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## **ADMINISTRATION**

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church, Wentzville, Missouri. The Board of Education

sets the outcomes for the school ministry and the Principal develops the procedures to achieve these outcomes.

### **Immanuel Lutheran Church Voters Assembly**

All confirmed members of Immanuel Lutheran Church, 18 years old and older, are eligible to be members of the Voters Assembly. The “Voters’ Meetings”, as they are commonly called, are the official meetings of the congregation where decisions are made that impact all members of the parish, including Immanuel Lutheran School.

It is important that each confirmed member of the congregation, 18 years old and older, attends and participates in these meetings. These meetings directly impact the quality of programs and services Immanuel is able to offer the students enrolled in the school.

## **ADMISSIONS POLICIES**

### **Nondiscrimination Policy**

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

### **Admission Priority**

Immanuel Lutheran School was established primarily as a parochial school for the children of Immanuel Lutheran Church. Immanuel also recognizes the opportunity it has in providing Christian education to others in the community. Therefore, the Board of Education has adopted the following policy of priority in accepting new admissions:

1. Children of members of Immanuel Lutheran Church
2. Children enrolled at Immanuel from the previous school year
3. Community enrollment

Parents who wish to know more about the teachings of the Lutheran Church-Missouri Synod may want to attend a new member class. For additional information please contact the School or Church office.

## **Entrance Age Requirements**

It is the policy of Immanuel Lutheran School to follow the law as established by the State of Missouri in regard to entry dates into school. Entry dates are as follows:

Preschool 3: The child must be 3 by July 31<sup>st</sup>

Preschool 4: The child must be 4 by July 31<sup>st</sup>

Kindergarten: The child must be 5 by July 31<sup>st</sup>

## **Transfer from Immanuel**

Transcripts shall be mailed or delivered directly to the next school upon receipt of a signed records release form from the new school. Academic records will not be released to another school until all financial obligations to Immanuel are paid in full.

## **ANTI-BULLYING POLICY**

Statement of intent:

The family of Immanuel is committed to following God's example of love, mercy, and compassion to each of His chosen children. In this commitment, we are dedicated to the following:

- showing compassion to one another (Eph 4:32)
- building one another up with love (1 Thessalonians 5:11 and 1 Peter 2:1-5 and vs. 9-10)
- striving for peace and harmony (Hebrews 12:14)

As such, Immanuel Lutheran School has adopted a "zero tolerance" policy for bullying meaning that bullying of any sort is against God's command and unacceptable within our school community, both on and off campus.

Definition of bullying: When one or more people repeatedly harm, harass, intimidate, or exclude others. Bullying is a pattern of:

- physical and/or emotional harming (gossiping, teasing, spreading rumors),
- intimidating (threatening, taking belongings of others)
- harassing (making inappropriate comments)
- excluding (shutting someone out of a group for any reason)

**Bullying is unfair and one-sided, whether it happens face-to-face or behind the back.**

**Anti-Bullying Strategies:**

Ignore and walk away

Remain calm

Remind yourself that it isn't your fault

Tell the bully to stop, stand up for yourself

Don't be a bystander (peer mediation)

Ask an adult for help-know the difference between tattling and telling (any adult in the building)

**ATTENDANCE**

Illness, death in the family, medical or dental appointments are valid reasons for absence from school. Parents are asked to contact the teacher for all work that must be made up during the absence.

Please do not schedule vacations when school is in session. The Board of Education strongly encourages no vacations during the school year. Sequential development of skills cannot be accomplished simply through make up work. Sending work home in advance of an absence may be impractical. Students are responsible for seeing that work missed is completed satisfactorily.

**Reporting Absences**

Parents are required to contact, by phone or FastDirect, the Attendance Secretary (Mrs. Donna Pierson) by 8:45 a.m. when a student will not be at school. This is done for the student's protection and to assist us in gathering health information in order to alert you to the possible spread of a contagious disease.

**Absences During the School Day**

Parents wishing to have a student excused during the school day shall phone the school office or make the request in person prior to such an absence. All students excused during the day are to be signed out on the Visitor Log and picked up at the school office.

### **Make Up Work Following an Absence**

1. Parents should be aware that academic performance might be negatively impacted by missed instructional time.
2. Assignments are to be picked up by the student upon returning to school following an absence.
3. Assignments for students who are able to complete work during an illness may be picked up at the school office by making prior arrangements with the teacher.
4. Tests and work assigned during the absence may be made up during the time span equal to the length of the absence.

### **Excessive Absences**

1. The teacher has the discretion of conferring with the parents at any time regarding absences.
2. The Principal may consult with the parents of any student who has accumulated 10 or more absences in one school year. Written verification from a medical doctor may be required for long term absences.
3. If a student is absent more than 10 days in one semester, their promotion may be reviewed by the teacher and Principal.
4. Parents must understand that state law requires “continuous and regular” attendance. Without this, the Principal is obligated, by law, to report the absences to the proper authority.

