

Welcome to Immanuel Lutheran School in the name of our Lord and Savior, Jesus Christ.

Lutheran schools touch lives by sharing Jesus Christ with students and families. God's Word is taught, and the principles of God's love are shared. Under God's blessing, we eagerly anticipate another year of blessings of spiritual and academic growth as we share the caring Christ.

God's Word gives us ample direction as to the purpose of the ministry of our church and school.

Matthew 28:20        Teaching them to observe all things whatsoever I have commanded you.

II Timothy 3:16-17    All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.

I John 5:2            By this we know that we love the children of God, when we love God, and keep His commandments.

This handbook has been prepared to help you in establishing a closer relationship between home and school. In these pages you will find information which will be of value to you during the year. The handbook is not intended to provide the answer for every question. In fact, some policies or procedures may change during the course of the year. Any changes will be announced in the school newsletter, *the Weekly Warrior*.

Changes to this handbook from the previous year are signified in bold print.

We eagerly look forward to each school year as it gives us the opportunity, on a regular basis, to proclaim the Gospel which is our responsibility, privilege and joy.

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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

-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. **We believe marriage means uniting one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25) and God forbids intimate sexual activity outside of a marriage between a man a woman.**

-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. **God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 2:18-25). Rejection of one's biological sex is a rejection of God's creative work.**

-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. **In keeping with Scriptures, we believe life is sacred and man was created in God's image. For that reason, human life is inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.**

**Therefore, we are called to defend, protect, and value all human life (Ps. 139).**

## 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. Non-voting representatives from Redeemer and Zion also sit on the board of education. 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 140 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 includes 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 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. Lutheran congregations in the area have attendance policies for their families who have enrolled at Immanuel. Please be aware of your church's policy.

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## 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. Students entering first grade must be six years old prior to August 1, in the same calendar year school will begin. In isolated circumstances, the maturity of the child may make it necessary for postponement of enrollment. Such a decision will be made in consultation with the principal, parents, and teachers involved. For students entering first grade, an application, required deposit, copy of the child's birth certificate, and immunization records must be submitted.

A) For all new students (grades 2-8), a meeting with the principal is required. Academic, behavior, attendance, and testing records should be brought to this meeting.

- 1) Students who are members of supporting Lutheran congregations are enrolled based upon successful completion of the above, if space permits, and if Immanuel Lutheran School is able to meet the children's needs.\*
- 2) Applying students from the community may be permitted based upon the above and upon successful interview with the Immanuel Lutheran School admissions committee consisting of the principal, a pastor, a board of education member, and a grade level teacher of the grade in which the applicant would be enrolled. Both student applicant and parent or guardian should be present at the interview. **Prior to the meeting, applicants will receive a Parent Handbook and a completed copy of the "Handbook Agreement" form should be signed and submitted at the admissions meeting.**

*\*Admission decisions are made based upon the school's ability to provide reasonable accommodations and related services for any particular student requesting admission. Consideration for the best interest of the student is a determining factor.*

Results of the above application processes will be mailed to the applicant within one week of meeting completion. **A phone call may also be completed.** Following acceptance, an application, with required deposit, may be submitted. All first year Immanuel Lutheran School students are enrolled under a first year probationary period. At any time during this first year, school administration may choose to dismiss students who do not consistently follow the communicated school expectations.

B) Returning Students

Students may be re-enrolled at Immanuel Lutheran School after the following conditions are met:

- 1) Full payment of previous year's unpaid fees.
- 2) Completed re-enrollment form returned to the school office as directed.

## **NON-DISCRIMINATORY POLICY**

Immanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available, or administered through its policies, for students at the school.

## **POLICIES NOT COVERED**

Any school policy or procedure not spelled out specifically in this handbook shall be left to the discretion of the 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.

Tuition Fee for 2017-2018 **\$4,448 per child**

Educational fee **\$1,250** All students grades 1-8

Tuition for 2017-2018

Tuition is assessed according to the policy of the sponsoring church. Sponsoring churches include Immanuel, Emanuel, Zion, Redeemer, Peace, St. Paul Columbus, St. Paul Jonesville, and Faith. Those children whose parents are members of other Lutheran or non-Lutheran congregations are charged tuition. Adjusted tuition amounts are subject to review by Immanuel's School Board.

