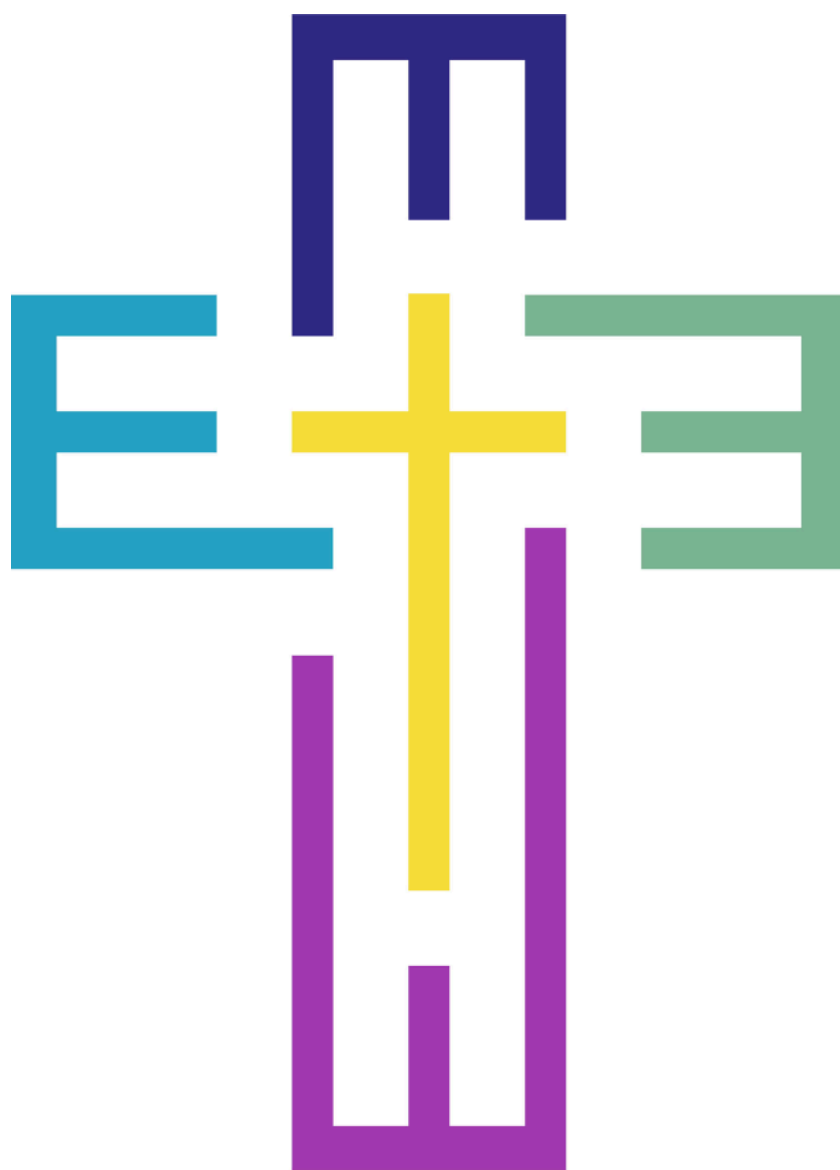


# IMMANUEL LUTHERAN SCHOOL HONEY CREEK

***"ENDURING"***

Hebrews 12:1-3



**PARENT & STUDENT HANDBOOK  
2024-2025**

**TABLE OF CONTENTS**

Immanuel Lutheran School & You	3
Faculty & Staff	4
Mission Statement	5
Philosophy & Goals	5-6
Nondiscrimination Policy/Notice of Neglect or Abuse	6
Curriculum	6-8
School work policy	8
Administration	8
Accreditation	8
Enrollment/Admission Policies	8-9
Fundraising	9
Tuition/Fees	9-10
School Lunch/Snacks	10
Daily Schedule	11
School Pictures/Transportation	11
School Phone/Absences & Tardiness/Attendance	11
Illness & First Aid/Medication Dispensing	12-13
Cumulative records/Pupil Progress, Honor Roll	13-14
Athletics and Extra Curricular Activities	14-15
Communication with Parents	15
Awards & Criteria	15
Student Worship Life	15
Parent Teacher League (PTL)	16
School Visitors	16
Other School Activities	16-17
Cell Phone Policy	17
School Conduct	18
School Calendar/Days Off	18
Student Dress & Appearance	18-19
Gender Policy	20
Discipline/Discipline Procedure	21
Emergency Plans	22
Student Social and Emotional Development	22
Breakfast Program	23
Before/After School Care	23
Biblical Conflict Resolution and Reconciliation Flow Chart	23

## IMMANUEL LUTHERAN SCHOOL – HONEY CREEK AND YOU

As parents whose children attend Immanuel Lutheran School – Honey Creek, whether as members of the congregation or as a community partner family with a devout interest and concern for Christian education, the following thoughts apply:

1. Pray for the support and cooperation necessary to maintain and promote quality Christian education at Immanuel Lutheran School – Honey Creek.
2. Support the school, not only with prayers, but as the Lord has blessed you with your time, talents, and treasures.
3. If you are a member of Immanuel Lutheran Church, become involved in the activities of the congregation, faithfully and meaningfully attend worship services with your children, and make use of all our church has to offer the various agencies of the church.
4. If you are a community partner (nonmember) we encourage you to become involved. We welcome you to attend any or all of our church services and activities. By sending your child(ren) to Immanuel, you show a true desire for a Christian education. Tell others the value of such a program.
5. Be a witness to Christian education in the community by your actions and conversation. Use every opportunity to spread the Gospel and the news about our school.
6. BECOME INVOLVED! This small statement is so short, yet it can mean so much, it also involves action. Not only do conversations show interest and support, but also deeds show a commitment to a goal.
7. All parents should be aware of the functions and programs of the school. Be concerned parents in learning what is happening and be a part of those happenings as often as you possibly can.
8. Please come to the teacher if a concern arises. (See Matthew 18:15-17) The cooperation and exchange of ideas often lead to new and innovative programs. Feel a part of the program just as your child is a part of the program.
9. SPREAD THE NEWS! Satisfied and enthusiastic parents telling others of the good of the school means more than any number of brochures or visits by the staff could. If you do feel that it would be more beneficial to include one of the staff, please approach them. Our parents and families are our strongest and most reliable sources of public relations for Immanuel Lutheran School – Honey Creek.
10. Finally, once again, pray for the school, its staff, its student body, its programs, and all connected with it, that the Lord may shower His blessings upon our school during this school term, so that all successes and gains may be to the glory of God and for the promotion of Christian education.

**REMEMBER, A SCHOOL IS MADE OF MORE THAN BRICK AND MORTAR: A SCHOOL IS MADE OF PEOPLE, DEDICATED CHRISTIAN PEOPLE, DEDICATED TO THE CAUSE OF CHRISTIAN EDUCATION. THIS IS IMMANUEL LUTHERAN SCHOOL AND YOU!**