### **Tardy Policy**

Immanuel Lutheran School feels it is of vital importance that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Tardiness is defined as not being in your classroom to begin classroom activities at the start of class. Consequences are as follows:

1. 4 times tardy per quarter: Parents receive a letter explaining concerns relevant to tardiness
2. 8 times tardy per quarter: Student serves a 30-minute after-school detention in their classroom
3. 16 times tardy per quarter: Student serves an hour after school detention in their classroom
4. 20 or more times tardy per quarter: Student and parents are asked to appear before the Board of Education to discuss the tardiness issues

### **Church Member Attendance Requirements**

Religious instruction and worship are central to the education of our children. It is expected that all parents and students regularly attend worship services. **We define regular attendance as 50% of the time.** We will review attendance every six months. We encourage parents to not only bring your children to Sunday School, but to lead by example and attend Bible Class yourself. Our worship services are: Saturday 5:00 p.m., Sunday 8:00 and 10:45 a.m., with Bible Study and Sunday School at 9:30 a.m. Parents are strongly encouraged to bring their children to the church service in which their class choir or instrumental group enhances worship. Based upon the church attendance cards completed each Sunday, member families needing spiritual guidance will be contacted by a member of the Assembly of Deacons. The school will take church attendance every Monday.

### **BULLETIN BOARDS AND DISPLAYS**

Any display of posters or other materials not related to the instructional programs shall be approved by the Principal before being displayed in the classrooms or halls.

### **CELLULAR PHONE USAGE POLICY**

Student use of a cell phone during school hours is prohibited, except as specifically authorized by the Principal. Any student found violating this policy will have his electronic device taken away, and a parent must come to Immanuel to retrieve the device. While possession of devices is allowed, they must be out of sight and turned off at all times.

### **CHILD ABUSE/NEGLECT REPORTING PROCEDURES**

A teacher or other worker who suspects a child is being abused or neglected at home is under a moral and legal obligation to report the matter to the Missouri Division of Family Services.

### **CHILD CARE**

The Alpha & Omega Club, a before and after school program, is offered in our school facilities. This program is offered for students in grades K through 8 enrolled at our school. The before school program begins at 6:30 a.m. and continues until school begins. The after school program is offered from the end of the

school day until 5:30 p.m., Monday through Friday, for every day that school is in session. A daily snack is provided at the after school program. The Alpha & Omega Club is not offered on early dismissal days.

### **COMMUNICATION**

Financial and all important school updates and information are available through FastDirect for grades K through 8. Grades are available via FastDirect for grades 2 through 8. Each family is assigned a username and password to access the data. The site address is [fastdir.com/ilsw](http://fastdir.com/ilsw). It is imperative that families check this account for messages from the school at least once a week.

Open and genuine communication is the key to working together for the best possible education of each child. It is vitally important that the home and the school work together in ONENESS of spirit and purpose. When this does not occur, everyone, especially the child, suffers. Unless there is this oneness, it leads to conflict and broken relationships.

Following the example set for us in the Bible in Matthew 18, parents are expected to go to the teacher (or any other individual) first, in a timely fashion, to discuss any issue. Note: The parking lot is not an area that should be used to talk about other teachers, parents, or other students. We should always speak of others in a Christian manner and not contribute to gossip. This is not just something that should be used at Immanuel, but in the home as well. If you have a question about an issue, go to the source.

If the issue is then not satisfactorily resolved, the parent may seek the counsel of the principal. When the individual indicates the issue is resolved, the principal assumes that the issue is dropped. Do not leave the office leaving the administrator thinking the issue is resolved and then indicate to others that you are still upset with the situation.

If this second step of involving the principal does not resolve the issue to the satisfaction of the parent, then, and only then, should the parent go to the Chairperson of the Board of Education. The contact information is available in the school office or via FastDirect.

The discussion of private issues with other parents and other teachers is not only counterproductive, but also is contrary to the example set by our Lord.

Feel free to call, email, and/or write a note to your child's teacher or the principal, when a question arises. Parents are expected to sign all correspondence. Please do not call a teacher during instructional times of the day. The office will be glad to take a message for the teacher to return your call at a more appropriate time.

Parents should make an appointment to talk to the principal and/or the teacher. It is not appropriate to assume that the principal or the teacher is able to talk with you at any time.

It is never acceptable to carry on a conference-type conversation in the hallway with the principal or the teacher. If this event does occur, the parent will be asked to move into a more private location to continue the conversation. Parents are expected to talk to the principal and/or the teacher in a respectful, calm, and Christian manner. If a parent does not converse in a respectful manner, the meeting will be terminated until a later time.

