

PARENT/STUDENT HANDBOOK

2021-2022

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*\*Handbook revised 7/19/2021*

**Immanuel's Mission**

Immanuel Lutheran School is here first and foremost to give glory to God. We will be carriers of the message of reconciliation through our Lord, Jesus Christ. Through our words and actions, we will be models of Christian love and forgiveness for our community. We will lead people to an understanding of the balance between Law and Gospel and how they affect our lives.

We will attempt to equip our children with the social, emotional, physical, psychological, and spiritual capabilities needed to function as a Christian in our society. We will strive to develop each child's self-worth because all are children of God. In doing so, we will build up one another and show each other the acceptance and respect God's children deserve. Through Christ's love, we will lead people to understand that our faith is a part of our everyday lives, and we will strive to lead Christ-centered lives.

Through Christ's teaching, we will lead the children to be witnesses in their homes and neighborhoods. We, as a school, will be an ambassador of God’s love and salvation to the whole community.

**Our Mission Statement**

*Immanuel Lutheran School seeks to be distinctly Christian*

*While empowering students to be life-long learners and leaders*

*Who impact the world for Jesus Christ.*

Dear Families, Fall 2021

Immanuel. What a great name for a school! The word Immanuel means, “God with us.” As we look to the start of a new school year, what a blessing to know that God is with us. He is here in the hallways of Immanuel Lutheran School every day. He is present in each classroom. He is a part of every recess and every activity and every class. Immanuel. The name reminds us each day that we are thankful that our God is with us in all that we do here at school.

We are also very thankful that YOU are a part of our Immanuel Lutheran School family. We are here to serve you and your family. Thank you for your partnership with us as we work together to serve the students. It is our prayer that the God who is always with us will pour out blessings on your family throughout the coming school year.

In His Service,

Faculty of Immanuel Lutheran School

*Immanuel Lutheran School admits students of any race, color, and national or ethnic origin.*

Immanuel Lutheran Church supports Immanuel Lutheran School as its primary mission field.   The church strives to provide the opportunity for a Christian education to as many students as possible.  Through direct financial support of the Immanuel School operating budget, the church provides a tuition reduction or scholarship for every child attending Immanuel Lutheran School.  If you participate in our multiple child discounts or receive other tuition discounts your support from the congregation of Immanuel Lutheran Church is correspondingly higher.

*The purpose of this handbook is to acquaint parents, pupils and the staff of Immanuel Lutheran School with the objectives, policies and practices of our school. It is presented with a prayer that it may serve the better understanding of our Christian education program.*

*Please use this book as a ready reference when questions arise and as a resource when giving information about our school to others.*

**ACADEMIC ELIGIBILITY:**

A student displaying a general lack of effort in his/her schoolwork may be suspended from a school activity. Student effort will be evaluated weekly at the beginning of each week. *Students not receiving at least a C average, or who receive two “D’s” or an “F” in any course may be considered ineligible*. Exceptions may be made at the discretion of the teacher and administrator. A student not meeting the above criteria will be notified on Monday and will become ineligible on Tuesday and continuing through the following Monday. After the eligibility criteria have been met, suspension will be lifted, and the student may again participate. Students may become ineligible two times during the activity. If a student is ineligible a third time, he/she will be ineligible for the rest of the activity.

**ADMINISTRATION:**

Immanuel Lutheran School (ILS) is owned by Immanuel Lutheran Church. Other educational agencies of the congregation include: Sunday school, Mid‑Week Ministries, Vacation Bible School and numerous Bible Classes. Policy matters for Immanuel Lutheran School are set by the Board of Christian Day School (BCDS). The BCDS is responsible to the Voters Assembly of Immanuel Lutheran Church. Members of the BCDS are elected by the Voters Assembly of Immanuel Lutheran Church and are elected to a two-year term. Elections are also in place for board members who are not members of Immanuel Lutheran Church. The BCDS may appoint additional members from among the non-church member school families.

**ATTENDANCE AND ABSENCES:**

**Student Attendance:**

Immanuel Lutheran School emphasizes the importance and value of regular attendance for each student to be able to benefit from the school's instructional program. We encourage parents to establish prompt and regular attendance habits. Persistent tardiness is not only a disruption to the entire class, but it establishes a negative habit for the student. Because of this, it may also result in lower grades for the student due to missed instructional time. It is the practice of the school office to verify any unexcused absence each morning for our records and safety reasons.

**Tardies:**

Students are counted tardy if they are not in their classroom at 8:15 a.m. **unless they have a written message or phone call to the school from a parent/guardian with a valid reason for their tardiness (see Excused Absences)**. All students who arrive after 8:15 a.m. must report to the school office and have a tardy slip signed before reporting to class. Adverse weather conditions will be taken into consideration. Students will be counted 1/2 day absent if they arrive after 10:00 a.m. or leave before 1:30 p.m.

**Excused Absences:**

It will be the responsibility of the parents to notify the school office or classroom teacher in the morning by telephone or email, stating the reason(s) for their child's absence. Excused absences include illness, doctor’s appointments, death in the family and family vacation.

**Unexcused Absences:**

Unexcused absences include truancy and suspension from school. After three unexcused absences in a quarter, the principal will contact the parents. After six absences in a trimester, a conference may be required with the student, parents, teacher, and principal. All tardies and excused or unexcused absences are recorded on the report card. Excessive absences may influence the status of the student’s promotion to the next grade.

**Suspension:**

Absences due to suspension will be recorded as unexcused absences, per state law. Students will be allowed to make up work which has been missed because of suspension.

**Make-up Work:**

It is the responsibility of the student and the parent to initiate requests for make-up work. Make-up homework assignments and alternative test schedule times will be arranged with the teacher before the day of the event. A student shall receive a minimum of one day for each day absent within which make-up work must be completed after the student returns to school. Required course work not made up will be recorded as an F or a zero.