## SERVING GOD THIS YEAR AT IMMANUEL – HONEY CREEK

Mr. Steve Resner, Pastor	291-5711
Mr. Tyler Kopp, Principal	260-446-2820
Mrs. Mandy McDonald, Grades 7/8 Math & Youth & Family Ministry	644-4405
Mr. William Doggett, Grades 7 & 8	496-3766
Mrs. LeAnne Bonnett, Grades 5 & 6	353-5267
Mrs. Karen Steffens-Schepker, Grades 3 & 4	694-8793
Mrs. Sara Allen, Grade 2	417-827-6848
Mrs. Beth Diener, Grade 1	469-2856
Mrs. Ashley Goldammer, Kindergarten	338-1471
Mrs. Amy Kopp, Preschool Lead Teacher	260-445-6903
Mrs. Gail Kempker, Preschool Teacher Aide	
Mrs. Charlene Allee, Preschool Teacher Aide	
Miss Kynsie Engelbrecht, Preschool Teacher Aide	
Miss Addison Matthews, Preschool Teacher Aide	
Miss Cailin Matthews, Preschool Teacher Aide	
Mrs. Lynn Taggart, Administrative Assistant	
Mrs. Loretta Schulte, Administrative Assistant	
Mrs. Michelle Frey, Board of Education Chairman	
Mrs. Lindsey VanderWert, Board of Education Vice Chairman	
Mrs. Alisha Doerhoff, Board Secretary	
Mrs. A.J. Geritz, Board Member	
Mrs. Dawn Jackson, Board Member	
Mrs. Jayme Eichholz, Board Member	
Mr. Travis Hart, Board Member	
Church Office	496-3451
School Office	496-3766
Preschool	496-3580
Church Email Address	<a href="mailto:ilhchurch@midmoimmanuel.com">ilhchurch@midmoimmanuel.com</a>
School Email Address	<a href="mailto:immanuelhc@midmoimmanuel.com">immanuelhc@midmoimmanuel.com</a>
Preschool Email Address	<a href="mailto:ilhcpreschool@midmoimmanuel.com">ilhcpreschool@midmoimmanuel.com</a>
Website	<a href="http://www.midmoimmanuel.com">www.midmoimmanuel.com</a>

## **IMMANUEL LUTHERAN SCHOOL – HONEY CREEK**

### **Mission Statement**

***The mission of Immanuel Lutheran School is to partner with parents and Immanuel Lutheran Church in providing a quality education that nurtures life-long learners who are rooted in Christ, built in faith, and growing in love.***

### **Philosophy and Goals of Immanuel Lutheran School – Honey Creek**

One goal is to seek and nourish growth in sanctified living that will equip children for work and social relationships in our world in order to become productive Christians in society; and, on a daily basis, to renew the faith in our Lord Jesus Christ that only comes through the power of the Holy Spirit. WE BELIEVE:

- ☆ That Christian education is the process by which God reveals His relationship to His people. Consequently, Christian education has a two-fold purpose – to evangelize and to nurture growth in sanctified living.
- ☆ That the dynamic force of Christian education is the Triune God – Father, Son, and Holy Spirit. All life, both physical and spiritual, begins with Him; and in Him fallen people are reborn through the Word and Sacraments.
- ☆ That through teaching and learning the Christian faith, pupils, parents, and teachers recognize their sinful natures and acknowledge God's plan of salvation through His Son, Jesus Christ.
- ☆ That children are enabled to grow spiritually, intellectually, personally, socially, and physically only as they are freed by the Gospel. These growth processes equip children to attain maturity for a life in God's ever-changing world.
- ☆ That principles, objectives, and techniques of the educational process must be based upon philosophy that is Biblical and doctrinally sound.
- ☆ That the teaching of the Christian faith is primarily the responsibility of the home, but that the organized Church and the Christian day school assist the parents in this task and serve as an extension of the home.
- ☆ That in the setting of the Lutheran school, individuals are given the opportunity to experience Christian living on a full-time basis. It is here that individuals are enabled to develop stewardship of time, talents, and treasures in order to become productive, contributing members of the Church and society.
- ☆ That the Lutheran school is uniquely equipped in its message and in its messengers. Parent-pupil-teacher relationships are bound in the spirit of acceptance and the forgiveness of the Gospel. All persons involved in the educational process strive for optimum teaching and learning in all phases of the curriculum, and in every experience in the life of each individual.
- ☆ That the teaching of the Lutheran school is indeed training for a new life, and that the Holy Spirit continually nurtures and sustains this new life. Immanuel Lutheran School – Honey Creek has adopted five (5) educational goals for its Ongoing School Improvement Plan which seek to equip our students for a productive life:
  1. The facilities will be conducive for learning, efficiency, safety, and creating a positive school climate.
  2. Families will be nurtured in the use of good Christian parenting skills.
  3. Students will enjoy reading and achieve academically, on average, one year above grade level in reading and at least one grade level in other areas of the curriculum.
  4. Students will develop computer skills (keyboarding, word processing, Internet use, etc.) in a sequential and comprehensive manner.
  5. Learners from a broad range of abilities experience success through programs that strive to meet the needs of all children at Immanuel Lutheran School – Honey Creek.

## **Nondiscrimination Policy**

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

## **Notice of Neglect or Abuse**

All teachers, principal, school officials, or other persons with responsibility for the care of children who have reasonable cause to suspect that the child has been or may be subject to child abuse or neglect, or observes a child being subjected to such conditions must immediately report to the Department of Child Services.

## **Our Curriculum and Your Child**

### **Faith**

- ☆ The development, growth, and maturity of faith and love for Jesus is the central theme of our study of the Bible. Teachers and students witness their faith in Jesus Christ personally and publicly. Students study the Bible and worship God daily. Teachers relate Jesus Christ to all aspects of the curriculum. Teachers and students share Christian love and forgiveness throughout the day. We recognize God's Word, Baptism, and the Lord's Supper as the means through which God creates and sustains faith in all people. These Christian truths are taught to all students, no matter what background they have. We also value the practice of memorizing Bible passages, songs, and prayers as a great support to our walk in faith.
- ☆ The 7<sup>th</sup> and 8<sup>th</sup> grades are instructed by the Pastor using material based on the Bible, The Six Chief Parts (The Lutheran Catechism), Lutheran doctrine, and church history.

### **Language Arts**

- ☆ **Reading** – Mastery of the mechanics for oral and silent reading is a cumulative skill that the child develops as he/she progresses through school. Decoding, fluency, comprehension and analysis of text as well as appreciation for good literature and Christian standards of good judgment in his/her choice of reading material are all aspects of being a good reader.
- ☆ **Language** - Immanuel seeks to develop a Christian understanding and use of oral and written communication including rich vocabulary and good grammar. Students are taught how to organize thoughts and materials logically and effectively. Writing is taught and incorporated across the curriculum in all subjects.
- ☆ **Spelling** – Immanuel strives to develop in the child the desire and determination, as well as the skills, to spell correctly the words commonly used in written work and the ability to use the dictionary to learn the spelling and meaning of new words.
- ☆ **Phonics** – Kindergarten begins with learning the letters, their sounds and simple words. Based on the ability to hear, identify, and manipulate sounds, grades 1-6 use this foundation to put sounds together to make words, hear and count syllables; use prefixes and suffixes, and make compound words and plurals.
- ☆ **Handwriting** – Mastery of the mechanics for legible printing and cursive is taught to make written communication a valuable tool to communicate with others and to witness our faith.

### **Mathematics**

- ☆ A basic math program is taught in each grade. Through the instruction in the math functions of addition, subtraction, multiplication, and division, the children gain a better understanding of our numerical system and its application for problem solving. As the students progress, they are introduced to geometry and algebra. Algebra I is offered in Grade 8.

## **Social Studies**

- ☆ A basic knowledge and a proper understanding of man's relationship to his surroundings, to other social groups and to history is vital for enlightened and active citizenship. God rules individuals, nations, and the universe for the welfare of man and His own glory. Our curriculum provides opportunities for building habits of Christian conduct and citizenship. To help the child be more observant to things which happen in our world every day, weekly instruction in current events and the understanding of government, geography and map skills are also included.

## **Science**

- ☆ God created, rules, and orders the world. The purpose of science is to provide a framework through which to study God's world and discover the natural laws which God created for His people. Understanding these laws and systematic nature of the world enables a student to better understand the world in which he/she lives. This understanding assists students in discovering new ways of using technology and nature to improve and protect the world in the years ahead. These insights then serve to glorify God, the Creator of all.

## **Music**

- ☆ Instruction may be given in the fundamentals of music which may include theory, recorders, and chimes. Experiences in religious as well as secular music are provided. The children in Kindergarten through Grade 8 comprise the School Choir (Gospel Lights) and provide music for various church services and groups, and community functions. They also lead a special Christmas Service each year. The children of the pre-school also sing in church and lead a special Christmas Program.

