

ADMINISTRATION

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church, Wentzville, Missouri. The Day School Education Ministry (DSEM) sets the outcomes for the school ministry and the principal develops the procedures to achieve the 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 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 DSEM has adopted the following policy of priority in accepting new admissions:

- a. Children of members of Immanuel Lutheran Church.
- b. Children enrolled at Immanuel from the previous school year.
- c. Community enrollment.

Parents who wish to know more about the teachings of the Lutheran Church may want to attend **Immanuel 101**. For additional information please contact the School or Church office.

PROCEDURES

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.

Preschool 3: The child must be 3 by July 31st

Preschool 4: The child must be 4 by July 31st

Kindergarten: The child must be 5 by July 31st

Transfer from Immanuel

Parents of students seeking transfer from Immanuel Lutheran School to another school shall be issued a "Transfer Form" which shows the student's present academic standing. Student health records needed for enrollment in the next school will also be given to the parents. "Transcripts" shall be mailed or delivered directly to the next school upon receipt of a signed records release form. ***Academic records will not be released to another school until all financial obligations to Immanuel are paid in full.**

ATTENDANCE - Missouri Compulsory 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 DSEM 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.

Excuses for Absences

a. Parents are required to call the school by 8:45 a.m. When a student will not be at school. This is done for your child's protection and to assist us in gathering health information in order to alert you to the possible spread of contagious disease.

b. After an absence, students must bring a written excuse signed by a parent explaining the absence even though the parent previously called the school.

The note must include the reason for the absence, parent or guardian signature, the date, and the days of the absence. This note is to be given to the teacher.

c. If the above procedures are not followed, the absence will be an "unexcused" absence.

Excuses During the School Day

Parents wishing to have a child excused during the school day shall do one of the following:

- a. Send a properly signed note with explanation to the teacher.
- b. Phone the school office or make the request in person prior to such an absence. All children 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

- a. Assignments are to be picked up by the student upon returning to school following an absence.
- b. Assignments for children who are able to complete work during an illness may be picked up at the school office by making prior arrangements with the teacher.
- c. Test and work assigned during the excused absence may be made up during the time span equal to the length of the absence. Previously assigned work, as well as previously announced tests, is due upon return to school.
- d. Tests and work assigned during an unexcused absence will not be accepted for credit. Work must be completed.
- e. Parents should be aware that academic performance might be negatively impacted by missed instructional time.

Excessive Absences

- a. The teacher has the discretion of conferring with the parents at any time regarding absences.
- b. **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 absences in excess of five days.
- c. **If a student is absent more than 10 days in one semester, his/her promotion will be reviewed by the teacher and principal.**
- d. Parents must understand that state law requires "continuous and regular" attendance. Without this the Principal is obligated, by law, to report the student to the County Truant Officer for possible legal action.

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. Continued tardiness to school/class will be dealt with as continued defiance of school policy. A note will be sent home.

Beginning of the Day

4 times tardy per quarter-Parents receive a letter explaining concerns relevant to tardiness.

8 times tardy per quarter- Student serves a 30-minute after-school detention in their classroom.

16 times tardy per quarter-Student serves an hour after school detention in their classroom.

20 or more times tardy per quarter-The student and parents are asked to

appear before the Day School Education Ministry to discuss to the tardiness issues.

*Tardiness is defined as not being in your classroom to begin classroom activities by 8:20 a.m.

**The Day School Education Ministry Board approved this tardy policy for students in Grades K-8 on June 9, 2009.

Membership Requirements/Involvement

Church Attendance

"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another-and all the more as you see the Day approaching." Hebrews 10:25

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Since religious instruction and worship are central to the education of our children, it is extremely desirable that all parents and pupils attend divine worship services. Regular attendance is in keeping with the Lord's expectations. We encourage all parents to not only bring your child/children to Sunday School, but to lead by example and attend Bible Class yourself. Our worship services are: Saturday 5:00 a.m., Sunday 8:00 and 10:45 a.m., with Bible Study and Sunday School at 9:30 a.m. Weekly chapel services are held to give your child additional meaningful worship experiences. Chapel service is held every Wednesday at 8:30 a.m. in the Heritage Church. All families are welcome to attend.