In the event of a pre-planned absence, parents should contact the teacher(s) several days in advance to request work that will be missed. Teachers will provide assignments in advance as much as possible. Please understand that it is not always possible for teachers to provide all work in advance. It is the responsibility of parents and students to check with teachers when the student returns to make sure all missed work is obtained. Generally, any tests that are missed during an absence will be made up after the student returns.

**BUILDING GUIDELINES:**

The purpose for the Immanuel Lutheran Church and School facility is to give glory to God and to assist in spreading the Good News of Jesus to the Loveland community. To help with these purposes, the following guidelines have been established for all who use this facility:

* Children will show respect to all adults. This is done by listening to the adult speaking with you as well as addressing adults properly (Mr., Mrs., etc.).
* Adults will show respect to all children. This is done by offering correction when necessary, in a gentle, yet firm, manner.
* Running and ball playing is reserved for the gymnasium only. There will be no running or ball playing in the atrium or hallways.
* Treat this building as your home by not jumping on the furniture, by picking up after yourself, and by leaving rooms as you find them.

**CHURCH ATTENDANCE:**

Immanuel is not just another private school, but is a Christian school in which the Christian faith and living is taught. We believe, on the basis of the Bible, that parents are fully responsible for the religious training of their children. All children enrolled at Immanuel Lutheran School are encouraged to attend worship services regularly. If the family has membership in another church, they may fulfill their church attendance privilege in that church. All families are also welcome to attend worship services at Immanuel Lutheran Church.

We also encourage you and your children to attend Sunday School and Bible classes regularly. The church office has a brochure listing various Sunday School opportunities at Immanuel for children, youth, and adults.

**CLASS PLACEMENT:**

Where multiple classrooms exist for the same grade level, class placement will be determined by lottery. The school administration will receive a list of students by gender to ensure a balance of boys and girls in each room. The administration will at random draw names unseen and place them in one of the two classes.

1. Parents can submit written requests for a specific teacher to the school office by June 30. Such requests must state specific reasons for the request.
2. Teacher from the previous year will also submit input to the principal.
3. The principal will attempt to honor parent requests unless doing so will create unbalanced classes, in which case, priority will be given to parent’s requests in the following order:
   1. Requests supported by the student's previous teacher.
   2. Requests supported by the educational needs of the child, as stated by the parent
   3. Requests supported by the family's prior experiences with the teacher
   4. Requests based solely on parent preference
4. Remaining students are placed in a lottery with attention given to a balance of boys and girls as well as academic abilities and behavior and relationship issues in each class.
5. Students who enroll after placements have been made are evaluated by the principal as they enroll and are placed to achieve a balance in both classes.
6. The principal’s decision is final.

**CONFERENCES:**

Parent-teacher conferences are held twice yearly, shortly after the end of the first and second trimesters. Schedules for these conferences are sent home approximately one week beforehand. Additional conferences may be arranged whenever the parents and/or teacher feel the need to meet.

**DAMAGES:**

A certain amount of wear and tear on textbooks, school desks, and school property in general is to be expected. As Christian stewards or caretakers, students should take pride in using these materials wisely. Students will be held financially responsible for any excessive damage they inflict to school property. All hard cover books issued to students must be covered.

**DISCIPLINE:**

The staff, students, parents, and volunteers of Immanuel Lutheran School are expected to be a positive Christian influence on each other. Our whole lives reflect an attitude of Christ-like concern for the development and strengthening of each other as members of the family of Christ.

**Teacher/Administrator Commitment:**

As a member of our school family, I will:

* Strive to exhibit Christ-like behavior in all that I do and say in order to be a strong Christian role model.
* Work hard to ensure the academic and social success of all our students.
* Be accessible to our parents and students and return phone calls/emails within one school day.
* Be prepared to start the school day promptly.
* Create a safe and loving classroom environment conducive to learning.
* Plan relevant and rigorous classroom lessons.
* Engage parents in school programs of study and activities.
* Address any concerns with parents appropriately.

**Parent/Guardian Commitment:**

As a member of our school family, I will:

* Support and encourage appropriate behaviors in my students.
* Comply with the policies and procedures of this family handbook.
* Work hard to ensure the academic and social success of my child including initiating communication with my child’s teachers when necessary.
* Ensure that my students are at school on time and that they complete the school day unless ill or an emergency arises.
* Make sure that my students follow the school dress code every day.
* Ensure the completion of homework by providing a quiet place and encouraging my child to contact teachers regarding homework.
* Attend parent /teacher conferences and attend any meeting deemed necessary by teachers or administration.
* Be respectful when dealing with staff and students in the building or at school functions.
* Address any concerns with teachers appropriately.

**Student Commitment:**

As a member of our school family, I will:

* Strive to exhibit appropriate behaviors in all I do and say by showing respect to my teachers and classmates.
* Do everything in my power to ensure my academic and social success and that of my fellow classmates.
* Be seated at my desk, ready to learn on time every day.
* Arrive at school with the necessary materials and show great care in handling school property.
* Complete all homework assignments on time and to the best of my ability and contact my teachers with homework concerns.
* Come to school dressed according to the dress code.
* Participate in all classes, ask questions when I do not understand something, and find solutions to problems without resorting to excuses.
* Accept discipline, redirection and constructive criticism in a manner that is appropriate, understanding that it will help me to grow into a more successful person.

**Behavior Expectations:**

The expectations for staff, students, parents, and volunteers at Immanuel Lutheran School flow from God’s expectations for us as expressed in His Word. These expectations deal with consideration of other people, respect for property, and personal responsibility.

**1. Respect God.**

A. Don’t use God’s name in vain.

B. God has created all things for our good. Respect God’ gifts and take care of them.

**2. Respect all whom God has placed in authority over you.**

A. Do what is asked of you without arguing or complaining.

B. Be polite and cooperative.

C. Pay attention and work hard in class.

**3. Respect other students in the school.**

A. Don’t interfere with others’ learning.

B. Build others up with compliments.

C. Don’t argue or fight.

D. Ask permission before using others’ property.

E. Protect the safety of all others.

**4. Respect yourself.**

A. Don’t cheat yourself. Get the best education you can.

B. Do your own work.

C. Do your best always.

D. Turn in work on time.

**Conflict Resolution:**

We are created to honor God and serve others. Any sinful behavior which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Immanuel Lutheran School. However, we know that problems will occur between students from time to time. Our goal is to have students resolve their immediate problem, ask and receive forgiveness, and restore their relationship.

