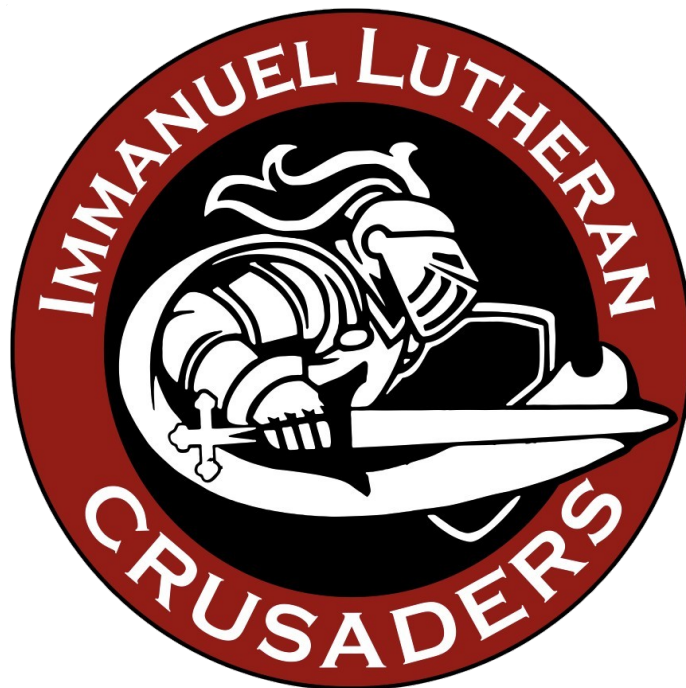


Family Handbook



2026 – 2027 School Year

Immanuel Lutheran School Washington, MO

Immanuel Lutheran School admits students of any race, 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, national or ethnic origin in the administration of its educational policies, admission policies, tuition assistance, athletic and other school administered programs.

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Parents and families,

Thank you for your interest in our school! We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read through this Family Handbook, which will introduce you to many of the school's policies, procedures, and expectations for both parents and students. It is our hope that the information will assist in developing a better understanding of the school and a closer relationship between the school, the church, and the home. Please keep this booklet readily available for referral. If questions or concerns arise during the year, please do not hesitate to contact the school office or the classroom teachers. It is the school's desire to assist parents in whatever way possible.

The first several pages of this handbook explain a religious purpose, mission, and beliefs. As a ministry of Immanuel Lutheran Church, the school unashamedly believes, teaches, and practices the Lordship of Jesus Christ, acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. For example, if a question regarding biblical lifestyles arises in chapel or in your child's classroom, the teacher will answer from a Biblical view consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our beliefs, the teacher's answer may create conflict in your child's mind and heart.

Biblical principles are integrated into every subject at Immanuel Lutheran School. Our staff has committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.



Nick Hopfensperger, Principal

The Mission Statement of Immanuel Lutheran Church & School

*Our mission at Immanuel Lutheran is to be washed and fed by the Word
so that we are growing as disciples and sowing the Word.*

The Mission Statement of Immanuel Lutheran School

Immanuel Lutheran School exists to make disciples for Jesus Christ and to enable academic achievement, according to God-given abilities, by providing a Christ-centered atmosphere, led by witnessing, committed instructors, staff members, and parents.

I. Overview of Immanuel Lutheran Church and School

Immanuel Lutheran Church can trace its origin in Washington back to 1862 when members wanted to create a congregation in which to worship their Lord Jesus Christ. In 1863, the Evangelical Immanuel Lutheran Church was dedicated. At this same time, there was a strong desire by those charter members of this new church to open a Christian school so that the message of God's grace could be shared with children and to the community. So in 1863, with just 15 students, Immanuel Lutheran School was founded. It is to be understood that Immanuel Lutheran School, being established by and being a direct ministry of Immanuel Lutheran Church, that the teachings of Immanuel Lutheran Church as well as the Lutheran Church – Missouri Synod (LCMS) will be directly reflected in the leadership, purpose, and the mission of Immanuel Lutheran School. Therefore, it is important to understand what we believe and teach at Immanuel Lutheran Church and School.

Immanuel Lutheran Church in Washington, Missouri, is part of the LCMS, a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, the LCMS teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of Immanuel Lutheran Church, Washington, Missouri govern our decision-making and policies. A copy is available upon request through the church office.

Relationship Between Church and School

The policies, guidelines, and procedures contained in this Family Handbook are subordinate to the governing documents of Immanuel Evangelical Lutheran Church, including its Constitution and Bylaws, and to all applicable state and federal laws. As a member congregation of the LCMS, all policies herein shall remain in compliance with LCMS doctrine, governance, and ecclesial oversight. Nothing in this handbook may supersede, contradict, or limit the authority of those governing documents.

This handbook is subject to review, amendment, or repeal by the Voters' Assembly of Immanuel Lutheran Church and its Governing Board. Implementation and administration of these policies are entrusted to the Board of Christian Education, with daily operational application carried out by the Principal and school staff. If any section of this handbook is found to be inconsistent with congregational governing documents, LCMS requirements, or applicable law, that portion shall be considered invalid to the extent of the inconsistency. All remaining sections shall continue in full force and effect. The authority of all policies within this handbook is contingent upon their compliance with the governing documents listed above.

Immanuel Lutheran School Code of Ethics

*“Love the Lord your God with all your heart, with all your soul, with all your mind
and with all your strength, and love your neighbor as yourself.” ~ Mark 12:30-31*

As a church and school family, we base all our procedures on these two commands of our Lord Jesus Christ as found in Scripture. In all our dealings with students, parents, fellow staff members, congregation members, and the community we will base our actions in the precepts of the verses above. The Mission Statement of our church and school reflects these verses as well. This code of ethics is a tool that goes beyond our purpose statement to remind us how we are to respond in Christian charity as we share the law/gospel relationship that we have with our Savior. As a school, we accept that:

1. Absolute Truth exists. We follow standards laid down by our God that there is absolute truth; that is, there are truths that are right for all people, at all times, in all places. These standards are found and laid out for us in Holy Scripture.
2. We grow in these truths as we actively worship, study His Word, and spend time in devotion and prayer. These opportunities present themselves to us both as a Christian community and as key elements in our personal lives. As brothers and sisters in Christ, we strive to take these opportunities to grow in Him and with each other.
3. Based on these precepts of truth, we strive to be open and honest with each other as teachers, administrators, pastors, staff, parents, students, and laity.
4. In our honesty, we strive to confess truthfully when we have done something wrong, and forgive others who have wronged us. We reflect the Spirit of Mark 12:31 as we deal with one another through and in love.
5. In our dealings with each other in love, we share and give testimony of our faith to all who witness our actions. We are a family of faith that not only hears the Word of God, but, grows in it, and strives to share it with the community as a whole.

The prophet Micah in the Old Testament stated, “What does the Lord God require of you? But to act justly and exercise loving kindness.” As a family of faith, we will strive together to do what our Lord God requires as we endeavor to live out the five ethical statements listed above. In doing so, we grow and assist others in developing their faith, as we give testimony to the ultimate example of love shared with us through our Savior, Jesus Christ.

***Immanuel Lutheran School serves families in a variety of ways
and supports parental responsibilities in Christian education.***

Philosophy and Purposes

All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. It is no less true for children and for a Christian Day School. It becomes a corporate responsibility when Christians gather as a Lutheran School.