## **Art**

- ☆ Since beauty and the aesthetic sense are creations of God, they are meant for His praise and honor. Art education develops an understanding of the principles underlying art and develops skills in the use of different media in expressing artistic talents. Students in grades 1-6 will receive +, /, or - as a grade. Art will be a graded subject for grades 7 & 8.

## **Computer**

- ☆ Students are provided introductory use to computers. Computers may be used as an instructional tool for the class or as a tutorial. Students are also instructed in keyboarding, word processing, and computer use in daily life. Special permission must be given for students to use the Internet for research. Students in grades 1-4 will receive +, /, or - as a grade. Computer will be a graded subject for grades 5- 8.

## **Physical Education**

- ☆ Daily intermissions and recess periods are provided in each classroom. Periods of directed physical education are provided for all grades. A program of physical fitness through exercise, movement, rhythm, and low/high skill games is provided. Students are also given the Presidential Physical Fitness Test each spring. Students in grades K-6 will receive +, /, or - as a grade. Physical education will be a graded subject for grades 5- 8. All students must participate in Physical Education unless they have a written physician's.

## **Band**

- ☆ Students in grades 5-8 have the opportunity to participate in the Immanuel Lutheran School Band. There may be additional costs for instruments.

## **Achievement Tests**

- ☆ Iowa Test of Basic Skills will be administered each year to grades 3-8 to assess achievement. These tests help us draw comparisons of our pupils with the national average. It also enables us to pinpoint strengths and weaknesses in our program and curriculum materials, and to locate areas requiring more attention for individuals or groups. These tests are graded and scored, and the results are entered into the child's permanent records and shared with the parents. Iowa Basic testing is used to assist in student learning.

### **School Work Policy**

*Each teacher will establish a school work policy that is appropriate to each child/classroom grade level. Teachers will ensure this policy is available to each parent at the beginning of the school year. The policy is a living document and can be altered throughout the year to better suit the classroom learning environment. Any changes that could impact a student's discipline will be forwarded to parents.*

### **Administration**

Immanuel Lutheran School is a private/parochial school and is predominantly supported by the members of Immanuel Lutheran Church – Honey Creek.

A Board of Education has been established by the congregation to carry out the objectives set by the congregation in regards to Christian education. This Board consists of seven voting members and other advisory members including the principal. All policies of the school are carried out only with the approval of the Board.

Immediate supervision of the school rests with the Principal. The Principal, with the help of the teachers, suggests changes which would result in the improvement of the school. The Principal is also responsible for seeing that the wishes and policies of the Board of Education, National Lutheran School Accreditation, and the congregation are met.

### **Accreditation**

Immanuel Lutheran School – Honey Creek is accredited by the National Lutheran School Accreditation (NLSA) and by the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association.

### **Order of Enrollment**

Immanuel Lutheran School – Honey Creek has been established for the Christian education of the children of members of Immanuel Lutheran Church – Honey Creek. However, in response to our Lord's Great Commission "to make disciples of all nations", applications will be accepted from families who are not members of Immanuel – Honey Creek. Enrollments will be considered in the following order:

1. Current students of Immanuel Lutheran School.
2. Children of Immanuel – Honey Creek congregation.
3. Children who are not members of a church.
4. Children of other Lutheran Church – Missouri Synod congregations.
5. Children of other denominations.

Applications for admission may be made by consulting with the Principal. Each year in March, the process of re-enrollment begins. Any student who is currently enrolled will have the first chance at a place for the upcoming year.

### **Admission Policies**

Admission to Immanuel Lutheran School – Honey Creek is based on the following criteria:

1. Students who are entering for the first time will be required to provide enrollment information, achievement test scores, and the transcript records from his/her previous school. Recommendations from previous schools for grade placement will be accepted, unless proof is given to indicate otherwise. If necessary, further testing will be done at the discretion of the faculty. Students entering Kindergarten may be given a screening examination per the request of parent or teacher.  
Any child of school age is eligible to apply for enrollment in Immanuel Lutheran School. Children must have reached their 5<sup>th</sup> birthday prior to August 1 in order to enroll in Kindergarten, and must have reached their 6<sup>th</sup> birthday prior to August 1 in order to enroll in grade 1.



2. Students must be in compliance with the immunization requirements of the State of Missouri. If you are not in compliance, we only accept medical exemptions.

**Class Size**

A target of 16 students has been established for Kindergarten, and a target of 25 students per classroom has been established for Grades 1-8. The Board of Education reserves the right to change this number and classroom grade assignments under certain circumstances.

**Probation Period**

All children entering Immanuel Lutheran School – Honey Creek for the first time will be on probation for 30 calendar days. During this time the classroom teacher, Principal, and parents will have the opportunity to determine whether or not Immanuel is a good fit for the child. If there is agreement, the child will be accepted on a permanent basis. When there is doubt, the probation period can be extended for an additional 30 calendar days, or the family will be advised to seek enrollment for their child elsewhere.

**School Support**

The church, school, and home must work together to carry out the responsibilities of Christian education and Christian living. Just as the church and school are responsible to the individual student and families; the individual student and families are responsible to the church and school. We encourage all families to attend worship services faithfully, to commune regularly, to contribute responsively and generously, and to participate in the programs and ministries of Immanuel Lutheran Church and School – Honey Creek or their own family church. Parents are expected to work as partners with the school in implementing quality education for their children.

**Fundraising**

Each year the students will have the opportunity to participate in ALL-SCHOOL FUNDRAISERS to help purchase classroom equipment and supplies, computer software and hardware, and other non-budgeted items. The fundraising activities will need parental support. Your participation in these fundraisers is encouraged so that the very best in materials and supplies are provided for your child’s education.

**Tuition and Fees**

**KINDERGARTEN NON-REFUNDABLE REGISTRATION FEE** (Immanuel Members & Community Members)

\$100.00 per child

**GRADES 1-8 NON-REFUNDABLE REGISTRATION FEE** (Immanuel Members & Community Members)

\$100.00 per child by *May 5*  
 \$125.00 per child by *June 1*  
 \$150.00 per child after *June 1*

**COMMUNITY MEMBER KINDERGARTEN TUITION**

\$2,450.00	one child	(\$245.00 per month / 10 months)
\$3,915.00	two children	(\$391.50 per month / 10 months)

**COMMUNITY MEMBER GRADES 1-8 TUITION**

\$2,950.00	per child	(\$295.00 per month / 10 months)
------------	-----------	----------------------------------

**IMMANUEL LUTHERAN CHURCH MEMBERS TUITION**

\$2,450.00	one child	(\$245.00 per month / 10 months)
\$3,915.00	two children	(\$391.50 per month / 10 months)
\$5,580.00	three children	(\$558.00 per month / 10 months)
\$7,350.00	four or more children	(\$735.00 per month / 10 months)

\*Rate is based off of parental/legal guardian membership status

**PRESCHOOL**

\$23.00 per day (Immanuel Members)  
 \$28.00 per day (Community Members)

## **School Lunches and Snacks**

Immanuel Lutheran School – Honey Creek offers a nutritional hot lunch program. The cost of lunch is \$3.50 per meal for grades K-4 and \$4.00 per meal for 5-8. Extra milks are available at \$0.50 per milk. During the morning recess time, students may have a nutritional snack (fruit, granola bar, cereal, etc.) that they have brought from home.

Families who find the cost of the school lunch a financial burden may apply for free and reduced priced lunches. Applications are available in the office. Confidentiality is maintained. Families availing themselves of free or reduced priced lunches help their child have a balanced meal.

When a class takes a field trip, sack lunches may be available from the hot lunch program OR the child may bring a sack lunch from home. At no time may a soda (pop) be brought to school, unless approved by teacher. Gum is not allowed.

