



**Family & Student
Handbook
2023-2024**

PURPOSE AND PHILOSOPHY

FOR

IMMANUEL LUTHERAN SCHOOL

PURPOSE

Immanuel Lutheran School exists to provide a Christ-centered education whereby students develop their God-given talents and use them to God's glory.

PHILOSOPHY

We value the Gospel.

The Gospel of Jesus Christ is central to all that we do. The message of salvation is our primary message and it is our primary motivation. God's desire to have His message proclaimed is the reason that He has given us talents.

We value children.

God has bestowed us with children who are valued by Him for who they are. He intends for His children to be complete persons with a secure and growing faith. He intends for His children to be equipped with knowledge and skills for effective witness to society.

We value parents.

We assist parents in their responsibility as the primary educators of their children. We encourage and support parents by providing services that benefit children and their families.

We value our staff.

We encourage our staff members to develop their God-given talents and use them to God's glory.

Staff, students, and parents speak the Gospel message to each other as we nurture relationships among us and relationships with our congregations and communities.

ORGANIZATION AND SUPPORT

Immanuel Lutheran School is an integral part of Immanuel Lutheran Church. The policies governing Immanuel Lutheran School are established and administered by the Board of Christian Education. The Board of Christian Education meetings are held on the first Monday of each month at 6:00 pm. Interested persons are encouraged to attend and observe. If anyone wishes to address the Board of Christian Education, they should contact the chairperson prior to the meeting.

Except for the pupil registration fee, the tuition fees, and gifts made to the school, Immanuel Lutheran Church assumes the entire cost of providing and maintaining Immanuel Lutheran School.

REGISTRATION FEE (Book Fee)

All parents who have students enrolled in grades preschool through grade eight at Immanuel Lutheran School are assessed an annual book and materials fee. The Registration fee is \$250 per student with a maximum of \$500 per family. This is a one-time fee that will be invoiced to you after your student's application is processed. The fee **MUST** be paid **before** the first day of school.

Tuition Fee

(Community members) A per pupil tuition fee of \$290/month (\$2647/yr.) for the first child and \$250/month (\$2250/yr) for the second and third child and \$160/month (\$1440/yr.) for each additional child.

(LCMS member) A per pupil tuition fee of \$260/month (\$2340/yr. for the first child and \$215/ month (\$1935/yr) for the second and third child and \$150/month (\$1350/yr.) each additional child.

(Immanuel member) A per pupil tuition fee of \$250/month (\$2250/yr.) for the first child and \$205/ month (\$1845/yr) for the second and third child and \$145/month (\$1305/yr.) each additional child.

Tuition payments are due on the first school day of each month from September through May. A direct deposit arrangement is available. Check the school office for details. If payments are two months behind, the school principal will ask to meet with you to discuss arrangements for payment. **If you need to postpone payments, please talk to the school principal.**

Fee Reduction

Because of our commitment to Christian education we encourage families with financial constraints to apply for a waiver of some or all the fees. An Adopt-A-Student Fund and a Secret Angel Program are available for tuition assistance. An application form needs to be filled out and returned to the principal. The Board of Christian Education will review the request and determine the scholarship.

ADMISSION POLICY

Immanuel Lutheran School is maintained primarily for the education and training of the children of Immanuel members. Children of parents having no church affiliation are given next priority. Children of sister (LCMS) congregations are given the next priority.

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. **All programs and practices adhere to the teachings of the Lutheran Church Missouri Synod.** It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, and in athletic and other school administered programs.

Children who enroll in kindergarten must be five years of age on or before September first and must have completed Early Childhood Screening.

[For PreK (4-year-olds) and Preschool (3-year-olds) please see the *Immanuel Lutheran School Early Childhood Handbook*.]

MIDTERM ENROLLMENT

We welcome new students that move into our school district at any time during the school year.

If a request for enrollment is made during the school year from PEM, the application would be subject to board approval. Upon school board approval, the transferring student is automatically placed on probationary status for one quarter. At the end of that period permanent status will be granted (if agreed upon by the parents, the teacher, and the principal).

IMMUNIZATION POLICY

All children, prior to admission to any public, private, or parochial school in Minnesota, must provide evidence of the immunizations required by the state Department of Health. A current copy of immunizations is required for registration to be complete.

ARRIVAL AT SCHOOL

Students must enter the school building through the south door of the CLC. After school starts the main school double doors will be locked for the remainder of the school day.