Christian education – applying God’s Law and Gospel to all aspects of life and learning – is a vital component of Immanuel Lutheran Church’s ministry. As a Lutheran Church body, we believe that “the most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran preschool, elementary, and secondary schools” (1983 Convention Proceedings, Res. 1-17). Immanuel Lutheran School works to accomplish five basic purposes:

1. **Education** occurs daily in all subjects to prepare children to serve God and people through their lives. The student’s faith in Christ is nurtured by the Holy Spirit through God’s Word.
2. **Worship** in Immanuel Lutheran School is not confined to the daily classroom devotion or to chapel worship experiences, but occurs throughout the day. Students are helped to grow in their prayer lives, learning to pray privately and corporately, whenever the need or as opportunities arise.
3. **Evangelism** is always present for and through the students who attend Immanuel. Students learn to witness naturally and effectively as they observe their teachers and other staff members. Through their Christian lives, students bear testimony to each other and the community. It is our desire that students of unchurched families hear the Good News of Jesus’ love and share it with their families and friends.
4. **Fellowship** is enjoyed by all members of the school community. Students and staff accept one another as fellow members of the body of Christ. They play together, support, encourage, and witness to one another. The uniqueness of each person is recognized, and individuals are helped to achieve their full potential.
5. **Service** becomes a natural part of school life. The school community is led to help others not only in the school, but also in the community and the world. Teachers and staff encourage Christ-like compassion and love for all people. As opportunity permits, teachers, students, and parents volunteer to serve others together and separately.

Administration

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church as a Christian Day School for infant and toddlers through 8th grade students. The administration of the school rests primarily with the Voters’ Assembly of the congregation of Immanuel Lutheran Church. The Voters execute their will through the Board of Christian Education. All major decisions and changes are carried out only with the approval of the Board of Christian Education and/or the Voters’ Assembly of Immanuel Lutheran Church.

The Board of Christian Education consists of an elected Chairperson and eight elected members from the Immanuel Lutheran Church congregation. The Principal, Pastor(s), and Assistant Principal(s) are exofficio members. Immediate supervision of the school is done by the principal and the faculty. The administrator carries out the regulations and policies, adopted by the Board of Christian Education and the faculty.

Accreditation

Immanuel Lutheran School is accredited nationally through the National Lutheran School Accreditation (NLSA) agency. The school also holds accreditation through the Missouri Chapter of the National Federation of Non-Public School State Accrediting Association. Copies of the annual accreditation reports are available upon request through the school office.

II. Admissions Policy

Immanuel Lutheran School exists to serve families and to further the mission of Immanuel Lutheran Church. While our purpose, personnel, and program are centered on the task of assisting the Christian families and the membership of Immanuel congregation in educating children, all families (as class size permits) are invited to enroll children. The following order of priority applies for students enrolling / re-enrolling in our school:

1. Students currently attending Immanuel Lutheran School,
2. Children of Immanuel Lutheran Church members,
3. Siblings of Immanuel Lutheran School students,
4. Children of parents with membership in sister Lutheran Churches,
5. Children with no church affiliation, and
6. Children affiliated with other Christian churches.

In addition, there are several items that we consider for evaluating prospective students:

A. Spiritual Considerations

1. Personal Christian commitment of parents and students – All parents and children are expected to attend worship services on a regular basis. In addition, members of Immanuel Lutheran Church are also expected to contribute to the total ministry of Immanuel by practicing stewardship of time, talent, and treasure.
2. Willingness of parents and students to be supportive of the school's Christian philosophy of education – Parents must desire a Lutheran Christian education for their child and demonstrate it by supporting the teachers in word and deed in front of the child whenever the opportunity arises.
3. Willingness of parents and students to support the administration and faculty in carrying out the goals and programs of the school – Parents must support the school by having an attitude of helpfulness where possible and cooperation when necessary, including the items outlined in this handbook.

B. Behavioral Considerations

1. History of acceptable citizenship in previous school experience – Discipline records will be considered upon receiving and reviewing school records from the school previously attended.
2. Agreement of parents and students to abide by the behavior standards established by the school – Parents must give support to the school by having an attitude of helpfulness where possible and cooperation when necessary, including the items outlined in this handbook.

C. Academic Considerations

1. Documented record of acceptable grades in previous school experience and acceptable scores on achievement tests – Students transferring to Immanuel Lutheran School from another school must present a transfer of records from their previous school. The purpose of testing is to make sure the curriculum and programs of Immanuel can best meet the needs of individual students before enrollment is confirmed.

D. Personal Considerations

1. Student's special interests, talents, and skills – Consideration will be given to students who have unique skills or talents that may be able to be utilized while attending Immanuel Lutheran School.
2. Immanuel Lutheran School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin – Immanuel Lutheran School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Furthermore, it does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admissions policies, and athletic and other school administered programs.

Entrance Requirements

Entrance requirements are those of the State of Missouri. A child entering kindergarten must be five years old by August 1st. Preschool students must be three and four years old by August 1st, respectively. Early admission of students will not be considered, in compliance with state law (July 1, 1997). All students enrolling for the first time must present a birth certificate and an up-to-date immunization record in accordance with the state and local requirements.

- The school does reserve the right to deny enrollment if, in the opinion of the administrator and other support personnel, the needs of a child cannot be met at Immanuel. The best interest of the child and other students is always the primary concern.
- Students transferring to Immanuel from another school must present a transfer of records from their previous school. Students new to Immanuel are enrolled on a probationary basis for up to one year from the time of enrollment. Parents are expected to have their child(ren) tested/screened by our Educational Resource Consultant or our Resource Teacher if there is a question of successful placement of a child.
- Students transferring to Immanuel who were home-schooled will be required to share evidence of successful completion of work at their previous grade level. It may include end-of-year placement testing in subject areas and samples of student work. Again, parents are expected to have their child(ren) tested/screened by our Educational Resource Consultant if there is a question of the successful placement of a child.
- Initial application for enrollment is to be made through the principal. Parents will meet with the principal to discuss procedures, requirements, and routines so that the family is able to make the transfer into our school a smooth and successful one. Enrollments are for one school year and are renewed annually.
- Re-enrollment occurs each spring. The registration fee for each child is due at that time.

III. Tuition and Fees

Quality education is a costly operation. The financial support of our school is shared by the members of Immanuel Lutheran Church and by the families of Immanuel Lutheran School. To supplement congregational support, families whose children attend Immanuel Lutheran School pay tuition. Fees are reviewed annually by the Board of Christian Education and are based largely on the annual cost per student.

1. Immanuel Lutheran Church member families pay a reduced tuition rate. Member status pertains if the student and at least one parent are members of Immanuel Lutheran Church and if members follow the Worship Life Policy guidelines, found in this handbook. In addition, members of Immanuel Lutheran Church are expected to contribute to the total ministry of Immanuel by practicing Christian stewardship of time, talent, and treasure.
2. Community-member families, members of sister Lutheran congregations, members of other church denominations and those having no church home, are also responsible for paying tuition per child.
3. Payment of tuition fees are to be handled in the following manner:
 - Payments are made over ten months (August through May). Payments may also be paid per semester or for the entire school year. Upon request, payments may be made over 12 months.
 - Tuition payments made by cash or check (payable to “Immanuel Lutheran School”) should be sent directly to the school office. Credit cards payments are only accepted online through FastDirect.
 - Tuition payments are due on the first day of each month and are considered late after the 15th of the month unless prior arrangements have been made with the principal. A late fee of \$10 is applied if the monthly tuition fee is not received by the close of the school day on the 15th of each month. Failure to make payment by the last school day of the month may subject a family to having their child(ren) dismissed from school unless prior arrangements have been made with the principal.

- Tuition must be paid in full upon completion of the school year unless prior arrangements have been made with the principal. Final reports will be withheld and no credit given until complete payment is made. No official records will be transferred until all tuition and fees are paid in full.