- ☆ The Board of Education reserves the right to decide in certain cases where special consideration of financial assistance is deemed necessary.
- ☆ A 5% tuition reduction will be given for FULL tuition payment prior to or on the first day that school is in session.
- ☆ It is the policy of Immanuel Lutheran School that all tuition payments shall be recorded in the school office no later than the 15<sup>th</sup> day of each month (August – May). It is the parent/guardian's responsibility to notify the school office if the monthly invoice, sent the first of each month, does not arrive.
- ☆ A minimum of 1/10 of the tuition, as well as what is owed each month for lunch, milks, before/after school care, must be paid by the 15<sup>th</sup> of each month (August – May) to stay current.
- ☆ If a family becomes delinquent in their tuition, lunch, or other fee payments, the following steps will be taken until the payment(s) are made:
  1. Communication will be sent on the 16<sup>th</sup> (or the closest school day) of the same month.
  2. Communication will be sent on the 23<sup>rd</sup> of the month.
  3. On the last day of the month the Principal will call and arrange a meeting where a plan will be worked out for catching up. A follow-up letter will be sent confirming the plan.If the plan is not followed, it will be the decision of the Board of Education whether the child may continue to attend Immanuel Lutheran School. If the child is allowed to continue attending Immanuel Lutheran School, additional late fees may be added at the discretion of the Board.
- ☆ Tuition assistance funds are available to offset the cost of school tuition for families who qualify and apply. The amount awarded is determined by the amount in the Memorial Scholarship Fund and the number of applicants for assistance from the fund. More information is available in the office. Other tuition sources are available.
- ☆ A \$25 service fee will be charged for any returned checks.
- ☆ Access to before school care and/or after school care may be limited - see BSC/ASC section

## **Typical School Daily Schedule**

Students may arrive through the commons door anytime between 7:00-8:10 AM. The family of a child who arrives from 7:00-7:30 AM will be assessed \$1.50 per day for each child. Upon arrival students should immediately report to the commons. A typical daily schedule for grades K-8 would be:

7:00 – 8:00	Supervised Before School Care in the Commons and/or Gym
7:00 – 7:45	Breakfast is served in the Commons
8:10	Classes begin
11:20 – 12:45	Lunch & Noon Recess periods
3:10	Classes end. Students should be in the Commons ready to leave by 3:15. They should be lined up single file and orderly.
3:15 – 5:30	After School Care (includes study period from 4:00 – 5:00 for grades 3-8, except on Fridays)

After 8:10 am, the Commons door will be locked and students must ring the door bell and enter through the atrium between church and school.

### **School Pictures**

Each fall school pictures are taken by a photographer. Order forms will be sent home in early fall for orders for your prepaid packet of pictures. A school group picture will also be taken during the year and will be available for purchase.

### **Transportation**

Transportation to and from school and school events is provided by parents, other family members, and/or neighbors and carpools.

### **School Telephone**

The school telephone is not for general use by the children and should be used only in case of emergencies. To use the phone a child must have permission from his/her teacher by stating a reasonable request for its use. Parents should refrain from calling a student unless other arrangements are not available. Please leave a message with the school office to be delivered to the student.

### **Absences and Tardiness**

The school office is to be notified between 7:30 am and 8:30 am when a child will not be in school or will be coming late. The school secretary will collect attendance slips at 8:30 am. When a pupil is repeatedly tardy as determined by the teacher, he/she will be reported to the Principal who will notify the parents to correct the situation. If the tardiness continues, a conference will be held to determine how to stop the tardiness. Children who arrive from 8:10 am to 9:30 am will receive a tardy. Five (5) tardies will equal one (1) absence on the report card. Children who are present less than 5 hours will be counted as half day absent.

An attendance letter may be sent home beginning the 5<sup>th</sup> day of absence within a quarter. Each absence and/or tardy will be documented. The school administration will investigate chronic tardiness and/or absences and assistance from outside agencies will be requested in extreme chronic truancy or absence matters. Attendance at off-campus school sponsored events will not be counted as absences, but if a student misses a school sponsored event, an absence will be counted.

### **Excused Absence Policy**

1. Absence requires a written note, email, or phone call stating why the student was absent. The written note must be signed by a parent or guardian. Makeup assignments will be accepted.
2. Children absent due to illness are expected to complete their assignments. A student has time equal to the number of days absent to complete assignments and tests. **EXAMPLE:** Four days absent = 4 days to make up work
3. While medical and dental absences are not encouraged, they are occasionally necessary. Prior notice should be given to the teacher as soon as the absence is known. Children who leave during school hours must be signed out by parents/guardians.
4. Families who must or elect to take a vacation while school is in session should personally discuss assignment needs (in advance) with the classroom teacher, and any necessary make-up instruction will be arranged at the convenience of the teacher. Assignments are expected to be turned in ahead of time if possible. Students may receive work in advance to keep them current. Students who do not turn in work ahead of the vacation will have five days to complete assignments and tests missed during the vacation.

### **Leaving School Grounds During School Hours**

No student is permitted to leave school before the regular dismissal time except in case of sickness or other emergencies. Parents desiring to have their child dismissed from school before the regular time for justifiable reasons are requested to send a note with the child, or to notify the office by means of a telephone call or email. No child will be released to an unauthorized person unless arrangements have been made and approval given by the parent or guardian. ID may be requested. For your child's protection, you must sign your child in or sign your child out at the school office. If a child is going somewhere other than their normal destination, parents should call and notify the school of the destination and how the student will travel.

### **Church and Sunday School Attendance**

Immanuel Lutheran School – Honey Creek records Church and Sunday school attendance for its students. This attendance is recorded by the teachers on report cards and in the students' permanent records. All families are encouraged to attend either Immanuel Lutheran Church and its Sunday School program or their own church and Sunday School. This reinforces Christian concepts that are taught at school and develops a closer personal relationship with God the Father, Son, and Holy Spirit.

### **Illness and First Aid**

If your child becomes ill during the school day, we will have him/her lie down to rest. We may wait to see if he/she feels better before calling a parent. If your child is injured and needs medical treatment, we will contact parents first, or one of the other numbers on the emergency form. Our school is able to administer limited first aid for a minor injury (cuts, scrapes, etc.). We will clean the wound, bandage it, and give you a call or send an email. A first aid kit is available at all times.

Children having transmittable and/or communicable diseases may not attend school until the attending physician indicates return to school is appropriate. Notify the school immediately if a child is diagnosed as having a contagious disease such as strep throat, chicken pox, conjunctivitis (pink eye), hand, foot and mouth disease or ringworm. Children with strep infection or on any prescription medication must be kept home at least 24 hours after the first dose of the medication is given or longer if advised by your physician.

If a child is absent with a fever, they should be fever free for 24 hours before returning to school.

If a child has lice, please notify the school office. They must be nit free (no eggs) before returning to school. A child will be sent home even if only a few nits remain. Please notify us if your child has been exposed to someone with head lice. If your child has head lice, please use an effective shampoo, wash and clean all bedding, furniture, rugs, clothing, car seats, and call us. The office or your student's teacher may also have helpful information to answer your questions on treatment.

In returning to school after the child has had, the following school day, the Principal will have the duty to enlist a qualified individual to confirm the absence of lice or nits. While a note from a doctor or a county health agency may be helpful, the final decision to re-admit the student will be at the sole discretion of the Principal in consultation with the qualified health care designee of the school. Should the parent or legal guardian of any student be concerned about the examination of previously infected students, they are welcome to bring in a 3rd party qualified individual to observe the school's designee and to then consult with the Principal. Should the Principal be unavailable during any of the steps of this process, an appointed and informed member of the executive board of Immanuel Lutheran School Board or the Pastor of Immanuel may make decisions on re-admittance on behalf of the school.