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 and Sunday School attendance every Monday.

NON IMMANUEL MEMBERS

Gymnasium & Physical Education Equipment

All children are required to wear clean gym shoes in the facilities that provide gym activities. Students in Grades 5-8 must wear P.E. uniforms purchased in the School Office.

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.

Materials Management Plan

Immanuel is obligated to print the following information:

On October 22, 1986, President Reagan signed in to law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Material in School Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response action in a timely fashion. This rule became effective December 14, 1987.

Immanuel conducted a complete inspection of its facilities in 2009, utilizing the services of Mead Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the school office during normal business hours, without cost or restriction, for

inspection by representatives of the EPA and the State, the public including teachers, other school personnel and parents. The School may charge a reasonable cost to make copies of management plans.

Our facility was last inspected January 19, 2009. A reinspection of our facilities is required every three (3) years and will be conducted during the summer of 2012. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the school buildings for any reason. This school takes very seriously the recommendations made in the management plan.

The person in the School trained to oversee asbestos activities and ensure compliance is Mrs. Dolak is the single contact for the public to obtain information about asbestos-related activities in the School. You may reach Mrs. Dolak at 636-639-9887.

CELLULAR PHONE/BEEPER USAGE POLICY

Acceptable Use and Restricted Uses: Student use of electronic paging or two-way communication devices (e.g. beepers/cellular phones, picture cellular phones, personal data assistant-PDAs) 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, a parent called and asked to 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.**

Consequences of Violations:

1. Immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.
2. The school Discipline Policy will be followed in determining the appropriate consequences(s) for the student.

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 - Before and After School **(Alpha & Omega Club)**

A before and after school program is offered in our school facilities. These two programs are 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, nutritious snack is provided at the after school program. The Alpha & Omega Club is also offered on early dismissal days.

The Alpha & Omega Club staff is concerned with the overall development of the child and feels that a well organized, but unstructured environment that is well supervised, provides individual choices of developmentally appropriate activities that best meet the developmental needs of the children.

COMMUNICATION

* Financial and all important school updates and information is available through FastDirect for grades Pre-School -8. Grades are available via FastDirect for grades 2-8. Each family is assigned a screen name and password to enable access to the data. Site address is fastdir.com/ilsw. It is imperative families check this account for messages from the school at least once a week.

* Open and genuine communicating 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 first, in a timely fashion**, to discuss any issue.

* If the issue is then not satisfactorily resolved, the parent may seek the counsel of the Principal.

* 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 Day School Education Ministry. **The chairperson is Mr. Dale Bauer and his contact information is available in the school office.**

* **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.

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 better, please drop us a note with your name and contact information along with your suggestion.

School Publications

The "Eagle Weekly" is posted on the website weekly at 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 on Sunday mornings.

CURRICULUM

The curriculum of Immanuel 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. The entire curriculum is evaluated on a rotating seven-year schedule.

ART- Art appreciation, drawing, modeling, crafts, painting, art history, and ceramics.

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 5-8.

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, recorder and liturgy study.

PHYSICAL EDUCATION - Skill development, rhythmic activities, team sports, group games, sportsmanship, fitness, health and safety.

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 be helpful 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 an 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.

School Assemblies

School assemblies are held periodically throughout the school year to enhance learning. A portion of the registration fee will be used for assemblies.

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, enabling students to thrive in society. Technology exists as a very powerful, essential tool in the education process for both students and staff. Technology is not a separate curriculum, but an appropriate part of every curriculum at every level of instruction. A list of technology proficiency goals for each grade level guides computer instruction.

DRESS AND APPEARANCE POLICY - **Kindergarten - GRADE EIGHT**

Immanuel Lutheran School has adopted a policy of dressing for success. We believe school is where students prepare for success in, and the challenges of, the real world. Dress is a part of the balance of success and challenge. When a student has a dress expectation problem, they will be guided to solve the problem before attending or returning to the classroom. All school appropriate clothing should be ImmanuelWear.

