



Immanuel Lutheran  
Church

– from Generation to Generation –

*God with Us*

Immanuel Lutheran  
School

Over 150 Years

# Immanuel Lutheran School



## HANDBOOK FOR PARENTS AND STUDENTS 2023-2024

## **Christian Ministry Expectation for Parents and Students**

Christian families agree to honor and respect the School's mission to "prepare our students as children of God academically, physically, socially, emotionally and spiritually to serve in the world today and tomorrow," by striving to maintain a home environment where Christ is worshipped and God's Word is authoritative and by regularly worshipping as a family in a Christian church. We expect families who are not Christian to honor and respect the school's mission to "prepare our students as children of God academically, physically, socially, emotionally and spiritually to serve in the world today and tomorrow," by being supportive of this mission and, in conversation and action, not discouraging this mission in any way.

Students and parents are expected to respect and support the school's right to determine its Statement of Beliefs (Philosophy). Students, parents and other family members may not, in a manner which damages the school, promote beliefs and/or behaviors contrary to those of the school or otherwise weaken the LCMS Christian atmosphere at the school. If a student, family member of a student, or applicant for enrollment challenges the school's statement of beliefs, the school may exercise its right to religious freedom that could result in disciplinary action up to denial or termination of enrollment.

## ABOUT IMMANUEL LUTHERAN SCHOOL

### **A. OUR PHILOSOPHY**

1. We believe that there is one true, Triune God, Father, Son, and Holy Spirit.
2. We believe that God the Father is the creator of Heaven and earth, and of all things visible and invisible, which creation He still preserves, purely out of fatherly divine goodness and mercy.
3. We believe that sin has corrupted the nature of all humanity, such that all persons are by their sinful nature, doomed to everlasting destruction.
4. We believe that Jesus Christ, true God and true man, is our Lord. He was given by the Father so that we lost and condemned sinners might be redeemed through His holy precious blood and His innocent suffering and death. Through the power of His resurrection, we as repentant and forgiven sinners may enter eternal life with Him.
5. We believe that the Holy Spirit calls us by the Gospel, sanctifies and keeps us in the true faith, just as He calls, gathers, enlightens, and sanctifies the whole Christian church on earth, and keeps it with Jesus Christ in the one true faith.
6. We believe the Bible to be the inspired Word of God, the only source of Christian doctrine and spiritual knowledge, and the absolute standard of faith and conduct. We believe that the Lutheran Confessions, contained in the Book of Concord, have been drawn from the Word of God, and are a true and genuine representation of that Word.
7. We believe that Christ Himself has given to Christians as individuals, and to the Christian Church as a whole the responsibility and privilege of teaching Law and Gospel to both children and adults, of transmitting Scriptural directives for faith and life to both children and adults, and of equipping all the saints (both young and old) for lives of faith, love, and service.
8. We believe that having been loved and redeemed by God in Christ Jesus; we have been called by God to express His love for humanity through Gospel proclamation, Christian witness, and service.
9. We believe that all children, having been uniquely, purposefully, and lovingly created by God, have divine dignity and worth. We further believe that all children are gifts of God given to parents to nurture and love.
10. We believe that parents are responsible to communicate to their children their own Christian faith, set a God-pleasing example for them, and bring them up in the nurture and admonition of the Lord. Biblical passages such as Proverbs 22:6 and Ephesians 6:4 attest to this parental responsibility.
11. We believe the Biblical teachings that speak of Christian education, such as Deuteronomy 6:5-9, to be God's command to all who have responsibility for teaching children. We therefore, as Christians in God's church, choose to assist parents in the provision of formal, Bible-based training for our children.
12. We believe the Lutheran Christian Day School to be one of the most effective agencies available to parents and the Church for offering a Christian education to children, with the role of the teachers in that school vitally significant to the Christian educational process.
13. We believe that our Immanuel Lutheran School has been established and exists today to provide a superior elementary education with a distinctly Christ-centered perspective. Within this Christian environment, the self-worth of the child, and his or her latent potential are to be encouraged and developed under the guidance of dedicated Christian professionals, using the best facilities, equipment, and materials available to us.

14. We believe that the teachers in our parish school are to be Lutheran Christians who love their Lord, who are committed to sharing Christ with others, who love children, who desirably have received their professional training through the higher educational system of our church body, and who are fully certified with the State as teachers.
15. We believe that inasmuch as parents have delegated part of their God-given responsibility for the Christian education of their children to our Immanuel Lutheran School, it is the responsibility of those parents, as well as all members of this congregation, to generously support their school and its teachers with prayer, financial resources, time, and talents.
16. We believe that our parish school should evangelize and minister to children who are members of our own parish, children who are unchurched, children who are members of sister congregations, and children who are members of other church denominations.

## **B. MISSION OF OUR SCHOOL**

In response to the redeeming love of our Lord Jesus Christ, and in obedience to His Commission to make disciples of all nations, Immanuel Lutheran School teams with parents and the church in purposefully shaping the spiritual, intellectual, social, physical, and moral growth of children, within the context of a distinctively God-centered and high quality Christian educational program.

## **C. OBJECTIVE OF OUR SCHOOL**

The objective of Immanuel Lutheran School is to assist and support parents and the church in bringing children up in the nurture and admonition of the Lord. More specifically, we desire . . .

1. That through the power of the Holy Spirit, the child's faith in Jesus Christ as personal Savior will be nurtured and strengthened.
2. That the child will gain and exhibit a growing knowledge of the Triune God, the Holy Scriptures, and Lutheran Christian doctrine.
3. That the child will be surrounded by a loving Christian environment, and that he will gain and exhibit attitudes of love, acceptance, and forgiveness in his relationships with others, and a desire to live a life of Christian service toward others.
4. That the child will exhibit Spiritual, intellectual, social, physical, and emotional growth, having been exposed to a continually upgraded and well-rounded elementary school curriculum, and having been provided the best possible instruction in all areas of that curriculum by competent Christian teachers.
5. That the child may become a "good citizen" of the church and the world by gaining and exhibiting wholesome attitudes and skills in such areas as Christian stewardship, Christian witness, self-discipline, respect for human dignity, courtesy, initiative, respect for authority, and cooperation.
6. That the child may develop a wholesome self-image, so that he exhibits a reasonable understanding of his own strengths and limitations, and a full understanding of what it means to be a sinner-saint in Jesus Christ.

## **D. OUR PARISH SCHOOL**

Immanuel Lutheran Church has maintained a parish school, supported by all members, since 1863. The school's teachers are certified by the State Superintendent of Public Instruction. Our graduates are accepted in all local high schools.

Christianity is the core and center of our curriculum. Formal religious instruction, however, is not the only religious training our children receive. All subjects are taught from a Christian point of view. We endeavor to conduct all school activities in a Christian manner. Indeed, our chief objective is to instill in each child, as much as the Holy Spirit will allow human help to do so, a firm faith in Jesus Christ as his personal Savior and King.

### **APPOINTMENTS WITH DOCTORS AND DENTISTS**

We know that doctors and dentists are very busy people, and that parents will encounter difficulty in making appointments for their children at times that are convenient. However, we feel that an honest effort should be made to schedule such appointments for after school hours or for Saturdays. When appointments must be made during school hours, please see that the respective teacher is notified beforehand!