### **Medication and Dispensing Medicine**

No student is to have any medication (including aspirin, Tylenol, medicated cough drops, etc.) in their possession. All medication is to be kept in the school office and must be in its original container and clearly labeled with instructions and the student's name. Students may bring in and use non medicated cough drops in the classroom, with a written parental permission slip given to his/her teacher. If non medicated cough drops become a distraction in the classroom, it is the teacher's discretion to keep cough drops at the teacher's desk. No aspirin, Tylenol, or other medication will be dispensed by the school staff unless directed by the parent or physician. The State of Missouri has established guidelines for the administration of medications during regular school hours and during school related activities. These guidelines will be followed at our school:

1. A medication form MUST be completed and on file in the school office. Forms are available in the school office.
2. Self-administration of medication by the student under the supervision of the Principal or Secretary is recommended and preferred if possible.
3. The Principal or Secretary may administer medication under limited circumstances.
4. Any exceptions to these guidelines must be authorized by a physician, and the authorization must be on file at school.
5. *Any medication sent to school in a container other than its original will not be administered by school personnel.*

## **Cumulative Records**

A cumulative record is kept for each child. The records are filled out by the classroom teacher. They are filed in the office where each teacher can avail himself/herself of any pertinent data. The parents can see the records of the child by asking the Principal. A written consent signed by the parent or guardian must be presented in order for anyone else to see the student's master record. The master record folder contains basic data needed to guide the child. The folder itself gives concise information about the child's health, attendance, achievement test results, scholarship, personal history and ability test results.

## **Evaluating and Reporting Pupil Progress**

Many factors affect the grade achieved by students. These include:

- ☆ Christian stewardship in work habits – Using assigned study times for work, bringing required texts and necessary materials to class, keeping work well organized, paying attention to instructions by the teacher or to presentations by classmates, doing independent work, spending sufficient time on home study, and completing assignments on time.
- ☆ Christian motivated conduct – Means showing courtesy and respect for both teachers and classmates, taking his/her assigned place upon arrival in the classroom, not interrupting the classroom routine with misbehavior, and willingly accepting correction by the teachers.
- ☆ Achievement – Meeting the requirements of the course. This means satisfactorily completing all assignments, passing tests, and participating in class discussions. This is the factor that determines the actual letter grade; although the first two factors affect how well a student achieves.
- ☆ The following grading scale has been adopted for grades 1-8:

A+	100	A	95 – 99	A-	92 – 94	F	64 and below
B+	89 – 91	B	86 – 88	B-	83 – 85	I	Incomplete
C+	80 – 82	C	77 – 79	C-	74 – 76		
D+	71 – 73	D	68 – 70	D-	65 – 67		

- ☆ If needed, some specialized courses may be graded with a pass/fail with the agreeance of both the teacher and principal.

Report cards are issued for grades K-8 four times during the school year. These are sent approximately one week after the grading period ends. Remember that the grade is an evaluation of the student's academic performance and not a reward or punishment. Encourage your child to do his/her best with the abilities that God has given. In the fall and spring, a day is set aside for parent/teacher conferences or student-led conferences to discuss each child's progress. Other conferences may be scheduled throughout the year as the need arises.

## **Honor Roll**

The purpose of the Honor Roll is to recognize outstanding academic achievement on the part of those students in grades 3-8 who have excelled in their studies. In order to be on the "A" Honor Roll, a student must have all A's. In order to be on the "B" Honor Roll, a student must have a 9.0 or "B" average. The following are the guidelines and criteria for selection to the Honor Roll:

1. Grade point averages are figured on a 12-point scale. A = 12, A- = 11, B+ = 10, etc.
2. A student may not have more than one "C" on their report card to be on Honor Roll.
3. A student may not have a "D", "F", or "I" on their report card to be on Honor Roll.
4. All students should be encouraged to apply themselves as best they can in hope of receiving this recognition.
5. The Honor Roll is there to instill within students the fact that studying and learning is a high priority at Immanuel.
6. Honor Roll students will be recognized each grading period and at the end of the year.

## **Extra Curricular & Athletic Academic Eligibility**

**INTRODUCTION:** Participation in extracurricular activities is a privilege. Immanuel students are expected to meet both grade and behavior standards to remain eligible to participate.

**DEFINITIONS:** Eligible = the student may participate in any extra-curricular activity including events, practices, games, and tournaments.

Probation = the student's progress is closely monitored while the student continues to participate in extra-curricular activities including events, practices, games, and tournaments. This period begins the day of midterm or report card distribution through a minimum of two weeks (including all weekends). It ends on the second Monday morning after the date it was issued.

Ineligible = the student's progress is closely monitored; however, the student does NOT participate in any extra-curricular activities. This period begins the day of midterm or report card distribution until the next grading period/report card distribution (including all weekends).

**POLICY:** Grade Standards –All students who have at least one “F” or two “Ds” or one or more “I” - incompletes (or the equivalent percentages) in subjects or one “U” (unsatisfactory) in electives will be placed on probation, will be declared ineligible, or will continue their ineligibility according to the procedure that follows.

**PROCEDURE:** All students are eligible for extra-curricular events until the *Midterm I* report. At that time all students who do not meet grade requirements will be placed on probation.

At the conclusion of probation students' records will be reviewed. Those students who meet minimum grade standards will be taken off probation and will become eligible. Those students who have not improved will be declared ineligible to participate in extra-curricular events until the *Quarter 1* grade report.

At the conclusion of all other grading periods (*Midterm 2, 3, or 4 or Quarter 1, 2, 3*) students, except those who are currently ineligible, who do not meet minimum grade or behavior standards will be placed on probation. (Students who are currently ineligible and still do not meet the minimum grade or behavior standards will remain ineligible until the next grading period.) At the conclusion of probation students' records will be reviewed. Students who meet grade and behavior standards will be taken off probation and will become eligible. Students who do not meet grade or behavior standards will be declared ineligible until the next grading period

### **Objectives and Guidelines for the Athletic Programs**

The objectives of the Immanuel Lutheran School – Honey Creek's Extracurricular and Athletic Program are as follows:

- ☆ To promote the Christian lifestyle in participation and competition as in all of life.
- ☆ To encourage physical conditioning and activity.
- ☆ To promote and encourage cooperation and teamwork.
- ☆ To teach students the fundamental skills and knowledge of the activity.
- ☆ To promote participation, sportsmanship, and school spirit.
- ☆ To provide worthwhile and interesting activities for students outside of the regular class day.

Coaching will be done by a faculty member or an adult supervised by the Athletic Committee in accordance with the overall principles of Immanuel Lutheran School. A combination of NO MORE THAN 3 practices, games and tournaments per week will be set for each age group during the school year. This is done so that athletics do not become a burden or disrupt the emphasis on academics. All scheduling of games and practices will be done by the Athletic Committee or Athletic Director. A copy of the schedule of games and practices will be kept in the school office. The Principal may serve as an advisory member of the Athletic Committee and the School Secretary will send notices to school families as needed. The uniforms will be collected at the end of each season. If the uniform is assessed to be in damaged condition, repair or replacement cost could be imposed. Grades 5-8 are eligible to play on teams that are part of the PAL League and 4<sup>th</sup> graders are allowed if needed to fill out a team. The Athletic Committee will have the option to adjust teams if needed.

The PTL may continue to list the Athletic Committee as one of the choices for participation and will provide and/or handle funding for the athletic programs in connection with fees and deposits collected. There will be an athletic fee of \$20/sport/student.

The Board of Education will approve all new programs and will work with the Athletic Committee to assure the quality of all programs.

A student must attend school a minimum of ½ day to be eligible for an extracurricular activity that day.

### **Communication With Parents**

Communication is the most effective way to successfully address the needs of children, parents, and teachers. All staff members at Immanuel strive to keep an open line of communication with the home through home visits, notes, emails, phone calls, and personal contact. Each teacher will utilize a method, approved by the administration, of communication appropriate to their classroom. The "What's Happening" newsletter is our weekly newsletter that will be sent home with your child or emailed to the address you have provided to us. It contains church and school news and may include student-created articles.