Anonymous letters or email will not be read and will promptly be disposed.

### **Facebook**

Facebook is a valuable communication tool. It should be used for appropriate, uplifting communication.

### **Suggestion Box**

There is a suggestion box located by the front doors of the school. If you have a suggestion of how to make Immanuel Lutheran School better, please drop a note with your name and contact information along with suggestions.

### **Eagle Weekly**

The Eagle Weekly is posted on the website weekly at [ilcsw.net](http://ilcsw.net). The Eagle Weekly contains information on upcoming events, changes in any plans for activities, requests from organizations, tips for parents, Lutheran High School information, sports schedules, choir schedules, and other pertinent information. You

should read this publication every week. Printed copies are available in the school office and in the Fellowship Hall.

## **CURRICULUM**

The curriculum of Immanuel Lutheran School is integrated into the Christian framework to prepare children to live totally integrated Christian lives. The curriculum meets and exceeds the requirements of the State of Missouri Department of Education. Regularly scheduled curriculum reviews are conducted by the faculty to continually study and make improvements in the curriculum.

**Art:** Art appreciation, drawing, modeling, crafts, painting, art history, and ceramics. (Letter grades are not given for art. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

**Computer:** Basic operations and concepts; social, ethical, and human issues; productivity tools; communications tools; research tools; and problem-solving and decision-making tools.

**Electives:** A variety of elective classes are offered to students in grades 5 through 8.(Letter grades are not given for electives. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

**Language Arts:** Reading, literature, phonics, English, spelling and writing.

**Mathematics:** Math concepts and processes, number theory, geometry, statistics, metrics, computer literacy and algebra with an emphasis on problem solving skills and the fundamentals.

**Music:** Singing, music appreciation, band, strings, rhythms, orchestra, handbells, guitar and recorder. (Letter grades are not given for electives. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

**Physical Education:** Skill development, rhythmic activities, team sports, group games, sportsmanship, fitness, health and safety.

(Letter grades are not given for P.E. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

Religion: Bible study, doctrine, church history, worship, missions, and memorization.

Social Studies: Geography, history, citizenship, economics, current events, government, research, and map skills.

Science: Processes, concepts and knowledge of physical science, life and earth science.

The school faculty is constantly striving to secure and employ the most effective methods and media for instruction through continued study, faculty workshops, staff in-services, and seminars.

### **Homework**

The challenging program at Immanuel has always required that some study be done at home. This is not only necessary for accomplishing goals, but is also a helpful habit for future education. Parents can assist by setting aside a regular time for study, by providing encouragement, and by providing a quiet place for study. A child receives great benefit from the time spent with a parent in reading and writing activities. Homework is designed to fulfill the following purposes:

1. Drill and additional practice to strengthen new skills introduced in the classroom.
2. Completion of unfinished classroom assignments.
3. Work to be done on projects of a short-term or long-term nature.
4. Participation in research activities in the location of facts and data.
5. Extension of reading for pleasure through the guided reading of library books and other material.

### **Field Trips**

1. A field trip is an educational experience for which the class as a group leaves the school premises.
2. The number of chaperones/supervisors is left to the discretion of the teacher unless otherwise specified by the place visited. A

list of chaperones must be given to the school office before leaving the building.

3. Chaperones/supervisors may not bring other children, including babies and preschool children, along on the trip.

4. Teachers may request help from responsible adults in planning and arrangements of field trips.

5. Families will be asked to pay for the costs relating to field trips such as admissions, food and transportation.

6. A copy of a driver's license and current insurance card will be needed for any parent/guardian providing transportation for field trips.

7. Non-custodial parents must have a court document stating that they can attend field trips and/or transport their child as well as other children.

### **School Assemblies**

School assemblies are held periodically throughout the school year to enhance learning.

### **Instructional Materials**

All textbooks, except for certain books purchased by students (e.g. Bibles), are furnished by the school. The textbooks and instructional materials are selected for use in the school by the faculty and principal and are carefully scrutinized to assure the highest quality available. The texts meet the core curriculum standards and reinforce the spirit of a Christian school.

Students will be assessed a damage or loss fee for rental textbooks that did not receive normal usage during the course of the year. Students will be charged for the full cost to replace consumable books that are lost or damaged.

### **Technology**

Immanuel Lutheran School integrates technology into its curriculum as a tool to facilitate teaching and learning. Technology exists as a powerful and essential tool in the education process for both students and staff. Technology is not a separate curriculum, but an appropriate part of all curricula at every level of instruction. A list of technology proficiency goals for each grade level guides computer instruction.

## **DRESS AND APPEARANCE POLICY**

Immanuel Lutheran School's policy for Kindergarten through Grade 8 is as follows:

### **Slacks, Shorts, Skorts, Skirts**

ImmanuelWear pants, shorts, skirts and skorts will be worn at the natural waistline and at an appropriate length. All ImmanuelWear bottoms should be French Toast brand.

