures, bus discipline, and the like may be directed to the administrative offices of the school district (522-3340).

### **SCHOOL CLOSINGS OR DELAY**

Generally Immanuel Lutheran School follows the Seymour Community Schools. Listen to WZZB (1390 AM) for information on possible school closings or delays. Closings and delays will also be posted on the schools' web site at [www.immanuelsschool.org](http://www.immanuelsschool.org)

### **CHANGE OF ADDRESS, PHONE, FAMILY AND HEALTH RECORDS**

Parents are asked to notify us immediately when a change of address and/or phone number occurs so that we can keep our roster and mailing list up-to-date. Also notify the school office if there is a change of family relationship, health-related items, immunizations, sickness, etc.

### **CHAPEL SERVICES**

One of the finest experiences a Christian can have is to worship together with other Christians and share the joys of a common faith and belief. Chapel services are held on the first day of a school week at 8:30 AM. The purpose of this service is to offer students a formal opportunity to worship and praise God as a school family. Parents, relatives and friends are always welcome and urged to attend. Christians are commanded by the Lord to return a fair share of His gifts to Him. Children too, have the opportunity to give and should be taught to give regularly through their chapel offerings. Chapel offerings go to various mission projects.

## **CHILD ABUSE REPORTING**

Abuse cases may be a result of physical abuse, sexual abuse, neglect, emotional abuse, and others. State law mandates teachers to report suspected cases of child abuse to the Child Protection Services of the County Department of Public Welfare. Procedures and guidelines will be followed, as able, to ensure a prompt, professional treatment of the reported case.

## **KIDS KLUB**

Kids Klub will provide after school care from 6:00 AM-7:45 AM and 3:30 PM—6:00 PM. If your child will not be picked up after school until after 3:50 PM, you should use the services of Kids Klub. Contact the Kids Klub (524-2585) for more information.

## **CLASSROOM PLACEMENT**

The school seeks to place each student in an environment where he or she can achieve academic success and be assured of a quality Christian education. Our intent is to offer heterogeneous groupings that are organized in the best interest of each child. While we seek parent input, we believe that our teachers have the best insight in grouping students together for the best learning opportunities. As such, we must entrust the school with making the final determination of classroom placements for each child. The final placement is made after consideration of academic ability, achievement, classroom size, boy and girl distribution, behavior, student personality, special needs, parent requests and other factors. We attempt to group students in classrooms to provide a good mix of students in each room based on the above factors.

## **COMMUNICATION AND COOPERATION**

Active cooperation and communication between parents, teachers, students and principal is necessary for the proper development of the child. Parents are welcome and are encouraged to visit the school for conferences on matters pertaining to their child's progress and welfare. We believe that much good comes from the personal contact of parent and teacher and teacher and parent. Misunderstandings and misconceptions can usually be avoided in this way. Parents seeking clarification on classroom operation and problems that invariably arise should contact the classroom teacher immediately.

Parents are urged to communicate to the teacher any unusual or disturbing incidents which may occur in or out of school and which may be causing the child's attention or learning attitude to be affected.

The board of education is always interested in hearing from you, the parents. Should you require the assistance of the board of education, as a courtesy, please follow the proper chain of command. Concerns must be addressed with the classroom teacher first. Should the need be felt, then express your concern to the principal. After discussion with these parties, feel free to contact the board of education.

## **COUNSELING**

Immanuel Lutheran School is committed to the development of each child's spiritual, academic, physical and emotional well-being. As part of that commitment, Immanuel does financially assist families who are in need of aid for counseling services. If a family is in need of such aid, please consult with the principal for information concerning its guidelines.

## **CUSTODY NOTIFICATION**

Please inform the school office and teacher(s) concerning any special parental rights and privileges. Legal documentation must be provided when making special requests concerning parental rights.

## **DAMAGES AND VANDALISM**

Immanuel Lutheran School and all of the materials, equipment, facilities, etc., belong to the members of Immanuel Lutheran Church. Misuse or abuse of these facilities creates greater expense in maintenance and upkeep for everyone. This expense is eventually passed on to the owners (parents). It is hoped that a feeling of ownership would develop where all of the students would take great pride in their school and would treat these facilities and materials with great respect and care. Any unnecessary hard usage or damage to books, desks, chairs, or any school property or equipment will not be tolerated. Replacement or repair of any item and the cost of labor applicable is the responsibility of the parent and/or the child. The principal in consultation with teacher will make judgment in all such matters. Failure to pay for damage may result in a suspension from school.