### **FEES and TUITION**

Many local Lutheran congregations financially support the education of their member's students. The amount of congregation support is determined by leadership of each supporting congregation. The base rate of tuition and fees for the 2016/17 school year are as follows:

Tuition	Registration Fee	Technology Fee*	Washington DC Fee*	Outdoor Ed. Fee**
\$4,448	<b>\$1250</b>	<b>\$150</b>	<b>\$50</b>	<b>\$75</b>

#### **Students of Families with membership at sponsoring congregation (per child)**

Immanuel Lutheran Church Seymour, Emanuel Lutheran Church Dudleytown, and St. Paul Lutheran Church Jonesville:

**Congregational sponsorship: \$4,448**

**Parent Fees: \$1,450 (includes registration \$1250, technology \$150, and DC \$50)**

**Zion Lutheran Church Seymour (\$174.50 per student)**

**Congregation sponsorship: \$4,273.50**

**Parent Fees: \$1,624.50 (includes registration \$1424.50, technology \$150, and DC \$50)**

**Redeemer Lutheran Church Seymour (\$355 per student)**

**Congregation sponsorship: \$4,093**

**Parent Fees: \$1,805 (includes registration \$1,605, technology \$150, and DC \$50)**

**Peace Lutheran Church Seymour**  
**Congregational sponsorship: \$3,336**  
**Parent Fees: \$2,562 (includes registration \$1,250, technology \$150, and DC \$50)**

**St. Paul Lutheran Church Clifty**  
**Congregational sponsorship: \$3,450**  
**Parent Fees: \$2,448 (includes registration \$1,250, technology \$150, and DC \$50)**

**\*Fees charged to each family per student (grades 1-8) on an annual basis.**

**\*\*Fees charged to families of 6th grade students only.**

Community member families (families who do not belong to a sponsoring congregation)

Based upon admittance through the admissions committee, all tuition and fees are the responsibility of the family.

<b>Tuition</b>	<b>\$4,448 (per child)</b>
<b>Registration fee</b>	<b>\$1250 (per child)</b>
<b>Technology fee</b>	<b>\$150 (per child)</b>
<b>Washington DC fee</b>	<b>\$50 (per child)</b>
<b>Outdoor Ed (6th grade student)</b>	<b>\$75 (per child)</b>

**FEE COLLECTION PROCESS**

Each child is assessed an annual educational fee. This fee covers textbooks and supplies, such as art and music supplies, computer supplies, and various classroom supplies. In addition, a technology fee (page 8), and Washington DC fee (page 8) are annually assessed each student. An outdoor education fee (page 10) applies to sixth grade students only.

Payment of all fees must be made according to one of the following:

- 1) Paid in full by August 1st
- 2) A 10 month (August-May) or 12 automatic deduction tuition payment plan.
- 3) A signed "Promise to Pay" contract outlining your self-proposed payment schedule. All "Promise to Pay" contracts must be submitted by August 1st. They must be approved by the board of education, which will enforce the contract. For families choosing this option, students may not start school until a "Promise to Pay" contract has been completed, signed, and approved by the board of education treasurer.

**FINANCIAL AID**

Financial aid may be available for qualifying families through the School Choice voucher program and/or the Scholarship Granting Organization. Families should consult with the school office to determine qualification for a School Choice voucher, or review information provided by the Indiana Department of Education at [www.doe.in.gov/choice](http://www.doe.in.gov/choice).

## **SCHOLARSHIP GRANTING ORGANIZATIONS**

The State of Indiana has established a School Scholarship Tax credit of 50% of contributions made to a qualified Scholarship Granting Organization (SGO), which offers scholarships to low and middle income children to attend non-public schools of their choice. Immanuel Lutheran School is a member of the Lutheran Scholarship Granting Organization. Families who qualify may seek additional aid through the SGO. Families who are members of a sponsoring Lutheran congregation must seek financial aid through their parish. If a SGO is awarded by the parish, communication with the principal will occur and SGO funds deposited by that parish will be drawn for the member student. Community member families may seek SGO aid through the principal of Immanuel Lutheran School. Families may be eligible to receive an SGO and a Choice Scholarship as discussed below.

## **SCHOOL CHOICE VOUCHERS**

Immanuel Lutheran School participates in the Indiana Department of Education School Choice program. Families must comply with all School Choice requirements to be eligible to receive state monies available through the School Choice program and our Scholarship Granting Organization. Since the voucher is less than the full tuition amount per child, excess costs must be paid by the family or sponsoring congregation.