Additional Annual Fees:

- A registration fee is charged to each student to cover the cost of books and supplies. The registration fee for each child attending school the following school year is due in the spring at the time of enrollment or re-enrollment to hold a child's enrollment spot in the school.
- A technology fee applies to students in Kindergarten through 8th grade to cover the general cost of providing technology (internet, hardware, licenses, upgrades, and maintenance) to our school.
- An activities fee applies to students in 5th through 8th grade participating in any extra-curricular activity.

2026 – 2027 Tuition and Fees Schedule

Registration: PS/PK - \$95.00 per year		Kindergarten through 8 th grade – \$200.00 per year	
Technology Fee: (K-8) \$85.00 per student		Activities Fee: (5-8) \$30.00 per student	
Tuition:	Half Day Class		Full Day Program
	8:00 – 11:00 am		8:00 am – 3:00 pm
Preschool (Two Days)	\$ 195 per month		\$272 per month
Preschool (Five Days)	\$ 320 per month		\$567 per month
Pre-Kindergarten (Three Days)	\$ 242 per month		\$374 per month
Pre-Kindergarten (Five Days)	\$ 320 per month		\$567 per month
Kindergarten through 8 th grade	Immanuel Church Members		Community Members
One child	\$ 559 per month		\$ 878 per month
Two children	\$ 917 per month		\$ 1,440 per month
Three or more children	\$ 1,129 per month		\$ 1,774 per month

Tuition rates and annual fees are developed and reviewed each year by the Board of Christian Education.

Tuition Assistance

A Tuition Assistance Fund exists to assist parents with the cost of education at Immanuel Lutheran School. Families in need of assistance with tuition will be directed to apply online through FACTS, a third-party organization that oversees the tuition assistance application process. Once complete, FACTS will notify the Lutheran Elementary School Association (LESA) and they will determine an award for eligible families. All information throughout this process is kept in strict confidence.

IV. Academic Instruction

The curriculum and course of study at Immanuel Lutheran School complies with the standards of the State of Missouri and the National Lutheran School Accreditation program. In addition, students receive daily instruction in God's Word, following the teachings and doctrine of the Lutheran Church-Missouri Synod. There is no separation of subjects from God's Word – subjects are taught in light of God's revealed Word.

The formal curricular subjects include **Religion** (Bible stories, Bible study, worship, Christian living and doctrine, and memory selections), **Language Arts** (reading, phonics, spelling, English, literature, and handwriting), **Science** (general, earth, physical, life, health and safety), **Mathematics** (basic math, pre-algebra, and algebra), **Social Studies** (geography, history, world cultures, U.S. and Missouri Constitutions, current events), **Fine Arts** (music, art, drama), **Technology** (keyboarding and computer use skills), **Physical Education** (physical fitness, large and small motor skills, games, sportsmanship, and sports).

Confirmation Class

Families with children in 7th and 8th grade are able to be confirmed in their faith if they wish. More information concerning the process of confirmation can be obtained from the principal or the pastor(s).

Textbooks

All textbooks and workbooks are provided by the school. Students are responsible for textbooks throughout the school year and their condition upon return. If a textbook is lost or damaged for whatever reason, the student's family will be assessed the partial or total replacement cost of the book.

School Supplies

A list of supplies is posted on the school website during the summer months. Parents are responsible for securing supplies by the first day of school.

Library

Students in Kindergarten through 4th grade have scheduled time for library. Students in Kindergarten and 1st grade check out books for one week, while students in 2nd through 4th grade check books out for two weeks. If a book is overdue for two months, it is presumed lost and parents will be asked to pay for a replacement copy.

Choir, Music, and Drama

Students have opportunity to use their voices to the glory of God by singing in class, chapel and a group choir throughout the school year. The school believes this experience is valuable for students attending a Christian school. Students who are not members of Immanuel are not required to attend services when a choir sings in Immanuel Lutheran Church, but they are welcome to attend if they desire.

In addition to choral music, classroom music is also taught. Classroom music includes note identification, counting, reading music, music appreciation, and use of rhythm instruments. Students in 5th through 8th grade also learn to play recorders and tone chimes. Students in 5th through 8th grade may also take instrumental music lessons before school with other non-public school students.

Two special choral musicals (Choral Vespers and Christmas Joy) are presented during the Advent season before Christmas each year. Students in Preschool through 8th Grade participate in one of these annual events. Students also participate in school plays and musicals to cultivate and broaden their fine arts experience.

Physical Education

Students have regularly scheduled gym classes. Students in 5th through 8th grade wear an established Immanuel Lutheran School physical education uniform for gym class, which may be purchased at the August orientation meeting. All grades must wear gym shoes to physical education classes. If a student is not able to participate in class, a written note is required from the parent or doctor.

V. Communication

Many activities and events are scheduled during the course of a school year. It is important that the lines of communication are open between home and school. This can, however, only occur with cooperation. The principal writes a weekly newsletter that is e-mailed to parents every Friday. The communication contains a calendar of events, notices, reminders, and important information for parents and students. Parents are to look for it weekly and read it carefully.

Contacting the School

The school telephone number is (636) 239-1636

The office fax number is (636) 239-0589

Parents who find it necessary to contact their child during the school day should call the school office. The secretary will relay messages to students and teachers. Students will not be allowed to make or receive calls during school hours, except in emergency situations. "Emergency phone calls" are not to include homework, lunches, permission slips, and other school items left at home.

Student Cell Phone and Smart Watch Policy

We realize some students may have a need to use a cell phone after school hours. Therefore, students may bring a cell phone to school. However, students may not have the cell phone or a smart watch in their possession during the school day. It must be off and in the students' locker during school hours. If a cell phone rings during school or a student has a cell phone or smart watch in their possession during school hours, the student will have an automatic detention. The school will not be responsible for the theft or loss of cellular phones or smart watches.

Photo Release Statement

It is to be expected that students will have their picture taken during various events and activities throughout the school year. The school may choose to use some of these pictures in printed promotional material for the school and / or church. If a family chooses not to have their child's picture used in this manner, they are asked to contact the school office.

Valuables at School

Toys and other items having value for one individual may have an attractive appeal to others. We ask that students not bring toys, large sums of money, items of great value, and other things that may pose a potential nuisance or distraction to school. The school will not be responsible for the loss or destruction of such items. When items are brought to school for "show-and-tell", the teacher is able to keep the items in a safe place in the classroom. All "show and tell" items will be returned at the close of the day.

Lost and Found Items

Parents are strongly encouraged to label items such as coats, gloves, lunch boxes, and other items. Lost or forgotten items (books, lunches, etc.) should be brought to the office for students to claim at a later time. Lost and found clothing items are kept near the school office for a period of time. Unclaimed items will be donated to charitable organizations at the end of the year.

Items Forgotten at Home

Taking responsibility for a situation is a life skill. For this reason, we work to minimize the calls made home for student items forgotten at home. Parents can assist us by not bringing items to school for their child unless it is medically related. All non-emergency items are to be discouraged from being dropped off for their child as we continue to teach this life lesson to our children.

VI. The School Day

Transportation

Parents must arrange transportation for all students at Immanuel. No bus transportation is available. When possible, the school may be able to assist parents in setting up carpools and shared rides if requested. Students may ride bicycles to school but must park them in the designated area.

Parking

Short-term parking is allowed throughout the day on the small parking lot between the church and the playground. Parents intending to park for an extended time are to use the large parking lot south of the gym.