In an effort to build Christian character, students will be encouraged to work out their problem by the following Matthew 18:15-17a:

“If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be establish by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church…”

**When conflict occurs:**

* Any supervising adult will stop unacceptable behavior that is seen or reported.
* Because the homeroom teacher has primary responsibility for the students in his/her classroom, the teacher will be informed of the problem by other teachers or the supervising adult.

**DISCIPLINE POLICY:**

At Immanuel Lutheran School we do not think of the term discipline as referring to punishment, but rather as teaching of self-control, Christian attitudes and behaviors, and orderliness.

A student should learn to discipline himself (Proverbs 16:32). While most discipline is basically positive teaching (Proverbs 22:6), there is sometimes a need for correction when standards are violated, or rules broken. Most consequences will take place on the day of the offense, and therefore give the child a chance to start anew each day. In disciplining a child, the teacher will be guided by the Word of God. Appropriate discipline will also take into account the emotional and spiritual needs of the student.

**Discipline Plan and Process:**

Hebrews 12:11 “For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it.''

Our Lord has provided for us in Scripture a model for Christian discipline that is expressed in His Law and Gospel. We seek, in our approach to discipline, to nurture the child by calling him/her to repentance and offering loving acceptance to the child even when we disapprove of a behavior so that he/she may grow in wisdom, faith, and godliness. Our goals are to train children through age-appropriate learning experiences and encourage the recognition of sin and its consequences for self and others, to provide opportunity for repentance and contrition (God’s Law), and to offer forgiveness and acceptance to the repentant child (God’s Gospel), and ultimately to encourage a greater measure of self-discipline and a stronger sense of responsibility in each child.

This means that classroom discipline is based on our school core values and the following statements:

* Mistakes are opportunities for guiding children in learning to help them mature in interpersonal relationships.
* Relationships are key to great classrooms and great learning and time is well used in our classrooms by developing and celebrating good relationships.
* People build strength through struggle and individuals vary in their abilities navigate healthy relationships depending on their maturity and particular need. Teachers guide individual students in their own relational struggles
* To develop great skills as problem-solvers, we must practice problem solving based on a Biblical model and be quick to offer and receive grace to the same degree which we have been shown grace by our God.

**Classroom Discipline:**

Discipline and training in relational skills will look different in the varying ages and stages of development of children. Each teacher will help guide the students in her/his class in creating their own rules and expectations for the classroom. These will be shared with parents and parents and students will be asked to sign those expectations. A copy of the expectations will be posted in the classroom.

**Severe Behavior Discipline Plan:**

Certain behaviors that are deemed by the teacher and/or principal to be severe in nature will be dealt with according to these procedures, in addition to the classroom discipline policy, above. In most circumstances, discipline for severe behaviors will begin with step one, below, and will progress through the steps as severe behavior reoccurs or continues; however, students who exhibit behavior that is totally inappropriate or disruptive may receive a more severe consequence without the intermediate steps.

Examples of severe behaviors may include, but are not limited to: striking another person, purposeful destruction to property, harassment of any kind, carrying weapons, carrying and/or using drugs, bullying, taunting, continual teasing, retaliation and threats.

1. Parent notification via phone call by the teacher, which is documented by the teacher and kept in student’s file; verbal warning and written apology to the staff member, student or person involved.
2. Parent notification via phone call by the principal, which is documented by the principal and kept in student’s file; within 24 hours student is suspended from their classroom for a half day. If the student is involved in extra-curricular activities, he or she may not participate in the next scheduled activity.
3. Parent notification by principal and meeting scheduled with principal and teacher, which are documented by the principal on a form signed by parent, teacher, and principal; a behavioral improvement plan will be put in place at this time and signed by student, parent and teacher and kept in student’s file. Within 24 hours, the student is suspended from their classroom for a whole day. If the student is involved in extra-curricular activities, he or she may not participate in the next scheduled activity.
4. Parent notification by principal and a meeting is set with the School Board, parents, and teacher(s) involved with minutes recorded by the School Board; and within 24 hours an out of school suspension not to exceed two days. Loss of extra-curricular sports privileges for the remainder of the year. Student placed on probation.
5. Continual poor behavior may result in expulsion. A private School Board meeting will be held in cases which reach this level. The student and parents will meet with the School Board at this meeting, along with the teacher(s) involved and the principal.

**DEFINITIONS:**

**Bullying:**

*Bullying* is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time or is highly likely to be repeated over time. Bullying includes actions such as making threats, name calling, putdowns, spreading rumors, attacking someone physically or verbally, extortion of money or possessions, and excluding someone from a group on purpose. This may occur in person, texting, and through social media.

* Bullying will result in consequences which may include but are not limited to suspension and/or expulsion.
* Bullying of any type must be reported immediately.
* Teachers have legal reporting requirements and must abide by those.
* Students should immediately report incidents to the adult who is present or nearest to the scene.

**Harassment:**

Harassment is any electronic, written, verbal, or physical act or conduct which is based on any actual or perceived trait or characteristic of the individual, including race, color, national origin, disability, age, gender, or religion, and which creates an objectively hostile schoolenvironment. Harassment includes, but is not limited to the following:

* Verbal Harassment: Derogatory comments and jokes (threatening words spoken to another person including behavior that is intended to harm someone by damaging or manipulating his or her relationship with others.)
* Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
* Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.
* Sexual Harassment: Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the individual's rights to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize, or demean an individual on the basis of sex.
* Cyber Bullying/Harassment: Cyber bullying is online social cruelty or electronic bullying by posting or sending cruel or threatening messages through the use of e-mail, instant messaging, web pages, blogs, chat rooms, texting, sexting, social media, and other information communication technologies.