### **ASBESTOS MANAGEMENT**

As per regulations set forth by the United States Environmental Protection Agency, we report to you the fact that traces of asbestos have been detected at several locations in our facility. The presence of asbestos in our ceilings is not cause for alarm. A program has been implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason. The Chairman of the Immanuel Board of Trustees is the person designated to see that all procedures are followed as outlined in our State-approved asbestos management plan. The plan is available for review in the school office during school hours.

### **ATTENDANCE**

In accordance with state laws, all pupils are held to regular and punctual attendance.

Parents are requested to refrain from keeping children home from school unless absolutely necessary. On the other hand, children who are ill (particularly those with communicable illnesses) should remain at home. If a child becomes ill in school, the parents will be contacted and arrangements will be made before the student is released from school.

Parents are asked not to schedule family vacations, hunting trips, extended weekends, etc., when school is in session. We realize that some of these absences may result in positive learning experiences for children. Nevertheless, our school does not condone these unexcused absences. Michigan law states that parents of children between the ages of 5 and 16 years "shall send such children to the school during the entire school year, and such attendance shall be continuous and consecutive for the school year." We urge parents to teach their children responsibility as well as respect for the law by encouraging faithful attendance at school on every school day. The law states that any child missing 10% or more scheduled school days may be required to repeat the present grade.

### **\*SCHOOL POLICY - CALL IN WHEN ABSENT FROM SCHOOL**

In the interest of helping parents to be secure in the knowledge of their children's whereabouts and safety, we require parents of all students to call (or Fast Direct) our school office between 7:30 and 8:30 a.m. on days when their children are absent. When parents of absent children do not call us, we will attempt to reach those parents by phone soon after 8:30 a.m.

We trust that you will understand our desire to help parents to know whether their children have arrived safely at school.

## AWARDS TO STUDENTS

It is our desire and intent that every student will receive commendations many times and in many ways throughout the school year. One form of commendation will come through awards that are made to many of our students. Among the categories for special awards made annually are the following: perfect church attendance, perfect Sunday school attendance, perfect school attendance, physical fitness, honor roll, spelling bee, and faithful participation with choirs, bands, athletic teams and cheerleading squads.

## SCHOOL BANDS

A band program has been offered at Immanuel for many years. Children in Grades 5 through 8 are eligible for the program. We are pleased to be able to offer this opportunity for instrumental music training in our curriculum. Band grades are based on faithfully practicing, turning in practice records and improving (assessed by playing tests) (33%); and attitude and attendance of rehearsals and performances (67%).

## BOARD OF CHRISTIAN EDUCATION

Immanuel Lutheran School, being an educational agency at Immanuel Lutheran Church, is accountable to the congregation's Board of Christian Education. The Board is composed of Christian men and women who are actively involved with supervision and planning in the areas of school administration, staffing, policies, etc. Elected by the voters' assembly of Immanuel Lutheran Church, the Board is concerned with every facet of Christian education at Immanuel - from the cradle to the grave. Our school is included in this concern, of course, but so also are such agencies as Bible classes, Sunday school, weekday Confirmation classes, and Vacation Bible School. The members of the Board of Christian Education will appreciate your support and your prayers as they attempt to perform their responsibilities of service to their Lord in the best way possible.

## BOX TOPS FOR EDUCATION

Our school participates in the General Mills Box Tops for Education Program. We encourage parents to download the app and scan receipt. Receipts must be scanned within 10 days. You may drop off receipts at school and we can scan them for you. We redeem these for classroom supplies and school equipment.





## **CELL PHONES/ELECTRONICS**

Students may bring cell phones and electronic devices such as I-pods, Nooks, electronic games, etc., to school, but our school will not assume liability for any damage, loss, or theft related to such items. Any cell phones or electronic devices such as I-pods, electronic games, etc., that are brought to school by students must remain off and out of sight (in a locker, in a book bag, etc.) from the beginning of the school day until the end. Any deviation from this rule will lead to: 1<sup>st</sup> offense – item taken from the student and returned at the end of the day, parent notified. 2<sup>nd</sup> offense – item taken and not returned until the parent or guardian claims it from the principal's office. 3<sup>rd</sup> offense – item taken and MAY be kept up to two weeks.

## **CHANGES OF ADDRESS OR PHONE NUMBER**

We need to have your current address and phone numbers at all times. In case of emergency, we must be able to contact you immediately. Please be sure to report any address or phone number changes to our school office as they might occur. These changes can very easily also be made by simply updating your contact information in the Fast Direct system.

## **CHILDREN'S WORSHIP SERVICES**

On a regularly scheduled basis, all students assemble in church for chapel services. These services are conducted on the level of the children, and they provide another opportunity for our children to come to God's house, where they may listen to His Word, and worship Him in song and prayer. Parents are cordially invited to attend these services.

Chapel services also afford children the opportunity to bring contributions to their Lord and His Church. Each chapel offering has been designated for a particular cause (missions, Christian education for the handicapped, etc.)

## **CHOIRS**

In addition to the regular courses of study in music, various school choirs provide singing opportunities for school children. Three day Preschool students will participate in singing at special events when the whole school is singing. Students in Young 5s through fifth grade will receive choral training within the regular music class. Each student is automatically in the choir designated for their grade as following: Young 5s through third grade will make up the Cherub Choir, fifth grade (with optional 6-8th grade) is the Cantate Choir. Cantate Choir is offered as an optional Choir for students in 6th through 8th Grade.

Our school choirs take regular turns in singing at worship services. Parents are asked to help by bringing their children to church whenever their choir is singing. Membership in our school choirs is a distinct privilege, and it offers additional opportunities not only for further instruction and experience in the area of vocal music, but also opportunities to enhance our worship services with songs of praise and adoration, "making melody to the Lord."

Choir grades in school are not a letter grade, but are rated on a 'satisfactory' scale, and do effect honor roll. Choir classes meet during the school day, but do have some required performances throughout the year outside of regular school hours. Attendance at the out-of-school events is required of each student. Choir grades will be divided into the following categories: 75% of the grade will be based on participation and behavior during rehearsals, 25% of the grade will be based on attendance at performances. Please alert the director of necessary excused absences as soon as you become aware of them.

## **CHRISTIAN DISCIPLINE - RULES AND REGULATIONS**

### **A. Disciplinary Philosophy**

Discipline in our school is Christian discipline. Therefore, it is not administered in a spirit of vengeance, or with a thought of retribution, but rather with the thought in mind that the child be guided toward the achievement of behavior controls which make him the kind of citizen who will grow in favor with God and men. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for the Lord Jesus, and love for the child.