### **Shirts, Sweatshirts, Fleece, and Outerwear**

Polo style short or long sleeved shirts with Immanuel logo are available through the school office. Any white shirt may be worn under any ImmanuelWear shirt. A variety of ImmanuelWear sweaters, sweatshirts, and fleeces are available. Only ImmanuelWear outerwear such as sweatshirts are allowed. Polos must be tucked in at all times.

(Updated 2011-12) School uniforms can be purchased in the following ways:

Sample sizes from Treetop Enterprises are available to try on at school and order forms are available in the school office or on our website: [www.ilcsw.net](http://www.ilcsw.net)

Target stores: Navy blue and khaki (which should be medium to dark) pants and shorts may be purchased in the Cherokee or French Toast brand only.

Frenchtoast.com: Only items set up on the “Immanuel Lutheran-Wentzville” French Toast website will be allowed. (Please note that shirts may not be ordered through [frenchtoast.com](http://frenchtoast.com) as they must be monogrammed by Treetop Enterprises).

Anything other than these options are NOT acceptable school attire.

All Fridays and half days will be Spirit Wear days. Students are permitted to wear spirit wear tops and uniform bottoms. There are a few free dress days throughout the year. Jeans (without holes) are allowed on these special days. **No tank tops or athletic shorts are allowed.**

### **Physical Education Dress Code**

All children are required to wear clean gym shoes in the facilities that provide gym activities. Students in grades 5 through 8 must wear P.E. uniforms purchased in the School Office. Students in grades 5 through 8 are expected to have clean uniforms and to use deodorant.

### **Footwear**

All shoes should be closed toe and back. Socks and/or leggings need to match ImmanuelWear uniforms. (i.e. no crocs or flip flops)

### **Grooming**

Jewelry may not interfere with classroom activity. Body piercing, other than ears, is not permitted. Earrings are permitted on females only and should not hang from the ear.

Hair length on males cannot touch a polo shirt collar and cannot be in their eyes. After the first written dress code warning, the student has 7 days to get their hair cut to the appropriate length. If after those 7 days the matter is not resolved, the student will not be allowed to attend school and will receive absences until their hair is the appropriate length.

Hair color on boys and girls must be of a natural color. If hair is dyed an unnatural color, the student has 7 days to get their hair dyed back to a natural color. If after those 7 days the matter is not resolved, the student will not be allowed to attend school and will receive absences until their hair is a natural color.

**“Feathers” are not allowed to be worn during the school day or at athletic competitions.**

### **Spirit Wear**

On Fridays and all half days, students will be allowed to wear a Spirit Wear shirt and uniform bottoms.

### **Free Dress Days**

Several times a year there will be free dress days for students. On these days students are allowed to be out of uniform attire. Dress should be modest in length and color. No shirts or pants with holes are permitted. If the student is out of dress code for the free dress day they will be sent to the office by the teacher to call home and have appropriate clothing brought to school. The student will not be able to go back to the classroom until appropriate clothing is brought to school.

Parents are urged to monitor the clothing worn by their children to school.

### **EMERGENCY SCHOOL CLOSING**

If it is questionable that school will be in session due to bad weather, please listen to one of the following stations for “IMMANUEL WENTZVILLE”:

RADIO: KMOX 1120 AM  
TELEVISION: KTVI-Channel 2, KMOV-Channel 4 & KSDK-Channel 5

Please note: If school is canceled due to weather related emergencies, all school-related activities are canceled.

Once school is in session it will not be called off early due to poor weather. Afternoon sessions of Preschool may be canceled due to deteriorating weather. Concerned parents of children already at school may pick their children up early if they wish to do so.

Students who are picked up in the morning will be counted as having attended ½ day. Students picked up after their lunch will be counted as having attended a full day.

The decision to make up days lost to bad weather will be made by the Board of Education upon the recommendation of the Principal.

The President’s Day holiday in February will be used as a snow make up day, if necessary.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra curricular activities such as athletics, musicals, music groups and the like operate according to the philosophy of Immanuel

Lutheran School. Students participate in them as a privilege. In order to participate in any extra-curricular activities, students must attend a minimum of a half day of school on the day of the event.

The five goals of all extra-curricular activities are:

1. Develop the students' mind, body, and soul.
2. Allow the light of Gospel to shine through students as representatives of Immanuel Lutheran School.
3. Dedicate every comment and action to the glory of God.
4. Develop mutual respect among students in the activity, and with opponents in a competition. Students in an activity work as a team.
5. Grow from successes and failures, accomplishments and mistakes, and wins and losses.
6. Students and adult leaders pray that God will always give the group the ability to keep its actions centered on the five goals in order to reach true success.

