

# **IMMANUEL LUTHERAN CHURCH & SCHOOL**

ACCREDITED  
by  
Western Association of Schools and  
Colleges (WASC)  
National Lutheran School Accreditation  
(NLSA)

## **ELEMENTARY PARENT POLICY MANUAL 2025 – 2026**

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# God is with us at Immanuel

## Vision Statement

Provide the greater Riverside area with a school that will attract and win people to Christ, educate the whole child, and empower each child for meaningful ministry in the church and a life of mission in the world in order to glorify God.

## School Environment

"Sharing the Caring Christ" is what Lutheran schools do well. The staff's care for children goes beyond simple or programmed techniques. Their caring stems wholeheartedly from their commitment to model Jesus Christ. They teach joyfully—by words and deeds—about the most caring act of all time, the death of God's Son on a cross for the sins and for the forgiveness of the entire world. Central to every caring act of every day in a Lutheran school is Christ's love. When children learn they are loved, by God and by others, they learn to love Him and each other.

## Making a Difference

Student curiosity and creativity is encouraged. The atmosphere is one of mutual acceptance, cooperation, and respect. The intangibles of moral training, learning right from wrong, practicing courtesy and concern for other people, knowing without question that each person has high worth and was uniquely created for a special purpose—these are gifts that Immanuel can bring to make a difference in your child's life.

## School Rules to Guide Your Day

Everyone and everything is to be treated with respect.  
Accept responsibility for your work and behavior.  
Move from place to place in a manner that is safe for you and for others.

# Immanuel Lutheran Church and School Parent Policy Manual

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# Chapter 1

## School Mission Statement and Operational Philosophies

### Purpose and Philosophy Statement 1.01.01

Scripture reveals God-given, fundamental truths. These truths serve as a foundation upon which we build a life of faith and service.

*“Now they have known that all things which You have given Me are from You.” (John 17:7); “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.” (2 Timothy 3:16)*

The Gospel has the power to change lives. Together we help each other grasp this source of power that transforms lives according to His will.

*“I am not ashamed of the Gospel of Christ, for it is the power of God to salvation for everyone who believes.” Romans (1:16); “But we all, with unveiled face, are being transformed into the same image from glory to glory, just as by the Spirit of the Lord.” (2 Corinthians 3:18)*

God calls us to a life of excellence in what we say, how we act, and in what we produce.

*“I am the LORD your God. You shall therefore consecrate yourselves, and you shall be holy; for I am holy.” (Leviticus 11:44); “Brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy--meditate on these things.” (Philippians 4:8)*

Immanuel Lutheran School reaches out into the community for the purpose of mission and ministry.

*“Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.” (Matthew 28:19-20)*

We believe that all children can learn. Immanuel Lutheran School serves children with a broad variety of academic gifts and abilities.

*“Each one has his own gift from God.” (1 Corinthians 7:7); “Each one has received a gift, minister it to one another, as good stewards of the manifold grace of God.” (1 Peter 4:10); “Having then gifts differing according to the grace that is given to us, let us use them.” (Romans 12:6)*

Immanuel Lutheran School integrates Christian beliefs and morals into all aspects of school life and curriculum.

*“You are the salt of the earth. You are the light of the world. A city that is set on a hill cannot be hidden.” (Matthew 5:13)*

Immanuel Lutheran School prepares God's people for varieties of service according to their gifts.

*"He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ." (Ephesians 4:12)*

Immanuel Lutheran School remains faithful to its heritage while embracing children of all faiths, denominations, and backgrounds.

*"Since we are surrounded by so great a cloud of witnesses, let us run with endurance the race that is set before us, looking unto Jesus, the author and finisher of our faith, who for the joy that was set before Him endured the cross, despising the shame, and has sat down at the right hand of the throne of God." (Hebrews 12:1-2a)*

Immanuel Lutheran School leads children and families to Christ with educational excellence.

## **Student Learning Outcomes**

**1.01.02**

**F**aith Filled Christians who:

1. Experience God's love and forgiveness and confess Jesus as Lord and Savior.
2. Are equipped with an understanding of God's Word through worship, Bible study, and prayer.
3. Engage their community and world, with words and actions of service, and share the Good News that God loves and cares for His children.
4. Respond to God's love by conducting themselves in a Godly manner.

**A**cademically Prepared students who strive for excellence and:

1. Value learning as a life-long process.
2. Connect knowledge and skills learned in the classroom to real life situations.
3. Have mastered the fundamental skills of reading, writing, and oral communication.
4. Have developed a sound understanding of the use of numbers, mathematics, natural and social sciences, and the arts.

**I**nnovative Thinkers who:

1. Discern and evaluate information effectively.
2. Apply logic and reasoning skills.
3. Demonstrate curiosity and creativity in problem solving.

**T**houghtful Communicators who:

1. Are attentive and responsive listeners.
2. Demonstrate clarity, structure, and organization in their speech and writing.

3. Use a variety of means to express ideas, concepts, and feelings both independently and in cooperative learning groups.
4. Use technology to present ideas and concepts.

**H**ard Workers who:

1. Employ productive study skills.
2. Set attainable goals and work diligently to accomplish them.
3. Strive to complete tasks to the best of their God given ability.
4. Develop and utilize effective organizational skills.
5. Become leaders in their classroom, community, and the world.

## **Organization**

**1.01.03**

### **HISTORY**

Immanuel Lutheran School is part of a nation-wide network of schools in the Lutheran Church Missouri Synod (LCMS). Over 2000 schools (preschool, elementary, high school, and college) form a commitment to education at all age levels. Immanuel Lutheran School was begun in 1956 and is part of the Pacific Southwest District of the LCMS.

### **BOARD OF DIRECTORS**

Immanuel Lutheran School is an integral part of Immanuel Lutheran Church. The congregation designates the Board of Directors as the governing body of the church and school. Members of the Board are elected by the congregation and include members of the congregation.

### **ADMINISTRATION**

As a ministry of the congregation, the school is under the supervision of the principal. The principal is responsible for the day-to-day operation of the elementary school.

### **FACULTY**

Immanuel employs Christian teachers. They are hired by Immanuel Lutheran Church and are accountable to the congregation through the principal and the senior pastor. All teachers have earned degrees in education from accredited colleges/universities. They continue to enhance their knowledge through professional development or coursework each year.

### **STAFF**

Immanuel Lutheran School is blessed to have a variety of individuals who support the education program, through volunteering or as paid personnel. All people who interact with the school children are responsible to the principal and the Board of Directors.



## **School Life**

1.01.04

It is the goal at Immanuel Lutheran School to maintain a school setting in which children have:

- A feeling of security
- An environment conducive to learning
- An awareness and respect for authority and procedures
- A responsibility towards self- discipline and self-control

It is also our goal at Immanuel Lutheran School to assist students in their growth in self-discipline and self-control as responsible children of God by:

- Teaching accountability and responsibility to God, to themselves, and persons in authority
- Developing routines and activities that teach organization
- Reinforcing and encouraging acceptable behavior
- Discouraging misbehavior
- Fostering a genuine love and concern for one another

## **Legal Obligations (State and Federal)**

### **Child Abuse Reporting Obligations**

1.02.01

In accord with California law, all school staff are mandated reporters and are obligated under penalty of fine and jail term to report the reasonable suspicion or knowledge of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

The mandated reporter will report orally (e.g. by telephone) to the child protective service of the local department of welfare or law enforcement agency. Within 36 hours after the verbal report, the mandated reporter shall complete the appropriate Department of Justice form (#SS 8572) and submit it to the reporting agency. The school will not contact parents in advance of making a report to legal authorities.