### **Awards and Criteria**

Immanuel Lutheran School – Honey Creek gives the following awards at the end of each quarter:

- ☆ Honor Roll – "A" Honor Roll – given to students who have all A's; "B" Honor Roll given to students who have a 9.0 or "B" average and no more than one "C". They may not have a "D", "F", or "I" on their report card.
- ☆ Perfect Church Attendance – given to students who attend 100% of the church services for each quarter.
- ☆ Perfect Sunday School Attendance – given to students who attend 100% of the Sunday School classes for each quarter.

We also give the following awards at the end of the school year at our Awards Program:

- ☆ Honor Roll – given to students who have attained "A" or "B" Honor Roll status for 4 out of 4 quarters
- ☆ Principal's Award – given to students who have attained "A" Honor Roll status ALL 4 quarters
- ☆ Attendance Awards – given to students who have attained Outstanding School, Church, and Sunday School Attendance status with no more than 3 absences total per each category.
- ☆ Pastor's Award – given to students who have attained Perfect Church and/or Perfect Sunday School status for ALL 4 quarters
- ☆ Other awards may also be given.

### **Student Worship Life**

An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship. In addition, the child should be exposed to a variety of worship methods

and should have the opportunity to use his/her creativity to plan and write worship services.

- ☆ CHAPEL – The entire student body meets weekly for a formal worship service. A mission emphasis helps make the child aware that God's work is not limited to our area. These services are led by area pastors, our teachers, classrooms, and special leaders. They are intended to help us appreciate God's work in our lives.
- ☆ School days at Immanuel always start with an opening devotion in the classroom. Students are often given the opportunity to either lead or to be a major part of these opening devotions. Generally, opening devotions are the responsibility of each teacher and his/her students.
- ☆ Students have an opportunity to ask God's blessing on their meal and also thank Him for it in prayers.
- ☆ Students are encouraged to pray, praise, and give thanks to God at all times.
- ☆ The end of the school day is another opportunity for worship. A brief prayer or devotion thanking God for the blessings of the day and special petitions are always in order and should be included at the end of the school day.

### **Parent – Teacher League (PTL)**

To promote the welfare of our children and youth in the home, school, church, and community, it is necessary that a close cooperation exist between parents and teachers. All parents of children in the school are automatically members of the Parent-Teacher League (PTL) and are urged to attend the meetings which are usually held in September, November, January, and April. Specific objectives of the PTL are:

- ☆ To encourage and support our school families.
- ☆ To discuss issues for the care, training, and protection of children and youth.
- ☆ To bring into closer relation the home and school, so that parents and teachers may cooperate in the training of the child.
- ☆ To help create revenue to purchase additional classroom and school materials and to support other activities that cannot be obtained through the general school budget, memorials, or donations.

### **School Visitation**

Parents are encouraged to visit the school and their child's classroom. We would encourage you to check one day (24 hours) in advance with the teacher of your child to see whether testing or some other activity is scheduled which would make a visit inadvisable. Children not enrolled in our school should visit only when permission is received ahead of time from the teacher involved. All visitors must sign in and sign out at the school office whenever visiting a classroom.

### **Policy for Visitors to Lunch**

Immanuel welcomes occasional visitors to have lunch with students who are part of their family. In order to keep the cost of lunches as reasonable as possible the following rules apply:

1. Let the school office know a full day ahead of time if you want to have lunch with a student who is part of your family.
2. Visits for lunch are limited to parent, grandparent, older sibling, aunt or uncle. Only one to two visitors per day please.
3. Visitor must pay the full adult price for their lunch. That money should be paid at the front office when the visitor comes for lunch.

### **Curriculum Enhancements**

The following is a list of activities offered at Immanuel Lutheran School – Honey Creek as curriculum enhancements:

- ☆ Field trips and educational tours
- ☆ Educational movies / videos / guest speakers
- ☆ School parties – at the discretion of the faculty
- ☆ Dramatics and School Musical
- ☆ Interscholastic sports for boys and girls (including volleyball, basketball, soccer, track, and archery)
- ☆ Academic contests such as Spelling Bees, Science Fairs, Art Shows, Academic Bowls, St. Martins Spelling Bee, World's Fair, Math Counts, Bible Bowl, National Geographic Bee, and Geography Bee
- ☆ Piano and Instrument Lessons (may be available)

### **School Choir**

All children enrolled in grades Kindergarten through grade 8 belong to the school choir (Gospel Lights). Children love to sing, and in order to give them a chance to use their voices to glorify God and add to the worship services of the congregation. Please consult the school calendar and newsletter for dates and times of these services.

### **A Christmas Service**

Our school children (K-8) are given the privilege of conducting a Christmas Service at our church. The entire congregation is invited to worship along with friends and relatives. All students, families, and friends are highly encouraged to attend this special service. The children attending the Preschool also lead a Christmas program which everyone is invited to attend.



### **Library Services**

- ☆ We have our own library which children visit to check out books and other materials.
- ☆ Materials are expected to be returned in a timely manner. Late fees and possible replacement costs for late and/or lost items may be assessed to the monthly bill.

### **Field Trip Policy**

At times, students will be taken on educational field trips. Such class trips must meet the following criteria:

- ☆ The trip must meet an educational purpose and objective.
- ☆ The trip must tie in with the approved curriculum of Immanuel Lutheran School – Honey Creek.
- ☆ The trip provides an opportunity for the student to be actively involved in a learning or service experience.
- ☆ The trip has a purpose and agenda that has been approved by the Principal.
- ☆ Each classroom will be allowed to go on one major field trip and other shorter field trips per school year.
- ☆ Students will be expected to pay for admissions, travel expenses, and food unless covered by another school entity.
- ☆ Students MUST have a signed permission slip to go on the field trip. Only students who have returned the approved field trip permission slip properly completed will be allowed to go on the field trip.
- ☆ All drivers must be approved by the staff.
- ☆ Since this is a school function, when attending an event that offers alcoholic beverages (example-Busch Stadium), no alcohol may be bought or consumed.

### **Cell Phone Policy**

- ☆ In this age of technology, more and more young people are getting their own cell phones. Although cell phones are not generally needed at school, and could become a major distraction there may be a situation for which a student may need to bring one. For this special situation, the student, upon arriving at school, is to make sure his/her phone is turned off and remains in the backpack until the student leaves campus. If the cell phone becomes disruptive for any reason, the teacher will communicate with the parents and together they will work out a solution.

### **Distribution of Information Through Children from outside sources**

- ☆ All materials and information that are presented for distribution to or through Immanuel students will be reviewed by the Principal and/or Pastor to determine if it is appropriate to be sent home with students. Persons making the request may be asked to provide all the copies needed for distribution.

### **School Conduct**

- ☆ When students arrive at school in the morning before 8:10 am, they are to go directly to the Commons.
- ☆ Pupils will follow the directions of ANY adult in charge and are expected to maintain quiet and order at all times.
- ☆ Pupils should walk quietly, single file, on the right side of the hallways and stairs.
- ☆ At lunchtime the students are to talk quietly and practice good table manners. If the noise level is too high, one bank of lights will be turned out as a warning. If the noise level continues, a second bank of lights will be turned out and the students will LOSE their noon recess.
- ☆ Children are expected to go outdoors during recess (weather permitting). If a child is NOT to go outside due to a doctor's orders and/or health reasons, a written note must be sent to the child's teacher.
- ☆ Students are to take care of school property. This includes books, P.E. equipment, BSC/ASC items, furniture, and any part of the building. The cost of breakage and abuse of school property will be assessed to the student.
- ☆ Bikes may be used only for travel to and from school and should be parked by the back of the gym. No riding during the day.
- ☆ Students shall under no circumstances be permitted to have alcohol, tobacco (in any form), or any controlled substance on the school premises. Such violations may warrant an immediate detention or suspension.