### **Athletic Program**

Immanuel offers to its students, in grades 5 through 8, the opportunity for participation in the following interscholastic sports: soccer, boys' and girls' volleyball, boys' and girls' basketball, boys' and girls' track, cross-country and cheerleading. Competitions with local parochial schools are scheduled to foster community relations. Cross Country is available for grades K through 8 and Cheerleading is available for grades K through 4.

A physical examination is required before a student is allowed to try out for a team.

Because our athletes, coaches, and spectators are representatives of our school, church, and community, they are expected to display Christian behavior and good sportsmanship at all times.

Students may play on another team of the same sport or in another sport with these stipulations:

1. No Immanuel athlete may participate in an outside practice or game on an Immanuel game day.

2. If Immanuel has a morning game, no player may participate in a game for the outside team the night before.

We believe we would be doing our school and athletes/students a disservice if we did not set certain standards of eligibility. Such standards are followed because:

1. Athletics at Immanuel are “extra-curricular” and as such are meant to enhance the student’s educational experience, not replace it. As such, athletics always remain extra; they do not replace or take priority over academics.
2. Athletes’ behavior is often emulated by other students.
3. Participation in athletics is a privilege for each student.

### **Athletic Eligibility**

St. Louis Lutheran Athletic League Policy: Only students enrolled full time at Immanuel Lutheran School will be allowed to participate in the St. Louis Lutheran Athletic League events and the athletic program at Immanuel. This includes all sports teams and cheerleading groups.

### **Academic Standards**

To be eligible to participate in the athletic program of Immanuel Lutheran School, a student must have a C average with no F’s in subjects, which receive a letter grade (A, B, C, D, F) on their respective report card or mid-quarter report.

In situations where a student’s eligibility may be in question, the child’s home room teacher and the Principal will make a joint decision about the student that reflects the best interests of all concerned.

### **Behavioral Standards**

Behavioral ineligibility may be declared by any teacher and administrator, when together, in their opinion, the athlete has, by a single extreme action or by continuous inappropriate behavior, set an example for other students that is not acceptable by the teacher(s) and administrator.

### **Eligibility Procedures**

The primary responsibility of informing the parent(s) and the coach of the team affected rests with the athletic director. At this time the athletic director will inform the coach of the following:

1. How the student became ineligible.
2. The conditions for becoming eligible again.

## **FINANCES**

### **Tuition Status: Member/Non-Member**

Member and non-member families are assessed tuition based upon their church membership status. Families will not attain member tuition status until they are officially accepted as members of Immanuel Lutheran Church. Tuition paid prior to this change in membership status will not be prorated. Members must attend a minimum of 50% of the time at Immanuel.

### **Financial Policies and Procedures**

Students may be removed from enrollment if the family account is 60 days or more in arrears. Parents are legally responsible to keep their accounts paid promptly and completely according to school policy and the agreed payment plan.

## **ILLNESS/WELLNESS POLICY**

Students who have a fever (over 100.4), vomit, or have diarrhea must be fever/symptom free for 24 hours. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL THE NEXT DAY IF THEY WERE SENT HOME DURING THE PREVIOUS DAY FOR A FEVER OR VOMITTING/DIARRHEA AS THIS WOULD NOT BE A FULL 24 HOUR PERIOD.

## **LOST AND FOUND**

All found items are placed in the lost and found box located in the School Office. Money and jewelry are to be brought to the school office. At the end of each quarter, all unclaimed items will be donated.

## **LUNCH PROGRAM**

Immanuel Lutheran School operates a hot lunch program in accordance with the guidelines established under the Federal Hot Lunch Program. Pricing is as follows:

\$2.50 for Student Lunch

\$0.35 for 1 milk

Families that qualify for free or reduced price lunches under the government guidelines are asked to contact the school cafeteria. Additional information and forms are available at registration. Recipients of reduced or free lunches are strictly confidential.

Lunch menus are posted on the school bulletin boards and are also published on FastDirect on a monthly basis. Students who do not eat hot lunch are able to purchase milk.

Students are not allowed to have soda in the lunchroom.

### **Milk or Food Allergies**

A carton of milk is included as part of each hot lunch. A note from a doctor must be placed on file in the school office each year if a child is not to have milk or certain foods because of allergy problems.

We have a peanut free table for children that are allergic to nuts. Only those who have peanut free lunches are allowed at this table.

### **MEDICATION**

It is recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

The school staff will provide administration of medication for any student. However, the giving of medications by the school staff shall be restricted to necessary medications that cannot be given on an alternative schedule. Medication will only be administered if the parent/guardian comply with requests for documentation of need, provision of medication, and physician orders.