The following stipulations apply:

- \* Applications for School Choice Scholarships are not recurring, and a new application must be submitted by September 1 of each school year.
- \* In the event a student transfers during the year or is expelled, the School Choice Scholarship is school specific and cannot transfer to another school.
- \* At no time will the congregational assessments and state voucher exceed the tuition cost of educating a student. Parents/guardians may be responsible for additional fees or tuition beyond the Choice Scholarship amount.
- \* Voucher money will only be applied to expected parent fees, not congregational assessments.
- \* Community member families qualifying for a voucher will be accepted based upon the admittance interview\* and number of seats available.
- \* In the event fewer seats are available than community member applicants approved, a random drawing will occur to fill the remaining seats. The principal will conduct the drawing in the presence of the board of education chairman and vice chairman.

## WASHINGTON DC

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 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. Parents going on the trip as chaperones must have all other balances paid (exception lunch fees) before attending the trip. Should a student leave Immanuel before his/her Washington trip, all deposits will be reimbursed upon request within one calendar year of his/her last day.

## LAPTOP LEARNING PROGRAM

Students in grade seven begin the laptop learning program. They are given a laptop for school use. The laptop remains in the student's possession during school and out of school hours. Immanuel will retain all laptops during the summer months. Students will be reissued their same laptop when entering the eighth grade. Laptops are the property of Immanuel Lutheran School and users are subject to the guidelines of the Laptop Learning Program student use policy. Before laptops are issued to any student, a prior before school August meeting must be attended by both the student and his/her parent who will sign their acknowledgement and agreement with the expectations and responsibilities outlined in the program. Parents of all students (grades 1-8) will pay a deposit toward the laptop each year in attendance at Immanuel. The 2017/18 fee is \$150. The fee is due by the first day of school. After the first day of school, a \$10.00 late fee will automatically be assessed. Of that fee, 50% is kept in the child's account toward the purchase of his/her laptop to be received in seventh grade. The deposits made toward the laptop purchase are refundable for students leaving Immanuel up to one year of his last date of attendance. While 50% is used for ILS infrastructure needs. The fee attributed to infrastructure is non-refundable. Parents may purchase the laptop (up to one week) following their child's eighth grade graduation for the cost of less all deposited money toward its purchase. Non-purchased laptops will remain the property of Immanuel Lutheran School and used to create mobile laptop labs in other grades.

## ATTENDANCE

### ARRIVAL & DISMISSAL

The school day extends from 8:20 AM until 3:20 PM. Students in the building by 8:00 AM must remain in their classroom. Those who arrive after 8:20 AM will be marked tardy.

Morning bus room supervision begins at 7:45 AM. When delivered to school in the morning, whether by bus or by car, students must go directly to the bus room (cafeteria) prior to 8:05 AM. Students arriving after 8:00 AM go directly to their classrooms. Students who are not Kidz Klub members, coming before 7:45 a.m., will need to sit on the bench outside the office where visible by the principal. Therefore, proper supervision can be provided. Each child is to sign in at the office. Five early arrivals, during the school year, are permitted to accommodate special needs on a given day. Upon the sixth, the family will be contacted by the principal the child will need to register with Kidz Klub, and pay the "drop-in per session, random use" fee.

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. Parents picking up their child should enter the car line, park in the school lot along Walnut Street, or in the church lot at Oesting and Jackson Streets. Curbside parking is reserved for injured students. Parents picking up their children should not park along the Oesting/Oak Street curbs or anywhere on Chestnut Street. It creates congestion, confusion, and presents a sense of privilege. 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.

### 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.



## 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 office 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 **and the foundation of our school day**. 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. **All students are required to take religion class and attend chapel worship.** All 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.

### OUTDOOR EDUCATION

Appreciating the blessings and benefits of God's word, students in grade 6 enjoy an outdoor education experience. Students are transported to Camp Lakeview for an overnight outdoor education camp. Basic curricular content and extended learning experiences are taught in a non-traditional setting. The fee of \$75.00 for outdoor education is assessed each family and payable before the trip.

### 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. A music schedule will be given before school starts that will state expectations for the school year. Please use this to decide which ensembles would be appropriate for your child. Schedules will be distributed at in-school/home visits.