**Teasing/Taunting:**

Taunting is not simple teasing which is not intended to hurt the other person. Teasing maintains the basic dignity of everyone involved and pokes fun in a lighthearted, clever, and benign way. It is innocent in motive and discontinued when the other person becomes upset. Taunting, on the other hand, is intended to harm and involves humiliating, cruel or demeaning comments and is meant to diminish the self-worth of the target. Continual teasing is taunting. Taunting is considered bullying.

**Retaliation:**

Retaliation is the punishment of an individual for engaging in a legally protected activity, such as reporting the misconduct or bullying behavior of another, or participating in the investigation of a disciplinary issue. It is against Immanuel Lutheran School policy to retaliate against any student, staff member, parent, or volunteer who has reported any incidents related to misconduct or bullying behavior.

**DISCIPLINE POLICY IN THE MIDDLE SCHOOL DEPARTMENT FOR GRADES 6-8:**

A standard discipline policy becomes necessary in the departmental situation as found at the middle school level. To accomplish an orderly environment and facilitate a climate where learning can more effectively take place, the following consequences have been set for the middle school:

1. Students are given a verbal warning and name is recorded when they misbehave. If the misbehavior continues the child’s name is recorded again and the child will be assessed a noon detention. If a third misbehavior is accumulated, the child will serve an after-school detention for a period of 45 minutes.
2. Parents will be notified by a detention form that they need to sign. Failure to return the form the next school day and to serve the detention will cause the student to serve a double detention.
3. Following a second detention in a grading period, parents will be contacted, and a meeting will be set up with parents, student, and staff. A behavior plan will be put in place.
4. Three behavioral detentions served in any one grading period will result in a one-day suspension. Following a suspension, students are ineligible for any extra-curricular activities for a six-school week period. Following that time period, the student’s situation will be re-evaluated. Following a second suspension, the student’s situation is brought before the Board of Christian Day School with a recommendation by the principal for further actions. A third suspension over the course of the year will result in expulsion.
5. Following the issuance of an after-school behavioral detention, the student is excluded from the next extra-curricular activity. Five noon detentions will result in an after-school detention.
6. Students who exhibit behavior that is totally inappropriate or disruptive may receive a more severe punishment without the intermediate steps. Such behaviors would include but not be limited to disrespect, vandalism, an overt refusal to obey, bullying, and conduct which places others in danger.
7. Teachers will document misbehaviors throughout the year.

**DRESS CODE:**

This dress code is designed to reflect our witness and distinctiveness as Christians and to encourage pride in one's grooming. The way we dress often reflects our feelings and attitudes and affects our actions and behavior. As in other areas of our Christian lives, we must seek not to offend others in our dress and individual desires may have to be denied for the common good. Immanuel Lutheran School's dress code may not always reflect society's standards. Parents, students, and teachers will be cooperatively responsible for enforcement of the dress code. The school administration reserves the right to send the student home, or to request the parent/guardian to bring an appropriate change of clothes in the case of inappropriate dress.

The following dress code applies to all school sponsored activities.

* School clothing must be neat, clean, properly repaired, and in good taste. It must fit appropriately and be manageable for the season and activity. Clothing must not distract from the learning environment.
* Students may wear shorts all months of the school year. Shorts and skirts must be at least fingertip length. A good way to measure the length is to have the child stand with arms down to his/her sides - shorts and skirts should be at least as long as his/her fingertips.
* Students must wear non-marking shoes during school. Shoes must allow students to actively participate in classroom activities and outdoor play in a safe manner. Flip-flops and roller shoes are not allowed. All shoes must have a back or a strap across the back of the shoe.
* To maintain a sense of modesty, shirts must cover the entire torso at all times. Sleeveless shirts are acceptable. Tank tops are not unless worn with another acceptable shirt or with straps that are at least three fingertips in width. Underwear and undergarments cannot show.
* Boots or an additional pair of shoes for outside must be worn when the weather dictates.
* Discretion must be used in wearing slogan and pictorial shirts or blouses. T-shirts that depict bad attitudes, profanity, advertise alcoholic beverages, or smoking may not be worn. No writing or pictures on the back of slacks, shorts, or skirts.
* Hairstyles and hair color are to be kept clean and must not distract from the learning environment or portray a negative witness.
* Makeup and jewelry may be worn modestly and in good taste. Hats and sunglasses are not to be worn inside.
* Costumes and cosplay attire are only to be worn on ILS designated dress-up days.
* Sleepwear, pajamas, blankets, and house slippers are not permitted at school, unless it is for an Immanuel designated dress-up day.
* Note: Immanuel does occasionally allow “spirit” days or special dress-up days for school spirit weeks. Specific parameters for these days will be communicated prior to the actual day.

Because no written dress code can adequately anticipate all the questions that may arise, the school administration has the final authority in determining what is appropriate.

**FIELD TRIPS:**

Class field trips are planned during the school year. These trips are educational excursions into the community and surrounding area. It is our endeavor to broaden the classroom situation with firsthand experience and observation. No child will be permitted to leave school for a field trip without a parent’s written permission.

The class field trips are for the students; therefore, we request that parents **DO NOT PLAN TO TAKE SIBLINGS ON CLASS FIELD TRIPS.** Please respect this request and make other arrangements for other siblings. Field trips are part of the class learning experience. Parents are invited to assist in supervision, transportation, and learning. As field trips are an extension of the school day, all school rules and dress codes are enforced on field trips.

Parents may drive for a field trip **only** if they have a current Private Driver Application on file with the Bookkeeping Office. A Background Check must also be on file.

A Private Driver Application is not necessary if you are driving only your own child(ren).

**FINANCIAL RESPONSIBILITIES/TUITION:**

Immanuel Lutheran Church supports Immanuel Lutheran School as its primary mission field.   The church strives to provide the opportunity for a Christian education to as many students as possible.  Through direct financial support of the Immanuel School Operating Budget, the church provides a tuition reduction for every student attending Immanuel Lutheran School.  If you participate in our multiple child discounts or receive other tuition discounts, your support from the congregation of Immanuel Lutheran Church is correspondingly higher.