Note: An authorized prescriber should be encouraged to write prescriptions for medications to be given outside of school hours whenever possible. An authorized prescriber is a medical professional with given prescriptive authority.

### **Prescription Medication**

The student's authorized prescriber must provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, any adverse effects, any applicable emergency instructions, prescriber and parent/guardian signature of consent.

All prescriber's orders must be renewed each school year.

Every individual medication, new medication, or when a dosage has changed will require a separate signed consent by the prescriber and the parent/guardian.

The school staff will not administer the first dose of any medication nor may the student return to school until one/half hour has elapsed after the first initial dose has been administered.

The parent/guardian will supply the medication in the original labeled container from the pharmacy with only those doses to be given at school, and with the instructions for any special storage, i.e. refrigeration. Medication to be administered should not exceed a 30 day supply.

Documentation records of medication administration will include the student's name, drug, dose, date, time administered and name of the staff person administering the medication. Individual medication records will be filed in the student's health record when completed at the end of the school year, or when the student transfers or withdraws from the school. All documentation should be completed in ink.

### **Non-Prescription Medication**

A written and signed prescriber's order with the parent/guardian consent must be filled out for every non-prescription medication being requested to be given, e.g. Tylenol, cough/cold medications, creams or ointments. The prescriber's written order must include the name of the drug, time for administration, dosage, route, and any specific instructions for administering the medication.

The medication must be provided by the parent and furnished in its original container. The student's name must be on the

container. No medical judgment is to be required by the school staff to determine when medication is to be administered.

The parent/guardian will be notified, if possible, prior to the administration of any over-the-counter medications.

The administration of any over-the-counter medication will be recorded on the student's medication log.

### **Emergency Medication**

If a student with a life threatening condition, e.g. bee-sting allergy, diabetes, severe asthma, etc. is enrolled in the school, the parent/guardian must furnish the medication needed to be administered at the time that such an event might occur. Students may only self-administer and carry with them a rescue medication inhaler for asthma or an epi-pen for severe allergic reactions and only if a physician and parent have signed the self-administration portion on the form. Insulin for diabetics and non-rescue inhaled medications may also be self-administered but must be kept in the School Office.

Such emergency medications require orders from an authorized prescriber including a detailed instruction for administration. The medication consent form must be signed by the prescriber and the parent. Duplicate copies of these forms should be kept in the student file and with the medication.

If an emergency occurs where medication is to be administered the parent/guardian will be notified. The medication administration will be written on the student's medication log.

### **Self-Administration of Medication**

Self-administration of medication means that the student is able to consume or apply medication in the manner directed by an authorized prescriber without additional assistance or direction.

Students may be responsible for taking their own medication after the school staff has determined that the following requirements are met:

1. The student, the school staff, and the parents agree to the conditions under which the medication is to be administered.

2. The authorized prescriber and parent/guardian both request and consent to the self-medication. The request forms must be signed by both prescriber and the parent/guardian.
3. The student's status and abilities have been evaluated by the school staff who deem self-administration safe and appropriate. As necessary, school staff has been trained in the administration of the medication. The school staff may observe the initial self-administration of the medication.
4. The student must be able to identify the appropriate medication, know the reasons for administration, the frequency and time of day for which the medication is ordered.
5. The student follows a procedure for documentation of self-administration of medication.
6. The school must store the medication in a locked area and provide accessibility to the student when needed. In the case of an inhaler, or other emergency medication, a back up supply must be kept in the locked storage area. The only medication allowed to be carried by the student would be an inhaler.
7. The school staff will monitor the student's manner of taking the medication. If there is any situation where the student has not followed the proper protocol, the parent/guardian will be notified and the privileges will be taken away from the student.
8. The parents must agree and consent that the school or its staff members shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.
9. The permission to self-medicate is effective for the current school year and needs to be renewed for each subsequent school year upon fulfillment of the requirements of the policy.

### **Handling, Storage, and Disposal of Medications**

A parent/guardian or other responsible adult must hand deliver to the designated school staff all medication to be administered. The medication must be in a pharmacy or manufacturer labeled container. All request/consent forms must accompany the medication. Medications must not be sent in a lunch or book bag.

All medications will be secure, locked and monitored only by school staff. All schedule II @ controlled substances (e.g. Ritalin) must be inventoried upon receipt by the school staff. Any discrepancies will be reported to the principal and the parent/guardian notified.

A parent/guardian may come to the school and administer his/her child's medication at any time. This will be documented on the medication log with the parent/guardian signing for the administration.

A parent/guardian may retrieve the medication from the school at any time. This will be logged on the medication record.

All unused, discontinued, or outdated medication will be returned to the parent/guardian and documented as so. All medication will be returned at the end of the school year.