Pupils should not arrive at school before 7:30 a.m. If a parent must bring a student to school earlier because of scheduling conflicts, the child should be enrolled in Immanuel's Extended Care Program.

Bus riders will be allowed to arrive at whatever time their driver drops them off at Immanuel. Children arriving between 7:30 and 7:45 are expected to remain on school grounds under the supervision of Immanuel Lutheran School staff.

SCHOOL OFFICE

To assist in the administration of school business, the secretary is in the school office each school day from 8 a.m. to 3:30 p.m. Parents are encouraged to contact the school during these hours.

COMMUNICATION OF INFORMATION

We strive to keep the schedule as close as possible to the calendar sent out at the beginning of the year; however, unforeseen events will change some activities. Parents will be notified by the *Remind* app and *The INN*, our weekly newsletter. This newsletter will be e-mailed to each family. You may request a printed copy from the office. *The INN* will provide you with a list of the meals for the next week, the athletic events and practices, and a list of any upcoming events. Changes in the calendar will also be listed. Other sources of information are the church bulletin, school calendar on the church web page (immanuelplainview.org), and special notes sent home with your child. Immanuel Lutheran School's Facebook page is kept up to date also and will have important information throughout the school year. We strive to post changes to the calendar on the school website as soon as possible.

SCHOOL CLOSING

If an announcement is made on radio and television that District #2899 (PEM) schools will close due to inclement weather or other emergencies, Immanuel Lutheran School will also close. Classes will resume when District #2899 classes reconvene. School closings or delays will be announced on the following:

“REMIND” electronic notification

TV STATIONS

RADIO

NEWSPAPER

When there is a two-hour delay, morning Pre-K classes will not be held.

SUBJECTS

Our school teaches all the standard elementary school subjects that the public school teaches. Beside these, pupils learn the principal doctrines of the Bible and Old and New Testaments Bible stories. Religious training is the main purpose for our Lutheran school. All students will receive daily religious instruction, and the Christian faith will be shared in all subject areas. A selection of Christian hymns, carols, and Bible verses are required memory work. **All pupils are required to take all subjects of the curriculum.**

At times parents may desire to know just what subject matter will be taught in various areas of the curriculum. It is a good idea to spend some time early in the school year examining the textbooks given to the child. Students will have texts for religion, reading, language, spelling, social studies, mathematics, and science.

PHYSICAL EDUCATION

Physical Education classes are scheduled for all students at Immanuel. State law requires full participation of each student unless a statement from the family physician indicates otherwise. If the child's activity needs to be altered because of illness or an injury, a note is required from the parent or doctor that states why the limitation is necessary.

ABSENCE AND ILLNESS OF PUPIL

Notify the school office and the classroom teacher if you know in advance that your child will be absent from school.

- For one or two-day absences due to illness please send a written excuse to your child's teacher upon his return to class.
- When a child is absent or tardy from school without a note or a phone call the child is considered truant.
- When a child is truant more than 8 times, we are expected to notify the county court system, so they can begin legal proceedings.

If a child is to be kept in for recess periods due to illness, a written request should be sent to school **each day** that this is required. This note should be given to the teacher.

Medications

Administration of medication by the principal or a teacher must be done according to the written order of a licensed physician and written authorization of a parent. Medication to be administered must be brought to the Principal's Office in a container appropriately labeled by the pharmacy or physician. Please note possible adverse reactions to the medication so the teacher will recognize them if there is a problem.

Medications cannot be administered without a prescription or your doctor's direction. We are not able to alter the amounts prescribed or written on the label.

Sickness

Children may not attend school when sick, and parents must inform the school when a child is sick.

Parents must inform the teacher within 24 hours if their child has lice, scabies, impetigo, ringworm, chicken pox or any other contagious disease.

When a child becomes ill at school, the parent will be called to pick up the child. If they cannot be reached, the party you have listed on the enrollment form will be called. The child will stay at school, apart from the other children, until the parent or approved second party picks up the child. If the second party cannot be reached and the child is seriously ill, we will notify the doctor listed on your registration information. If your doctor recommends, your child will be transported to the hospital by local ambulance.

Accident Procedures

The teacher is trained to be alert to dangerous situations, but occasionally accidents will happen. Parents will be notified if the injury is serious enough to warrant medical care. Written permission is needed to act in an emergency if the parent cannot be reached. In case of an emergency the ambulance will be called, and the child will be taken to the hospital selected by the parents on the emergency form.