## **DRESS CODE**

It is recognized at Immanuel Lutheran School that cleanliness, personal appearance, and proper dress are important in setting the pattern of school and Christian conduct, and there is a correlation between appearance, attitude and behavior.

It is also recognized that Immanuel Lutheran School believes in the maintenance of individuality in students, as well as the need for general guidance to aid students in their educational development. Subject to the educational process, appearance of students at school is a responsibility that rests primarily with the parents and the students. The school becomes involved within that student body, affects directly the attitude, safety, health, behavior, and learning environment to be found within the school.

Students are expected to follow the dress guidelines that are part of the Parent Handbook. In most cases, failure to meet the guidelines will result in contacting the parent/guardian to correct or make aware of the offense. The principal reserves the right to interpret any regulations to the dress code and is the final authority in matters concerning the dress code. In addition, the principal must approve all special dress days.

The staff of Immanuel Lutheran School strives to be consistent in enforcing the dress code. If a student wears an inappropriate item one day and is not corrected, this is not justification to continue to wear the item.

When the measuring of clothing is necessary, the student will measure the article observed by the teacher or office staff. At no time will the staff of Immanuel measure clothing on the student.

### Shoes

1. Shoes must be worn at all times, and shoelaces must remain tied.
2. Due to safety concerns all shoes must contain a full back. Sandals are not permitted except for special occasions as approved by the principal.
3. Students will provide tennis shoes used exclusively for P.E. classes.

### Shirts

1. All shirts must contain sleeves. Shirts may have full or long sleeves. (All short sleeve shirts must have full cuts. No cap sleeves are permitted.)
2. All shirts must be long enough to cover the midriff at all times, even when reaching or being active.
3. Clothing visuals not permitted include clothing with messages advertising alcohol, cigarettes, drugs, or any other suggestive, distasteful, or un-Christian messages.

### Pants

1. Pants or jeans must fit properly and must not drag on the ground nor shall they have any rips, cuts or tears).
2. Capris may be worn.
3. Writing on the backside of pants is not permitted.

### Shorts

1. Shorts and skorts are permissible provided they are no higher than 4" from the top of the knee as measured when kneeling.
2. Spandex, cutoffs, and boxer shorts are not permitted. Writing on the backside of any clothing below the waist is not allowed.
3. Writing on the backside of shorts is not permitted, nor are pajama pants/loungewear.

### Skirts and dresses

1. Skirts and dresses are permitted provided they are no shorter than 4" from the top of the knee.
2. Dresses worn for extra-curricular activities may not be strapless or spaghetti strapped. Special exceptions will be communicated from the office.
3. Sleeveless dresses or tops are permitted for extra-curricular activities only.

### Accessories

1. Tattoos and body piercing (other than the ears) will not be visible.
2. For safety purposes, hoop or dangling earrings are not permitted.

Procedure for not following dress code:

1. Students with inappropriate dress will be sent to the office where they will be provided with proper clothing from the office, or they will contact a parent to bring them clothing from home.
2. If the student receives clothes on loan, the office will inform the parent of the violation. A noon detention will be issued by the teacher.
3. Dress code violations will be kept on file in the office.
4. Future offenses will result in a meeting between the principal, parent and student.

## FIELD TRIPS

Field trips may be conducted at various times throughout the year. These will be under the supervision of the classroom teacher. Parents may be asked to help supervise the activity. Parental consent forms must be completed by the parent and returned to school before the child may participate in a field trip. These forms are in the school office and will be sent home by the teacher prior to the field trip. Phone calls can not be used as a substitute for these forms. Buses will be used for field trips whenever possible. However, in unique situations when buses are not used, drivers need to be notified of their liability in the event of an accident. Preferably, all field trips are to be educational in nature. Preparation for the field trip is important. Expected behavior, dress, costs, and the schedule should be shared with all involved. The parent is responsible for any admission costs, lunch costs, and transportation fees. Children are to wear clothing appropriate for the occasion, and should conduct themselves in such a way that manifests their Christian background. Their behavior should be a credit to their Lord, their school, and themselves. The privilege of participating in a field trip may be denied for lack of a consent form, poor behavior, etc. The teacher and/or the principal reserve the right to withhold the privilege of participating in a field trip from any student, with just cause. Chaperones must be briefed on what is expected of them. Chaperones are considered teacher aides and will be directed as such. If a class returns after the school day dismissal time, it is the responsibility of the teacher to see that all children have a way home and have left for home before the teacher leaves for the day.