### **MONEY IN SCHOOL**

Students are discouraged from bringing any money to school unless it is absolutely necessary. Students are not to leave money lying loose either in the desk or on the desk at any time. Students bringing money to school to pay tuition or fees are to report directly to the school office upon entering in the morning.

### **MUSIC LISTENING DEVICES**

Student use of personal listening devices at school or at school-sponsored events is prohibited, unless authorized by the Principal. Any variance from the above policy will be considered an infraction of school policy.

Consequences of violations are as follows:

1. Immediate confiscation of the involved personal listening device(s) or listening or visual media and/or compact disc(s)/IPOD's as appropriate. A parent will be called and asked to come to Immanuel to retrieve this device. Depending upon the nature and severity of the violation, the confiscated device(s) or media and compact disc(s)/IPOD's may be held in evidence indefinitely.
2. The School Discipline Policy will be followed in determining the appropriate consequence(s) for the student.

### **PARENT-TEACHER LEAGUE**

The Parent-Teacher League is an important organization that benefits children and fosters parent-teacher communication and cooperation. Sociability among parents and families is fostered. As an auxiliary organization it conducts fund raising activities for the school. One such program is the "Volunteer Hours" program.

Each family is asked to donate a minimum of 15 hours of their time. This can be done at any school event. If a family is unable to perform the hours of service they can simply “pay-off” their requirement at \$10 per hour.

### **PARENT VOLUNTEER HOURS**

Immanuel is dependent on volunteer help from parents. Each family regardless of family size is required to volunteer a **minimum of 15 hours a year** at Immanuel Church and/or School. There are many ways to volunteer. Please check with your child’s teacher or the school or church office for volunteer opportunities. You can log your hours in the school office.

### **PHYSICALS**

Physical exams are required to be completed by the first day of school for:

1. All first time students of Immanuel.
2. Students entering Kindergarten and students entering 5th grade.
3. Any student in grades 5 through 8 who will be participating on a sports team. Forms are available in the school office.

### **PICK-UP & DROP-OFF PROCEDURES**

#### **Pick-Up**

Parents are expected to wait until school is dismissed for the day before picking up their student(s). Parents should follow the pickup procedure as outlined on the dismissal map.

Students will only be released to the designated person(s) on the enrollment form. Parents who have an emergency must notify the school office that someone other than the designated individual will be picking the student up.

Parents are to pick up their student by 10 minutes after the scheduled dismissal time. Students remaining after the 10 minute time limit will be escorted to the after care program, the Alpha & Omega Club, and parents will be billed for this child care.

If a parent is picking up a student for an appointment or for any other reason during the day, the parent should come to the office to sign out the student.



**Letter Grade Equivalents for Percentages:**

A+ = 99-100	A = 93-98	A- = 90-92
B+ = 88-89	B = 83-87	B- = 80-82
C+ = 78-79	C = 73-77	C- = 70-72
D+ = 68-69	D = 63-67	D- = 60-62
F = Below 60		

**Progress Descriptors:**

- EE** = Exceeds Expectations
- PA** = Progressing Appropriately
- NI** = Needs Improvement

**Progression of Students**

At the end of the school year, students are promoted to the next higher grade if there is evidence that they have mastered the necessary skills to achieve successfully at that grade level. A student may be retained if there is evidence that the student has not mastered the necessary skills to achieve at the next grade level. The following factors are taken into consideration: achievement levels, particularly in language arts and math; test results; maturity as it affects ability and readiness to achieve; general behavior of the student; and the positive and negative implications for the student's future learning. The classroom teacher(s) and the Principal, in consultation with the parents, consider these factors.

**Awards and Honors**

1. The eighth grade students who have been ranked at the top two in the class are designated as the class valedictorian and salutatorian.
2. Immanuel participates in the Presidential Physical Fitness Awards Program. Students may qualify for either Presidential or National levels of fitness achievement.
3. Other recognition is given for students who participate in extra-curricular activities, such as athletics and band.
4. Certificates recognizing perfect school attendance for the school year are awarded at the close of the school year. Perfect school attendance is defined as having been in attendance for every day that school was in session. (A student missing less than one-half day will be considered in attendance.)

### **Graduation Requirements**

A diploma of graduation shall be awarded to all students of Immanuel Lutheran School upon successful completion of the requirements for the 8 grades. All diplomas shall bear the signatures of:

1. Chairperson of the Board of Education.
2. Principal

At a graduation service, the diplomas shall be awarded by the Chairperson of the Board of Education or by their nominee.

### **Confidentiality of Student Records**

All material in the student's cumulative record (except directory information which is name, address, grade placement, birth date, participation in activities, dates of attendance and honors received) shall be confidential. The cumulative record contains the following:

1. Master record
2. Academic test results
3. Enrollment forms
4. Disciplinary notes
5. Transferred records from other schools
6. Report cards
7. Psychological reports (kept in Confidential file)
8. Health Records
9. Anecdotal records

All student information (except directory information) shall be accessible only to professional staff of the school and others who have a legitimate educational interest (determined by the Principal of the school) and to the student's parents or guardian.