WEDNESDAY CHAPEL SERVICE

Each Wednesday Immanuel Lutheran School holds a morning worship service. All pupils attend each of these services. Parents and friends are encouraged to attend. Offerings are used for charity and mission projects. During Advent and Lent we attend the church service in place of our morning chapel service. **Since this is a time of devotion to the Lord in a church setting, dressing up, even slightly, is appreciated as it shows the respect we present to God at this time of worship.**

IMMANUEL DRESS CODE

The Christian views every area of life as an opportunity to bear a witness to Jesus Christ and the difference Jesus Christ makes in one's life both in terms of the hope of eternal life and in terms of the attitudes with which he approaches life. St. Paul writes, "Whatsoever you do, do it all for the glory of God." *1 Corinthians 10:31*

St. Paul also encourages us in *Romans 12:2* not to be "conformed to this world, but (to) be transformed by the renewal of your mind, that you may prove what is the will of God, what is acceptable and perfect."

With the above in mind, we desire to assist the parents by setting an example and a standard for the children of Immanuel Lutheran School. Immanuel's Board of Education has adopted the following "Guideline for Dress" for all children, Pre-K through 8, of Immanuel Lutheran School.

Attire that would certainly be pleasing to God in a classroom setting and commendable would be:

GIRLS

Blouse and skirts of modest length
Jumpers
Slacks
Dresses
Jeans
Split skirts of modest length
Jump suits of modest length
Appropriate T-shirts
Tops (covering the waist when seated)
Sandals (with socks)
***Shorts (April through October or when weather dictates)**

BOYS

Slacks
Jeans
Shirts (if with tails – then tucked in
Pants)
Appropriate T-shirts
Tops (covering the waist when seated)
Sandals (with socks)
***Shorts (April through October or when weather dictates)**

**minimum inseam length on shorts is equal to the length of the child's longest finger*

Attire that may be offensive to fellow Christians or attire that would be more of a mark of the world than of a Christian is not acceptable in a Christian School setting. Some examples of this would be:

GIRLS

Halter tops
Jeans or pants with holes and frayed edges
Cut offs with frayed edges
Tops with suggestive or offensive writing
Tank tops and tube tops
Improperly fitting jeans or pants
Exposed midriff blouses and sun dresses
Skirts that are too short

BOYS

Jeans or pants with holes and frayed edges
Cut offs with frayed edges
Exposed stomach shirts
Tops with suggestive or offensive writing
Tank tops
Improperly fitting jeans or pants

That is not to say that these articles of clothing are “unchristian” or that Christians should not wear them. Some may be worn in leisure time or in other situations. We are only concerned that attire is proper and fitting for the classroom in a Christian school. The age of the child also dictates whether an article of clothing is appropriate. What is acceptable for a 5-year-old may be inappropriate for a teen.

Not every article of clothing can be listed on a guideline of this nature. Parents are asked to use their good Christian judgment when they evaluate the items that are not listed.

Proper attire is very important to the Christian. It is hoped that this guideline will serve the parents as an educational tool to instill Christian standards of dress that will benefit their children throughout their earthly pilgrimage.

Should a child not understand the guideline or be found wearing attire that falls in the area of unacceptable clothing, the teacher will speak to the child in private, carefully explaining the guideline and its rationale. A phone call will be made to the parents to notify them that the teacher did discuss this with the child.

The School Board is confident that the above guideline will be welcomed and supported by the parents.

REPORTING PUPIL PROGRESS

Report cards are sent home at the end of the second and fourth marking terms. At the end of the first and third terms parents will receive their child’s report card at a parent conference. If at any time during the year a conference with a teacher is desired, parents are encouraged to make an appointment with the teacher. The 5-8th grade students receive a midterm report each quarter.

PROMOTION POLICIES

Immanuel Lutheran School strives for a high level of academic proficiency for its pupils and attempts to maintain high standards. At the same time, however, it is recognized that God has not given the same ability to all, and therefore it would seem unwise to set the same standards for all. In general, therefore, the “rule of thumb” for possible retention of pupils is this. Where there is an indication that the element of time, (i.e. maturation) seems to be the largest factor hindering the child’s academic development, the policy is to have the child repeat the grade for the child’s personal welfare and maximum development. Children who are in question of being promoted are to be discussed with the principal and pertinent faculty members. Parents of these children are called in as early as possible in the second semester to discuss the child’s difficulties. In all cases, the best interest and welfare of the child are the basic consideration in our promotion policies.