All parents will drop off and pick up from the same location. Families are to enter the parking lot from 6th Street using the driveway next to the wooden fence. They are to proceed up toward the gym and take a left to run alongside the church wall. Drop off and pick up of children will take place along the south side of the church. When parents have dropped off or picked up their children, they will exit toward Elm Street. This pattern will allow traffic to move smoothly with minimal congestion for families. Parents that need to walk their children into the building or wish to pick up their children from the gym doors at the end of the day, should park in the large parking lot. Parents should use extra caution when picking up during dismissal times.

Visitor Information

Parents and other visitors are welcome at Immanuel Lutheran School. To prevent classroom interruptions and to enhance school safety, all parents, service people, and other visitors are expected to check in at the school office when arriving. If someone would like to visit the school, please contact the school office.

Arrival at School

Students are to arrive after 7:45 am as the school doors will remain locked until that time. ALL students arriving before 7:45 am without parents are to go to the Before School Care (BSC) program. Students may be dropped off as early as 6:30 am and are to enter the main school door and to go directly to the designated area. Supervision will be available at the cost of \$2.00 per day per student. Students are to check-in with the supervisor and families are to pay on a weekly basis at the school office. At 7:45 am, students in the BSC program will be walked to their classrooms and other students waiting in the lobby may enter the building. The school day at Immanuel begins promptly at 8:00 am for all classes, following the daily schedules below:

- ❑ The two-day Preschool half day class meets Tuesday and Thursday from 8:00 to 11:00 am. Full day class is 8:00 am to 3:00 pm.
- ❑ The five-day Preschool half day class meets Monday through Friday from 8:00 to 11:00 am. Full day class is 8:00 am to 3:00 pm.
- ❑ The three-day Pre-Kindergarten half day class meets Monday, Wednesday, and Friday from 8:00 to 11:00 am. Full day class is 8:00 am to 3:00 pm.
- ❑ The five-day Pre-Kindergarten half day class meets Monday through Friday from 8:00 to 11:00 am. Full day class is 8:00 am to 3:00 pm.
- ❑ Students in Kindergarten – 8th grade attend the entire day (8:00 am – 3:00 pm), Monday – Friday.

Tardiness

Tardiness is disruptive in beginning a school day as it is difficult to record attendance, take lunch counts, and begin devotions on time if students arrive late. Students are to be in their seats and ready to begin no later than 8:00 am. Students who arrive after 8:00 am will need to stop by the office to be admitted in to the school. The office will contact parents if tardiness becomes a problem. Four tardies per quarter (and each tardy afterward) results in an after-school detention. Students arriving late to school without a parent are automatically marked unexcused. Repeated tardies due to over sleeping, running late, etc. are counted as unexcused.

Absence and Truancy

Absence from school has a great impact on student progress. Parents are to notify the school office (636-239-1636) by 9:00 am if a child will be absent. Absences or tardiness for a doctor or dentist appointment should always be accompanied with a written note. Tardiness and absences are recorded on the progress report and are part of the student's permanent record.

Families that need to take their children out of school for reasons of vacation are asked to discuss their plans with the principal prior to the child's absence. A written note should be provided to both the homeroom teacher and principal. Classroom teachers will not be expected to prepare detailed assignments in advance for vacations of this nature. Students will be expected to complete missing work in a timely manner when they return, taking one day to make up work for each day missed. After that point, the individual teacher's rule applies for late work – from a certain percentage off to receiving no credit. It is the child and/or parent's responsibility to know the guideline established by each individual teacher. Homework for absent students may be picked up by parents at the end of the school day, as teachers won't have time to gather items together early in the school day.

Prolonged and/or frequent absence is detrimental to a student's learning and progress. Absence of 20 days or more may be sufficient reason for the student to repeat the grade, unless special circumstances exist. In any case, a conference between the parent, teacher, and principal will be scheduled to discuss the frequency of absences, the status of class work, and the possibility of retention. The final decision in which special circumstances are involved will be a joint decision between the teacher and the principal. Truancy will not be tolerated and is punishable by suspension or expulsion upon review.

Leaving School Prior to Dismissal Time

Parents who need to pick up their child from school during the day are to send a note to the teacher and notify the school office prior to their arrival. Parents are to come in to the office to sign out and pick up the child.

End of the Day

Parents are expected to pick up their children promptly at 3:00 pm. Any children in Preschool Full Day through 8th grade that are not picked up by 3:15 pm will be sent to After School Care (ASC) or Homework Club (HWC) and will be assessed the appropriate fee.

Early Dismissal

There are several days during the year when students in Kindergarten – 8th grade dismiss at 11:30 am (half-day). These sessions enable teachers to complete in-service work and professional development. The dates are scheduled on the school calendar and are noted in the weekly newsletter.

Extended Student Care Programs

There are extended student care options at Immanuel for children whose parents can't drop them off at 7:45 am or pick them up after school due to work-related responsibilities. An overview of the various offerings are below:

* **Before School Care (BSC)** is available from 6:30 to 7:45 am each school day for all students at a charge of \$2.00 per day. All students that arrive to school before 7:45 am without parents must go to BSC. Pre-registration is not required for Before School Care.

* **After School Care (ASC)** is available each day (except certain half-days or early out days) from 3:00 pm to 6:00 pm for students in Preschool through 3rd grade. Registration forms are available through the school office. The daily rate is \$7.00 which includes a snack and a drink for the student.

All parents picking up children from ASC after 3:00 pm are to park on the east side of the school next to the playground. Parents are to enter the playground and ring the intercom next to the door. **The ASC telephone number is 636-266-8416.** If a child is not picked up by 6:00 pm, a charge of \$1.00 per minute will be charged to the family for each minute they are late in picking up their child.

* **Homework Club (HWC)** is an after-school program designed specifically for students in 4th through 8th grade. These students meet in the school lobby and stay after school to have supervised work time with a teacher. This program runs from 3:00 pm to 5:00 pm and pre-registration is not required. Students not picked up at 5:00 pm will join the ASC program (see above) and can be picked up no later than 6:00 pm at no additional fee. The daily rate is \$8.00 which includes a snack and a drink for the student. Parents picking up children from HWC after 3:00 pm are to come up to the main school doors to pick-up their child.

Weather Related Closings

Television stations KMOV (CBS), KSDK (NBC), and KTVI (FOX) announce school closings. The stations will mention our school (Immanuel Lutheran School, Washington) by name. If Immanuel is not mentioned by name, parents are to assume we will be in session. Parents will also be notified through FastDirect if there is a school closing. Those signed up for text notifications through FastDirect will also receive a text through Fast Direct.

It is our desire to have classes on regularly scheduled school days and to follow the printed school calendar as closely as possible. If school is held on a day when roads or travel conditions could be a concern, parents are to make the best decision for themselves and for their children and contact the school with their decision.

Lunch Program

Lunch is available each day for full-day Preschool and Pre-Kindergarten students, students in Kindergarten through 8th grade, as well as staff members. The program is under the guidance and direction of the Federal Lunch Program. Each family's lunch account is monitored via computer and deducted as items from the cafeteria are purchased. Parents are asked to put \$30.00 or more on their lunch account. When the account is low, an e-mail reminder is sent to families that additional funds are needed. Payments for the lunch program should be placed in an envelope with the child's name on it and turned in at the school office.

If money is not available in the account, students may eat on credit for a few days. After that point, the computer will refuse to scan their bar code. For this reason, prompt payment is strongly encouraged.

Prices for lunches, drinks, and other items served through the cafeteria are listed on the printed monthly menu.