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.

Footwear

All shoes should be closed toe and back. Socks need to match ImmanuelWear uniforms.

Grooming

Jewelry may not interfere with classroom activity. Body piercing, other than ears, is not permitted. Earrings are permitted on females only.

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 unexcused 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 unexcused absences until their hair is a natural color.

Free Dress Days

Several times a year there will be free dress days for students. This includes all half days. 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 he/she 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.

School administrators and teachers will determine appropriate dress and appearance, and students inappropriately dressed will be given a written warning to be signed by parents and returned. If they come inappropriately dressed a second time, parents will be called immediately to bring appropriate clothing. **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, and 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.

Children who are picked up in the morning will be counted as having attended $\frac{1}{2}$ day. Children 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 DSEM upon the recommendation of the Principal

Beginning with the 2009 - 2010 school year, 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 in some cases, with opponents in a competition. Students in an activity work as a **team**.
5. **Grow** from successes and failures, accomplishments and mistake, 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 5-8, the opportunity for participation in the following interscholastic sports: soccer, girls' volleyball, boys' basketball, girls' basketball, boys' and girls' track and cheerleading. Competitions with local parochial schools are scheduled to foster community relations. Cheerleading is also available for grades K-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:

- * No Immanuel athlete may participate in an outside practice or game on an Immanuel game day.
- * 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 athlete/students a disservice if we did

not set certain standards of eligibility. Such standards are followed because:

- * 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.
- * Athletes' behavior is often emulated by other students.
- * 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, including elective classes, 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 lies with the athletic director. At this time the athletic director will inform the coach of the following:

1. How he or she became ineligible.
2. What the conditions for becoming eligible again were.

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.

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.

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.

\$ 2.25 for Adult Lunch

\$.35 for 1 milk

Kindergarten Snack Fee: \$120 per year (\$60.00 each semester)

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 in the "Eagle Weekly" on a monthly basis. Students who do not eat hot lunch are able to purchase milk.

Do not bring "fast food" orders or soda to the lunchroom. Soda cannot be purchased during lunch.

Kindergarten snack fees may be paid in full at the beginning of the year (\$120) or half at the beginning of the year and the balance in January (\$60).

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.

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.

1. 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.

2. 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.

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

4. 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:

- a. The student, the school staff, and the parents agree to the conditions under which the medication is to be administered.
- b. 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.
- c. 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.
- d. 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.
- e. The student follows a procedure for documentation of self-administration of medication.
- f. 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.
- g. 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.
- h. 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.
- i. 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.

5. 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

Children are discouraged from bringing any money to school unless it is absolutely necessary. Children are not to leave money lying loose either in the desk or on the desk at any time. Children 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

Acceptable Use and Restricted Uses: 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:

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 consequences(s) for the student.

PARENT ADVISORY BOARD

The Parent Advisory Board consists of at least one parent representative from each grade level, K-8, appointed by the principal. The purpose of this board is to provide an open forum where these parents may voice their opinions about the positive aspects of Immanuel Lutheran School and may brainstorm ways to make our school even better. Information generated by this board is shared with the Day School

Education Ministry and the Parent Teacher League and is used to set goals for the school program. Representatives for the Parent Advisory Board are appointed for each school year.

PARENT-TEACHER LEAGUE

The Parent-Teacher League is an important organization. Everything it does benefits children and fosters parent-teacher communication and cooperation. The speakers and programs help us perform our roles as parent and teacher more effectively and lovingly. Sociability among parents and families is fostered. As an auxiliary organization it conducts fund raising activities for the school. PTL organizes many of the events at Immanuel. 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, including helping in the classroom and grading papers. If a family is unable to perform the hours of service they can simply "pay-off" their requirement at \$10 per hour.

PHYSICALS

Physical exams are required for:

- 1) all first time students of Immanuel
- 2) students entering Kindergarten and students entering 5th-8th grade.
- 3) any student in grades 5th through 8th who will be participating on any 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 child(ren). Parents are to wait in the front lobby or the Annex for their children, not in the hallways by the classroom doors. Such congregating by the classrooms disrupts the classes and does not allow the teachers to finish the daily activities effectively.