### **Non-Discrimination Policy**

1.02.02

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

## **Immunization Requirements**

**1.02.03**

In compliance with state law, all children must have on file at our school evidence of all required immunizations. This includes the measles vaccination. Students will not be admitted until all records are current and in our possession.

## **Head Lice**

**1.02.03a**

Immanuel Lutheran School conducts random head checks in various classrooms when evidence of head lice has been reported. Our school has a “no nit” policy. This means that if we find evidence of head lice on a student they will not be allowed in the classroom and parents will be called. In order for the student to return to school, they must be examined by a professional center that has expertise in treating the problem.

## **Non-Harassment - Student**

**1.02.04**

Immanuel Lutheran School is committed to providing a learning environment that is free of discrimination. Each individual deserves to be treated with respect, kindness, and politeness. Behavior that falls outside this expectation may be considered harassment, which has no place at Immanuel Lutheran School Lutheran. Any student found to have engaged in any form of harassment will be disciplined as appropriate up to and including suspension/expulsion.

### **Definition of Harassment**

Harassment is behavior that is unwelcome, offensive, or inappropriate toward an individual or group typically based on gender, race, religion, ethnic origin or disability that creates an environment that is intimidating, hostile, or offensive. Teasing or joking becomes harassment when it negatively affects the individual.

Harassment types include bullying, cyber-bullying, sexual harassment, religious harassment, racial harassment, and general harassment.

- Bullying is an unwanted action that attempts to place an individual in power over another. The action may be verbal, physical, written, spoken, visual or other non-verbal means. Some examples include, but are not limited to, name calling, slurs, pushing, shoving, punching, excluding, giving inappropriate gifts, written notes or pictures, humiliating, and other intimidating acts.
- Cyber-bullying is bullying behavior by an electronic act. An electronic act is a communication of a message via an electronic device. Examples include, but are not limited to text messages, web postings, social network sites, etc.
- Sexual harassment is any unwelcome action that is sexual in nature. Sexual harassment is defined as, but not limited to;
  1. Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.

2. Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
  3. Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
  4. Threats and demands to submit to a sexual request.
- Religious harassment is any unwelcome action that is based on an individual's religious beliefs.
  - Racial harassment is any unwelcome action that is based on a person's race, ethnicity, ethnic origin, or national heritage. Examples of this type of harassment include, but are not limited to racial slurs, stereotypes, use of demeaning language, course joking, etc.
  - General harassment is any inappropriate action not specified. It may include any repeated, unwelcome behavior that is not respectful, kind, or polite.

Teachers are required to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of harassment. Students will be required to acknowledge their understanding of this policy in an age-appropriate manner.

Any student who is subject to or witnesses harassment, should immediately report such conduct to the teacher, principal or one of the pastors. A prompt and thorough investigation of the alleged incident will be conducted to the extent possible and appropriate action will be taken if warranted. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential.

## **Chapter 2**

### **School Enrollment, Curriculum, Instruction, Activities, and Operations**

#### **Enrollment**

##### **Registration and Enrollment Procedures**

###### **2.01.01**

Application forms are available in the school office. The completed application form along with the application fee begins the enrollment process. After a student assessment is conducted with the grade level teacher, the Continuous Enrollment Form and the registration fee is completed. Of the registration fee, \$100 may be refunded if the child withdraws prior to June 1. If the child is not accepted in our school it may be fully refunded. Copies of standardized test scores and previous report cards should accompany the application. First consideration for enrollment is given to those who are members of Immanuel Lutheran Church, as established in the priority for acceptance policy.

Immanuel Lutheran School requires that the academic and personal information provided on the application and any other forms submitted to be complete, factual, and without misleading content. In submitting the application, the parent(s) assert the truthfulness and completeness of the information. Non-compliance with any of the above is a condition for non-acceptance or dismissal of the student at any time during the school year.

A tour of the school and an initial interview is arranged. A screening appointment is made for the child. An interview with the principal and the family may be scheduled. Each child is admitted on a 30-day probationary basis.

### **Kindergarten Enrollment** **2.01.02**

Separate enrollment takes place for our Kindergarten program. Each year an event may be held for all prospective Kindergarten families. To be eligible for our Kindergarten, a child must be five years old before September 1<sup>st</sup>. (Children whose birthdays fall after September 1<sup>st</sup>, the legal date set by the State of California, *may* be considered for early admission). All children are screened for readiness before entry into our program.

### **Re-Enrollment Procedures** **2.01.03**

Immanuel uses a Continuous Enrollment process. The Continuous Enrollment Form is completed one time per child at the start of the enrollment process. Once your child is enrolled at ILCS, he/she will automatically be re-enrolled in each subsequent grade level unless written notice is given to terminate enrollment. Every January, each students' FACTS account will be charged a registration fee and your child(ren)'s enrollment will automatically renew for the following school year. All families must be current on their accounts to re-enroll a child in the school. This includes school tuition, Kids Kare charges and any other charges incurred during the year.

### **Enrollment Priority Policy** **2.01.04**

Children will be enrolled in Immanuel Lutheran School in the following priority:

First Priority: Present Students

Second Priority: Active Members of Immanuel Lutheran Church

Third Priority: Community Families with child currently enrolled in elementary school or preschool

#### Fourth Priority: Other Community Families

Students that have waited since the previous school year will be placed first in their respective priority category.

### **Fees**

**2.01.05**

**APPLICATION:** A non-refundable application fee is required at the time of student application.

**REGISTRATION:** An annual registration fee is required of all students. The total amount is due when registering. The registration fee holds your student(s) place on the class roster until August 1<sup>st</sup> when the first payment is due. Should a student withdraw for any reason before June 1<sup>st</sup>, \$100.00 of the fee may be refunded. The registration fee covers the cost of textbooks, curriculum materials, earthquake preparedness, and our school-wide testing.

**SCHOOL ENHANCEMENTS:** The **mandatory** SCRIP program helps to cover the cost for educational enhancements for the children. SCRIP monies are used to upgrade technology, curriculum and instruction.

**SCRIP profit obligation per school year is \$300 per family and \$200 for a single parent family.** Credit is earned by purchasing SCRIP gift cards sold at Immanuel Lutheran School or online. SCRIP is an everyday gift card from stores we all frequent. The school buys SCRIP gift cards at a discounted price and resells them to Immanuel Lutheran School families at face value. The percentage discount becomes the amount credited towards fulfillment of your annual obligation.