## B. Basic Guidelines for Living at Immanuel Lutheran School

In every community there is a need for guidelines. God's Word gives us the Ten Commandments as guidelines for living lives characterized by love for God and love for our fellowmen. We would not presume to improve upon the Ten Commandments. However, in a general way we have attempted to state our expectations for students in conjunction with the Law of God following:

1. A student should respect God at all times in his personal daily living, showing thanksgiving for blessings bestowed upon him as God's redeemed. (YOU SHALL HAVE NO OTHER GODS.)
2. A student should respect God and his fellow students by using language becoming to a Christian. Language which insults God's creation, profanity, or other "street language" will not be tolerated. (YOU SHALL NOT TAKE THE NAME OF THE LORD YOUR GOD IN VAIN.)
3. In chapel or in any other worship setting; behavior which dishonors God or makes it difficult for others to worship God will not be tolerated. (REMEMBER THE SABBATH DAY TO KEEP IT HOLY.)
4. A student should respect God by honoring and obeying his teachers or adults who are placed over him as God's representatives. All school assignments made by teachers are to be completed by students on time! Back talk, disrespectful side remarks, excessive and rude talking which disrupts others, and disruptive conduct to teachers will not be tolerated. Gum, toys, knives, or items such as radios, which tend to create a disturbance are not to be brought to school. Such items will be collected by the teacher. (HONOR YOUR FATHER AND MOTHER.)
5. A student should respect God by controlling his anger, and humbly take his place among his fellow students by showing love and forgiveness to all of his classmates. Fighting, possessing weapons, picking fights, bullying, etc. will not be tolerated. The possession or use of alcoholic beverages, cigarettes, drugs, or fireworks in any form are not only illegal but harmful. Such possession or use will warrant immediate suspension from school. (YOU SHALL NOT KILL.)
6. Gestures, jokes, pictures, and statements which are sexually insulting to God's creation will not be tolerated. (YOU SHALL NOT COMMIT ADULTERY.)
7. A Student should respect God and his fellowmen by respecting the rights and property of others. Stealing property from others, "borrowing" without asking permission, or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on school work in any way is also against school rules, and a sin against God's law. (YOU SHALL NOT STEAL.)
8. Lying and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others, rather than tear them down. (YOU SHALL NOT BEAR FALSE WITNESS AGAINST YOUR NEIGHBOR.)
9. Students are not to take or seek to get those things which are not rightfully theirs. (YOU SHALL NOT COVET YOUR NEIGHBOR'S HOUSE. YOU SHALL NOT COVET YOUR NEIGHBOR'S WIFE OR HIS MANSERVANT OR HIS MAIDSERVANT OR HIS CATTLE OR ANYTHING THAT IS YOUR NEIGHBOR'S.)

## C. Use of Physical Force

The laws of the State of Michigan give non-public school principals and teachers (who are acting in the place of parents) the right to use physical force to discipline students in the following situations:

- a. to take a dangerous weapon away
- b. to prevent a student from harming another person
- c. to maintain proper discipline



D. Suspensions and Expulsions

Any serious offense in school behavior will warrant immediate action. Parents will be notified, and if behavior continues, suspension and finally expulsion may result. Procedures regarding suspensions and expulsions have been clearly outlined by our Board of Christian Education. Parents may obtain copies of these procedures by requesting them in the school office.

E. Law and Gospel

HAVING STATED ALL OF THE ABOVE, IT MUST ALSO BE SAID THAT IMMANUEL LUTHERAN SCHOOL IS A SCHOOL THAT EXISTS NOT BECAUSE OF MAN'S LAWS, BUT BECAUSE OF FORGIVENESS AND SALVATION WON FOR MANKIND THROUGH THE LIFE, DEATH, AND RESURRECTION OF OUR SAVIOR JESUS. THIS IS NOT MEANT TO IMPLY THAT THE LAW OF GOD IS IGNORED IN OUR SCHOOL. ON THE CONTRARY, WE DESIRE TO CONFRONT EACH STUDENT AND EACH TEACHER ON EACH SCHOOL DAY WITH THE KNOWLEDGE OF HIS SINS AND HIS NEED FOR REPENTANCE, BUT VERY ESPECIALLY OF THE GOOD NEWS OF FORGIVENESS IN CHRIST JESUS. HENCE, THERE ARE RULES AT OUR SCHOOL, AND THEY WILL BE ENFORCED, BUT IT IS OUR PRAYER THAT THE CLIMATE AT IMMANUEL LUTHERAN SCHOOL WILL NOT BE ONE OF COLD LEGALISM, BUT A LOVING AND FORGIVING CLIMATE THAT ENGULFS OUR WHOLE SCHOOL COMMUNITY IN GOD'S PEACE!

**CHRISTIAN HOME**

Leading and training children is the responsibility of parents. While the church has instituted a program of Christian training for its children, it does not intend to infringe upon the responsibilities of parents. The family altar, parental interest in the church and school, regular attendance at worship services, Bible Class and Sunday School involvement, as well as the example of Christianity given by parents, are all most important factors in the total Christian training of the child.

**CURRICULUM**

In keeping with the purpose of Immanuel Lutheran School, our curriculum begins with the Word of God. The truths of the Bible are taught not only during religious instruction periods, but these truths permeate all teaching. It is our aim to inculcate into the hearts and minds of the children entrusted to us a Christian philosophy of life - a philosophy that will lead to interpretation and evaluation of every facet of experience from a Christian viewpoint.

In every classroom, worship, prayer, instruction in Christian doctrine, and Bible study occur daily. In the lower grades, the instruction consists in learning Bible stories, together with their application to life situations. Systematic study in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of Bible selections, hymn verses and the Catechism is carried on in all grades.

Immanuel Lutheran School attempts to provide quality education in all areas of the curriculum. To that end, our courses of study are under continual evaluation and study, and subject to constant revision and updating. We offer well-rounded courses of study in the following areas:

- Reading, Language, Composition, Spelling, Literature, Handwriting, Mathematics,
- Computer Sciences, Keyboarding, Geography, History, Current Events, General Science,
- Physical Education, Recreational Activities, Health and First Aid, Music, Choral Work,
- Band, Bell Choir, Arts and Crafts, and Spanish.

**DAILY SCHEDULE**

Grades 1- 8	7:50 a.m. - 3:00 p.m.		
Young 5s – Half Day	7:50 a.m. - 11:30 a.m.	Young 5s (all day) & Kindergarten	7:50 a.m. - 3:00 p.m.
2-Day Preschool AM Class	8:00 a.m. - 11:00 a.m.		
3-Day Preschool AM Class	8:00 a.m. - 11:30 a.m.	3-Day Preschool Full day	8:00 a.m. 2:45 p.m.

Classrooms are open to students at 7:40 a.m. The building itself will be opened at 7:15 a.m., however, no students are to be at school before 7:40 a.m. unless parents' work and transportation schedules demand it. A supervised "Zero Hour Room" is available to all students who must arrive before 7:40 a.m.

### **DAMAGE TO SCHOOL OR CHURCH PROPERTY**

Children must reimburse the school for the loss as well as for the willful or careless damage to textbooks of the rental system. School and church property, such as desks, chairs, walls, etc. are not to be marred or damaged in any manner. Violators will be billed for the amount of the damage done.

### **DISPENSING MEDICATION**

With the exception of cough drops and throat lozenges, all medications to be taken by students during school days (whether prescription or over the counter) must be dispensed from our school office. The medications must be brought to our office in labeled containers as prepared by pharmacies, physicians, or pharmaceutical companies, and labeled with dosages and frequencies of administration. With each medication to be dispensed at school, written instructions must accompany the particular medications including the name of student, name of medication, dosage, time to be administered, route of administration, and duration of administration. Forms are available in our school office for providing all of the information to our school personnel.

### **DOORS LOCKED**

In the interest of keeping children as safe as possible, all six entrances to our school building remain locked throughout the school day, with the following exceptions . . .

- 1 At the start of our school day, from 7:40 until 7:50 a.m., the main entrance door on the Lincoln Street side of school and the main entrance door off of our Sheridan Street playground parking lot will be kept unlocked.
- 2 At times when Preschool sessions are about to begin, the Lincoln Street door near the outside exit of the Preschool room will be kept unlocked. When picking their children up from Preschool, parents must ring that "door button" and will be buzzed in.
- 3 When seeking to gain entry to our building at all other times, visitors will need to push the "door buttons," verbally communicate with someone in the school office, and then be granted entry electronically."