## GRADE 8 CLASS TRIP

The eighth grade annually travels to Washington, D.C. in May. Money for this trip may be paid by the parent or raised through various activities, assisted by parents. To alleviate fundraising efforts during the seventh grade year, families will pay a \$50.00 annual deposit for each child. This deposit is due each year by October 1st. After October 1st, a \$10.00 late fee will automatically be assessed. The remaining cost of the trip will be subsidized via fundraising during the seventh grade year. At the beginning of the seventh grade year, rather than fundraise, families may opt to finance the remaining balance of the trip.

## FIRE, TORNADO, AND MAN MADE DRILLS

These monthly drills are required by state law and should be taken seriously. Students need to cooperate and follow teacher directions.

## HOME COMMUNICATIONS

A monthly *News and Notes* is published from the school office and **will be posted on the school's website each month**. Contents include information to be aware of, a lunch menu, a sports calendar, and an updated school calendar for the month. In addition to the monthly newsletter, weekly newsletter updates via the *Weekly Warrior* are sent home with each child. It is distributed on Thursdays and contains pertinent information relative to the upcoming week. *News & Notes and the Weekly Warrior are posted on the school website*. Students in grades 1-6 will receive a weekly classroom newsletter so parents are aware of the happenings within their child's classroom. Distribution dates will be determined by the classroom teacher. Parent/teacher communication may also occur via WebNotes in WebGrader (see page 19).

## HOME VISITS

Prior to the start of school, teachers will make a visit to the home of his or her students. These visits provide an opportunity for teachers to explain their methods and procedures for their classroom, homework policies, classroom discipline procedure, list of materials needed, etc. It will also give parents a chance to explain any problems or difficulties their child might have. Teachers will make contact with families in late July to arrange a home visit.

## HOMEWORK

Children are expected to prepare their work neatly, accurately, completely, and to submit their assignments on time. Parents should show an interest and concern in their child's work by frequently discussing it with him or her and by being willing to assist them with their work. Some teachers issue homework memos when work or assignments are not completed. These forms are to be returned to the teacher with a parent signature. Children are given opportunities to complete many of their assignments in school. In cases where a child seems to bring home a large amount of work, parents should arrange to discuss this condition with the classroom teacher. All make-up work must be done to the satisfaction of the homeroom teacher. Teachers may provide homework, in advance, for students who take vacation during the school year. They are not required to do so.

## INSURANCE

Immanuel Lutheran School provides student accident insurance for all students of ILS. This insurance is an excess policy which provides coverage for all students. Questions or inquiries may be directed to the school office.

## LIBRARY SERVICES

Classes may have regularly scheduled times in the school's library. Return all books and other materials as indicated. Also, the Seymour Public Library's Discovery Bus has a schedule for stops at the school throughout the year.

## LOST AND FOUND

Lost and found articles of clothing, shoes, books, lunch boxes, and other items are kept and displayed in school areas during the year. Eyeglasses, watches, and other jewelry items may be claimed in the school office.