**Payments:**

Parents are responsible for the timely payment of tuition, registration, and other appropriate assessments. The registration fee must accompany the enrollment registration form to hold a place for the child.

**Late Payment of Fees and Tuition:**

As a part of the enrollment process, parents sign a tuition agreement that specifies the expectations for the payment of tuition and fees. Immanuel Lutheran School relies on parents to meet their financial obligations in a timely manner. This allows the school to meet its obligations. Immanuel Lutheran School policy states that students may be denied continued enrollment and family tuition accounts may be turned over to a collection agency if a family’s financial obligations are not met.

Tuition is due on the 15th day of the month. If payment is not received by the 18th day of the month, the account is considered in arrears. At this time, a $35 late fee will be charged.

It is understood that there are times when emergencies in the family may prevent the payment of tuition and fees when they are due. If that occurs, please contact the school bookkeeper to make arrangements for payment.

**Registration Fee**:

The registration fee is due in full at time of enrollment. **REGISTRATION FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

**Returned Checks:**

There will be a $25 charge for any checks that are returned due to insufficient funds.

**GENERAL EDUCATION EXPECTATION:**

While Immanuel Lutheran School seeks to meet the needs of all students, we may not currently have the ability to serve students with exceptional educational needs. Teachers will do their best to provide additional support for students. Parents who have concerns about their child’s progress should contact the classroom teacher. Special accommodations for students may be made collaboratively by the classroom teacher, the parent, and the school administrator.

**GRADING:**

Grades are a cumulative evaluation of daily assignments, tests, and class participation. Report cards are issued three times each year.

Immanuel participates in an online grading system administered by Sycamore Education. Generally, teachers enter students’ grades weekly, and parents have the opportunity to see their children’s progress via this online system.

**The grading scale at Immanuel is as follows for students in second through eighth grade:**

A+ 100 A 95-99 A- 92-94

B+ 89-91 B 85-88 B- 81-84

C+ 77-80 C 73-76 C- 70-72

D+ 67-69 D 63-66 D- 60-62

F 0-59

**Late work:**

Work turned in one day late un-excused in 6th—8th grade will result in a 50% reduction in the grade for that assignment. Anything beyond one day late will receive 0% for the assignment.

Late work, due to illness or prearranged absences, is excused. The student has as many days to turn in work as he/she was absent without a reduction in grade.

**HOME‑SCHOOL RELATIONSHIPS:**

For the benefit of the student, it is very important that the school and the home are working together cooperatively. Whenever the school pulls one way and the home another, the child suffers. For the sake of the children enrolled at ILS, it is very important that both the school and the parents work together to avoid this.

The home is and always will be the chief agency for the Christian training of the child. A Christian school does not relieve the parents of their God‑given obligation. Rather, the purpose of our school is to serve as an important extension of the home in the vital work of Christian training. If the home and school are both **CHRIST-CENTERED**, your child is receiving the best education he or she can receive anywhere.

**Parental Responsibilities:**

In developing this partnership between school and home, parents are encouraged to know the policies and procedures of the school, keep the school informed of situations which affect the children, and communicate regularly with teachers and principal, particularly when there is a question or concern.

Whenever people are together in relationship, there is the possibility of disagreement. In the event that there is a disagreement at Immanuel Lutheran School, the following steps should be followed:

* Parents should first talk to the individual with whom the problem exists. In most cases, this means parents should speak with the teacher involved. Please understand that teachers have direct student responsibilities the 15 minutes before and after school.
* Teacher-parent conversations will not always result in agreement, but they will generally lead to an increased understanding which will be beneficial to the situation.
* If this meeting does not resolve the concern, parents should meet again with the teacher and develop a written plan of action.
* If the concern has not yet been resolved, make an appointment to meet with the principal.
* If, after following these steps, the concern has not been addressed, parents may request an opportunity to have the School Board hear their concern.
  + Contact the School Board chair in writing detailing the situation.
  + The issue will be placed on the agenda of an upcoming School Board meeting to allow an opportunity to discuss the concern.
  + At that meeting parents will be given an opportunity to share their concern. Board members may ask questions to clarify the situation.
  + Board discussion will take place after the parents have been excused.
  + The School Board chair will notify parents of the decision of the board and of any action taken.

**HONOR ROLL—Middle School:**

Middle school students are placed on the ILS honor roll if the following qualifications are met:

* Grade point average: The honor roll is separated into three categories based on the grade point average of the core subjects:

High Honor 4.0

Honor 3.3-3.9

Honorable Mention 3.0-3.2

**INTERNET ACCESS CODE OF CONDUCT:**

We are pleased to offer students at ILS use of the school’s computer system and access to the Internet. To gain this access, all students must obtain parental permission and must sign and return the Conduct Code for Internet Access form. Users are expected to maintain high ethical standards. What is done by any of us on the Internet reflects on all of us at the school.

**LUNCH & MILK PROGRAM—Including Snacks:**

Lunch period is a time for all to eat, relax, and enjoy the company of friends. It is not a time for shouting, running and horseplay. The rules for lunch are simple:

* Deposit all sacks, wrappers, and milk cartons in the trash.
* All food is to be eaten in a designated area.
* No sharing of food.

**Cold Lunch:**

Children may bring a cold lunch from home.

**Hot Lunch:**

Hot lunch will be ordered monthly, online at www.sycamoreeducation.com. This is a prepay program. Because food is ordered and prepared in advance, students who pay for a lunch and are absent that day for any reason **will not** be credited for that lunch. The hot lunch program at ILS is designed and licensed to provide a meal to be eaten here at school. Because of food safety and licensing concerns, meals served for hot lunch may not be packaged and taken out of the school building.

**Milk:**

Lunch milk (1% white) may be purchased at the beginning of the year for the ENTIRE year.