### VOCAL MUSIC

Immanuel Lutheran School has three student choirs that meet during the school day and one which meets before

Ensemble	Grade Level	Rehearsal Expectations	Performance Expectations
Joyful Sounds	1 <sup>st</sup> -3 <sup>rd</sup>	Once a week during school	Fall & Spring Concert
Chapel Choir	4 <sup>th</sup> -5 <sup>th</sup>	Twice a week during school	Fall & Spring Concert, 1 worship service a month at home church
Jubilate Choir	6 <sup>th</sup> -8 <sup>th</sup>	Twice a week during school	Fall & Spring Concert, 1 worship service a month at home church
Honors Choir	4 <sup>th</sup> -8 <sup>th</sup>	Once a week <u>before</u> school	<u>Must be a member of Jubilate or Chapel Choir.</u> Participates in above concerts, Circle the State, Solo & Ensemble, and other events.

school. The main purpose of these choirs is to sing for school chapel services, as well as the Christmas and spring concert. 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 grades 4-8 will be graded on their attendance at these performances. After the 2nd week of classes, students will not be permitted to drop out of choir to take a different elective. Those in grades 6-8 who would like to take choir as an independent study, so that they can be in choir and band, should speak to the principal or music director.

### CHURCH CHOIRS

The Immanuel Youth Choir and the Immanuel Children's Choir are both choirs of Immanuel Lutheran Church. Their purpose is to sing monthly for services at Immanuel Lutheran Church. Singers do not have to be members of Immanuel Lutheran Church to sing in these choirs. Students who elect to sing in these choirs are committed to

Ensemble	Grade Level	Rehearsal Expectations	Performance Expectations
Youth Choir	5 <sup>th</sup> -12 <sup>th</sup>	Once a week <u>before</u> school	Sing once a month at Immanuel Lutheran Church
Children's Choir	2 <sup>nd</sup> -4 <sup>th</sup>	Once a week <u>after</u> school	Sing once a month at Immanuel Lutheran Church

attending all Sunday and mid-week performances when scheduled.

### CHOIR CHIMES AND HANDBELLS

\*Grade Levels will vary based on the interest of students.

\*\*First year ringers, regardless of grade, participate in Choir Chimes.

Immanuel Lutheran School provides opportunities for students in grades 4-8 to participate in the choir chimes and handbell programs. Students will be eligible to participate in handbells once they have completed one year of

*Ensemble	Grade Level	Rehearsal Expectations	Performance Expectations
Choir Chimes	**4 <sup>th</sup>	Once a week <u>before</u> school	Fall & Spring Concert
Praisemakers	5 <sup>th</sup> -6 <sup>th</sup>	Once a week <u>before</u> school	Fall & Spring Concert, 1-2 worship services a year at Immanuel Lutheran Church
Advanced	7 <sup>th</sup> -8 <sup>th</sup>	Twice a week <u>before</u> school	Fall & Spring Concert, 4-5 worship services a year at Immanuel Lutheran Church

choir chimes, regardless of age. The purpose of these ensembles is to teach basic musicianship early on that will develop into complex handbell and musical techniques in the later grades. 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.

## 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 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 certain activities and classes, all subjects taught during the elective time will be graded with a percentage score. Please consult your teacher concerning questions of grading.

## 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, math, 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. Parents inquiring of resource room services must first agree to a series of Response to Intervention (RTI) strategies. Such strategies include a classroom observation by the resource room teacher followed by a meeting to determine the needs of the student. Each RTI meeting will include the parent, resource room teacher and classroom teacher or teachers. The attending teachers and/or resource room teacher will be responsible for implementing the strategies listed in the RTI form.

## STANDARDIZED TESTS

Standardized tests are administered annually. Students in grades 3-8 take the I-STEP tests. 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. Students in grade 3 take the IREAD test. This reading test must be passed by students in the spring of their third grade year. If a student does not pass, he/she will take a second IREAD test during the summer.

## NWEA

The Northwest Evaluation Assessment is administered to students in grades 1-2 during the fall and spring. It will also be administered to individual students per a teacher's request or by the direction of administration. 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 AND STREAMING CLIPS

Videos and streaming clips 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 "PG" rating. Youtube videos or DVDs containing questionable language or acts will not be shown for any reason.

## 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, basketball for girls and boys, cheerleading, cross country, tennis, and golf. Students are also given the opportunity to participate in Seymour Middle School or Trinity Lutheran High School programs not offered at Immanuel Lutheran School.