HOMEWORK

Our students may have homework many evenings a week. Parents should be willing to point out mistakes in homework to their children and to encourage and guide them, but parents should not actually do the work for them. Parents should supply students with a table and chair, proper lighting, and a quiet spot conducive to concentration and study. Students are expected to record their assignments in a notebook. PRAYER preceding study should become a regular practice for the student.

BAND PROGRAM

Immanuel students interested in participation in this activity are encouraged to do so. Students in grades 5 through 8 can receive lessons from the band director, Mr. Jacob Mikkelson. Immanuel band students may prepare and perform an ensemble program for special functions or meetings.

Parents have the option of having their child attend band lessons at PEM in Elgin. This extra activity will occur during the students' school day, and any subject or work they may miss will need to be made up on their own time.

CHORAL MUSIC PROGRAM

Immanuel students will be instructed in choral music at least once a week. In addition, kindergarteners to eighth graders will be singing during church services throughout the school year. This is an excellent way to show our appreciation to our area LCMS church congregations who financially and spiritually support our school.

ATHLETIC PROGRAM

Immanuel Lutheran School's athletic program includes the following interscholastic sports: basketball for boys, basketball for girls, coed softball, coed soccer, coed volleyball, and coed track. Opportunities to participate in cross-country, cheerleading, and dance-line are offered when available. The student's achievement, performance in class, and attitude are weighed before the student is eligible to participate in any organized activity after school or on weekends.

Teams consist of students in 3rd -8th grade. The track meet in Winona includes all students in grades 3-8.

The Athletic director will publish sign-up dates. If there are no coaches or not enough students sign up, the sport will not be offered.

Students must meet the following academic requirements: a grade of "D" or an "F" on a mid-term report will result in a one-week suspension if lack of effort or late assignments caused the low grades. An "F" on a report card will result in a two-week suspension.

Playing time is based on skill level, attitude, and effort. During the season players will play in every game. Minimum playing time is as follows: Soccer – one quarter; Volleyball – one game; Basketball – one quarter; softball – one inning. For tournaments minimum playing times are waved.

1. A student who misses one practice will not be allowed to start or be allowed to participate in the first quarter, first game, or first inning of the next game or match. Each additional missed practice will add an additional quarter, game or inning missed.
2. A student who is absent from school on the day of the game will not be allowed to participate in the game.
3. Schedules of all games and practices will be given to all players. These will be in the school's newsletter or on a handout. Any changes will be sent home in a note to all players at least one day in advance.
4. For players on both A and B teams for the same sport:

When the minimum playing time for students is not met in the A game, the remainder must be added to their playing time in the B game.

Seventh and eighth grade students enrolled at Immanuel may participate in School District #2899 athletics only upon approval of Immanuel's athletic director. Parents are encouraged to make every attempt to ensure that such participation does not undermine the athletic program at Immanuel.

Suspension of extra-curricular privileges by either school for academic or behavior reasons applies to both schools (suspension for improper behavior on the bus is included).

Participation in District #2899 athletics should not be allowed to hinder participation in Immanuel athletics. If a conflict does arise, Immanuel athletics have priority.

Students are required to bring a change of clothing for practices. The clothing is to be appropriate for the athletic activity and Immanuel's dress code. Uniforms will be distributed and worn for all games.

ATHLETIC FEES

An athletic fee of \$20 (\$40 cap per family) will be charged for each of the four team sports in which the student participates. This fee is to help defray the cost of transportation, officials, and equipment. Other fees may be required and will be published as needed. (See also fee reduction on page 2 of this handbook)

AFTER SCHOOL ATTENDANCE POLICY

The Staff members supervise the students that get on the buses and are waiting for rides from 2:40 - 3:00 pm. Staff supervision ends when the student leaves the school grounds.

Only students involved in a sport should remain after school and attend practice sessions. Students participating in sports are under the supervision of the coach, or an adult designated by the coach, from the time of class dismissal until practice sessions or games begin.

Athletes are not allowed to leave the school property between dismissal of classes and practice without the permission of the coach and a signed permission slip from the parent.

Any child that stays after school that is not involved in sports activities will be directed to the Immanuel Extended Care Program. A bill will be sent to the parents at the rate of an unannounced attendant.

After a practice or game, an adult is to remain with the coach until the last child has been picked up.