**Snacks:**

Need to be brought from home. We suggest one small, healthy item that can be eaten within 10 minutes. Water bottles filled with water only are permitted in the classroom; however, they are not allowed in the computer lab or at chapel. No sharing of food.

**MEDICATION:**

All prescribed medication that is required to be taken at school must be kept in the Health Office with a physician and parent signed Health Care Action Plan and Permission for Medication form. Please check with the school office for requirements for over-the-counter medication.

**OBJECTIVES:**

All citizens of our country pay taxes for support of public education. In addition, some churches maintain their own schools ‑ not because they think they can isolate their children from the evils of the world nor because they are dissatisfied with the academic achievement of the public schools, but because they want to give their young people the best possible Christian education, one in which the influence of Jesus Christ permeates the entire curriculum and all activities.

Immanuel Lutheran School (ILS) can help children and parents to see Jesus more clearly, to love Him more dearly, and to follow Him more nearly. We believe that a true Christian education must provide not only for the training of the mind and body, but also for the eternal welfare of the soul. *"The fear of the Lord is the beginning of wisdom."* Only sincere effort on the part of parents and teachers can make these aims of living part of the life of every child.

ILS strives to meet three major educational needs of children: **SPIRITUAL, MENTAL**, and **PHYSICAL**. Christian parents want their children to be successful in this life and to have eternal life in heaven. Jesus said, *"For what is a man profited if he shall gain the whole world and lose his soul?"*

Immanuel is organized according to Biblical principles as stated:

1. To have the child become totally dependent upon Jesus Christ for his/her entire spiritual and earthly needs.
2. To have each child find in Jesus the motivating force for a happy and well‑adjusted life.
3. To diligently teach the Word of God.
4. To protect the pupils against the dangers of a purely secular education.
5. To provide daily Christian fellowship. This we believe to be one of the powerful factors in building character and training in Christian living.
6. To stabilize and strengthen the congregation and the church generally by training of a well-grounded laity and youth.
7. To help maintain a faithful ministry and teaching profession within the church.
8. To provide support of parenthood and home life for the purpose of strengthening the very base of society.
9. To provide the very best possible education in the secular subjects so each pupil may be an asset to any community.
10. To develop Christian citizenship that is grounded in obedience to God and His word.
11. To provide the child with a set of Christian values and attitudes.

**PARENT TRANSPORTATION FOR SCHOOL ACTIVITIES:**

To comply with the recommendation of Immanuel’s insurance carrier, and to help to ensure the well-being of students andadults alike, it is the policy of Immanuel Lutheran Church and School that whenever students are transported for any school event, whether by private vehicle, school van, or school bus, there shall be at least two adults in the vehicle. Both adults shall have current background checks on file. The only exception will be parents transporting only their own children.

**PARKING LOT POLICY:**

**Student safety is important, and we therefore request EVERYONE who is picking up students to please enter and leave with care. Teachers are posted outside at dismissal time to help with traffic flow and supervision of students. Their primary concern is the safety of our students. Please follow any directions given by teachers.**

Students in Childcare, Preschool, and 2nd-5th grade will be dropped off and picked up at the southwest doors entering off of Knobcone Drive. ***There is a “roundabout” for continual traffic flow. The curb in the roundabout is a fire lane and parking is prohibited by law.*** If you wish to park during drop-off and pick-up times, please use the parking lot on the southwest side of the building. Students in Kindergarten, 1st grade, and Middle School are to enter through the southeast glass doors near the early childhood playground. If you wish to park during drop-off and pick-up times, please use the east lot. Volunteers should park on the east lot. Student must stay on sidewalks where available.

**PERSONAL ITEMS:**

Students, not the school, are responsible for their personal property. Cubby/lockers should not be used to store valuable personal items. Students are encouraged to check with the office or contact the principal if it is necessary for such items to be on school property. Students are not permitted to bring money, skateboards, roller blades, toys, sports equipment, etc. to school because of the difficulty of providing secure storage, and the distraction that they pose for other students and staff members. Cell phones, with parent permission and at student risk, must be stored in backpacks in cubby/lockers from 8:00 a.m. to 3:15 p.m. If students are found violating this rule, their cell phone will be confiscated. Cell phones will be returned after school and there will be further disciplinary action.

**PROMOTION/GRADUATION—Middle School:**

Two D’s or one or more F’s on the end of year grade may jeopardize promotion to the next grade and/or 8th grade graduation.

**Valedictorian/Salutatorian:**

These awards are based on the students' cumulative grade point average, in the core subjects, in grades 6-8.

**8th Grade Graduation Dress Code:**

Graduation is not a “formal” or “black tie” event. Girls are encouraged to wear a “Sunday dress” that honors the spirit of the school dress code. Boys are encouraged to wear dress pants, a shirt and tie, and dress shoes. Sports coats and button-down vests are optional.

**RELATIONSHIPS:**

The school years are important in the building of healthy relationships. The school staff encourages students to grow and develop a variety of relationships. Students will be members of a chapel family where they will have an opportunity to develop relationships with students from all age levels. Many other activities offer times of social interaction and an opportunity to develop healthy relationships with their peers.

Showing love and care for others is encouraged at ILS. This does not, however, include public displays of affection. The school recognizes that genuine feelings of affection may exist between students; however, students are to refrain from inappropriate intimate behaviors on campus or at school related events. The ILS facility and grounds are a public place and most intimate postures involving couples are out of place in public. Repeated or especially inappropriate behavior in this regard will result in disciplinary consequences.

**SCHOOL CANCELLATION:**

When extreme weather conditions or other emergencies makes it impossible to conduct school for that day, an announcement of the school closure will be made to parents via the Sycamore contact system (email and text).

**SCHOOL HOURS:**

**Preschool:**

Terrific Thres: 8:15 AM to 10:45 AM,

Tue. & Thu.

Fantastic Fours: 8:15 AM to 10:45 AM,

Mon., Wed., Fri.

Fabulous Fives: 12:30 PM to 3:00 PM,

Mon., Tue., Thu.