Parents are to pick up their children by 15 minutes after the scheduled dismissal time. Students remaining after the 15 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 the child for an appointment or for any other reason during the day, the parent should come to the office to sign out their child.

Drop-Off

Parents may drop students off at the front door, no earlier than **8:00 a.m.** Students arriving earlier than 8:00 a.m. will be escorted to the Before Care Program, The Alpha & Omega Club, and parents will be billed for such child care.

PRESCHOOL

A structured Christian preschool is offered at Immanuel Lutheran School. Children are taught basic readiness skills such as colors, counting, likenesses and differences, shapes, following directions, and social skills, plus Bible stories. A copy of the Preschool Handbook is available upon request.

Schedule:

Half Day Program: A.M. - 8:30 - 11:15
 P.M. - 12:15 - 3:00

Full Day Program: 8:30 A.M. - 3:00 P.M.

Class Sizes: 3 year old program - 10 students
 4 year old program - 15 students

REPORT CARDS/GRADING

The report card attempts to present an accurate picture of a child's educational growth for parents and for the child's school records. The main purpose of this reporting is to affect the future growth of the child. Achievement and effort grades are reported in relation to set standards, in relation to other students, and in relation to the child's own ability. Behaviors and attitudes are also noted.

All report cards are available electronically via FastDirect for grades 2-8. Teachers are required to post grades on a bi-weekly basis.

Grading System

Academic Achievement:

- A = Superior
- B = Good
- C = Fair, Average
- D = Poor
- F = Below Standard of 60%

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, children 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 child may be retained if there is evidence that the child 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 child's future learning. The classroom teacher(s) and the Principal, in consultation with the parents, consider these factors.

Awards and Honors

- * The eighth grade students who have been ranked at the top two in the class are designated as the class valedictorian and salutatorian.

- * Immanuel participates in the Presidential Physical Fitness Awards Program. Students may qualify for either Presidential or National levels of fitness achievement.

- * Other recognition is given for children who participate in extra-curricular activities, such as athletics and band.

- * 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:

- * Chairperson of the Day School Education Ministry
- * Principal

At a graduation service, the diplomas shall be awarded by the chairperson of the Day School Education Ministry or by his/her nominee.

Confidentiality of Student Records

1. 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:

- a. Master record
- b. Academic test results
- c. Enrollment forms
- d. Disciplinary notes
- e. Transferred records from other schools
- f. Report cards
- g. Psychological reports (kept in Confidential file)
- h. Health Records
- i. Anecdotal records

2. 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.

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

4. Parents shall have the right to inspect their child's records. Any parent desiring 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.

5. The procedure for challenging the records shall be:

- a. Written notice shall be submitted to the principal requesting a hearing.
- b. If satisfaction is not achieved, a statement of challenge shall be addressed to the director of the DSEM, who will give hearing and/or arrange for a hearing.

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

7. 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.

8. The transcript consists of:

- a. Master record
- b. Academic test results
- c. Health records
- d. Transferred records from previous schools

9. 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
 - a. 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.
 - b. 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:

- * Providing teachers with strategies and/or techniques to help students with special needs

- * Conducting screenings to assess student performance/ability levels and their needs for academic success
- * Providing coordination of services between Immanuel and the public school
- * Providing input and guidance for school curriculum development
- * Coordinating the teams that tape textbooks
- * Assisting with scheduling appropriate teacher in-service
- * 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 children to move directly to the designated areas. The children 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 children to a corner of the room away from the door and the window.

Emergency School Closing - If children 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 certified and able to administer first aid 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 "Calendar" section for a schedule of dates and times of events. Changes to the calendar will be published in the "Eagle Weekly".

Hours

Preschool 3's and 4's:

A.M. - 8:30 to 11:15 a.m.

P.M. - 12:15 to 3:00 p.m.

Kindergarten:

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

Grades 1 - 8:

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