SCRIP purchases are tracked by computer and the family is automatically given credit when SCRIP is purchased in their name. The school year is based on 12 months, which equates to \$25 SCRIP profit per month for a family and \$17 per month for a single parent family. SCRIP obligations must be met by the end of the school year (June). **Families will be billed for any amount that is still owed.**

**If more than the required profit is accrued by the end of the school year, the overages will be applied to your families elementary tuition for the next school year.**

**Example of how SCRIP works:** For example, a family might budget \$600 per month for groceries, \$200 for gasoline, and \$100 for eating out. Purchasing \$600 in Stater Brothers @ 5% credit, \$200 in Chevron @ 1.5% credit, \$50 Islands @ 8% credit, and \$50 for Chipotle @ 10% credit **would contribute \$42 towards your annual obligation.** (*Stater Brothers 5% credit equals \$30,*

*Chevron 1.5% equals \$3, Islands 8% credit equals \$4, and Chipotle 10% equals \$5).*

**Another Example:** Monthly purchase of \$300 Sam's Club @ 2%, \$200 Target @ 2%, \$200 Arco @ 2%, \$50 Pizza Hut @ 8%, \$50 Starbucks @ 7%, \$100 Macy's @ 10%, \$25 Carl's Jr. @ 9%, \$25 Del Taco @ 4% **would contribute \$34.75 towards your obligation.** (*Sam's Club 2% credit equals \$6, Target 2% credit equals \$4, Arco 2% credit equals \$4, Pizza Hut 8% credit equals \$4, Starbucks 7% credit equals \$3.5, Macy's 10% credit equals \$10, Carl's Jr. 9% credit equals \$2.25 and Del Taco 4% credit equals \$1*)

## **Tuition**

## **2.01.06**

Payments will be made using FACTS Tuition Management Company. The FACTS plan is based on automatic payments, as authorized by parents, from their bank or credit card accounts. When you budget through FACTS, your bank will automatically make payments on your behalf to the bank used by FACTS. It is important to note that FACTS Management Company and Immanuel Lutheran School never sees your bank account nor has any direct access to your account. State and federal laws strictly control the automatic payment process.

The FACTS plan has several options. All families will be expected to make tuition payments by choosing one of the following payment plans:

1. **FULL PAYMENT** – Under this plan the entire amount of tuition needs to be paid on or before September 15. You can choose to pay by check, credit card (American Express, Discover, MasterCard or Visa) or automatic payment paid directly from your checking or savings account. Under this plan Immanuel Lutheran School will give a 5% tuition reduction. Tuition that is paid in full at the beginning of the year is nonrefundable.
2. **MONTHLY PAYMENT** – Under this plan, the entire amount of tuition including fees is paid over a 10 or 12 month period. Twelve monthly payments begin in July and the last payment is due in June. Ten monthly payments begin in August and the last is due in June with no payment in January because of registration.

**Enrolling into FACTS is mandatory for all families.** Once registered for the school year, parents will receive an email from FACTS. The email will contain a unique registration code that is created for each family. You will create your own FACTS account by creating an username and password and then answer some security questions. You will then choose the tuition date and the payment plan that works best for you.

**All tuition payments must be current before re-enrolling in any Immanuel Lutheran Preschool, Elementary or Kids Kare program.**

We are a Christian ministry and, in that capacity, we must show good stewardship of the funds owed us and which are needed to fulfill our ministry commitments. Students whose accounts are not up to date may be suspended from classroom instruction or functions; all instruction and assessment may cease; grades which are not complete for the quarter may be recorded as "Incomplete"; students with incomplete grades can be asked to leave the school until the debt is cleared. Further, we reserve the right to report any debt to collection agents and to appropriate credit reporting agencies.

### **Tuition Reimbursement 2.01.07**

All requests for tuition reimbursement must be submitted in writing to the Administrative Assistant. Only requests for tuition paid in advance for full months in which the student was not in attendance will be considered. A two-week written notice to the principal is required for any child withdrawing from school. Tuition will be prorated in half-month increments based on the child's last day of attendance except for the month of June in which there is no refund.

### **Fundraising 2.01.08**

Our school expenses are not met by tuition alone. Tuition is meant to cover the majority of the teacher and staff payroll which is less than three-fourths of our annual budget. A portion of our operating expenses are fulfilled through various fundraising activities.

During the current school year, SCRIP will be the one required school fundraiser. There is no formal requirement beyond SCRIP for any particular amount of overall participation in fundraising. Some families are empowered by God to fulfill our needs more readily than others, but all families are expected to do what they can.

### **Parent Volunteers 2.01.09**

The aim of education at Immanuel Lutheran School is to create an environment in which students are given the opportunity to reach their full potential. When parents are involved, students perform better, have increased motivation and better self-esteem. Each student's family is an important part of the ministry at Immanuel Lutheran School.

Parents are the primary educators of their child(ren). One great way for parents to add to the education of their child(ren) is through volunteer work here at the school. We have a variety of ways for parents to be involved. Participation in

classroom activities will vary from classroom to classroom and are determined by the teacher. The PTL sponsors numerous activities that involve parents volunteering their time.

Parents are strongly encouraged to take advantage of these opportunities and get involved with the activities of our school. Your participation will model for your child(ren) your support for Immanuel Lutheran School. **To get involved, please contact your child's teacher and/or Room Mom directly.** Please make sure your child's teacher is aware of your intended support **in advance** so that they can readily welcome you to school or the classroom.

## **Financial Aid**

**2.01.10**

Financial aid in the form of a reduced tuition may be available to some families who show a significant financial hardship. Families wishing to apply for financial aid will be able to apply on-line with FACTS TUITION.

FACTS supplies their recommendations for financial aid and this is reviewed by the Financial Aid Task Force. They will make a determination of eligibility.

To be eligible for financial aid the total family income must fall at or below the federally established poverty level. Adjustments may be made by the committee for financial hardship.

In most cases, it is expected that the financial aid will not exceed 50% of the family's total tuition obligation. Applications will be considered on a first come first served basis until all financial aid has been expended.

## **Scholarship**

**2.01.10a**

There are two scholarships available to families who are members of Immanuel Lutheran Church. Families wishing to apply for scholarship funds should apply online with FACTS TUITION.

## **Curriculum and Instruction**

### **Class Size Policy**

**2.02.01**

A maximum class size limit of 25 students per class has been established. The principal has discretion in exceeding this class size limit.



## **Academic Year**

**2.02.02**

Immanuel Lutheran School makes an effort to follow the public school traditional calendar as closely as possible for major holidays such as Labor Day, Veterans Day, Thanksgiving, Christmas Break, MLK Day, President's Birthdays, Spring Break and Memorial Day. We will have additional days off, different from public schools for certain church and Pacific Southwest District events. See the school office for a copy of the current year's calendar. It is also available online - [CLICK HERE](#).

## **Homework**

**2.02.03**

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades and in the amount children in the same grade have. Generally speaking, we would say that when children in grades 1-3 are spending considerably more than thirty minutes on school work night after night, there may be reason for concern. A parent-teacher discussion may be in order. Similarly, when children in grades 4-6 are consistently spending considerably more than one concentrated hour per night on homework, it may be time for an examination of study habits, use of study time in school, etc.

In general, the school follows the National PTA guidelines of 10 minutes of homework per grade.

The purpose of homework is to reinforce and extend concepts and skills taught in the classroom. It is expected that students will complete assignments on time and in a satisfactory manner. Our students are blessed with the opportunity to participate in enrichment activities such as sports, dance, etc. We support our students engaging in extracurricular activities while striking a balance between that and purposeful homework.

The student is responsible for requesting assignments missed because of absences. These assignments shall be completed by the Monday following the student's return to school. **If parents are calling the school for assignments, we request that the contact be made by 9:30 AM. For planned absences, prior arrangements are to be made with the principal and teachers involved at least one week in advance.**

We encourage parents to assist their children by providing encouragement and a quiet place for study. If your child is unable to complete an assignment, kindly send an explanatory note to his teacher. If assignments seem consistently burdensome, the teacher should be contacted.