11:45 AM to 2:00 PM,

Wed.

**Elementary:**

Grades K - 5: 8:15 AM to 3:15 PM,

Mon., Tue., Thu., Fri.

Early release: 8:15 AM to 2:15 PM,

Wed.

**Middle School:**

Grades 6 - 8: 8:00 AM to 3:15 PM,

Mon., Tue., Thu., Fri.

8:00 AM to 2:15 PM,

Wed.

**All Students:**

The school doors will open at 8:00 AM and all students are encouraged to arrive by 8:10 AM for the start of class. Those who must arrive before 7:55 AM are to report to the childcare program (southwest doors) before coming to the classroom. All doors will be unlocked from 8:00 to 8:15 AM. After that time, all access will be through the main doors on the east side of the building.

Once students have reached school, they may not leave the school grounds again until school is dismissed, unless they are accompanied by their parents, or with parent permission, another adult. All students leaving early must be signed out of the school office by the adult with whom they are leaving. Students may not leave the school grounds after school and then return to school for after school activities unless they are accompanied by a responsible adult or have specific written permission from parents. All students are required to leave the school promptly at the end of the school day, with the exception of those who are involved in after school activities. Students not picked up by 3:30 p.m. will be taken to childcare.

**SCHOOL SPIRIT:**

School spirit may be defined as: loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level.

**School Spirit may be divided into these categories:**

* Courtesy toward teachers, fellow students, visiting students and the officials of school athletic activities.
* Pride in everything our school endeavors to accomplish and has accomplished.
* Sportsmanship and the ability to win and lose gracefully.
* Supporting school traditions.

**STATEMENT OF BELIEFS:**

**We believe that self-esteem is based and built upon students:**

* Knowing what is right and wrong and making the right decision.
* Having control over areas of their life and practicing good self-management in those areas.
* Knowing what is expected of them in the area of responsibilities and being accountable in those areas to themselves and to others.
* Knowing their gifts and talents and developing them to their full potential.
* Knowing their limitations, weaknesses, and handicaps and developing habits, coping mechanisms, and adaptations to compensate rather than using excuses, blaming others, or allowing others to take over their responsibilities.
* Celebrating each accomplishment and achievement with themselves and others, no matter how small or great the accomplishment or achievement.

**We believe it is reasonable to expect ILS students to:**

* Take responsibility for their daily assignments and turn them in on time.
* Seek additional help from teachers at appropriate times if they are struggling with an assignment or expectation.
* Participate in classroom discussion by asking questions and giving feedback on material covered.
* Use class time effectively.
* Avoid distracting/preventing other students from learning.

**STATEMENT OF VALUES:**

Immanuel Lutheran School, along with Immanuel Lutheran Church, our supporting congregation, answers Jesus’ commission to “make disciples of all nations” and “teach them everything (Jesus) has commanded,” (Matthew 28:18-20).  Immanuel Lutheran Church and School are affiliated with the Lutheran Church—Missouri Synod. The efforts of this school to make disciples and to educate them in Christian living are based on the world view and doctrines of the Lutheran Church—Missouri Synod (LCMS), with which this church and school are affiliated. A “disciple” here means a follower of Jesus as Lord and Savior.

The school is a mission of this congregation, reaching out to the greater Loveland community. As an agency organized for education, this school educates students for life in and with Jesus Christ for the years given to live on God’s good earth. It is the intent of this school to prepare students for the life that their Creator and Redeemer intend for them. “By grace you have been saved through faith; and this is not your own doing, it is the gift of God – not because of works, lest anyone should boast. For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” (Ephesians 2:8-10; also 1 Peter 4:10-11.) This school also works to prepare students for eternal life in heaven when their time on earth is done. (1Timothy 3:15) This is also laid out in the philosophy statement of Immanuel Lutheran School.

The LCMS is a creedal church, with definite and historic beliefs on many points of the Christian faith. The LCMS is a confessional church that asserts its beliefs and values publicly in order to impact the culture in which we live. For instance, the LCMS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs.  The LCMS opposes a homosexual lifestyle and cohabitation or sexual relations outside the male-female marital relationship.  These are only examples of the LCMS’s positions on a number of contemporary questions of conduct and morals.

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Immanuel Lutheran School.  LCMS doctrine and practice are derived from the Christian scriptures, the Lutheran confessions, and the applicable resolutions of the LCMS.  Christian instruction is not only carried out formally, but it is integrated into the study of every subject.  Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence gives testimony to the Lutheran faith and way of life.

We approach our task of the formation of the students’ faith and life not as though we are already perfect. (Philippians 3:12-16) We are all sinners in need of redemption. We believe that the Holy Spirit works at maturing us in faith and in the Christian life in wholeness toward the model of Jesus Christ himself. This we expect to accomplish in our students by the grace of God.

Immanuel Lutheran School expects that the families of its students will not act in a way that is contrary to or disrupts the teachings of the school in matters of religious faith and personal conduct.  Family members who are not LCMS members are not required to believe or confess the teachings or beliefs of the LCMS.  However, family members may not, in a way that may affect the school, promote beliefs that are contrary to those of the school or otherwise weaken the Christian atmosphere at the school.  Family members are expected to lead personal lives that do not violate the teachings of the school on matters of personal conduct, so that all family members may not undermine Immanuel Lutheran School’s mission as an LCMS Christian institution.  If a family member of a student or applicant for enrollment challenges the teachings at Immanuel Lutheran School or conducts his or her life in a way that is contrary to those teachings, the student or applicant may be un-enrolled, or refused enrollment.

Family members who are unfamiliar with the school’s beliefs and teachings on any subject should inquire about them from the principal.  He or she can refer questioners to appropriate publications or, if necessary, can arrange for the family member to be counseled by a pastor at Immanuel. There is a wealth of information available on the website [*www.lcms.org*](http://www.lcms.org)*.*

In all matters pertaining to enforcement of this policy, the decision of the principal regarding which actions uphold the beliefs and teachings of the school and which actions or conduct constitutes a violation of this policy shall be final and binding.