Regarding picking up children after games and practices: we ask that each parent be sure another adult is present along with the coach before leaving.

All school rules apply to students on school property no matter what time of day.

PLAYGROUND RULES

- ◆ Students should have proper attire for playing when grounds are muddy, snow covered, or when the grass is very wet. Snow boots (or an additional pair of shoes) must be worn when playing in snow.
- ◆ No snowballs.
- ◆ Swings are not to be wound around the support bars.
- ◆ No twisting or twirling swings.
- ◆ No jumping from swings.
- ◆ No climbing on the outside of the tunnel slides.
- ◆ No standing on bars or jumping off.
- ◆ No climbing on the soccer goals or nets.
- ◆ Students should not play outside before school in the morning unless an adult is supervising.
- ◆ All equipment (balls, bats, etc.) must be brought back to school after play.

- ◆ Students shall not cross any street or enter the parking lot to retrieve a ball or other item without receiving the expressed consent of the teacher to do so first.
- ◆ Students must stay in view of the teacher on duty.

LEAVING THE SCHOOL GROUNDS

No student is permitted to leave the school grounds during the day without permission from the teacher. If the student needs to leave the school grounds for any reason during the school day, unless an illness or an accident occurs, the student must bring written permission from a parent or guardian.

Sometimes it may be necessary for a student to leave school during the day for an appointment (such as a doctor's or dentist's office visit that cannot be scheduled outside of school hours). Parents are asked to notify the school office as soon as possible in advance of the student's appointment. Parents will meet their child in the school office at the prearranged time and return them to the school office following the appointment unless other arrangements have been made with the school in advance. Nonessential appointments, such as haircuts, should be scheduled for before and after school hours or on days when school is not in session.

CHURCH & SCHOOL PROPERTY

If church or school property is damaged by a student through neglect or disobedience, the student or the student's parents are expected to pay for the repair or replacement of the item. Textbooks, purchased by the state, are issued to Immanuel students. If these books are lost or damaged, the students will be assessed a fee (which will not exceed the replacement cost of the book).

HOT LUNCH

Hot lunches are served every day in the school cafeteria. The cost of a lunch is \$2.90 (*A 20 meal ticket may be purchased for \$58*). Lunch Tickets may be purchased in the school office. Students cannot be served more than five lunches on credit. Starting with the sixth meal, the child will be given a peanut butter sandwich until the meals are paid. Milk is sold to those students eating cold lunch for \$0.30. Seconds (if available) will be served to students at the cost of \$0.25 for those people that purchase a meal.

To assist the children in observing the rules of the lunchroom, teachers will supervise the cafeteria during the noon hour. Students bringing a sack lunch should not include pop or other carbonated drinks in their lunches. We attempt to foster healthy food choices and encourage parents to restrict unhealthy items in sack lunches.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with federal law and U.S. Department of Agriculture policy, this school is prohibited from discrimination based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue SW, Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

DISCIPLINING PUPILS

When Parents send a child to Immanuel Lutheran School, the parents and children should make these two basic assumptions:

Immanuel Lutheran School is a Christian school and all children in attendance are expected to demonstrate attitudes and behavior consistent with the Christian way of life. Such a way of life dictates a respect for the legally constituted authority of the teachers and staff members of the school.

Immanuel Lutheran School is an educational institution. The children enrolled in the school come to learn and to develop into productive Christian adults, fit for citizenship in this world and hereafter in the world to come.

All teachers have discipline plans that will be discussed during the home visit or classroom visit prior to the first day of school. When a student persists in not conforming to Immanuel Lutheran School's standards of Christian conduct, that student will be dealt with by the principal in the following manner. For serious offenses, at the discretion of the principal, any or all the first four steps may be skipped.

Step 1 – Counseling – The child is sent to the principal for Christian counseling and for a reprimand, indicating to the child the seriousness of the offense. The student is informed of the next step in the procedure.

Step 2 – Counseling and Phone Conference – If after the first effort at Christian guidance, there is not satisfactory change in behavior or attitude, and the offense is repeated or continued, the child is again brought to the principal's office. The teacher, in the presence of the pupil, relates the situation to the principal. After the principal counsels and deals with the child, the parents are called by telephone and informed of the concern both teacher and principal feel for the child. The parents are also made aware of the next step in the procedure that will follow if the child continues in offensive behavior.