## **Grading Scale**

**2.02.04**

Students in grades K - 2 receive letter grades that are different from students in grades 3 - 6. Their progress is noted through teacher comments as well as letter grades. The scale that will be used in grades K – 2 will be:

E	Excellent
V	Very Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Students in Grades 3 - 6 receive letter grades in addition to comments or other symbols. The following percentage scale is used:

A+	98-100	C	73 - 77
A	93-97	C-	70 - 72
A-	90 - 92	D+	68 - 69
B+	88 - 89	D	63 - 67
B	83 - 87	D -	60 - 62
B-	80 - 82	F	below 60
C+	78 - 79		

## **Academic Recognition**

**2.02.05**

Each quarter our students are recognized for exhibiting characteristics of our established Student Learning Outcomes. We use the word FAITH as an acronym to designate these awards.

### **F**aith filled Christians

- Memory Work (K-6) – Perfect
- The Fruit of the Spirit

A student that displays the Fruits of the Spirit as outlined in Galatians 5:22

### **A**cademically prepared students who strive for excellence

- Academic Honors (grades 4, 5, & 6); Silver=3.0-3.5; Gold=3.51-4.0
- Grade Point Average (GPA) is calculated using core classes only. Designated core classes are Math, Reading, English, Science and Social Studies. To be recognized for Academic Honors students must achieve the required GPA (see above). No grade of 'C' or below may appear for any of the following areas of the curriculum; Religion (which includes Memory), Spelling, Music, Computer, and Physical Education.

### **I**nnovative thinkers

- These are students who demonstrate curiosity, creativity, problem solving skills and can express new ideas.

### Thoughtful communicators

- These are students who are attentive listeners, can demonstrate clarity when the talk and write and work well independently and in groups.

### Hard workers

- Most Improved Student (s)

Awards are given during a special assembly following the end of each quarter.

## **Report Cards**

**2.02.06**

Report cards are issued quarterly. Student grades are accessible online. Each family will be provided with a password to access grades, homework assignments and other pertinent information relative to their child's education. Parent/Teacher conferences are held at the end of the first quarter. Appointments are scheduled for each family and the report card will be shared at the conference.

## **Textbooks**

**2.02.07**

The school provides textbooks to students on a loan basis. All books are to be handled with care. Reimbursement is expected for lost or damaged items.

## **New Textbook Adoptions**

**2.02.08**

The faculty conducts a thorough evaluation of each curriculum area on a seven year cycle. This study keeps each faculty member cognizant of the scope and sequence of needs and programs throughout the grades and up-to-date on current research and publications relative to the curriculum area under study.

Parent concerns with regard to the curriculum should be handled within the process of the faculty's ongoing evaluation. The principal should also encourage parents to provide feedback to teachers about the curriculum and arrange informal opportunities for parents to give input to the curriculum evaluation process.

## **Supplies**

**2.02.09**

The classroom maintains certain supplies for the use of all students. In addition, a list of items to be purchased by the student for use in the class is sent to each home in the summer. These supplies are to be brought to school at Roadrunner Roundup or on the first day with the child's name permanently affixed.

## **Testing**

### **2.02.10**

Testing is a valuable component in the school's curriculum and instruction. Teachers shall use published and/or teacher-made tests in assessing the outcomes of classroom instruction.

ACHIEVEMENT TESTS are administered multiple times each year in grades K-6. The results of these tests shall be shared with the parents and recorded in the student's permanent file.

INDIVIDUAL STUDENT EVALUATIONS for academic, social, or psychological reasons may be requested by the parent at their respective school district. Such evaluations are referred to the school district of the child's residence and are performed by public school personnel.

Evaluation of students shall be performed only with the expressed, written consent of the parent.

The results of these evaluations performed by the child's public school district are shared with the parents. The child's classroom teacher is invited to hear the results of the evaluation. Teachers shall be expected to attend, allowing time off from classroom responsibilities if necessary.

TESTS OF PHYSICAL DEVELOPMENT e.g. speech, hearing, vision, dental, scoliosis, etc., are entirely the responsibility of the parent. A written record of the results of such tests shall be forwarded to the school for inclusion in the child's health record. At times, community service organizations may provide optimal screening services (by parental permission only) on our campus.

TESTING AND OTHER DATA COLLECTION FOR RESEARCH AND EVALUATION must be approved by the principal. Research studies may not conflict with the principles of Christian Education. Parental permission slips shall be required.

PLACEMENT TESTING for all incoming students in grades K-6 is done in order that the school administration may determine the grade placement and teaching strategies which promise the best opportunity for a successful transition into our school. This testing will be administered by the principal or her designee as soon after enrollment as possible.

## **Special Student Services**

### **2.02.11**

Learning problems can develop at any grade level. Sometimes the school and home have difficulty in finding the proper approach to help a child. Psycho-educational testing and counseling programs are available to our students through the public school system.

Christian Counseling - Immanuel Lutheran School refers families in need of counseling services to a variety of professional counselors. Many of them accept insurance payments; others will make arrangements to bill on a sliding scale.

### **Retention, Expulsion & Promotion 2.02.12**

Promotion and retention decisions fall under the teacher's professional responsibilities. Each decision shall be based on the student's progress during the school year and his/her potential to successfully participate in the next grade level. In the event that the teacher is considering retaining a student, the teacher should hold a conference with the parents as early in the school year as possible, certainly by the end of the first semester.

The principal or his/her designee alone shall have the authority to suspend a student. (See DISCIPLINE POLICY) A student may serve a suspension "in-house" (at school) or "at-home". In some cases a "reverse suspension" may be warranted. In a "reverse suspension", instead of sending the child home, the student's parent is invited to come to school and spend the day by his/her side. If a student is suspended, homework given during the suspension will not be given credit. The student will be allowed to make up tests that were given during the suspension when he/she returns to the classroom.

### **Probation 2.02.13**

As a result of negative behavior or poor academic achievement, a student may be placed on probation. During probation the student's privileges and activities may be denied. It is the intent that this action will result in the student improving his/her attitude and academic achievement.

The school provides probation in an effort to keep students in the school community. A goal of the school is that students realize their responsibilities in the educational environment. Students are recommended for probation by their Teacher. Probation is initiated and removed only by the principal.

### **Records 2.02.14**

A confidential cumulative file is maintained in the principal's office for each student. The file contains personal and family data, report cards, standardized test results, and educational evaluation reports and other objectives which the principal judges to be useful in planning and supervising the child's education. There is a separate health file containing immunization and examination information maintained in the school office. The information in these files is confidential. This information is also available to the classroom teacher for his/her professional use.

Parents have the right to review their child's cumulative file. The principal should be present when parents examine the file. Parents may challenge information in the file by:

1. Presenting a written statement to the principal.
2. Presenting a written statement to the senior pastor if it is not resolved with the principal.

The file is transferred when the student exits the school and the incoming school requests academic and health records. Parental permission is required for releasing information in the cumulative file for any other reason unless it has been subpoenaed by a court.

The school office maintains a permanent record for each student.

## **Communications**

### **Technology Use**

### **2.03.01**

Students and others at Immanuel Lutheran School may use the school's devices to access the Internet through the school's Internet Service Provider (ISP). To gain this access to the Internet, students and others must obtain permission and must sign and return the appropriate form to the school office.

Persons who use the school's equipment to access the Internet are expected to conform to policies in this document. Users are expected to read, understand, and obey these rules. Users are expected to maintain high Christian and ethical standards.

Access to the Internet allows users to explore many avenues of information and possibly exchange messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to Christians. While our intent is to make Internet access available to further educational goals and objectives as well as to apply technology to the practice and proclamation of the Gospel, students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaborations, far exceed the disadvantages. But, ultimately, parents and others responsible for minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources. To that end, each family has the right to decide whether or not to apply for access.