**STUDENT COUNCIL—Middle School:**

The student government organization gives students an opportunity to air concerns, channel service activities, provide financial support to worthwhile school activities, and plan other activities.

**Eligibility:** All students in 6th - 8th grades are eligible to hold elected offices in student council according to the following guidelines:

**President: 8th grade student**

**Vice President: 7th grade student**

**Secretary: 6th grade student**

**Treasurer: 8th grade student**

Elections are generally held during the third week of school. After the elections of the officers, students will select representatives for each homeroom. This will limit the size of the student council to 10 members. The Academic Eligibility policy applies to students serving on student council.

**STUDENT CUBBIES/LOCKERS:**

Each student will be assigned a cubby/locker in which to store their possessions or school materials checked out to them. The proper use of the cubby/locker is expected of each student. Cubby/lockers are school property and are loaned to you at the beginning of the school year for your convenience. Generally, cubby/locker assignments will not be changed during the school year. The school maintains control over the use of cubby/lockers. School personnel may inspect cubby/lockers from time to time. School authorities may search a student’s cubby/locker, person and/or personal effects, desk and/or storage area whenever the school official has reasonable suspicion to believe a student is in possession of illegal, stolen, or unauthorized materials.

* Use only the cubby/locker assigned to you.
* Do not store valuable items in your cubby/locker.
* Do not write or mark in or on the cubby/lockers. Students who have damaged cubby/lockers will be charged for repair and/or cleaning.
* Students are to treat their cubby/locker with care and keep it clean, neat, and organized at all times. Pictures or other decorations in the cubby/locker should be in good taste and meet the same guidelines as Immanuel’s dress code.
* Please do not use tape on the inside or outside of the cubby/locker; magnets or E-Z Tak® can be used.

**STUDENT PARTICIPATION IN ATHLETICS:**

The following is required of student athletes:

* An athletic fee per sport/per student (Checks payable to ILS Athletics)
* Current **annual** physical exam on file with school office
* Signed “Code of Ethics” form
* Signed permission slip per sport
* Signed Athletic Handbook

**Acknowledgment:**

Athletes will **not** be allowed to practice or play until all above items are on file.

**Missing School:**

If an athlete is to practice or play in a game, he/she must have participated fully in classes that day. If a student misses school (any part of the day) because of illness, he/she will not be allowed to play in a game that day.

**Student Academic Eligibility:**

A student displaying a general lack of effort in his/her schoolwork may be suspended from an athletic activity. Student effort will be re-evaluated weekly. Lack of effort will be determined at the beginning of each week. Students not receiving at least a “C” average, or who receive two (2) “D’s” or an “F” in any course will be considered ineligible. A student not meeting the above criteria will be notified on Monday and will become ineligible on Tuesday and continuing through the following Monday. After the above qualifications have been met, suspension will be lifted, and the student may again participate. Students may become ineligible two times during the season. If a student is ineligible a third time, he/she will be ineligible for the rest of the season. Please refer to the Academic Eligibility on page 4 of this handbook.

**Team Participation Eligibility**:

Participation in games in relation to missing practice shall be dealt with on an individual basis. In fairness to all ILS athletes, playing time and starting positions may be affected based on a lack of attendance at practices and games.

**SUPERVISION OF ATHLETES:**

The safety of our students is a great concern. To provide for their safety and supervision the following guidelines are followed:

**Home Games:**

Students who are on teams that are playing the early game are to report to their coaches in the gym.

Students who are on teams that are playing at a later game may:

* Be picked up by their parents or carpool and report back in time for their game.
* Put their uniform on and sit in the gym to watch the game or do homework.
* Report to a parent supervised classroom, if available.

Students are not to leave the school property without adult supervision or written permission from parents/guardians.

**Away Games:**

Students are under the supervision of their coach and the parents who are transporting them to an away game.

Students may be released to the supervision of their parents or another adult for the return trip home.

**Parent Driver for Athletic Events:**

A parent may drive for an athletic event only if he/she has a current Private Driver Application on file with the Bookkeeping Office. A current Background Check must also be on file.

A Private Driver Application is not necessary if you are driving only your own child(ren).

**TELEPHONE USE:**

Parents may leave an e-mail message with teachers throughout the day as they will check their e-mail periodically; or parents may also call the school office and a message will be given to the child(ren). Unless there is an emergency, no teacher or student should be called to the telephone during school hours. Students are not allowed to use a school telephone without a good reason and then only with permission from a teacher. Students should arrange after‑school activities with their parents before leaving home in the morning. Cell phones are not to be used by students during school hours. Please see “Personal Items” for more information regarding cell phones.

**VISITORS:**

If friends or relatives of students plan to visit during the school day, arrangements need to be made with the teachers at least two days in advance.

All visitors to Immanuel Lutheran School are required to sign in at the front reception desk and receive a visitor’s badge to wear while on school property. Please sign out and leave your badge at the end of your visit.

**VOLUNTEERS:**

Children benefit from the work of volunteers through individual attention and help with their studies. Teachers benefit by being relieved of time-consuming tasks. The school benefits as parents and others take a personal interest in Christian education and become staunch supporters.

The volunteers benefit as they have a vital function to perform and gain a sense of personal value and worth as they assist in the many important tasks of Christian education.

All Immanuel volunteers are required to complete a Background Check. Volunteers are also required to read and sign the Immanuel Lutheran Child and Youth Protection Policy.

Teachers and the school office can identify a variety of ways in which volunteers can help. These may include one-time or ongoing roles. If you would like help in finding an area in which to serve, please contact your child’s teacher or the office.

**WITHDRAWAL:**

Families who decide to withdraw their child(ren) need to provide a signed, written notice to the school office listing the child’s name(s) and last date of attendance. Tuition is not prorated for the month. Fees are non-refundable.

*For further information and policies regarding preschool, toddler care, childcare and King’s Kids summer camp, please refer to the Early Childhood Development Center handbook.*