## ATHLETIC POLICIES

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

## EQUAL EDUCATIONAL OPPORTUNITY

Equal educational and extracurricular opportunities will be made available to all students without regard to color, race, nationality, religion, sex, ancestry, age, status of being homeless, order of protection status, actual or parental status, or any descriptor that is not in conflict with the teachings of the Lutheran Church Missouri Synod. Moreover, Immanuel Lutheran School will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex.

## SEX EQUITY

No student, based on sex, shall be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

## HARASSMENT OF STUDENTS PROHIBITED

### *HARASSMENT, INTIMIDATION, BULLYING*

As Christ taught us to love one another as ourselves (Mark 12:31), no person, including any school personnel, volunteers, coaches, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race, color, nationality, sex, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Immanuel Lutheran School will not tolerate any harassing, intimidating, or bullying, whether verbal, physical, or visual, by school personnel, volunteers, coaches, students or student's family members that creates an intimidating, hostile, or offensive educational environment (i.e., name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics penned above.

### 1. SEXUAL HARASSMENT DEFINED

Sexual harassment of students is prohibited. Any person, including school personnel, volunteers, coaches, or student, is engaging in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- A) Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of students' success; or
- B) Has the purpose or effect of:
  - a Substantially interferes with a student's environment, or
  - b Creates an intimidating, hostile, or offensive environment, or
  - c Deprives a student of aid, benefits, services, or treatment, and
  - d Makes submission to or rejection of such conduct the basis for decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive,” include conduct that has the effect of humiliation, embarrassment, or discomfort. (i.e., touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

## 2. BULLYING DEFINED

A bully as one who continually intimidates others with an effort to gain power at the expense of others.

Bullying of school personnel, volunteers, coaches **or** students is prohibited. When dealing with incidents regarding bullying, school administration (*school administration; here-to-fore, may include teacher and/or principal and/or pastor*) will deal with bullying incidents on a case-by-case basis. In addition, school administration will adhere to their bullying policies (see discipline & conduct below).

Bullying that occurs on school property or at a school-sponsored event will be dealt with by school administration. Bullying reported by Immanuel Lutheran Church personnel to school administration will be documented.

## ENFORCEMENT

Students are encouraged to report incidences of harassment, intimidation, and bullying, or any other prohibited conduct to the teacher who reports to principal, assistant principal, and/or pastor. Bullying incident reports may be made to the teacher, administrator, or via the school website. Incidences of harassment, intimidation, bullying, or any other prohibited conduct made to school personnel, volunteers, or coaches, should be reported to school administration, athletic director, and/or pastor. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## GRIEVANCE PROCEDURE

All personnel and student(s) should notify the principal if they have a complaint regarding the violation of their rights as outlined by Title IX. School administration will attempt to resolve complaints promptly and equitably. The grievance procedure is outlined as follows:

A person who wishes to invoke the grievance procedure may do so in writing to the school administration first or school board if complaint involves the principal. The school board may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent (s), guardian(s) of the student.

School administration or school board will investigate the complaint and strive to resolve. Education executive of the Indiana District will be informed immediately. If school administration requests an outside team to investigate, the Education Executive shall be notified and asked for input regarding the makeup of that team. The regional Title IX coordinator may serve on that team.

If the complainant is a student, school administration will notify his or her parent(s), guardian(s) so that they may attend any investigatory meetings in which their child is involved.

The complaint and identity of the complainant will not be disclosed except:

- As required by law or this policy
- As necessary to fully investigate the complaint
- As authorized by the complainant

Within a reasonable time period of the reported incident, school administration or outside team, shall file a report of their findings with the School Board of that school and Superintendent of Lutheran Schools (Corp #9230). If law enforcement is involved, the investigation by law enforcement must be completed before the team convenes.

## DECISION

School administration will make known the written decision to the complainant within a reasonable time period.

## APPEAL

The principal will inform the complainant that within five (5) school days after receiving the decision, the complainant may appeal the decision to school administration by making a written request. Within ten (10) school days, school administration shall affirm, reverse, or amend the decision by school administration or outside team or re-convene the team to gather additional information. Within (5) five school days after the reconvening of a team, the team shall inform school administration of their findings. School administration shall reconvene a meeting with the complainant to inform him or her of their findings.

## 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), bullying (see Equal Educational Opportunity), 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, disciplinary action will be taken and reviewed on a case by case basis. Disciplinary action may be accelerated.