Unpaid lunch charges are considered delinquent if they are unpaid after one month. The school office will contact families through FastDirect to remind them of their balance. All unpaid lunch charges at the end of the school year will be paid during the summer before the next school year begins so that no bad debt remains. Any uncollected bad debt will be reconciled using funds from the tuition assistance program.

As we participate in the federal lunch program, this institution is an equal opportunity provider. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter to the USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to the USDA by:

- | | | |
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| (1) mail: | U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410 | (2) fax: (202) 690 – 7442; or

(3) email: program.intake@usda.gov |
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VII. Worship Life

Families of Immanuel Lutheran School are expected to regularly attend worship services and participate in Bible Study and Sunday School. The love and grace of our Lord will hopefully provide ample motivation. The Lord clearly expects His followers to be eager to worship Him and to study His Word. A Worship Life Policy exists specifically for school families of Immanuel Church. Members of Immanuel are expected to follow the teachings of the church and school and to be faithful in their attendance to maintain membership status and thus a reduced tuition rate.

Worship services at Immanuel are held at 6:00 pm on Saturdays and at 8:00 am and 10:45 am on Sundays. Bible class and Sunday School are held for children and adults at 9:30 am. If children and adults do have not a church home, they are invited to worship and attend Sunday School / Bible class at Immanuel. Adult information classes are conducted several times during the year by our pastors for adults who wish to learn more about the Lutheran Church and who may then want to become members of Immanuel Lutheran Church.

Worship Life Policy

When families wish to become members of Immanuel Lutheran Church, “they promise the Lord and His church to attend corporate worship, make diligent use of the means of grace, lead a righteous and godly life, and support the work of the congregation with their prayers, time, treasures and talents.” Supporting your church and school in these ways is a matter of stewardship. As a result of this stewardship, members benefit from reduced tuition rates.

The Worship Life Policy is written to encourage and assist our membership in this pledge. Families who are members of Immanuel Lutheran Church are encouraged to attend worship and Sunday School or Bible Class every weekend. Regular attendance in worship as a family enables each of us to grow in our faith as we receive God’s gifts in Word and Sacrament. In Worship we confess our sins, receive forgiveness, return thanks, and lift praise and prayer to God. By being in worship, parents reinforce the Christian teachings of our Day School. Worship also gives us a regular opportunity to mutually support fellow brothers and sisters in Christ. These spiritual matters are vital to a Christian education.

When member families choose not to actively take part in worship, they are not fulfilling their pledge of membership and we are unable to fulfill our mission as a school. Therefore, members must attend worship at Immanuel a majority of weekends to benefit from member tuition rates. Attendance is measured by use of attendance cards collected during worship by the ushers. These will be reviewed confidentially by the Board of Elders and Pastors with full support of the Board of Christian Education and the principal. Should a family fail to meet this minimum requirement, for any semester, the student's family will be assessed the community member tuition rate. Church attendance from August 1st through December 31st will determine tuition rates starting in January. Church attendance from January 1st through July 31st will determine tuition rates starting in August. Families will be contacted by the Board of Elders if minimum attendance is not being reached.

This Worship Life Policy was not created as a tool of legalism, but one of encouragement and support of the teachings of the Christian church. The focus of Our Mission Statement is that our school "exists to make disciples for Jesus Christ". It is our prayer that Immanuel Lutheran Church and School are effective tools for our Savior in fulfilling this mission. Families are encouraged to discuss this policy with their elder or with the pastor if "extenuating family circumstances" exist.

School Chapel Services

Chapel services are held on Wednesdays at 8:05 am for students in PreKindergarten through 8th grade. Children in our Infant & Toddler program through Preschool have chapel at 9:00 am on Tuesdays. Both services allow our students, teachers, and parents to gather together and worship our Lord. Information about weekly chapel offerings is shared in our weekly school newsletter.

VIII. Parental Involvement

Immanuel has a very active volunteer program whereby parents are expected to assist with a variety of programs and tasks at school. It is vital that parents assist with current programs and to provide opportunity for new ones to arise. Support is always greatly appreciated.

Background Checks

In order to best protect our students, a background check is required for volunteers who will be in direct contact with students. Background check and volunteer forms are available through the school office.

Home & School Connection

The school works closely with the Home & School Connection to provide support for the teachers and to bring families together through a variety of events that are scheduled throughout the school year. Parents are encouraged to take an active part whenever they are able to do so.

Sports Association

An Immanuel Sports Association exists to oversee the sports program at Immanuel as well as to build school spirit at our sporting events. A sports association fee is charged each year for families with children who participate in sports. For more information, refer to the Sports Association packet.

Sports Program

Sports teams for girls in 5th – 8th grade include volleyball, basketball, and cross country. Girls in 5th through 8th grade also have the opportunity to join the cheerleading team. Boys in 5th – 8th grade compete in basketball and cross country. Boys and girls in 1st – 4th grade also have an opportunity to join the cross country team. Physical exams are required of all students participating in the sports program. Additional information, guidelines and requirements are included in the Sports Eligibility Form and Sportsmanship Form.

IX. Student Discipline Policies

The faculty has the sincere desire to build and maintain a positive teaching and learning environment. Two necessary items for such an environment are respect for each other and setting a positive example. It is expected that students give witness to their Christian faith in their daily living. While we all err at times, an inordinate amount of time will not be spent on discipline.

“Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6

The daily effort of the staff at Immanuel is directed toward enabling each child to become self-disciplined and learning-directed. It is essential and important that parents and students trust the judgment of the faculty. Parents remain the most important educators of their children. The complimentary role of parents and teachers are enhanced through regular communication, mutual trust and cooperation and respect for others.

Specific discipline guidelines have been adopted for the sake of clarity and order. While these guidelines address areas of concern, students and parents are to be assured the faculty will note good things that happen and commend the positive examples set by students. Questions about these guidelines should be directed to the classroom teacher or the principal.

The overlying guidelines at Immanuel can best be summarized in three areas:

Guideline #1 – Respect Yourself, Others, and Things:

- * Be neat in appearance
- * Be prayerful
- * Obey authority of leaders
- * Include classmates in activities
- * Show common courtesies
- * Respect the space and things of others
- * Ask for help in an appropriate way
- * Give attention in all circumstances

Guideline #2 – Contribute to the Learning Environment:

- * Be quiet in the halls
- * Be proud of Immanuel
- * Play safely at recess
- * Participate in learning activities
- * Focus on presented concepts
- * Attend school regularly and on time
- * Complete homework with your best effort

Guideline #3 – Follow School and Classroom Procedures:

- * Follow school rules
- * Notify office if student is absent
- * Keep all medication in the office

Classroom Discipline

The following are expected of students at Immanuel at all times. A student may receive a “checkmark” for failing to comply with the following expectations: (*checkmarks are not limited to these expectations*)

- Students will have homework completed for all classes each day (*special circumstances must be cleared with the teacher*)
- Students will be respectful and obedient to teachers and other adults at Immanuel
- Students will respect the rights and feelings of other students and staff members
- Students will be in class on time and with needed materials
- Students will use acceptable language and will demonstrate Christian behavior
- Students will demonstrate considerate behavior and good manners at all times

Teachers will work with the students and parents to make sure expectations are understood. Students will find that teachers, especially in the departmentalized upper grades, may vary in their expectations. This is viewed as part of the learning process.