### **School Calendar, Days Off, and Snow Days**

The Immanuel School Calendar will be prepared by July 1 for each school year and be distributed to families and the congregation at the beginning of each school year. The Board's policy requires that at least 5 snow days be included in the calendar. Adjustments may be made in the calendar toward the end of the school year if too many or too few snow days have been planned.

Days off on the school calendar may include several holidays, LEA Convocation, fall District In-Service Days and other professional development opportunities for the faculty/staff.

Early dismissals may include Parent/Teacher Conferences and the last day of school. If early dismissal is because of weather, families will be notified through the phone calling system.

Immanuel Lutheran School will determine if classes will not be in session due to severe weather. A message will be sent through our phone calling system that will let families know that a snow day has been called. During that day, the safety of the roads leading to school will be assessed, and the driveways, parking lots, sidewalks and entryways will be cleaned if possible. The final decision about school closing for the next day and additional days will be made by the Principal.

School closing because of weather will also be listed on KRCG TV channel13.

### **Late Start**

If we have a late start, the school will open 2 hours later, but the day will still end at 3. For a 2 hour delay before school care will open at 9 and lunch still will be served at the same time. The preschool will open its doors at 9 and close at their normal time. Overall, the school day and preschool day runs normal just that we start 2 hours into the day.

### **Student Dress and Appearance**

The Immanuel School Dress Code aims to keep all students neat, clean, well-groomed, and appropriately dressed in a Christian school.

Our Dress Code has the following rules that need to be followed:

- ☆ Students are NOT to wear hats, caps, visors, sunglasses, bandanas, or sweatbands in the school buildings.
- ☆ Students may NOT wear beachwear, extremely tight fitting pants or leggings without a skirt, long shirt, or long sweater; or extremely short shorts or dresses. A guideline is: Students' shorts or skirt must reach down the thigh to the point where with shoulders and arms hanging straight down and fingers extended the clothes come below the fingers. Modesty is always encouraged, but ultimately length is not as much of a concern as appropriateness. Appropriateness would be determined by teachers and the principal. Teachers, along with the Principal, may confer with parents regarding more appropriate choices of clothing for school.
- ☆ Students should not wear skulls, crossbones, alcohol, tobacco, pictures of weapons, or other such shirts.
- ☆ Students may NOT wear halter-type dresses, bare shoulder tops, low neckline tops, tops with less than 3" straps, or loose fitting, large armhole tank tops. Our shirt length rule is: Students should be able to hold their hands extended straight over their heads and not have their midriff show.
- ☆ Clothing will not have areas that are transparent or see through, no cutoffs or frayed areas with holes.
- ☆ Footwear such as sandals and tennis shoes must be worn at all times. **NO FLIP-FLOPS WILL BE WORN.** Shoes must have a back.  
This is for safety reasons.
- ☆ Clothing must cover and conceal undergarments.
- ☆ Students may wear shorts at the discretion of their parents. However, parents and students should be advised that students will be outside during cold weather.
- ☆ No biker shorts may be worn unless they are under other shorts or a skirt.
- ☆ Extremes in hair styles, jewelry, and make-up are to be avoided as they are also a reflection of one's attitude and must therefore be appropriate for the students attending a Christian school. Hair color may

be altered provided the coloring displayed naturally occurs in human hair and does not detract from the student's Christian appearance.

- ☆ Parents of students who ignore any part of this policy will be called and asked to bring appropriate clothing to be worn for the remainder of the day or informed the students will be instructed to wear clean donated clothing (example: Thrivent shirt).

### **Objectionable Items**

Toys, candy, gum, soda, electronic devices, trading cards, skateboards, comic books, magazines, knives, matches, makeup for play, etc. ... **ARE NOT** to be brought to school unless specifically requested by the teacher. Such items will be confiscated because they are detrimental to the classroom atmosphere and/or safety of the child. They will be returned to the parent. Gum chewing ordered by an orthodontist **MUST** have a permission slip from the orthodontist given to the teacher. If any other items become a distraction in the classroom, it's the teacher's discretion to remove.

### **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Immanuel Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to the Immanuel members and the community, it is imperative that all persons employed by Immanuel in any capacity, who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Immanuel Lutheran Church and School.

### **Gender and Facility Use**

**In accordance with our Statement on Marriage, Gender, and Sexuality we follow these guidelines:**

- a. A person's sex is either male or female and is determined at conception.
- b. Participation in any program or activity sponsored or hosted by Immanuel that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex.
- c. Access to facilities (e.g., bathrooms or locker rooms) that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex.
- d. Programs, publications, and communication (oral or written) in any program or activity sponsored or hosted by Immanuel must use the pronouns which correspond to a person's sex (he/him; she/her).
- e. Individuals should not intentionally present their physical features or dress to identify as a member of the opposite sex.

## **Discipline**

At Immanuel we do not think of the term “discipline” as meaning punishment, but rather as consequence or a teaching and training of self-control, Christian attitudes, orderliness, efficiency, making good choices, and the making of a disciple. Therefore, teachers will deal with children in accordance with the teachings and philosophy of Christ. Teachers tolerate actions acceptable for certain levels of growth, channel actions when necessary, and attempt to correct any misbehavior or conduct that interferes with the learning process for themselves or other children. The children will be taught to understand that for Christian living it is necessary to love one another, serve one another, and respect one another’s rights and privileges. In enforcing discipline, the teacher is guided by God’s Word. In the case where the teacher is unable to obtain good conduct from a pupil, the parents of the pupil will be notified. If this does not produce the desired results, the matter will be referred to the Principal. If necessary, the matter will be presented to the Board of Education. This follows the example that Christ gave in Matthew 18.

It is the objective of our faculty to prevent the occurrence of misbehavior or behavior problems through:

1. A positive classroom atmosphere that includes a well-organized, stimulating course of study.
2. Meaningful assignments with achievable success.
3. A constructive, supportive, and positive relationship with each student.

Corporal punishment is not allowed.

## **Discipline Procedure**

Fostering discipline and discipleship is the positive approach used to teach Christian behavior, skills, and values. Responsibility and self-control are taught and positive reinforcement of acceptable behavior is emphasized. Rules, which are necessary for an effective classroom are:

- ☆ Listen and pray
- ☆ Always do your best
- ☆ Manners matter
- ☆ Be respectful of everyone
- ☆ Share Christ in all you do

It is understood that when a child enrolls at Immanuel, he/she accepts and agrees to abide by the rules and standards that have been adopted. Christian love and motivation are the guiding rules at Immanuel. However, there must be steps in place for students who repeatedly or maliciously disobey the rules of God, the church, and the school. The school reserves the right to keep a child after school, to remove certain privileges, to suspend, or expel a student when school policies are repeatedly and/or maliciously violated. All violations must be documented on provided form by aide, teacher, staff, or principal.

The adopted steps of discipline are:

1. Warning from the teacher to student with age appropriate consequences.
2. With repeated violations, consequences such as loss of recess during the day may occur at the discretion of the teacher. Parents/guardians should be notified through phone, email, text, or note.
3. Student behavior contract with consequences signed by the parent, student, and teacher.
4. Meeting with parent, student, teacher, and principal with consequences.
5. Detention or suspension (either in-school or out of school) of age appropriate time (1/2 to 1 day).
6. In extreme cases, the Board of Education reserves the right to expel a student for violation of rules and policies.

Detention or loss of recess during the day may occur at the discretion of the teacher.

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has difficulty defending him or herself. Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. We are committed to naming bullying for what it is and to avoiding the excuses that are often given for bullying behavior.

Sexual harassment of or by any students shall not be tolerated and may result in disciplinary and/or legal action, including possible expulsion from Immanuel. Everyone is to be treated with dignity and respect. Harassment of any form is prohibited. The prohibition against harassment applies to everyone. Sexual harassment has the purpose of creating a negative impact on an individual's performance and of creating an intimidating, hostile, or offensive environment and includes, but is not limited to:

- ☆ Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, slurs, etc.
- ☆ Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
- ☆ Physical conduct such as leering, assault, touching a body or clothes in a sexual way, impeding movement, etc.
- ☆ Threats and demands to submit to a sexual request.
- ☆ Retaliation for reporting a violation or participation in activities such as hazing, etc.