### **EXTERIOR DOORS**

Students will not be allowed to open any outside doors for anyone, including their own parents. If any adult, including parents, would like entry to the building, please use the Lincoln Main Door or Sheridan Main Door. Ring the buzzer, and the secretary will allow you access requesting you come directly to the office. We ask that you not get angry when students will not open a door for you. This is for the safety of your child and everyone in the building.

### **DRESS CODE: SCHOOL POLICY ON STUDENT DRESS** (Revised by the Board of Christian Education April 2016)

We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. Furthermore, we believe that there is a correlation between student dress and grooming, and student behavior and learning. Consequently, our Board of Christian Education and our faculty insist that each student be dressed in a way that will not hinder the educational process, and particularly in a way that will promote a positive image among our students.

Your cooperation with our school dress policy is greatly appreciated. We urge parents to help their children to adhere to our dress policy faithfully and with common sense throughout the school year, rather than placing their children in the position of having to be confronted by teachers or the Principal with the need to make "dress corrections".

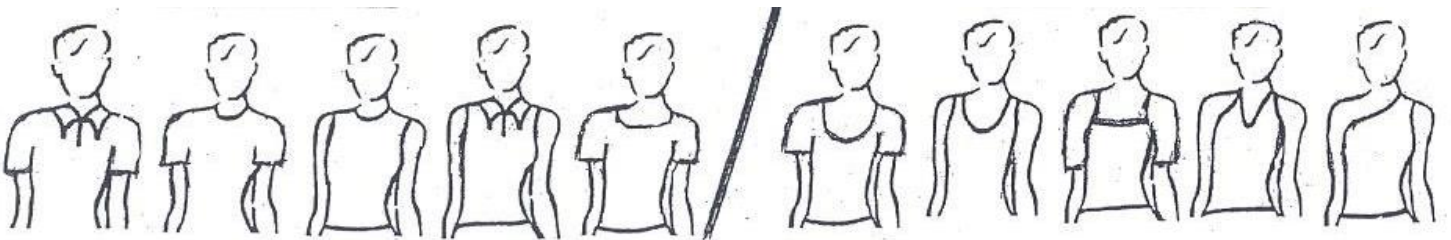
Our faculty and staff reserve the right to make judgments concerning what we consider to be proper or improper dress based upon the guidelines below. If it becomes necessary to do so, we will inform individual students and their parents of "dress corrections" that need to be made. Parents may be contacted to bring in appropriate clothing.

The following rules are in effect:

1. Dress restrictions for students apply to school hours, and to those times when students are attending school sponsored events or school related events that occur during or after school hours. When students travel on school-sponsored field trips, participate in our sport teams games or practices, or participate with our music groups, etc., there will often be dress rules presented and enforced. Students will be expected to follow these guidelines.
2. Frayed, torn, dirty, patched, or generally sloppy clothing is not allowed. Neither hats nor sweat shirt hoods are to be worn over the head inside the school building.
3. Scanty clothing (bare midriff, low cut necklines, tank tops, etc.) is not allowed. Midriffs are to be covered at all times and students may not wear shirts that are open at the front lower than the level of arm pits. This rule applies also to physical education classes and sports team practices. Two-piece swim suits are not to be worn for school activities if they do not cover the midriff.

### ACCEPTABLE DRESS

### NON-ACCEPTABLE DRESS



4. Shorts, skirts or dresses, etc., must be fingertip length. This means, when a student is standing with arms straight down, the clothing must come at or below the fingertips. Leggings and tightly form-fitting stretch pants may only be worn when covered by skirts or tunics. Skirts or tunics must be fingertip length.
5. Students may wear shorts any time during the school year, but must be prepared to go outside if the class is going out for recess/gym. Shorts must be fingertip length. Prohibited are spandex shorts, cutoff jeans or sweat pants, very tight shorts, gym shorts, basketball shorts, soccer shorts, shorts with slits on the side, torn or holey shorts, or shorts similar to those here listed.  
  
Sweat pants are not to be worn except for physical education classes. However, matched sweat outfits may be worn by students in Young 5s through 4.
6. Shoes must be worn at all times. For safety reason, flip flops and backless shoes are prohibited. For safety reasons, students are discouraged from wearing high-heeled shoes.
7. Extremes in hair styles and coloring are prohibited. Jewelry extremes are prohibited. Jewelry that pierces a child's body is prohibited, except for small earrings in ears. Facial makeup may be worn to a very limited degree by seventh and eighth grade girls.
8. Clothing with writing or printing across the seat may not be worn.

9. We will not allow students to wear clothing which bears any pictures or writing that might be construed to be in conflict with values that we teach and promote.

We thank parents and students for accepting and cooperating with our dress policy, and for joining us in fostering neat, clean dress which reflects well upon our school and upon all of the members of our school family.

The following steps will be taken if a student does not follow the dress code:

1. The first time the dress code is not followed, the student will receive a warning from the principal, a teacher, or other staff member.
2. The second time the dress code is not followed, the parents of the student will be called to bring in appropriate clothing.
3. The third time the dress code is not followed, the parents of the student will be called in to meet with the principal.

Our faculty reserves the right to skip steps if, in their judgment, the inappropriate clothing is extreme.

### **EDUCATIONAL FEE: QUALITY CHRISTIAN EDUCATION IS EXPENSIVE**

As a parish school, we receive a large share of our financial support from the members of Immanuel Lutheran Church. Those members, young and old, have been convinced of the value of a strong Christian school for over 150 years, and they have been willing to sacrifice to maintain their school.

Naturally, we hope that parents whose children are enrolled in our school will realize that quality Christian education at this place is expensive! Certainly all members of Immanuel (including those whose children are enrolled in our school) will want to return generous and sacrificial gifts to their Lord and His church as God has blessed them!

### **ELIGIBILITY FOR PARTICIPATION IN SCHOOL ATHLETIC PROGRAMS**

Among items included in our *Handbook for Parents and Student Athletes* are specific details regarding eligibility for participation in our school athletic programs. Copies of the *Handbook* can be requested at our school office.

### **EMERGENCY SCHOOL CLOSING**

Our school will not be in session when acts of God (snow days, ice storms, etc.) make it unsafe and/or unreasonable to hold classes. In some instances, but not always, our school will close when the Bay City Public Schools close. Receive school closing information regarding our school from television stations WNEM (Channel 5), WJRT (Channel 12), and WEYI (Channel 25), and from these stations' respective websites. Do not assume that our school has closed unless you have specifically seen or heard our school name listed in school closing announcements, or unless you have received a Fast Direct message or text stating that school has been closed.

On rare occasions, television stations might be instructed by us to announce a two-hour delay in the start of particular school days here at Immanuel. Whenever there is a two-hour delay, it is to be understood that morning Preschool classes have been cancelled.

## **ENROLLMENT PROCEDURES**

Children will be accepted for enrollment in our school based upon the following priority order:

1. Children already enrolled in Young 5s through 8 grade during previous years.
2. Children of members of Immanuel Lutheran Church.
3. Children whose older brothers and sisters are already enrolled.
4. Children who were members of one of the Immanuel Lutheran Preschool classes.
5. Unchurched children of the community, members of sister congregations, and members of other church denominations.