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. When serving an out-of-school suspension, homework is to be completed and returned the first day following the suspension. Homework will be graded and may be marked down according to classroom policy.

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.

## Seclusion & Restraint

Immanuel Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to ensure that all students and staff are safe in school, and that students who may have behavior crisis are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

*A copy of the Immanuel Lutheran School seclusion and restraint plan may be found on the school website ([www.immanuelsschool.org](http://www.immanuelsschool.org)) or in the school office.*

## 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. School personnel, volunteers, coaches, and student family members, are not to be under the influence of illicit drugs, narcotics, or alcohol at school or any school sponsored events. 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: **fidget items/spinners**, water guns, radios, CD players, electronic items, playing or trading cards, toys etc). Personal audio equipment is not permitted at school. Personal wireless devices fall under the "Bring Your Own Device" (BYOD) to school policy.

## 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.

## INTERNET, E-MAIL, TEXTING, SOCIAL NETWORKING

School personnel, volunteers, coaches, students and student family members are responsible for using common sense, ethical standards, and good manners when online or texting. Technology use must evidence our Christian faith, teachings, and principles. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. School personnel, volunteers, coaches, students and student family members are reminded that regardless of where their posting originates, and text, photographs or videos they post which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited. Students who post or send will face disciplinary action. "We should fear and love God so that we do not tell lies about our neighbor, betray him, slander him, or hurt his reputation, but defend him speak well of him, and explain everything in the kindest way" (The Eighth Commandment, Luther's Small Catechism, 1986, page 13).

## 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. The Wellness Policy is available in the school office or the ILS website. Changes to the current policy will be communicated through the *Weekly Warrior* and monthly *News & Notes*.



## OBSCENITY (see Discipline and Conduct page 13 )

Obscene profane or vulgar language that is written, verbal, or expressed by gestures by school personnel, volunteers, coaches students, and student family members 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.

## 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.

## 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. In addition to all other previously required vaccines, all children grades 6 through 8 must have one dose of Tdap (tetanus, diphtheria, and acellular pertussis), one dose of MCV4 (meningococcal vaccine) AND two doses of Varicella (chickenpox vaccine) *or* documented date of disease (month and year). These vaccines will be a requirement and your child must have them completed prior to entering the 2012-2013 school year. 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. Students will not be given cough drops, from the office, without a teacher's note.

### **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 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. In averaging all subjects in the quarter, a minimum 97% average must be achieved to attain high honor roll status. In averaging all subjects in the quarter, a minimum 93% average must be achieved to be named to the honor roll. All curricular areas will be used in honor roll calculation. The following overall average percentages must be achieved in ALL curricular subjects to realize honor roll status: 97% high honor roll and 93% honor roll. A 3% increase in the overall (all classes) average from the previous marking period to realize academic improvement. No "F" grades are permitted. 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.

#### **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 (812-522-3340).

#### **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) and on the school answering machine. Parents will also be notified of closing via our School Messenger Parent communication system.

#### **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. Parent input must be provided to the principal by the designated date as published in the *Warrior*. 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.

Any student involved in an act of vandalism or malicious mischief against school or church property of other students or school employees, may be suspended and referred to the school board for possible expulsion. Replacement or repair of any item and the cost of labor applicable is the responsibility of the parent and/or the child. Accidental destruction of equipment or facilities is also the responsibility of the student. 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, culture, safety, health, behavior, and learning environment to be found within the school. **Since it is our belief that God wonderfully and immutably creates each person, male or female (pg. 3), each student is to dress in conformance with one's biological sex. Using the restrooms and changing/locker rooms must be in accordance with one's biological sex.**

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 that cover the shoulders. Shirts may have full, long, or capped sleeves.
2. All shirts must be long enough to cover the midriff at all times, even when reaching or being active.
3. Shirts must be of a modest cut and fabric. Sheer or see-through material is not permitted unless a top, permissible by the dress code, is worn underneath.
4. Clothing visuals not permitted include clothing with messages advertising alcohol, cigarettes, drugs, or any other suggestive, distasteful, or un-Christian messages. Parents, please research the messages of particular rock musicians. Clothing emblemizing skulls, blood, or other symbols of morbid nature are not permitted.
5. Shirts/Dresses used as tops must meet or exceed the length of the student's fingertips.