Anyone at Immanuel Lutheran School – Honey Creek who is subject to or witnesses sexual harassment must immediately report such conduct to the Teacher or Principal. The Pastor may be included in the process to provide spiritual guidance as needed.

### **Student Social and Emotional Development**

Social and emotional learning is important for students to enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students who develop social and emotional skills are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. The following goals will be incorporated into daily lessons.

Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive Relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

We do not have counseling services offered, but if needs arise we will do our best to direct the family to licensed counselors.

**Fire Drills** are conducted to provide training to staff and students on proper evacuation procedures in case of a fire. When the signal is given, all class activity must stop and the teacher must look outside the classroom door to check for signs of fire or smoke that would change the designated exit. Once the exit is determined, children and teacher must exit the room according to the plan. Once outside, all shall walk away from the building and meet on the outside basketball court on the playground. A second signal will indicate when all may return to their classroom.

**Tornado Drills** are conducted to train teachers and students for what needs to be done in the case of a tornado threat. At the signal, all staff and students will go to the designated area where students will be seated on the floor away from outside walls and glassed areas. Heads will be down with face covered. Teachers will each supervise their own students in the event of this activity.

**Earthquake Drills** are practiced to prepare students and staff on proper safety procedures in case of an earthquake. Students shall seek shelter under their desks or in a doorframe.

**Intruder Training** educates the staff and students about safety measures in case of an active shooter or an intruder in the building.

- ☆ All students, Preschool - 8th grade, will participate in all drills.

### **Breakfast Program**

We offer a breakfast program that will be held in the Commons from 7:00-7:45 am. The cost will be: Breakfast only = \$1.50; Breakfast and Before School Care = \$3.00. You may apply for the free/reduced breakfast rate.

### **Before/After School Care**

Immanuel Lutheran School has a Before-School Care Program that provides a safe haven for students (K-8) from 7:00 – 7:30 AM. The program will be based in the Commons and students will be supervised by an adult. The charge for all students is \$1.50 per student, per day.

If fees are not paid by the 15th of the month following the billed date, the child may not continue to use the Before School Care Program. All applicable school rules apply to Before School Care. At 7:30 am, students and supervising teacher will go out to the playground or to the gym. Students arriving between 7:30 and 8:00 may pass through the Commons to join students who arrived earlier. At 8:00, all students will go to their classrooms.

Immanuel Lutheran School also has an After School Care Program which provides a safe haven for students (K-8) from 3:15 – 5:30 pm. The program will be based in the Commons and gym/playground. Students will be supervised by an adult each day. All applicable school rules apply to After School Care. Students MUST be picked up by 5:30 pm or the family will be charged \$1.00 for each minute after 5:30 pm.

### **AFTER SCHOOL CARE SCHEDULE**

3:15-3:50 – Recess on the playground or in the gym

3:50-4:00 – Snack may be purchased

4:00-5:00 – Study time for grades 3-8; Kindergarten and grades 1 and 2 will play games quietly during this time

5:00-5:30 – Play time in Commons

All school rules apply to After School Care.

- ☆ The flag system will be used to inform parents of child's whereabouts. If the blue flag is up, children are out on playground or in gym. If the blue flag is down, children are inside the school building.

### **COST**

3:30-4:00 - \$1.00 per child

4:01-5:30 - \$3.00 for first child; \$2.00 for each additional child

The fees for Before/After School Care will be billed at the beginning of the following month and must be paid by the 15<sup>th</sup> of that month following the billed date. If fees are not paid by the 30<sup>th</sup> of the month, the child(ren) may not return to this program until the bill is paid in full. The After School Care Program will NOT be provided on days when school is dismissed early due to inclement weather or due to school calendar schedules. Parents are required to sign their children out when they pick them up from ASC.

### **SNACKS**

Snacks may be purchased for \$0.50. Children should not bring money each day for snacks. Snack fee will be recorded each day and be added to the after school care bill each month.

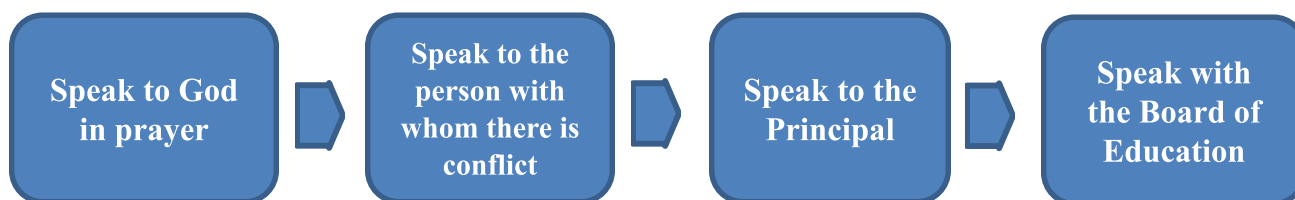
*This handbook is intended to describe the working relationships within Immanuel Lutheran School, its practices, procedures, rules, and regulations. The handbook may be supplemented as necessary. The handbook should serve as a code of conduct, but in no event is this handbook intended to constitute a contractual agreement and is not intended to be binding upon Immanuel Lutheran Church and School or the Immanuel Lutheran Board of Education. If you cannot find answers regarding who, what, when, where, or why in this handbook, you are strongly encouraged to ask for clarification.*

**MAY GOD GRANT US ALL A BLESSED YEAR!**

## Immanuel Lutheran School Biblical Resolution and Reconciliation Flow Chart

The mission of Immanuel Lutheran School is to partner with parents and Immanuel Lutheran Church in providing a quality education that nurtures life-long learners who are rooted in Christ, built in faith, and growing in love.

***“If possible, so far as it depends on you, live peaceably with all.” Romans 12:18***



If you have been hurt, offended, or feel that a conflict has occurred, please follow the flow chart above. After speaking to the Lord in prayer and asking for the guidance of the Holy Spirit, approach the person directly at the appropriate level. The following plan is based on God’s Word and can be used to reach a peaceful resolution and reconciliation. Pastor can always be considered as a resource to encourage and guide you, if needed, in order to help you follow these steps and to provide spiritual guidance in order to promote Christ-centered communication all throughout the process.

### **Biblical Conflict Resolution and Reconciliation Plan**

#### **Step 1: Take the matter to God in prayer.**

*“What causes quarrels and what causes fights among you? ... You do not have, because you do not ask.” James 4:1-2*

#### **Step 2: Remain confidential at each step and avoid gossip.**

*“For lack of wood the fire goes out, and where there is no whisperer, quarreling ceases.” Proverbs 26:20*

#### **Step 3: Go directly and privately to the person with whom there is a conflict.**

*“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.” Matthew 18:15*

#### **Step 4: Sympathize, empathize, and listen before attempting to solve the conflict.**

*“. . . let every person be quick to hear, slow to speak, slow to anger; for the anger of man does not produce the righteousness of God.” James 1:19*

#### **Step 5: Attack the problem and not the person. Strive for good communication and understanding.**

*“A soft answer turns away wrath, but a harsh word stirs up anger.” Proverbs 15:1*

#### **Step 6: Repent. Forgive. Receive forgiveness.**

*“Therefore, confess your sins to one another and pray for one another, that you may be healed. . . .” James 5:16*

*“Pay attention to yourselves! If your brother sins, rebuke him, and if he repents, forgive him,” Luke 17:3*

#### **Step 7: If the conflict is not resolved, continue to move through the flow chart as you ask the next person for assistance as you again approach your brother or sister in Christ with whom you are in conflict.**

*“But if he does not listen, take one or two others along with you,” Matthew 18:16*