**Internet Rules:**

Immanuel Lutheran School has taken precautions to restrict access to controversial materials. We operate using a filtered ISP and GoGuardian. This is virtually free of sexual and violent content.

Users are responsible for good behavior on school devices just as they are in the classroom or hallway. General school rules apply.

Devices are provided for the purpose of research, production, and communication with others. Access to Internet services is given only to those who agree to act in a considerate and responsible manner. Parent permission for their children is required. Access is a privilege granted by the principal -- not an automatic right. Access requires responsibility.

Individual users of the school computers are responsible for their behavior and communications. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the devices. However, the school has the right and the capacity to monitor and record all Internet usage. No person should have the expectation of privacy as to his or her Internet activity. School personnel will review Internet activity. Any usage which is in violation of the terms of this policy may subject the individual user to disciplinary action.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the responsibility for such guidance as they exercise with information sources such as television, movies, music, radio, and other potentially offensive media.

The following actions are not allowed:

1. Sending or displaying offensive messages or pictures
2. Using obscene or vulgar language
3. Harassing, insulting, or verbally attacking others
4. Damaging computers, computer systems, or computer networks
5. Destroying the data of another user
6. Violating copyright laws
7. Using a personal account to access the Internet at school
8. Intentionally wasting limited resources
9. Employing or using the Internet for commercial purposes
10. Other violations deemed unacceptable by the general standards of our faith and our school

Violations may result in a loss of privileges as well as other disciplinary or legal action.

## **Internet Guidelines:**

In addition to the inappropriate behaviors listed above, also included are these ground rules:

1. Do NOT give out personal information such as your address, telephone number, parents' work address or phone numbers, or the name and location of our school without permission.
2. Do NOT enter CHAT areas. At some sites there may be links to chat rooms. You are NOT to do this.
3. At some sites there may be questionnaires to fill out. You are NOT to do this without permission from your teacher or principal.
4. At some sites there is advertising. There may be order forms for the purchase of goods or services. You are NOT to fill out any of these forms.
5. If you arrive at a site that is offensive to Christians, use the "BACK" button to leave the site and report it immediately to the teacher or principal.

## **Electronic Devices/Phones**

**2.03.02**

Students may not use cell phones, smart watches, tablets, and other electronic devices anywhere on campus unless approved and/or directed by the classroom teacher or principal. Immanuel Lutheran School is not responsible for loss, theft, or damage to any personal items.

Students who use cell phones and/or any electronic device in an inappropriate or unauthorized manner will have their devices confiscated and submitted to the principal. Further, if these devices cause any type of classroom disruption and interfere in learning/instruction, the teacher will confiscate the item and return it to the parent. Students who repeatedly violate this policy are subject to additional consequences as determined by the principal.

Students who use any electronic device on campus in a way that is contrary to the values and beliefs of Immanuel Lutheran School are subject to disciplinary action.

If you need to contact your student in case of an emergency, please contact the school office and a message will be delivered to your student.

## **Social Media Use**

**2.03.03**

Students and parents should always use the Internet, network resources, and online sites in a positive, courteous and respectful manner towards the school, teachers, principal, fellow families and students. When using social media networks remember once something is online, it's out there. These postings can sometimes be shared and spread in ways not intended. "Immanuel Lutheran School" should not be used on the title page of any classroom webpage unless



permission has been given by the principal. Immanuel Lutheran School reserves the right to restrict, discipline or take legal action against anyone who uses social media in an inappropriate manner.

### **Roadrunner News**

**2.03.04**

The school newsletter is called the *ROADRUNNER NEWS*. It is sent via email **weekly**. Parents are expected to read this newsletter weekly. The information included will make parents and students aware of all pertinent school information.

All items intended for publication must be approved by the principal.

## **Activities**

### **Academic Events**

**2.04.01**

During the school year, students may be invited to participate in extracurricular academic events.

### **Worship Arts Activities**

**2.04.02**

All students will participate in a Wednesday evening Advent worship service each year in the month of December. Each class will also perform in a Sunday morning church service.

An annual theater arts program (musical) may be presented during the school year on a rotational basis by grade level. The staff works jointly on this endeavor. All students at the designated grade levels are expected to fully participate.

Please review the school calendar and make note of these dates.

### **Evening Activities**

**2.04.03**

When evening events occur on campus (i.e. Curriculum Fair, Roadrunner roundup, etc.) parents or other responsible adults are required to accompany and supervise the children at these activities.

### **Outdoor Education Week (5th&6th Grades)**

**2.04.04**

An outdoor education experience is afforded to Immanuel fifth grade and sixth grade students every other year. Each fifth or sixth grade student will have the opportunity to attend one OEW while a student at Immanuel. At camp, they are under the direction of their teacher and the staff of the camp. Their activities are

devoted to nature study, astronomy, and other areas of interest, which can be taught most effectively in an outdoor setting.

There is an additional charge for this week at camp. Teachers will share all necessary information with parents.

## **Field Trips**

### **2.04.04a**

Throughout the school year, your child may have the opportunity to participate in planned school field trips and other off-campus activities. It is mandatory that we have a signed permission slip on file for each student before he/she is allowed to leave campus to participate in any activity. Some field trips will require a fee. Information will be made available to parents regarding the specifics of the field trip.

Teachers and parents will act as chaperones. Transportation may be provided by individual teacher and parent vehicles. Drivers must provide proof of a driver's license and auto insurance to transport children. The teacher will provide each chaperone a list of Immanuel Lutheran School guidelines which they are expected to follow. Children under 8 years of age must be in a booster seat. Booster seats must be provided by the parents of the children attending the field trip. Parents who volunteer to chaperone on a field trip will be required to oversee the group of children for which they are responsible. Other siblings or friends may not be brought on a school sponsored field trip.

The children that attend a field trip are required to behave appropriately. They also are required to wear their Immanuel Lutheran School shirts.

## **Class Parties**

### **2.04.05**

Throughout the year, class parties are held to celebrate specific holidays. Each class plans its own activities with the aid of room parents and volunteers. At times, individual classes hold parties for other reasons.

Parents may be asked to supply refreshments for these celebrations and are always welcomed guests.

Children's birthdays may be celebrated with special treats for the class. Parents are required to speak with their child's teacher, well in advance, as to convenient times and snacks for special events.

## **Party Invitations**

**2.04.06**

If invitations to home parties are distributed at school, all students in the class must receive an invitation. Unless a blanket invitation is being extended to all boys or all girls, private party invitations should be distributed away from school.

## **Library and Media Center**

**2.04.07**

The library is an integral part of the instructional program, supporting and enhancing the educational objectives of the school.

The library serves several important purposes:

- a. To assist children in developing skills needed to find, organize, evaluate, apply, and present information that correlates with their studies, complements their personal life experiences, and contributes to their individual self-fulfillment.
- b. To provide a centrally-located, well-balanced collection of instructional materials in a variety of media.
- c. To assist teachers in selecting, evaluating, and utilizing instructional materials from the school's collection and from other available sources.
- d. To stimulate and extend the interest of children in reading as a worthwhile and pleasurable activity.

It shall be the responsibility of the librarians and/or the volunteer staff to assure that these purposes are carried out. In addition the librarians may be asked to supervise and assist small groups of children as they choose and check out library materials, to instruct children in the proper use of library aids such as the card catalog, introduce engaging stories/excerpts using read-aloud sessions, to assist in the selection of new materials for the library, and inventory and catalog existing and new acquisitions.