## 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. "Blanket" field trip forms may be used to cover all trips during the current school year. These forms will be included in your summer packet or available in the school office. 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

### Pants

1. Pants or jeans must fit properly and must not drag on the ground nor shall they have any rips, cuts or tears in which the skin or undergarments are visible.
2. Capris may be worn.
3. Writing on the backside of pants is not permitted.
4. Tights, leggings, jeggings, or other form fitting bottoms may not be worn as pants.

### Shorts

1. Shorts and skorts are permissible provided while the student is standing up straight with relaxed shoulders and his/her shorts or skorts meet or exceed the length of the student's finger tips.
2. Spandex, cutoffs, and boxer shorts are not permitted as shorts. Spandex shorts may be worn under other shorts. 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 meet or exceed the length of the student's fingertips, including when being worn with leggings.
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.

### General Appearance & Accessories

1. Body art and body piercing (other than the ears) will not be visible.
2. For safety purposes, hoop, fillings, or dangling earrings are not permitted. Earrings are permitted for girls only.
3. Spray deodorant or body spray should not be used in locker rooms. Stick or ball deodorant should be used.

### Procedure for not following dress code:

1. Documentation of dress code infractions will be made. One copy will be sent home to the parent, one copy will be kept on file in the office, and one copy will remain with the teacher.
2. Upon first offenses, students may be sent to the office where a change of clothing may be provided.
3. Upon the second and subsequent offenses, the student must call home for a change of clothing.
4. At the third offense, a parent meeting with the principal will occur.
5. Students receiving a fourth infraction in the same school year, will appear before the board of education. A parent will accompany the student.

As teachers assume the role of parent while students are within their care, reasonable judgments are made and decisions are practiced. The act of dressings appropriately for outside temperatures is one area reasonable judgments are made.

### Weather Guideline

50 degrees and above	No coat necessary and shorts may be worn.
49 degrees - 33 degrees	Arms and legs must be covered, but coats are not required.
32 degrees - 21 degrees	A coat must be worn, legs and arms covered of course. A "coat" is defined as a second layer that was not being worn in the school, but was put on for the purpose of going outside. It is preferable that it be an actual coat, but heavy sweatshirts and jackets have been allowed.
20 degrees and below	We do not go outside.

Note-these are actual degrees, not wind chills! However, if the wind chill is bone-chillin" cold-we use our discretion regarding the amount of time we stay out.

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.

## FIRE, TORNADO, AND ACTIVE SHOOTER DRILLS

Monthly fire drills are required by state law and should be taken seriously. Students need to cooperate and follow teacher directions. Tornado and active shooter drills are conducted according to state compliance measures.

## 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, Weekly Warrior, and daily announcements are posted on the school website.* Classroom web pages are posted weekly so you are aware of the happenings within your child's classroom. Junior high test schedules are found on our school website. Weekly assignments are posted to classroom web pages.

## HOME/IN-SCHOOL VISITS

Prior to the start of school, a visit between the teacher and the student's family will occur. One visit per student will be arranged and held in the family's home or at school. These visits provide an opportunity for teachers to explain their methods and procedures for their classroom, homework policies, classroom discipline procedures, materials needed, etc. It will also give parents a chance to inform the teacher of any unique characteristics the child might have. Teachers will make contact with families in late July to arrange the 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.

## VOLUNTEERS

Volunteers are to complete a volunteer application. Each volunteer is screened according to policy and degree of access to students. Field trip drivers must submit a valid driver's license, proof of insurance, and a field trip driver application.

## INSURANCE

Immanuel Lutheran School provides student accident insurance for all students of ILS. This insurance is a secondary 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 USDA and the State of Indiana are equal opportunity providers and employers.* 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 \$2.45 a day which includes milk. Milk purchased ala carte is \$.50. 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, or may be paid on-line via the Immanuel website.

### 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). Grades may be affected by attendance. Excuses from these events should be made to the principal or to the person in charge of the event.

### Standards Score

Immanuel Lutheran School does post grades via an online gradebook called Standards Score. 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 Standards Score 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

Honor roll categories are as follows:

## 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.

## ONLINE GRADES

Immanuel Lutheran School does post grades via an online grade book called Sycamore Education. 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 Sycamore Education will be revoked until fees are up-to-date.

## REPORT CARDS and MID-QUARTER REPORTS

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### 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*	97 % + average
Regular honor roll*	93% + average
Academic improvement	+%3 overall average from previous marking period
*No F's allowed	

## 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.