Any use or disclosure of a student's records should contribute to the welfare and the educational progress of the individual student.

Parents shall have the right to inspect their child's records. Any parent who wishes to inspect their child's records shall address the request to the Principal. Such a request must be honored within 10 days. Records may be inspected in the presence of the Principal. All tests and evaluations will be translated into

meaningful terms, and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. Non-Custodial parents may ask the school for the opportunity to review school records (report cards for the current school year only), by requesting copies. The school may ask the parent for some identification.

Note: General notices, lunch menus, PTA information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by the FERPA. Therefore, schools are not legally required to provide them to non-custodial parents.

The procedure for challenging the records shall be:

1. Written notice shall be submitted to the Principal requesting a hearing.
2. If satisfaction is not achieved, a statement of challenge shall be addressed to the Chairperson of the Board of Education, who will give hearing and/or arrange for a hearing.

The responsibility for maintenance of school records is vested in the Principal.

The parent/guardian must sign a release form for the transfer of transcripts to another school. The transcript itself, or any information transferred, may be examined by the parent or guardian before transfer. Prior to sending the transcript, the school secretary must verify that all financial obligations have been met.

The transcript consists of the following:

1. Master record
2. Academic test results
3. Health records
4. Transferred records from previous schools

The health records may be hand carried by the parent to the new school for purposes of enrollment.

### **Confidential File**

The following student records are kept in a Confidential File:

1. Individual Education Plan (IEP)
2. 504 plan
3. Individual Achievement tests
4. Public school evaluation
5. Medical diagnosis of learning or behavior problems
6. Action Plans
7. Academic/Behavioral Contracts

When a student transfers to a new school the next school will be notified that a confidential file exists for the student. Items in this file will be transferred upon a properly authorized (by parent) request.

Any other formal documentation produced by the Special Education Consultant such as anecdotal records, observational records, notes, work examples, etc., will not be transferred to the next school.

### **RESOURCE CONSULTANT**

Immanuel Lutheran School and The Lutheran Association for Special Education (LASE) recognize the worth of each individual and pledge to cooperatively provide the most appropriate learning environment to meet the learning style of each student. A certified special education teacher, provided by LASE, is contracted by Immanuel to provide necessary professional support services to staff, parents and students. The resource consultant is not a classroom resource teacher. The professional support services of the consultant include, but are not limited to:

1. Providing teachers with strategies and/or techniques to help students with special needs
2. Conducting screenings to assess student performance/ability levels and their needs for academic success
3. Providing coordination of services between Immanuel and the public school
4. Providing input and guidance for school curriculum development
5. Coordinating the teams that make audio recordings of textbooks
6. Assisting with scheduling appropriate teacher in-service

7. Acting as a liaison between public school districts and Immanuel when diagnostic testing is necessary

### **SAFETY**

Fire drills, intruder drills, evacuation drills and storm drills are held regularly according to state guidelines during the school year.

The fire signal alerts staff and students to evacuate the building. At the sounding of the fire alarm signal, all children are to file out of the building quietly and orderly. All classes should proceed to designated areas and remain in single file until the “all clear” signal is given.

In cases of severe storms or civil defense emergencies, an announcement will be made on the public address system instructing students to move directly to the designated areas. The students are to move quickly and quietly in single file and are to remain in the designated areas until advised to return to the room.

In case of a threat from an intruder, an announcement on the public address system will instruct staff to lock the classroom door and move students to a corner of the room away from the door and the window.

Emergency School Closing: If students need to be picked up from school during the school day due to an emergency, parents will be called. Students will be released only to parents (or to those specified by the parent on the enrollment form). The student must be signed out before leaving the premises.

All full time school faculty and staff are CPR, First Aid and AED certified in the event of an emergency. Teachers and staff who have been certified in a training seminar administer medications.

### **SCHOOL TERM AND HOURS**

The school calendar includes a minimum of 174 instructional days. See the “Calendar” section on [ilcsw.net](http://ilcsw.net) for a schedule of dates and times of events. Changes to the calendar will be published in the Eagle Weekly.

#### **Hours**

Preschool:

Half Day Program: A.M. – 8:30 a.m. to 11:15 a.m.  
P.M. – 12:15 p.m. to 3:00 p.m.  
Full Day Program: 8:30 a.m. to 3:00 p.m.  
Mothers Day Out: 9:00 a.m. to 1:00 p.m.

Kindergarten:  
8:20 a.m. to 3:10 p.m.

Grades I - 8:  
8:20 a.m. to 3:20 p.m.

*Revised: August 30, 2011*