## LUNCH PROGRAM

Our school participates in the National School Lunch Program administered through the State of Indiana Department of Education. The purpose of the lunch program is to provide well-balanced meals at a reasonable cost and to promote healthy eating patterns involving nutritious foods. Daily menus are printed and sent home in advance in the *Weekly Warrior*. To promote proper hygiene and eating habits, students are discouraged from exchanging or sharing lunch items. The lunch program operates on a pre-payment basis. Payments may be made in the office or at the school's website. Parents are expected to pre-pay for lunches on a regular basis. Eligible families may qualify for free and reduced priced meals. For current price information and application forms, contact the school office. Lunch cost is \$1.80 a day which includes milk. Milk purchased ala carte is \$.35. As students are allowed to bill "extras" to their lunch account, this often surprises parents who are unaware their child is creating such a bill. Students owing \$100 or more will be placed on restricted lunch until the balance falls under the \$100 mark. When a balance of \$90 is noted, a phone call will be made reminding the parents their child is approaching the \$100 mark. Should you wish for your child to be allowed to purchase "extras" on a CASH ONLY basis, please notify the office so cafeteria personnel may be informed. All lunch money should be remitted to the office via the hot lunch envelopes included in the monthly *News and Notes* or available from your child's teacher.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first quarter (other conferences may be scheduled as needed). Schedules will be arranged for these conferences. Parents are asked to come to the school and discuss with the child's teacher the progress the child is making. These conferences promote understanding in the home/school relationship, strengthen the mutual interest of the parent and teacher in the child's welfare, give the parent information about the child's progress and assist the parent and teacher in finding ways to work together for the good of the child.

## PARENT-TEACHER LEAGUE

The purpose of this group is to help the home and school work together for the welfare of the students. You are encouraged to help direct this group by serving as an officer of the group either by volunteering or serving when asked. This organization charges no dues, but it needs the support of parents through their attendance at meetings and participation at PTL events.

## PARTICIPATION AT SPECIAL EVENTS

Students are expected to participate in all school special events such as Christmas services, fairs, class trips, concerts, etc. These events are considered to be part of the regular school program (exceptions to this would be when sister congregation members have special events occurring at their churches). Excuses from these events should be made to the principal or to the person in charge of the event.

## PLAYGROUND AND RECESS

Students in grades 1-5 are provided with at least one recess period per day, supervised by staff members. Students are encouraged to use this time to visit and play with friends and classmates, practicing Christian sportsmanship on the playground. Students are encouraged to treat fellow playmates with respect and in Christian love.

## WEBGRADER

Immanuel Lutheran School does post grades via an online gradebook called WebGrader. Grades for all students (3rd thru 8th grade) are posted and available for parent viewing via their home computer. Teachers are responsible to update grades at least once per week. Student grades are password protected. Passwords will not be given to students, but are given to all parents (grades 3rd-8th). If fees (except lunch) are not current by May 1, access to WebGrader will be revoked until fees are up-to-date.

## REPORT CARDS and MID-QUARTER REPORTS

Report cards are issued quarterly. Midterms are given for all 3rd through 8th grade students. Parents should monitor report cards carefully and contact the child's teacher should concerns arise. These reports should be signed and returned to the classroom or homeroom teacher. Honor Rolls are awarded in grades 5-8. High Honors, Honors, B Honors and Academic Improvement are awarded based on a percentage grading scale. All courses are used to determine overall percentage. Honor Rolls are determined after each marking period and posted in the *Weekly Warrior* and in the local newspapers.

### Grading Scale:

The present reporting system gives percentage grades based on the following percentage scale:

A	100-96	C	73-76
A-	93-95	C-	71-72
B+	89-92	D+	69-70
B	84-88	D	66-68
B-	81-83	D-	60-65
C+	77-80	F	59-

Honor roll categories are as follows:

High honor roll	95% + average
Honor roll	90% + average
"B" honor roll	85% + average
Academic improvement	+%5 overall average from previous marking period

## RESTROOM

Teachers allow for periodic restroom breaks throughout the day; students are encouraged to use the restroom at the specified times. Self-control, discipline, and proper hygiene are essential in the restrooms; too many accidents occur as a result of improper behavior.

## SEARCH AND SEIZURE

Schools may conduct reasonable searches that are motivated by reasonable suspicion; such search may be targeted toward a specific student or students. School officials may search student lockers and desks since lockers and desks are the exclusive property of the school. The school officials, too, may search student clothing and book bags under a "reasonable" suspicion.

## TELEPHONE

Teachers may be contacted before or after school or a message may be left with the secretary that a return call should be made. Except in emergency situations, parents should not call the school asking their child to call home. Students may not use the phone unless they have permission from their teacher. We encourage arrangements for after-school activities on the part of a student are made before the child leaves home in the morning. Similarly, arrangements to be picked up after school activities should be made ahead of time. Responsibility lies with the student to find out in advance when that activity will be over.

## VISITORS

Visitors will enter through the Oesting Street doors. All visitors to the school must report to the school office upon entering the building. Parents must prearrange visits to the classrooms.