The librarian is given discretion when acquiring new library materials according to the following guidelines:

- a. Consult with the principal with regard to available funds and/or any questions or concerns about a specific title.
- b. Purchase new materials in priority order
  - (1) Nonfiction print to supplement the school's curriculum.
  - (2) Nonfiction, non-print to supplement the school's curriculum.
  - (3) Award winning fiction.
  - (4) Replacement of lost, damaged, stolen materials.
  - (5) Other nonfiction or fiction

## **Operations**

### **Emergencies**

**2.05.01**

A campus-wide plan is in place for emergencies. Drills are held on a regular basis to familiarize students with emergency procedures. The plan is evaluated on a yearly basis and is available for parent review upon request.

In case of a community-wide disaster, such as an earthquake, children will remain at school under the supervision of the staff until a parent or authorized adult arrives. To better help your child cope with emergencies, parents are asked to discuss the family emergency plan and school procedures.

### **Emergency Phone Numbers**

**2.05.02**

So that we may reach a parent or other responsible adult in case of emergency, our office maintains an emergency card file. It is essential that parents keep their listing of emergency phone numbers and authorized individuals up-to-date. When a work or home phone number changes, please inform the office promptly.

### **Fire Drills**

**2.05.03**

Immanuel Lutheran School conducts regular fire drills as required. Students practice the appropriate response to this emergency. Exit routes are posted in each classroom.

### **Earthquake**

**2.05.04**

Emergency supplies are purchased for everyone on campus. The cost is included in the registration fee.

Supplies include essentials such as emergency drinking water, ready to eat non-perishable food and emergency thermal blankets.

### **Lock Down**

**2.05.05**

In case of an all-school lock down, the office will broadcast the announcement "Lock Down" or "Lock Down and Cover". Then, a brief description of the situation and location will be given by the person announcing the lock down. An example of this announcement might be, "Attention everyone. We are implementing a Lock Down. There are several large dogs loose on the playground." The teacher would then determine where the safest area would be to take the children. (In this scenario, the teacher would keep their students in the classroom until the situation is cleared.) Once everything is cleared, an "All Clear" announcement will be broadcasted.

## **Telephone Usage**

**2.05.06**

The school phone is normally not available for student use. If a need arises during the school day, permission to use the phone must be obtained from the classroom teacher.

## **Parking Lot**

**2.05.07**

For the safety of our students and families, Immanuel Lutheran School has established a traffic flow pattern.

Parents shall park in designated spaces only. Parking is not allowed along the curbs. These areas are for waiting only. Drivers must remain in their cars. Please do not park in a red zone (fire lane). Parking in a red zone may result in monetary fines.

At dismissal, students in Grades K-1 wait at the lower gate until their teacher calls them forward to be personally handed off to their parent or guardian. Students in Grades 2-6 exit at the upper parking lot under the direct supervision of their teachers. Students may not walk into the parking lot or street without a parent, teacher or guardian.

# **Chapter 3**

## **Student/Parent Responsibilities**

### **Student**

#### **Lifestyle of the Christian Student**

**3.01.01**

The role of Christian learning is to encourage and support students in finding identity, purpose, and power for their new life in Christ. It is expected that students will develop, through school experiences, behaviors which exemplify the following:

1. An awareness that they are created by God. This means that the students will

a. realize that God loves and cares for them and that they are of inestimable worth in His eyes.

b. understand that they are created in God's image; created to relate and to respond to Him and others.

c. understand and appreciate the significant talents and abilities they have been given.

2. An awareness that they are sinful. Though created in God's image, they have rebelled and turned away from the One who has given them life. As

students recognize sin in their lives they will

- a. realize their need for a Savior.
- b. show repentance for their sinful condition.
- c. pray for God's forgiveness.

3. An awareness of being a saint; a child of God through baptism. The child recognizes God's action in his/her personal life. This means that Christian students will

- a. see God's grace in their personal lives.
- b. realize that they are freed from slavery to sin.
- c. recognize their call to serve God according to the gifts God has given them.
- d. willingly forgive those who sin against them.

4. An awareness of being a servant. Students grow in their ability to see their God-given gifts and the ways they can be used in their callings as servants of God. They are called by God to be set apart from the world so that they might in turn bring others into the kingdom of God. As students grow in servanthood they will

- a. accept personal membership in the community of believers.
- b. manage their lives as Christian stewards of their money, time, and abilities.
- c. respond to the Great Commission by letting God use their lives as witnesses for Christ.
- d. bring their unchurched "neighbors" to Christ.
- e. respond to opportunities to serve the needs of others.
- f. bring reconciliation where the relationship between people has been broken.

5. The children then respond to God's action in their personal lives by His will in all of their living.

- a. committing themselves to God's expectation that they follow
- b. trusting God in all circumstances of life.
- c. using God's Word in their personal lives.
- d. regular joy-filled attendance at corporate worship.
- e. regular private and family devotions.
- f. praying often.

### **Immanuel Lutheran School Chapel 3.01.01a**

Immanuel Lutheran School lives out its mission to EXPERIENCE God's presence EQUIP God's people and ENGAGE the world with the love of Jesus Christ. Weekly chapel is an important gathering to teach and experience this mission firsthand. Parents are encouraged to attend this brief worship service on Wednesdays from 8:45am-9:15am.

Chapel speakers consist of Immanuel Lutheran Church and Schools Staff (pastors, principal, preschool director, DCE, CUI staff and teachers). Students also assist in leading the worship under the guidance of their teachers.

## **Attendance**

**3.01.02**

### **ABSENCES:**

Being at school daily is extremely important. Students who are present at school and on time daily show higher levels of academic achievement. Students with outstanding attendance are afforded the best opportunities to participate in important instructional time with their teachers. With this in mind, we ask families to please honor our allocated instructional time. It is greatly appreciated if families would plan vacations and day trips to amusement parks on non-student attendance days only.

Please notify the teacher in the morning when your child is absent or arriving late by email. Please let us know the reason for absence or tardy.

In some instances, a written medical release from the doctor may be needed before the child returns to school, especially in cases of communicable disease or infection. A doctor's written medical release is needed if the child is to be excused from the absence.

If a child is absent from school for half of the day, they are considered absent for a full day.

For students who accumulate 3 unexcused absences, parents will be required to attend a problem-solving/intervention meeting with the principal and/or teacher.

### **TARDINESS:**

Classes begin at 8:20am. For optimal learning opportunities, It is important that all children be present and on time. **Students are tardy after 8:20am.** The schoolyard gate will remain open until 8:30am supervised by a staff member. However, students arriving after 8:20am WILL be marked tardy by their teacher. Students arriving after 8:30am must be signed in by a parent at the office and receive a tardy pass. Parents are required to sign students in by going to the office.

If a student is tardy **three** times during the year, a letter of concern will be sent home after the third tardy. On the fourth tardy, a \$5.00 fee assessed through FACTS. This will continue for each subsequent tardy.

Verified doctor and dentist appointments will not be classified as tardy.

### **VACATIONS:**

Our priority as a school is for all children to be in attendance each day. We understand that there are times when family plans make it necessary for a child

to miss school. Whenever possible, we respectfully ask families to take vacations or day trips on non-student days only. In the event your vacation occurs during the school year, students must make up missed assignments upon return.

## **Church Attendance**

**3.01.03**

Immanuel Lutheran School is an important ministry of Immanuel Lutheran Church and instructs students in the Christian faith based on the Biblical doctrines expressed by the Lutheran Church – Missouri Synod. As a result, the students of Immanuel Lutheran School will develop a desire to hear about Jesus' love and care often. We encourage parents to regularly attend a Christian worship service with their children. All school families are welcome to attend Sunday worship at Immanuel Church at 9:30am. This is also a great way to build relationships with other families.