Continued enrollment is contingent upon payment of the established fees within the required time frames.

When enrollment for any particular Kindergarten class exceeds 15 children, every effort will be made to provide additional staffing so as not to exceed a 15-1 child-adult ratio in Kindergarten class. Similarly, when the total of Immanuel's Kindergarten enrollment applications exceeds 20 children, efforts will be made to accommodate the additional students by increasing staffing and/or by opening a second Kindergarten class for part or all of the day, etc.

The class size limit in Grades 1 and 2 is 25 students. After 25 students have been accepted for enrollment in Grades 1 and 2, additional students whose parents are members of Immanuel Lutheran Church will be accepted up to a maximum of 30 students. The class size limit in Grades 3 through 8 is 30 students. Exceptions to these limits will be made in the case of children of pastors, teachers, vicars, or other professional church workers coming into the congregation.

Children will be enrolled according to the priority list above, but only as space is available. Even children of parents who are members of our congregation cannot be guaranteed enrollment in our school, because of possible space limitations. Names of children not accepted for enrollment because of space limitations will remain on a waiting list until such time as space may be available. Once a student has been enrolled in our school, space limitations in subsequent years will not jeopardize his continued enrollment.

Enrollment applications for students new to Immanuel Lutheran School will be received at any time after January 1 of a year in which the students would expect to begin school in September. Enrollment applications from groups 3-5 on the priority list will be considered for approval after May 1, and only as space is available.

The child whose fifth birthday falls on or before the first of September may enter Kindergarten in September of that year.

Children transferring to Immanuel Lutheran School from another school shall enter the grade to which they have been promoted by the sending school.

According to Act 368, Public Acts of 1978, any child enrolling in a Michigan school for the first time must be adequately immunized, vision tested and hearing tested. Exemptions to these requirements are granted for medical, religious, and other objections provided that waiver forms are properly prepared, signed, and delivered to school administrators. Appropriate forms and further details are available at our school office.

## **EXTENDED SCHOOL CARE PROGRAM**

Students for whom arrangements cannot be made for the 3:00 end of the school day pick up may participate in our Extended School Care program. ESC is open from 3:00 p.m. until 6:00 p.m. Students check in are closely supervised by screened personnel in a variety of age-appropriate activities. ESC is open for everyone in grades Young 5s-8. Pre-registration is required. Registration forms and fee information may be obtained in the school office.

## **EXTRACURRICULAR ACTIVITIES**

We believe that much growth and learning can take place through some of the extracurricular activities that a school can offer its students. Consequently, as a supplement to our curriculum, we are pleased to be able to provide a variety of extracurricular opportunities. We encourage our students to participate in such activities and programs as worship leadership, academic competition programs, choirs, journalism, interscholastic athletics, cheerleading, operettas, assembly presentations, spelling contests, essay contests, the Bay Area Music Festival, service projects, band, social events, and others.

## **FAST DIRECT**

Fast Direct is an exclusive, secure web-based school information system that helps our school to track and record attendance, lunch accounts, grades, etc. for all school families. The system also provides for communication between parent and teacher, grade book accessibility for parents which allows parents to track their child's progress throughout each marking period, an online school calendar, lunch account information for parents, and school family contact information. Fast Direct is available to all school families. If you have not already done so, we strongly encourage you to contact the school office for the access code you will need to be able to take advantage of this wonderful system.

## **FEE STRUCTURE**

- I. **Education/Publication/Technology Fee**  
A fee, the amount of which is determined by the Board of Christian Education, is collected each school year from all pupils to cover the cost of textbooks, miscellaneous school supplies, paper and printing supplies, and technology hardware and software. \*Payments are due in nine installments.
- II. **Community-Member Tuition**  
Non-Member tuition is required of parents who are not members of Immanuel Lutheran Church. Rates of tuition are established by the Board of Christian Education. \*Payments are due in nine installments.
- III. **Member Tuition**
  - A. A member assessment tuition rate is set for all families that hold membership in Immanuel Lutheran Church. \*Payments are due in nine installments.
  - B. A one-school-year member assessment exemption is granted to each family in an amount equivalent to the total amount contributed by the family to the parish during the previous calendar year.

\*All tuition payments are due in nine installments. The first payment is due at Orientation Night held in August prior to the start of school. The remaining eight payments are due at the first of each month, beginning October 1).

**Full Payment Required** Full payment of all tuition and fees for a prior school year must be made before consideration is given to enrollment of a student for a new school year. It is expected that all families will follow the payment plan in which they enrolled. In the rare instance when a family falls behind in the payment of school tuition and fees, the family is required to make alternate payment arrangements with the school. Failure to make and abide by the alternate payment arrangements will result in the following action(s):

1. A school representative will make personal contact with the family.
2. When personal contact does not resolve this matter, a letter from the Board of Christian Education will be sent to the family, and a copy of this letter will be placed in the student's file.
3. When personal contact and a letter from the Board of Christian Education fail to resolve this matter, then, at the principal's discretion, the student may not be allowed to participate in field trips or other school-related activities.

4. If all prior actions have failed to resolve the issue of delinquent tuition payments in a timely fashion, then by action of the Board of Christian Education, the student's enrollment may be terminated.

**\*Full payment must be made prior to all end of year activities or students won't be allowed to participate in the activities\*\***

### FIELD TRIPS

We believe that many educational values can be gained by experiences which are not possible in a classroom situation. Consequently, we have planned a number of field trips for each class during the school year. Classes may be transported by bus or private cars, and written permission must be given by the parents before children may accompany their class on such trips. In the interest of child safety, strict policies and procedures have been established relating to drivers, vehicles, airbags, etc. Forms must be completed by drivers and by parents of student passengers when trips are taken.

Our Eighth Grade class annually travels by bus to Washington, D.C. This field trip has been developed by our Eighth Grade teacher, who together with volunteer parents provides the leadership required for funding the trip, planning the trip, and coordinating all aspects of the trip, under guidelines and procedures established by our Board of Christian Education.

### GRADING SCALE

A =	100 – 97 %	C =	82-77
A- =	96-95	C- =	76-75
B+ =	94-93	D+ =	74-73
B =	92-87	D =	72-67
B- =	86-85	D- =	66-65
C+ =	84-83	E =	Below

In addition to letter grades, students may also receive an **I** (Incomplete), **S** (Satisfactory), or a **U** (Unsatisfactory).

### HANDBELL CHOIR

Handbell choirs offer another musical opportunity to students of the school. Our ringers learn basic musical skills, and how to create beautiful music. Their music traditionally provides a rich addition to worship services. Handbell Choir is an optional class for 7<sup>th</sup> and 8<sup>th</sup> Graders, but it is mandatory for all fifth and sixth graders. Grades are based on class participation, effort and attitude, and on performance attendance.





## HOMEWORK

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. There is a great degree of variance through the grades and among children in the same grade. Generally speaking, we would say that when children in Grades 1 through 3 are spending considerably more than thirty minutes on school work night after night, there may be reason for concern. A parent-teacher discussion may be in order. By the same token, when children in Grades 4 through 8 are consistently spending considerably more than one concentrated hour per night on homework, it may be time for an examination of study habits, use of study time in school, etc. Conversely, when children never have homework to do, it may also be time to ask some questions.

Students absent will be given the number of days absent to complete their homework. Any work not completed during the allowed time will be considered incomplete and will be graded as such. Parents requesting homework prior to a vacation, may receive the work if the teacher has the time to gather it, but the expectation would be that most of the work would then be completed during the given time and given to the teacher upon return.