Behaviors that are contrary to our philosophy of student discipline are classified as follows:

Minor Offenses: *(may include one check mark, timeout, loss of privilege or recess)* disruptive or improper behavior, excessive talking, inappropriate language or gestures *(first time)*, failure to complete assignment or bring necessary school materials, dress guideline violations, bringing distracting items to school

Major Offenses: *(may include two check marks, detention, or multiple detentions)* disrespect, defiance, insubordination and/or verbal abuse, cheating / plagiarism, forgery, bodily harm, physical abuse, fighting

Severe Offenses: *(may include a detention, in-school suspension, out-of school suspension, or expulsion)* destruction or stealing of personal or school property, repeated major offenses, reference to shooting, bombing, or doing catastrophic harm to individuals or property, and possession/use of tobacco, alcohol, drugs, or weapons

When dealing with student discipline, the following definitions will apply:

Detention – A student will receive a detention (and/or loss of recesses) after receiving a total of three check marks in one day, or in the case of repeated infractions, at the discretion of the teacher and/or principal. Parents are given a 24 hour notice before a child will serve a detention. All detentions will begin immediately after school and will end at 4:00 pm. Detentions will be served on the next available detention day for the principal. Students missing their scheduled detention will serve two detentions on the next available day. Students may not participate in after school activities on the day a detention is served. A student that earns four detentions in a quarter will serve an In-School Suspension. A student earning five detentions in one quarter will serve an Out-of-School Suspension.

In-School Suspension – The student remains in the principal's office and is suspended from attending classes and participating in all extracurricular activities during the suspension period. The student will work on class work while suspended.

Out-of-School Suspension – The student loses their privilege of attending school and extracurricular activities for an indefinite period of time. Missed assignments should be completed on time and according to acceptable standards. Parents will be notified in writing and a copy will be forwarded to the chairperson of the Board of Christian Education. Readmission to school is through the principal.

Expulsion – The student is terminated from enrollment at school. Immanuel Lutheran School reserves the right to expel a student for persistent or severe misconduct or failure of parents or students to comply with school expectations and standards. The Board of Christian Education has the sole authority to expel a student without further approval to any other officer, board, or assembly of Immanuel Lutheran Church. No tuition or other fees will be refunded upon expulsion.

Harassment and Bullying

In a Christ-centered school like Immanuel, it is our intent that all students treat others in the way Jesus has modeled for us. We strive to maintain a safe, positive learning environment, and therefore, bullying in any form will not be tolerated. This policy is in effect for all students while on school property or at any ILS school sponsored event.

Parents are to be reminded that not all problems between or among students is bullying. Normal peer conflict (name-calling, teasing, fussing, arguing, and physical contact) can be part of getting along at all ages. Getting along problems will occur as students interact with one another, learn to get along, and work to be friends. While conflict is normal, bullying is not normal conflict. The following chart shows the differences between normal conflict and bullying:

Normal Conflict / Getting Along Problem	Bullying Problem
Equal power between friends	Display of power, but not in friendship
Occasional	Frequent and repetitious
Not intended to hurt	Intended to harm
No serious threat	Serious threat of harm to body, property, or feelings
Discontinued when person teased becomes upset	Continues or increases when target becomes distressed
Feels remorse; takes responsibility for actions	Feels no remorse; blames others / victim for actions
Equal emotional reaction – students involved feel equally upset	Strong emotions from the target, but little or no emotion from the bully
Effort to solve the problem	No effort to solve the problem

Harassment is when an individual is subjected to treatment because of the individual's race, creed, color, national origin, physical disability or gender. Bullying is defined as any intentional single significant incident or pattern of incidents involving written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student or staff member which:

- * Is deliberate and intentional;
- * Physically harms another or damages their property;
- * Causes emotional distress to someone;
- * Interferes with the student's educational environment;
- * Creates a hostile educational environment; or
- * Substantially disrupts the orderly operation of the school or school-sponsored event.

Harassment and bullying can include, but it not limited to, any or all of the following:

Verbal Harassment or Bullying: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person.

Physical Harassment or Bullying: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

Visual Harassment or Bullying: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, images, cartoons, written words or drawings.

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

Electronic Harassment or Cyber Bullying: Harassing behaviors defined as above delivered through electronic means including, but not limited to, telephones, cell phones, computers, electronic apps, electronic mail, instant messages, text messaging, social media, and websites.

What we do when conflicts occur makes ILS different. Because of sin, we know conflicts will happen in the world and in our school. The goal is always to resolve the issue through the use of Law and Gospel so that a Christian environment is restored. To this manner, we will treat allegations of harassment and / or bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner as outlined according to policy. Anyone who engages in bullying in violation of this policy will be subject to appropriate discipline according to our discipline policy. Students who have been bullied should promptly report the incident to a teacher or other trusted staff member who will advise the classroom teacher and the principal of the situation.

Bullying Behavior Consequences

Steps taken in regard to bullying behavior are to be used at the discretion of the staff and principal. Action taken is dependent on the severity of the offense, and will be age appropriate when possible. It may include any of the following, but not limited to:

1st Reported Incident

- * Investigate, talk to student and develop strategy to change behavior
- * Verbal intervention with student and/or counseling on bullying
As needed: loss of recess, detention

2nd Reported Incident

- * Repeat 1st reported incident steps and contact of parents
- * Loss of recess, detention, suspension
As needed: extra-curricular activities impacted, in-school suspension

3rd Reported Incident

- * Any steps from 1st or 2nd reported incident and extra-curricular activities impacted
- * Meet with student, parent, principal, and Pastor
As needed: out-of-school suspension, expulsion

In addition, we expect our students to positively support each other, particularly during times of conflict. However, false accusations or retaliation toward a student who has reported being bullied or witnessing bullying will not be tolerated. Students engaging in these behaviors will be subject to appropriate discipline according to our discipline policy.

Stealing or Willful Destruction of Personal or School Property

First Offense – A specific dollar amount will be assessed for the damage or loss. Parents will be contacted explaining the incident and outlining the plan for replacement. A letter from the office will need to be signed by a parent before the child can return to class.

Second Offense – Payment / replacement for damage or loss and one day out-of-school suspension.

Third Offense – Payment / replacement for damage or loss and a three day out-of-school suspension with potential of expulsion.

Cheating and Plagiarism

First Offense – The student will receive no credit on the assignment or test. A note will be sent to the parent that must be signed and returned by 8:00 am the following day before the student will be admitted to class.

Second Offense – The student will serve an immediate out-of-school suspension for a minimum of one day.

Third Offense – The student will serve a three day out-of-school suspension with potential of expulsion.

Possession, Use or Influence of Tobacco, Alcohol, Drugs, or Weapons

First Offense – The student will serve out-of-school suspension for five days with potential of expulsion for tobacco and alcohol and probable immediate expulsion for drugs or weapons.

Second Offense – The student will serve out-of-school suspension for an indefinite period of time plus recommendation for immediate expulsion in the case of tobacco or alcohol and definite expulsion for drugs and weapons.

Grievance Policy

When a parent or a student has a grievance against a member of the staff, the individual shall follow the Christian example found in Matthew 18 and shall first voice the grievance in person to that individual. If the problem is not resolved by going personally to the individual, Jesus said to get a responsible person to help resolve the issue. The parent or student may then discuss the matter with the principal in a private, personal conference. If the matter still remains unresolved after following the above two steps, the individual is to speak personally to the chairperson of the Board of Christian Education.

At no time should the parent or student voice a concern outside his / her immediate household before fulfilling the above steps!

Anyone not following this procedure, or in any way causing or prompting adverse publicity concerning Immanuel Lutheran Church and School, may subject their children to suspension from enrollment for a period up to five days. If the matter continues to be handled contrary to policy after suspension, the family will be requested to meet with the Board of Christian Education to discuss continued enrollment. Failure to meet with the Board will result in immediate expulsion. The Board will review appeals within 30 days. The child will then either be reinstated or expelled from the enrollment of the school. All Board decisions are final.