## **Dress Code**

**3.01.04**

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, and in purity," 1 Timothy 4:12. "Let us therefore make every effort to do what leads to peace and to mutual edification," Romans 14:19. "So, whether you eat or drink or whatever you do, do it all for the glory of God," 1 Corinthians 10:31.

1. School logo polos or t-shirts are required dress on Chapel days and field trips.
  - a. No hats are to be worn during chapel.
2. Jeans, pants and shorts must be appropriately proportioned. They must not be too tight or too baggy. Undergarments must never be visible above or below outer clothing.
3. The length of dresses, skirts and shorts must be no shorter than finger length extended when the arms are at the students side. Students must wear shorts underneath dresses and skirts.
4. Dresses, tops and blouses are required to cover the top of the shoulders and the midriff. Clothing must not be too tight, low cut, backless, have any slits, or be of sheer fabric that reveals the body immodestly.
5. Clothing must be complete, seams must be sewn, rips and tears must be patched or repaired.
6. Shoes must be worn at all times. Shoes must be closed toe and strapped or include a covered heel. No sandals are allowed. No heels are allowed. Athletic shoes must be worn or changed into for P.E.
7. Hairstyles that draw inordinate attention to the student are not permitted. Hair color should be the student's natural color.
8. The wearing of jewelry should be kept to a minimum. Dangling earrings are not permitted. Earrings for boys are not permitted. Facial piercing is not allowed.
9. No makeup is allowed during regular school hours.



10. No permanent tattoos.
11. In the case of question or conflict, the principal or his/her designee, shall make the final determination.
12. Appropriate clothing may be loaned for the day or the parents may be contacted to provide appropriate clothing.

### **Care of School and Personal Property 3.01.05**

All books and furnishings at the school are to be handled with care. Normal wear is expected. Reimbursement is expected for lost or damaged items.

The school administrator will be responsible for ensuring the school facilities are adequate for the school's program and meet all state and local safety, fire, and health requirements. In doing so, the administrator may not:

1. Alter, in any way, any of the school's permanent structures and/or capital property without the approval of the Board of Directors.
2. Add, in any way, to the school's permanent structure without the Board of Directors' approval.
3. Sell or give away any of the school's capital property without Board of Directors' approval.
4. Purchase any capital property without the Board of Directors' approval.
5. Allow abuse or misuse of school assets. All school property will be inventoried. A security system will be implemented to assure adequate safeguards to prevent loss, damage, or theft of property.
6. Allow the school to be in violation of any state or local safety, fire, or health requirements without informing the Board of Directors' immediately.
7. Recommend for implementation any curricular or extracurricular program or activity for which the school's facilities are not adequate.
8. Operate the school without routine and scheduled safety inspections.
9. Allow the school's property to be in disrepair or poorly maintained without notifying the Board of Directors.
10. Allow any unauthorized person or group to use the school's facilities or capital property without the Board of Directors' approval.

### **Behavior/Discipline 3.01.06**

Our philosophy is to help children to exercise internalized self-control and self-discipline. Self-discipline means: the child will, because of his feelings and God-pleasing values, behave in socially and spiritually acceptable ways.

We understand that all of us are sinful human beings and that we may not always achieve this ideal. At these times it shall be the responsibility of the parent/teacher/principal to remind, encourage, and admonish the child of the type of behavior which is acceptable both to his Lord and to his/her school.

For our purposes it is necessary to distinguish between two types of discipline

problems in children. We shall call them, for lack of any better terms, "passive" and "active" problems.

Passive discipline problems are those which, in and of themselves, are not wrong, rather they may be inappropriate for the context in which they occur. These would include:

1. Gum chewing
2. Whispering
3. Passing notes
4. Unauthorized wandering around the classroom or school
5. Failure to complete assignments on time
6. Imprudent use of time
7. Off-task behavior

Active discipline problems are those which cause a disruption of normal and orderly classroom operation. This kind of behavior is inappropriate at all times and in all situations. These would include:

1. Acts against the Laws of God
2. Loud, profane, or vulgar language
3. Disrespectfulness/defiance toward teacher or other students
4. Disrespectfulness toward the rights and property of others
5. Harassment, either verbal or physical, abuse, either verbal, physical, or sexual
6. Name calling, arguing, fighting
7. Unwillingness to accept responsibility for one's actions
8. It should be noted that repeated or persistent "passive" behavior problems become, by their frequency, an "active" problem.

We believe that passive discipline problems are matters which can be handled simply by reminding the student of his/her responsibilities. In most cases this should be all that is necessary. In more difficult instances the teacher will want to spend some time with the child to help the child understand the misbehavior and the necessity to correct it; possibly suggesting alternative means of expressing themselves. The teacher shall take advantage of opportunities to counsel with his/her students, individually, as the need arises.

Active behavior problems demand, by their nature, a different response. The procedure listed below is a step-by-step approach which is intended to show love and concern for a student who may be overtly expressing problem behavior. This approach shall be used in dealing with each situation as it occurs; however, certain serious problems may develop which will necessitate omitting steps and/or meeting out a different response. This shall be done by the principal in the exercise of his/her best professional judgment.

Procedure:

1. Teacher takes child aside for private counsel.
2. Parents called in for consultation with teacher.
3. Child suspended, parents confer with principal.
4. Child suspended, parents confer with the senior pastor.
5. Child suspended pending expulsion.

Further, possession of any one of a host of contraband items shall be grounds for immediate expulsion. Those items include but may not be limited to: weapons, inappropriate materials and illegal or controlled substances. If the child is suspected of possession or use of a controlled substance, the parent may be required to show proof that the child is completely free of the substance in his/her body. That proof shall be determined by a negative result on a blood, urine, or hair test.

Our goal is to help children lead God-pleasing lives. We believe that this is only possible through the help of the Holy Spirit and the cooperation of the parents. If parents, by their words and actions, prove to be uncooperative and/or belligerent, Immanuel Lutheran School will take this to be grounds for immediate expulsion.

It shall be the responsibility of the classroom teacher to keep the principal and parents informed and to bring the child to the principal when necessary.

All items not on the teacher's published list of classroom needs are considered nuisance items. These items may not be brought to school without the teacher's written permission. These items shall be confiscated and returned only to the parent in person. The school is not responsible for any personal items the child chooses to bring. This includes, but is not limited to, items for Kids Kare, weekend activities, electronic devices, etc.

### **Missing Work/Make-up Assignments 3.01.07**

Children who are absent due to extended weekends, vacations, or illness are expected to complete all missed assignments. Students/Families must check with the teacher upon their return so that no incompletes are recorded in the grade book. Because of the flexibility in each day's activities, assignments may not be available in advance.

For planned absences, see the Homework Policy.

### **Academic Integrity 3.01.08**

This policy is designed to enhance and enrich the academic and ethical education of students at Immanuel Lutheran School.

Examples of academic dishonesty include, but are not limited to:

- Copying assignments from others or allowing another student to copy your assignment.
- Looking at another student's test or quiz or allowing another student to look at your test or quiz.
- Changing an answer after work has been graded, then presenting it as improperly graded.
- Submitting text or another's ideas from an encyclopedia, book, textbook, website, database, or any other source as your own without proper citation.
- Allowing another person to do your work, and then submitting that work under your own name.