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

## HOMEWORK PICKUP WHEN STUDENTS ARE ABSENT

We understand that when children are absent from school, it may not always be possible for parents to pick homework assignments up at school. However, we thank parents for efforts to make such pick ups when possible. Teachers will make every effort to have homework assignments ready to be picked up here at school by 3:15 p.m. on days when children have been absent from school. Please understand that it is virtually impossible to have homework assignments ready to be picked up during the school day when school is in session.

Occasionally in the past, parents have requested that school assignments be made ready in advance of a time when it is known that children will be absent from school. Thank you for understanding that it is usually extremely difficult, and often impossible for teachers to give school work to students in advance of days when they will be absent from school.

## HONOR ROLL

Academic honor certificates are awarded each quarter in Grades Five through Eight to all students who have distinguished themselves by their academic achievement on report card grades for that quarter. There is a "High Honor Roll," an "Honor Roll," and an "Honorable Mention List." Additional academic honor certificates are awarded annually (at our school's Honors Awards Program) to students who have distinguished themselves by their academic achievement on the first three report cards of the school year.

High Honor Roll and Honor Roll and Honorable Mention designations are made by drawing grade point averages from report card grades in the following academic subjects: Memory, Reading, Language, Mathematics, Spelling, Social Studies, and Science. Each "A" grade is assigned a grade point value of 4.00. Each "A-" corresponds to a value of 3.67, each "B+" corresponds to a value of 3.33, each "B" corresponds to a value of 3.00, etc.

In order to receive **High Honor Roll** distinction for a particular quarter, a student must achieve a grade point average (GPA) of 3.67 or higher on core academic subjects which all students are required to take. Also required for High Honor Roll distinction are grades of B- or above (no C, D, E, I, or U) in every graded subject on a student's report card. **Honor Roll** status is awarded to students who achieve a grade point average in the range of 3.33 to 3.66 on the seven subjects referenced above (with no D, E, I, or U) in any graded subjects on their report cards. **Academic Honorable Mention** status is awarded to students who achieve a grade point average in the range of 3.00 to 3.32 on the seven subjects referenced above (with no D, E, I, or U) in any graded subjects on their report cards.

Over the course of the first three quarters combined, using the same seven academic subjects, the same grade point averages as above are required for achieving our **annual High Honor Roll and Honor Roll and Academic Honorable Mention** awards in June of each school year. Also required for High Honor Roll or Honor Roll or Academic Honorable Mention distinction are grades of C or above (no D, E, I, or U) in every graded subject on a student's report card for at least two of the first three academic quarters.

### **HOT LUNCH PROGRAM**

Since 1950, Immanuel has provided an excellent hot lunch program for its pupils. We work to ensure that our meals are nutritious meals at a good price. Checks are to be made payable to Immanuel Hot Lunch Program. Parents are able to monitor their hot lunch account on our Fast Direct system.

### **INTERSCHOLASTIC ATHLETIC COMPETITION**

For many years, our students have participated in athletic competition at the interscholastic level. We feel that with proper direction, this aspect of the physical education program can play a valuable part:

1. in providing a wholesome outlet for recreation, fun, and enjoyment in a Christian setting and under Christian leadership;
2. in promoting and developing sportsmanlike attitudes conduct, and relationships;
3. in teaching children the importance of self-sacrifice, team spirit, and team play;
4. in training children to properly accept victory and defeat, success and failure;
5. in teaching students to approach the tasks and challenges of life with vigor and determination;
6. in offering sports skill training to children;
7. in opening the door for children to wholesome associations with people outside the school and congregation.

Students in Grades 4 through 8 who will participate on school sports teams or cheerleading squads will be required to submit:

1. signed parent permission
2. physician's report of physical examination
3. proof of medical/hospital insurance coverage

*Handbook for Parents and Student Athletes* provides detailed information about our interscholastic sports program for all athletes and their parents. Copies of the *Handbook* can be requested in our school office.

### **INVITING CHILDREN TO PARTIES**

Birthday parties (and similar celebrations) can be such happy times for the birthday child, but let's be sure to avoid unintentionally hurting others. Please remember that personal invitations to birthday parties and other social events should not be distributed on school grounds, unless every classmate is invited. This, as well as the ensuing conversations about the parties, can be hurtful to children who are not invited! Thank you for being sensitive to this important issue.

## **KINDERGARTEN**

A well-rounded program for the Kindergarten child has been developed at our school. Social, emotional, and physical readiness and development are an important part of the program offered. Reading readiness and mathematics readiness are stressed. We hope to help our Kindergarten children with self-control, discipline, speech habits, working with others, sharing, and self-expression. Above all, we want our Kindergarten children to be surrounded by a Christian environment of love and acceptance, so that their school life will be off to a happy and rewarding start.

We offer a Young 5's program for children that turn 5 between September 1<sup>st</sup> and December 1<sup>st</sup> of the school year for which they are enrolling.

## **LEAVING SCHOOL EARLY**

When it is necessary for a student to leave school before the end of a school day, this may only be done with the full knowledge of both parent and teacher. It is necessary that every student understands and abides by this policy.

Occasionally it is necessary for a parent to pick up a child from school at times other than the end of a school day. At these times, we ask the parent to come to the school office, where arrangements will be made for the child to be dismissed. In this way, the child will remain under supervision at all times.

All students leaving and entering the school at any time other than stated opening and closing times **MUST** be signed in and out of school by a parent/guardian in the school office.

## **LEAVING THE SCHOOL GROUNDS**

Since the school cannot assume responsibility for children not on the school grounds, students will not be allowed to leave the grounds during the school day. This includes the noon hour. All requests to leave the school grounds during school hours must come in writing from the parents.

## **LIBRARY**

Through the generosity and diligent efforts of many persons, a Library is available to the members of our school family. Our Parent-Teacher League revitalized the library in 1978, and in 2000, our Library became a large, lovely, and very important place in our school. The Library is available for use by our teachers and students and others throughout the school year. It is currently staffed by volunteers. Additional parent volunteers are always welcomed. Please contact the school office if interested.

## **LOCKDOWN**

Immanuel Lutheran School is required by law to complete three practice lockdown drills per school year. We are doing our lockdowns with the Bay City Police Department. If you happen to arrive during a lockdown, you will not be allowed into the building, and will need to remain outside until an all clear signal is given.

## **LOST AND FOUND**

Each year various items of clothing and other belongings accumulate at school because they were either misplaced or neglected. Lost-and-found items can be claimed at the school office. Unclaimed articles will be sent to a charitable institution.

## **MUSIC**

The main objective of our music program is to teach children to enjoy God's gift of music, and to use music to praise Him. All children in the school receive regular music instruction. General Music classes are offered for Young 5s through Fourth Grade where rhythm, world music and theory are taught. Fifth through Eighth Grade students have the choice of Band, Vocal Choir and Handbell Choir. They may choose any combination of these classes, but must choose at least one.

## **NON-DISCRIMINATION**

**In Enrollment:** Immanuel Lutheran School admits students of any race, color, or national or 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, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

**In Employment:** At Immanuel Lutheran School we believe that enrollment and employment opportunities should be open to persons on a non-discriminatory basis. We therefore do not discriminate on the basis of race, color, sex, handicap condition, age, or national origin in our enrollment and employment practices. Inquires or grievances concerning the non-discrimination policies of Immanuel Lutheran School may be referred to our school principal.