This policy is not be construed as an effort to close the door of communication between parents, students, and school. On the contrary, it is an attempt to channel grievances in a Biblical manner. All legitimate concerns will be received with all due consideration so that a satisfactory solution may be found.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan and a tax collector.” Matthew 18:15-17

X. Academic Expectations of Students

Student Homework

Homework is defined as any school-related work that must be accomplished after school hours. Homework is used to: 1) stimulate independence and responsibility; 2) enrich the school experience through related home activities; and 3) reinforce school learning by providing the necessary practice, integration, and application.

Parents are also to remember that homework will be age-appropriate and assigned in reasonable amounts. If it appears as if children have an excessive amount of homework, it is recommend that parents arrange for a consultation with the teacher(s) to determine the reason and arrive at a reasonable solution.

Guidelines for Parents to Assist with Homework

Parents can best help their son or daughter when they are working on homework by arranging a quiet, comfortable place for the child to work and to schedule specific times each day for the child to complete homework. Parents can help their child by ensuring that the assignment is complete and to encourage and support the child through the homework process, but not to complete the assigned work for the child.

It is strongly recommended that students spend time each evening engaged in educational activities. On evenings when there is no assigned homework, time may be spent in other education related-activities (reading, working ahead on assignments, review, completing long-term projects, and the like).

Make-Up Classwork and / or Homework

Students will be given opportunity to make-up missed work due to excused absence or tardiness. Students who are absent from class due to misbehavior or suspension are responsible for completing assignments during the absence. The section on student absence lists out the guideline for making up missed work and assignments.

Weekly Memory Work for Religion Classes

Besides providing a solid foundation of Christian doctrine, religious memory selections are assigned that encourage Christians in times of joy and need. Parents can assist their child by showing interest in hearing the assigned selection and encouraging a child to understand the full value of memory work.

Reporting Student Progress

The first line of communication between school and home is the graded daily work. Parents should look for and review papers regularly. Some teachers may require certain papers be signed and returned. Weekly envelopes containing student work will be sent home with students in 3rd through 8th grade, along with notification of sports eligibility for students participating in the sports program.

Teachers will keep an accurate record of all assignments given and completed for each student. If a student does not complete homework assignments, or if the quality of the work is not acceptable, the parents will be notified and the guidelines outlined in the Classroom Discipline Cycle will be followed. If the situation continues, a parent-teacher conference will be scheduled.

Grading Scales

The letter system is currently used to report student academic achievement. The grading scale at Immanuel is generally a little higher than that used in many other schools. The following is an interpretation of the scales:

A = 93 – 100%	Superior work; the student does not need to change work habits
B = 83 – 92%	Good work; more concerted effort and interest / enthusiasm may improve grade
C = 73 – 82%	Average work; harder work or more interest and enthusiasm may be needed
D = 65 – 72%	Poor work; implies lack of understanding of material of the content area
F = Below 65%	Failure; total concepts of the course have been missed
I = Incomplete	Not enough work submitted to accurately determine a grade

In certain subjects, the following method of grading will be used:

O = Outstanding	Work habits and attitudes are excellent
S = Satisfactory	Very good work, more concentrated effort would improve the grade
N = Needs Improvement	Achievement generally related to ability and effort
U = Unsatisfactory	Performance is well below ability level or little effort being shown.

Effort grades are given in several subjects, allowing teachers to assess student effort in relation to their ability.

Mid-Quarter Reports

Students in 1st through 8th grade will receive Mid-Quarter reports halfway through each quarter. These reports give both parents and students the opportunity to see their grades in each class at the halfway point of the quarter. Mid-Quarter reports are to be reviewed by the parent and child, signed by the parent, and returned to the teacher.

Report Cards

Quarterly report cards are issued to each student in Preschool through 8th grade. Parents are urged to give the report their careful attention and to contact their child's teacher should they have any questions or need more explanation.

Honor Roll

Honor roll status will be determined at the end of each quarter for all students in 4th through 8th grade. "A" Honor Roll status is attained by maintaining an A- average or higher in all their core subject classes while "B" Honor Roll students must maintain a B- average or higher in all their core subject classes. A student is not considered for Honor Roll if he/she has a grade in any subject of 72% or lower, has an incomplete grade, or has an Unsatisfactory (U) in any class.

Eligibility in Extra-Curricular Activities

Students who participate in school-sponsored extra-curricular activities will be held to eligibility requirements as outlined in the Eligibility Policy. Students who are ineligible to participate in an extra-curricular activity must first meet the requirements (academic and / or behavioral) in order to participate in the activity again.

Do note that if a student is not present at school the day of an event, or if they leave early for an illness, the child is not eligible to participate in that evening's school-sponsored activity.

Parent – Teacher Conferences

Annual Parent-Teacher Conferences are scheduled for all students in Preschool through 8th grade following the first quarter of school. Parents are required to come to school for an appointment with the teacher(s) for the purpose of discussing their child's progress. These conferences allow teachers to share with the parent how the child is doing, creates a time for the parent and teacher to set goals for the child, and further strengthens the home and school relationship.

It is the aim of the school to stimulate and direct the growth of each student spiritually, mentally, socially, and physically, and to help the home in building and securing proper attitude and habits in the student. Occasionally, a child is confronted with a problem that warrants a special conference between the parent and the teacher/school. The parent, teacher, or principal may initiate special conferences as the need arises.

Achievement Testing Program

Standardized achievement tests are administered annually to determine student and group strengths and weaknesses. The Iowa Assessments are administered to all students in 2nd through 8th grade during the spring. Once machine scored and analyzed, the results are shared with the parents and student at the end of the school year and become part of the student cumulative school file. Other tests will be administered as needed or requested.

Additional Student Services

Various support services are available to students through our Student Resource Program and the local public school districts. These services include academic and psychological guidance and testing, speech, hearing, and remedial services. The Resource Consultant and the Resource Room Teacher both serve the school by providing students with special assistance and as a resource to the classroom teacher. Participation in these services will be initiated by the classroom teacher, the Resource Consultant or Resource Teacher, or by the parent. Referrals for all support services should be requested and handled through the school office.

XI. Student Health

To minimize the spreading of disease, a child having the symptoms of a contagious infection should be kept at home. *The student should be fever free for 24 hours without medication before returning to school.* Students with stomach flu ailments should be symptom free (vomiting and diarrhea) for 24 hours before returning to school. Should signs of a serious illness arise while the child is at school, the school office will contact the parent or guardian who will arrange for the child to be taken home.

Contagious Diseases

Any student permitted to attend school with a chronic infectious disease must do so under specific conditions. Failure to adhere to the conditions will result in the student being excluded from school. Any student diagnosed with a chronic infectious disease and who is not permitted to attend school will be provided instruction according to the student's local educational agency. Students with special health conditions and their families have a right to privacy. Only staff members who have a medical reason to know the identity and condition of such students will be informed. The school will implement reporting and disease outbreak control measures in accordance with Code 19 of State Regulations, Missouri Department of Health 20-20.010 through 20-20.060 and 20-28.010.

First Aid Procedures

It is understood that the school will administer first aid only in cases of minor injury. Any student who suffers a serious or life-threatening injury will be immediately transported to the hospital.

Minor Injuries – Necessary care will be administered under the direction of the school secretary, teacher, or principal. Such care involves cleaning and bandaging of minor cuts and scratches and application of ice packs on minor bumps and sprains.

Major Injuries – All other medical injuries are considered major and will be treated according to the following procedures: (1) administer first aid and contact emergency medical personnel as necessary, (2) notify and secure assistance from the secretary, teacher, and/or principal immediately, (3) notify the parents or doctor specified on the emergency card, and (4) remain with the student until parent is able to assume responsibility.