Consequences of cheating/plagiarism:

- A zero on the assignment (assignment cannot be made up for credit)
- Parent notification
- Principal notification which may lead to a meeting with student, parent and teacher.

## **New Parents**

**3.02.01**

The pastors of Immanuel Lutheran Church provide an opportunity for all new parents to learn about the Lutheran faith and doctrine. The church offers a multi-week course in the foundations of our beliefs, called "ReForm". This informal course allows time for questions and answers about what your child will be learning at Immanuel Lutheran School. It is also time to ask questions about any of the procedures and expectations at our school.

## **Parent Concerns/Questions**

**3.02.02**

In consideration of the Biblical teachings regarding Christian fellowship, brotherly love, and Church discipline (Matthew 18), all communications regarding faculty, staff, or administration shall be directed through proper channels. It shall be the responsibility of the person initiating the communication to make this personal contact.

Within the policies adopted by the Board of Directors and the confessional stance of the Lutheran Church-Missouri Synod, the teacher is given discretion concerning how to teach the approved curriculum effectively. When someone disagrees with the implementation of the curriculum or the selection of materials, the problem should be handled as outlined below.

It is expected that problems involving a particular person shall be directed to that person by the party with the concern. Such communication is expected in a timely manner and in the spirit of love and brotherhood. Finally, the object must be to seek a resolution of the problem and a reconciliation between individuals

(Matthew 5:23-24). In certain circumstances, the principal may become aware of a potential conflict. He/She may help to facilitate a meeting between the parties involved. It is a privilege for students to be accepted and attend Immanuel Lutheran. Part of being a parent at our school is to accept the judgment of administration and work constructively with administration at all times.

If either a resolution of the problem or a reconciliation between individuals is not achieved, the principal will be asked to mediate. In the event that the problem is with the principal, the pastor becomes the mediator. If the problem persists, the Board of Directors may be asked to arbitrate.

The procedures outlined above, having been followed unsuccessfully, the Board of Directors may then consider the matter as an item of business on its agenda. The Board of Directors may, if they deem the problem to be of sufficient weight and merit, request a report from the principal regarding the resolution of the matter.

It is inappropriate for another staff person or member of the Board of Directors to condemn, defend, or in any manner directly address the issue. This is simply a matter of personal and professional courtesy.

### **Visitation**

**3.02.03**

Parents are not allowed to visit classrooms or enter the school building without permission. Parents must set an appointment with the teacher to discuss issues relating to student progress, behavior, etc. As a courtesy to the teacher and students, advance notification is to be made with the teacher, so that a mutually agreeable time is established. Students may not bring visitors to school without prior approval of the principal and teacher.

### **Parent/Teacher Conferences**

**3.02.04**

The school calendar includes two days for Parent/Teacher Conferences at the end of the first quarter. These meetings are mandatory. Every parent is expected to meet with their child's teacher. Conferences throughout the school year are encouraged and may be requested by either the parent or the teacher.

### **Involvement in the Parent Teacher League (PTL)**

**3.02.05**

The Immanuel Lutheran School's Parent Teacher League (PTL) forms an important unit reinforcing the view that school and home are connected and that school is an integral part of the whole family's life.

The PTL provides activities to enhance the school and create an active interest in school life. When a child is registered at Immanuel Lutheran School, the parent(s) automatically become a member of the PTL. Parents are given the opportunity to elect and be elected to the schools' PTL Executive Board. Participation in school functions and fundraisers is expected. PTL activities are decided at the monthly meetings. The purpose of the PTL is to pledge moral, financial and volunteer support to our school, its students, faculty and administration.

### **Auxiliary Groups**

**3.02.06**

The School recognizes the value and importance of school auxiliary groups such as parent-teacher organizations, booster clubs, and other groups and encourages their formation and existence. These groups may not:

1. Operate in the name of, in the stead of, or on behalf of the school, its parents, students, or faculty without approval of the principal.
2. Operate without by-laws approved by the principal.

### **Distribution of Promotional Literature**

**3.02.07**

No one is permitted to distribute to classmates or other students any promotional literature, advertising, various pamphlets, invitations, or other materials without the direct knowledge and consent of the teacher and principal.

### **Illness**

**3.02.08**

In consideration of staff and fellow students, please do not send a child to school that has a fever or is unable to keep food in their stomachs. These conditions should be undetected for 24 hours prior to the child returning to school.

When children become ill during the school day, it is essential that parents arrange to have the child taken home as soon as possible, since we have no facility for isolation of the sick. Children should be without a fever for 24 hours before returning to school.

### **Medication Notification**

**3.02.09**

Prescription medicines should be given to the office staff. The parent must fill out the necessary information on the "Medication to be Dispensed" form prior to administering the medication. **Prescription medicine must have a pharmacy label attached to the container.** Over-the-counter medications (i.e. antacids, cough syrup, aspirin, etc.) may not be given without the written physician **and** parent/guardian authorization.

### **Pick-up During School Hours 3.02.10**

For the safety of everyone, Immanuel Lutheran School is a closed campus. Students are to remain on the grounds at all times.

Students leaving campus during the day must be signed out by the parent.

If someone other than the parent is to pick up a child from school, that adult must be designated on the emergency card or have written authorization from the parent to do so. A picture I.D. may be required.

### **Morning Drop Off 3.02.10a**

School begins at 8:20am. Dismissal is at 3:00pm or 1:45pm (see [school year calendar](#)). For security reasons, it is important that parents dropping off their child do not come into the classroom. Parents should not be conferencing with teachers at drop off. Teachers are required to establish routines and consistency within their classrooms at the beginning of each day.

### **Sunday Church Performances 3.02.11**

Immanuel Lutheran School students periodically sing and/or perform during church services on assigned Sundays throughout the school year (including Advent Services as mentioned above). Students are expected to participate. Performance dates are listed on the yearly [school year calendar](#) distributed in August. Please mark your calendars as soon as possible.

Additional details will be provided by the music teacher and senior pastor.

### **Student Photos 3.02.12**

One of Immanuel Lutheran School's greatest areas of pride is how close our families bond with their classmates and teachers. We truly see ourselves as an extension of the home. Many classes have formed text groups to communicate and share class photos. We encourage this and support it fully. However, sometimes these groups can inadvertently overstep especially in the area of student photos. We respectfully request that we all honor each family's request for privacy. Please do not take, share or distribute photos of students other than your own without permission.

### **Kids Kare 3.02.13**

Immanuel's School Age Care Program (Kids Kare) provides a safe and secure Christian environment for our school students who need before and after school care. It is our goal to supplement the Christian training provided in the home and during the school day. We strive to help your child grow in all aspects of life:

spiritually, physically, socially, and emotionally. Kids Kare activities include indoor games, quiet time activities, free play, outside play and the option to complete homework.

Kids Kare runs from 7:00-8:00am and 3:15-6:00pm. Kids Kare is not offered on Holidays, but may be offered on other non-student attendance days. Students are dropped off in the Kids Kare room in GPEC prior to 8:00am. After school, students go directly to the Kids Kare room or are sent there if not picked up by 3:15pm.

Kids Kare usage is billed monthly through your FACTS account at a rate of \$6.00 per hour. Payments are due 10 days after the invoice has been sent. Kids Kare closes at 6:00pm. A \$2.00 per minute charge will be applied for late pickups.

**Please sign that you agree and will abide by the policies of Immanuel Lutheran School for the 2025-2026 school year as noted in the Parent Policy Manual using the online link provided.**