## **NOTES TO PARENTS**

During the school year, many printed communications will be sent from school to homes, via the children. We urge parents to check with their children regarding such notes, fliers, school newspapers, etc. Particularly on each Thursday, look for our weekly publication, *Notes and News*.

## **OUTDOOR EDUCATION**

Our Seventh Grade students spend several school days at an outdoor education camp facility in the fall of the year. Our students, together with children from other area Lutheran schools, are under the direction of teachers and the camp staff. Their week's activities encompass a wide range of outdoor education experiences. The program has proven to be educationally and spiritually enriching for the participants, while providing a great deal of enjoyment.

## **PARENT-TEACHER LEAGUE ~ P.T.L**

A Parent-Teacher League has been established at Immanuel in order that close cooperation between parents and faculty can be fostered. It is the objective of the P.T.L. to assist the church and parents in fulfilling their obligation to "bring their children up in the nurture and admonition of the Lord." Parents are invited and strongly encouraged to participate in the programs and activities of the Immanuel Parent-Teacher League. Programs and meetings are conducted periodically throughout the school year.

## **PARKING**

No one is to park on our school playground between the hours of 8:30 a.m. and 2:55 p.m. on school days. Parents who pick up or drop off children at midday are also asked not to park on the playground. Rather, they are to park on Sheridan Street or in the parking lot across from the Church Office on Sheridan Street, or on Lincoln Street.

Parents who pick children up at 3:00 p.m. are asked to park on the school playground.

## **PHOTOGRAPHS**

In the fall of the school year, individual student pictures are taken by a professional photographer. Parents prepay for each child's set of photographs, but are given a complete refund if they do not desire to keep the pictures. A class photograph is included with each child's set of pictures. Photographs **may** be offered in the spring of the year, and would be optional.

## **PHYSICAL EDUCATION**

Immanuel includes in its curriculum classes in physical education for all students. It is our belief that physical education activities help the student learn that his body is the temple of the Holy Spirit and a gift of God, and teach him to use his body to glorify and praise God. We hope that, more and more, he learns to guide his play activities according to 1 Corinthians 10:31 - "So whether you eat or drink, or whatever you do, do all to the glory of God."

### **\*EXTRA SHOES REQUIRED**

It is necessary for us to require, as many schools do, that each student, Preschool through Eighth Grade, own a separate pair of "gym shoes" that is set aside to be used only in the gymnasium. In Preschool through the lower grades, this separate pair of shoes (labeled with the child's name) is to be kept at school. For many upper grade children, the shoes designated only for gymnasium use will sometimes leave our school building for use in other gymnasiums (basketball games, volleyball games, etc.) However, they are not to be worn in any place other than in gymnasiums. We thank parents for understanding our desire for taking very good care of our gymnasium, for assuming the extra expense that this policy necessitates, and for making certain that their children have their designated "gymnasium only" shoes at school for every day.

## **PRESCHOOL**

Immanuel Lutheran Preschool opened in September, 1979. Our Preschool program adds an exciting dimension to Christian education at Immanuel. Through the program we attempt to unite with the home in the common goals of guiding children educationally and spiritually at an early age. Please contact the Learning Center at 893-3457 for more information.

## **PROMOTION POLICY**

A child who has attended school regularly and has achieved a satisfactory growth rate will be promoted to the succeeding grade at the close of the school year. If a decision to retain a child is made, it will be done in consultation with parents, and with consideration of a child's chronological age, mental age, social age, achievement age and physical development. At all times we will try to keep uppermost in mind what is best for the child.

## **RECESS PERIODS**

Playground supervision is provided during recess periods. Students are expected to participate in these outdoor activities unless rainy or extremely cold weather prevents this. A note from parents is required if a child is to stay indoors during recess periods. No playground supervision is provided before or after school hours.

## **REPORTING TO PARENTS**

Immanuel Lutheran School employs a four-fold method of reporting to parents:

1. **Parent-Teacher Consultations:** Scheduled parent-teacher consultations are a most valuable means of reporting to parents. At these sessions, each child's progress and needs are discussed along with ways of helping the child.
2. **Report Cards:** Report cards using the five point (A-B-C-D-E) scale are issued every quarter. These will give an indication of the academic and behavioral progress of the student.
3. **Reporting Progress:** Ongoing student progress can be monitored through the Fast Direct system student gradebook. These will indicate areas of the curriculum where the child is doing satisfactory or better work, and areas where there is need of special attention or help.
4. **Unscheduled Parent-Teacher Talks:** A conference may be called by the parent or teacher at any time. Teachers are always ready to meet parents to discuss the welfare of the child(ren). Obviously, these talks and phone calls to teachers should be made after school hours.

## **SAFETY DRILLS**

In keeping with state law, our school is inspected periodically by the Fire Marshall, and is fully equipped with an excellent fire alarm system and the necessary chemical extinguishers required by law. Practice fire and tornado evacuation drills, and school lockdown drills are held throughout the school year on an unannounced basis. While under a tornado watch or warning, no child will be released from school during school hours except when the child's parents come to school to pick the child up.

## **SCHOOL SONG**

Within these halls of learning  
We grow as family.  
We learn to serve our neighbor,  
And serve God lovingly.  
To know the love of Jesus,  
And follow in His way;  
With teachers, friends, and classmates  
We make this pledge today:  
Immanuel, Immanuel,  
We give our hearts to you,  
And to the God whom we hold dear  
Forever we'll be true!

## **SEX EDUCATION**

Christian attitudes toward sex are encouraged as the subject of human sexuality is addressed in such areas of the curriculum as religion, science, and health. Christian sex education books and videos prepared by Concordia Publishing House are used to guide classroom discussions. Parents are welcome to examine the Concordia sex education materials.

## **SPECIAL EDUCATIONAL SERVICES**

Learning problems develop at any grade level. Sometimes the school and home have difficulty in finding a solution or proper approach in helping a child. We have a qualified Learning Consultant on staff that coordinates our efforts to meet some of the unique learning needs of our students. In addition, a psychological testing program is available to our students through the Bay City School System and from other sources. Our students are also eligible for speech therapy, reading enrichment classes, and for special instruction when confined to the hospital or the sickbed at home for an extended period of time.

## **TELEPHONE**

The school telephone number is 893-8521. Teachers and students will be called to the phone only in cases of emergency. Students will be allowed to use the school telephone only when absolutely necessary, and with the permission of a school authority.

## **TESTING PROGRAM**

Immanuel Lutheran School conducts a complete program of standardized testing above and beyond the normal testing that takes place in classroom instruction. Intelligence tests, achievement tests, and computerized tests are administered during the course of the school year. The results of the tests are used as an aid by teachers for assaying the intellectual endowment of the pupils, and for measuring attainment in the various branches of learning. Such information is then used to improve the guidance of students, to identify the students in need of special education direction, to improve instruction and learning, and to evaluate and improve the entire educational program.

## **TUITION**

### **Grants in Aid**

It is never our intention to exclude any children from membership in the Immanuel Lutheran School student body resulting from the inability of their parents to meet financial requirements of tuition, member assessments, or other school fees. Consequently, we are grateful to generous persons who have given gifts to an Immanuel Lutheran School Scholarship Fund and a Grant-in-Aid Endowment Fund. Because such a fund exists, we are able to award financial need-based grants in aid to parents of students and prospective students of our school (Young 5s – 8<sup>th</sup> grade). Various sized grants in aid are awarded, as various applicants have differing needs.