Medication Procedures

The use of medicine by students during school hours shall be discouraged and restricted to necessary medication that cannot be taken or used by the student at home. Students needing medication during school hours must have a medication authorization form on file in the school office. These forms are available online or through the school office. Forms must be completed and signed by the physician and parent each year and returned to the school office before any medication may be given.

Students may self-administer and carry with them a rescue medication inhaler for asthma, an epi-pen for severe allergic reactions, or insulin for diabetics only if a physician and a parent/guardian have signed the self administration portion on the form. All medications, whether prescription or over-the-counter medications, must have an authorization form completed and on file in the school office. For short term illnesses requiring antibiotics, the prescription label may serve as the doctor's signature; however, a medication form must still be completed and signed by the parent. The parent/guardian must assume responsibility for informing the school personnel of medication requirements and changes in medication. Any change will require new forms to be completed. All student medication should be brought to the office by the child's parent, not by the child.

Students are allowed to bring hard candy for a cough or sore throat to take as needed without written notification from a doctor. It must be kept in the teacher's possession and students must get permission from the teacher before using the candy. Cough drops are considered over-the-counter medications, should have an authorization form completed, and must be kept in the school office.

Immunizations

Students enrolled at Immanuel must have evidence of immunization or exemption from immunization to the school office prior to admission. Immunization must follow the guidelines established by the Missouri State Board of Health. Students must be immunized against such diseases as diphtheria, tetanus, meningitis, pertussis, polio, measles, mumps, rubella, chicken pox, and hepatitis B. Children under five also need Haemophilus Influenza b and Pneumococcal. A copy of the child's immunizations must be on file in the office.

Physical Examinations

All students participating in the sports program are required to obtain an annual sports physical examination. Proof of examination must be on file before students will be allowed to participate in the sports activity.

Health Screening Services

Students in the odd-numbered grades will receive a vision and hearing screening by Health Occupancy Services of Washington High School. Results will be reported to parents only if a concern is noted.

School Wellness Policy

A School Wellness Policy has been developed to encourage and educate students on the benefits of maintaining healthy choices throughout life. A copy of the current School Wellness Policy is on file in the office.

Mandated Reporting of Child Abuse and Neglect

In the best interest of the safety and well-being of children, the state of Missouri has laws that require individuals working with children to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any staff member who suspects that a child has been subjected to abuse or neglect is required to immediately make a report via the child Abuse Hotline as required by law.

XII. Student Uniform Policy

It is the desire of the School and the Board of Education that students serve as witnesses to others in the way they dress (*"You shall be my witness,"* Acts 1:8). The Board of Education and faculty feel that high expectations regarding modest and tastefully appropriate and gender-specific dress are a significant aspect of overall training in Christian academics and living. Therefore, the following Uniform Policy has been adopted by the Board of Education and will apply to all school days unless otherwise directed or approved by the Principal (e.g. dress-down days, special events, field trips, field day). All clothing should fit the student properly, be appropriate to his or her body type and should be in good condition (e.g. no holes, excessive wear). While this Policy is intended for students during school hours, we encourage students attending school events outside of school hours (e.g. sporting events, school plays, school organized gatherings) to dress in modest, appropriate attire. Always remember, no matter where you go or where you are, you are a representative of Immanuel Lutheran School.

Tops

- Solid color white, classic ILS red, black, navy, or gray (heather or cool).
- Plain, short, or long-sleeved collared (polo or oxford style), or turtleneck.
- Plain crewneck, V-neck or button-down sweater, vest, or sweatshirt and quarter zip sweatshirts (no hoodies) in any of the colors specified in this section may be worn over tops.
- No brand logos for any tops, sweaters, etc. Only Immanuel Lutheran logos are acceptable, but are not required. Local high school shirts or sweatshirts are not acceptable.
- Long-sleeved shirts in any of the colors specified in this section may be worn underneath short-sleeved tops.
- Tops to be tucked in except during PE and recess.
- Undergarments worn as intended and not visible.

Bottoms

- Solid color black, khaki, or navy.
- Uniform style (dress, chino, etc.) pants, capris, shorts, skorts, and skirts. No denim, tight-fitting fabrics, or sweat-pant material. No cargo or cut-off shorts/pants.
- Worn at natural waist.
- Shorts, skorts, and skirts must not be more than 3" above top of knee.
- Shorts may be worn year-round.
- Pants, capris, shorts, and skorts that have belt loops will require a plain, solid colored belt in a neutral color (e.g. black, brown, navy) for grades 5th – 8th.
- Shorts or leggings (black or navy) must be worn under skirts. Leggings may ONLY be worn in this manner.
- Undergarments worn as intended and not visible.

Collared Dresses and Jumpers / Rompers

- Uniform-style, solid color black, classic ILS red, gray, khaki, or navy.
- Plain, short, or long-sleeved collared (same as tops above).
- Jumpers/rompers require short/long-sleeved collared top underneath in any colors specified in tops section.
- No denim or tight-fitting fabrics.
- Must not be more than 3" above the top of knee.
- Shorts or leggings (black or navy) must be worn under dresses and jumpers. Leggings may ONLY be worn in this manner.

Hair, Accessories, Makeup & Jewelry

- Hairstyles should be neat, not distracting, and out of students' eyes. No unnatural hair styles (e.g. mohawks, fauxhawks, etc.). Unnatural hair coloring and hair attachments/extensions are prohibited.
- Boys' hair should be no longer than collar length.
- Girls may wear up to two earrings per lobe and no longer than the lobe. Boys are not to wear earrings.
- Other pierced-body jewelry and tattoos are prohibited.
- Makeup for girls is modest and discreet. No artificial nails or eyelashes.
- Accessories and jewelry must be acceptable (no offensive symbols, words, pictures, or otherwise anti-Christian depictions).

Footwear

- Only closed-toe shoes. Need to provide protection for all types of school activities.
- No crocs, flip-flops, sandals, slippers, or equivalent.
- Tennis shoes that tie or are secured in some way must be worn during P.E. classes.
- Solid color, matching socks in neutral colors (e.g. white, black, khaki).

Outerwear

- Jackets, coats, hooded or full-zippered sweatshirts, hats, caps, scarves, gloves, and sunglasses are to be worn outside only. Black or navy blazers or suit jackets are acceptable inside.

Extracurricular / Physical Education

- Extracurricular activities such as team sports, band, etc. may have additional guidelines set by the coach or director.
- Students in 5th – 8th grade wear the established Immanuel Lutheran School physical education uniform for gym class.

Dress-down Days / Special Events

The Principal may designate dress-down days or special dress days for certain events, field trips, field day, etc. Dress-down days or special dress days will continue to require clothes in good condition, shorts/skirts/dresses not more than 3" above the knee, no spaghetti straps or sleeveless tops, and leggings only worn under skirts/dresses. Apparel with suggestive or offensive slogans or pictures are prohibited.

Noncompliance

The Board of Education has placed its confidence in the Principal and faculty for final judgment on appropriate attire per this Policy. Students, parents, and guardians are asked to respect such judgments. Parents are asked to cooperate and partner with the school in carrying out the above Policy when purchasing clothing that is to be worn to school. If compliance with the Policy is ignored, the following steps will be taken: (1) the classroom teacher will appeal to the student and/or parent for cooperation, (2) if non-compliance persists, a notice will be sent to the parent/guardian, (3) if disregard continues, the Principal will take the next necessary step up to, and including in-school or out-of-school suspension or possible expulsion.