Families make application for grants in aid by submitting applications. Please inquire at the office regarding this procedure. A Financial Aid Committee from the congregation makes the decisions on amounts of aid to be granted.

### **Gifts Sought for Grants in Aid**

We are always grateful to those who give gifts to the Immanuel Lutheran School Scholarship Fund for need-based grants in aid to families of students and prospective students of our school. Are you willing and able to assist? Such gifts will be received at any time either at our school office or our church office. If you choose to do so, you may designate your gift to be used in one of two ways:

- a) Your gift can be used directly for grants to families.
- b) Your gift can be placed into the endowment portion of our School Scholarship Fund, where only earned interest, plus no more than 4% of the principal is applied to grants in aid given in any one year.

Thank you for helping families to provide for their children a quality, Christ-centered education at your Immanuel Lutheran School!



### Change of Status

The parents of community-member tuition students of Young 5s through 8 grade shall be assessed “member” tuition fees effective on the date they become members of the congregation by transfer or confirmation, provided tuition and fees are current at the time.

### Tax Deductibility

In August of 1993, the United States Congress passed, and the President signed the "Omnibus Budget Reconciliation Act of 1993." Among many tax reforms established is a requirement that when tax-exempt organizations provide goods or services to donors in exchange for contributions exceeding \$75, those organizations must inform the donors in writing that these contributions are not tax-deductible. Consequently, we hereby inform each family unit in our school that holds membership at Immanuel Lutheran Church that the dollar amount paid equal to the cost of tuition the previous year to the church and school (in church contributions and/or member assessment fees) is not tax-deductible. This is because the amount in either contributions and/or member assessment fees is required of member families of Immanuel Lutheran Church as a prerequisite for enrolling children in the school in the fall of following year. Contact tax consultants or IRS officials with any questions regarding deductibility of contributions to charitable institutions.

### Education/Publication/Technology Fee

(Due in monthly installments)

### *Each Child*

\$305 per year

### Community-Member Tuition for 2023-2024

(Due in monthly installments)

	<u>Grades 1-8</u>	<u>Kindergarten/Young 5s</u>	<u>Young 5s half day</u>
First Child	\$ 2995	1498	893
Second Child	1990	995	536
Third Child	1230	615	321

### Deposit Required for Young 5s – Eighth Grade Enrollment

A \$100.00 deposit is required for each student each year at the Young 5s-8 levels. This deposit is required even if a child has previously been enrolled at Immanuel Lutheran Preschool. The deposit is non-refundable unless space limitations prevent us from enrolling the child in school.

### Member Assessment Tuition for 2023-2024

(Due in monthly installments)

	<u>Grades 1-8</u>	<u>Kindergarten/Young 5s</u>	<u>Young 5s half day</u>
First Child	\$ 2290	1145	687
Second Child	800	400	207
Third Child	250	125	63

**Each family will be granted an assessment exemption in an amount equivalent to the total amount contributed by the family to the parish general fund during the previous calendar year. Contributions made to or through Immanuel Lutheran Church to any funds other than the parish general fund will not translate into a school fee exemption of any kind.**

### Preschool Tuition for 2023-2024

(Payable in monthly installments, with the first payment due at the time of enrollment, and the remaining eight payments due at the first of each month, beginning October 1). The initial payment is non-refundable unless space limitations prevent us from enrolling the child in school.

\$846 per year

\$94 per month for those enrolled in the Tuesday/Thursday classes.

\$1179 per year

\$131 per month for those enrolled in the Half Day - Monday/Wednesday/Friday class

\$2169 per year

\$241 per month for those enrolled in the Full Day - Monday/Wednesday/Friday class

### VALEDICTORIAN AND SALUTATORIAN

Our school's highest academic awards are given each year to the graduates who are named Valedictorian and Salutatorian. These designations are made based upon an averaging of core subject report card grades achieved during fifth, sixth, and seventh grades and the first three marking periods of eighth grade. A student who did not attend Immanuel through all of those grades may still be declared graduating class Valedictorian, provided his report card average for grades five, six, seven, and eight rank him at the top of the class, and provided his report card grades through his one or two or three years at Immanuel also rank him at the top of the class. A similar formula is applied to a prospective candidate for class Salutatorian who did not attend Immanuel through all of his fifth, sixth, and seventh grade years.

### WORSHIP IN GOD'S HOUSE

On the basis of God's exhortation, our pupils are taught to attend church and Sunday school regularly. Parents are urged to attend services and Bible classes and thus also by example teach their children to worship with fellow Christians and grow in God's Word. School Christian instruction classes and chapel services are never intended to be a replacement for family worship in the home and church, Sunday school, and Bible class attendance.

Children will be asked to, and at times be expected to, participate in a special way in several congregational worship services during the school year. We feel that such participation is extremely important for the spiritual growth of the children. It also contributes immensely to the worship of our congregation, the very congregation that supports our school financially and spiritually. We **strongly** urge parents to assist us by making it possible for their children to participate in these worship experiences.



## **WHEN PROBLEMS ARISE**

Helping children to learn and grow is a joyful responsibility, but not an easy one. It is our hope that teamwork among teachers and parents can be maximized for the benefit of the boys and girls whom God has entrusted to our care. Invariably, mistakes will be made along the way by teachers as well as parents. There will be the need for patience, for listening, for offering constructive criticism, for questioning, and certainly the need for forgiving.

As parents have concerns about the things that take place in our classrooms and in our school, we urge them to contact our teachers with their questions and concerns and suggestions. We understand that taking such contacts requires some courage, but we also believe that teacher-parent dialogue when concerns arise is almost always more productive and more beneficial for children than is failure to conduct such dialogue. Teacher-parent conversations will not always result in agreement, but they will most generally lead to an increased understanding, which will be beneficial to parents and teachers and children.

Following Biblical principle is best practice, so when concerns arise we ask that parents follow this procedure: Parent concerns relating to children in school are to be brought first to teachers. Only when such conversations/conferences have failed to resolve the issue(s), might the concerns be taken to the next level – our school principal. In the rare circumstance when issues remain unresolved following conversations/conferences with both teachers and our principal, the concerns are to be taken to the next level, to our Board of Christian Education, through its Chairman. Following Matthew 18 is the best practice.

## **VOLUNTEER HELPERS**

Our school's program would be severely crippled were it not for the many hundreds of hours of volunteer assistance provided by so many people. How grateful we are to the many persons who assist us as room mothers/fathers, teacher aides, drivers, librarians, office assistants, sports officials, Parent-Teacher League workers, and many more.

Adults who wish to add their names to our lists of school helpers may do so at the time of registration in the fall, or by contacting the school office at other times during the school year. A Volunteer Helper form must be completed by anyone wishing to volunteer. Also each volunteer must complete a background check form and allow the principal to complete an ICHAT background check to be completed. This is for the safety of the children in our school. Forms will be available at the time of registration and in the school office. This must be completed on a yearly basis. Your willingness to help will be deeply appreciated.

## **WEB PAGE**

One of the places where the Immanuel Lutheran School story is told is at our web site. We invite you to pay us a visit. We encourage you to invite others to visit. Check us out at . . . [www.immanuelbaycity.com](http://www.immanuelbaycity.com)

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