Step 3 – Parent, Teacher, Principal, and Student Conference – For repeated offenses a conference may be scheduled with parents, teacher, child and principal present to discuss the matter. Parents are made aware of steps 4 and 5 of the suspension and expulsion policy. The pastors of Immanuel Lutheran Church are informed of the problem.

Step 4 – School Suspension – For repeated offenses the child may be suspended from school for three days (in school suspension may be used if agreed upon by parent and principal). During the suspension, the student is isolated from his/her class. The student is expected to complete all assigned activities for the 3-day period. A parent, teacher, principal, student conference is held before the student may return to his/her regular classroom. Parents are made aware of Step 5. The pastors are informed.

Step 5 – Expulsion – For repeated or severe offenses, the child may be suspended from school for three days. During the suspension, the student is to stay at home (or serve a three-day in school suspension). The Board of Christian Education will meet during the time of the suspension to consider the expulsion of the student. The parents, teachers, and principal will be asked to attend the meeting. The Board of Christian Education will make the final decision with regards to the continued enrollment of the student.

SEXUAL MISCONDUCT

It is the policy of Immanuel Lutheran Church and School to maintain learning and working environment that is free from sexual harassment and sexual violence. Immanuel Lutheran Church and School will promptly investigate all complaints of sexual harassment or sexual violence and will discipline any student or employee who sexually harasses or is sexually violent to a student or employee. Complaints of sexual harassment should be made to the principal. Any person who reports alleged sexual harassment will not be subject to retaliation. Alternative complaint procedures involve making the complaint to the pastor or to the chairman of the Board of Elders. A copy of the complete sexual harassment policy is available upon request in the school office.

BUS CONDUCT

The importance of proper conduct while waiting for, boarding, riding, and disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all

students should understand, and parents are urged to impress upon their children, the necessity for compliance with the rules.

Minnesota State School Law states that “A student may be excluded from bus transportation for disciplinary reasons by the personnel responsible for transportation and parents shall provide for transportation to and from school during the period of such exclusion.” Your cooperation and support in assuring safe and enjoyable transportation for all students is most welcome.

PARENT-TEACHER LEAGUE

Our parent group supports the school children through various projects. This organization also gives the parents a forum for discussing various concerns and challenges that parents must deal with as they raise their children. **All parents of pupils attending Immanuel Lutheran School are automatically members of the Parent-Teacher League of our school.** *Parent attendance is counted as part of your volunteer hours.*

PARENT VISITS AND ASSISTANCE

We encourage and welcome parent visits to our classrooms. Please contact the teacher to plan for your visit at least one day before you would like to sit in the classroom.

Another helpful way to visit the classroom is to arrange to assist in the classroom activities on a day when you are free. You help the teacher, and you get to know the students in your child’s classroom a little better. Small things like helping cut out a project or listening to a student read are large gifts to a teacher and the students. A background check is required of all assistants in the pre-school program.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices can be beneficial when used in the proper way. Unfortunately, the concern for student privacy dictates that we require students to leave all such devices out of the classroom and locker rooms. The devices must be shut off when the student enters the school building and should not be used during the school day without permission from the teacher. If the student uses the devices without permission, the parents will be contacted, and they will be asked to leave them at home or leave the device in the principal’s office during the school day. Therefore, it is best, unless absolutely necessary for afterschool contact with parents, to leave cell phones and smart watches at home during the school day. Smart watches will not be able to be worn during the school day.

At no time is the student allowed to take or post pictures of another individual without the permission of that individual's parent or guardian.

COMPUTER AND INTERNET USE

Computer use is a privilege for the staff and students of Immanuel Lutheran School. This privilege is maintained by complying with the computer use guidelines. Appropriate use of the tools of technology allows continued access to computers and the Internet.

Immanuel Lutheran School is expanding technology access for students and staff. With this access comes the responsibility for appropriate use. Students and staff are expected to maintain Christian ethics in making appropriate decisions regarding their technology use. In general, that requires efficient, ethical, and legal utilization of the network/non-network resources. **The configuration of all school computers is designed to be uniform and should not be changed without permission from the tech team, which includes Pastor Augustine, and the classroom teacher.**

BULLYING

The faculty and staff of Immanuel Lutheran Church and School strive to model the love that Jesus has shown to us. We acknowledge that sin is a part of our human condition, and one manifestation of sin is that of bullying behavior(s). Bullying behavior causes pain, and immediate action must be taken to stop the bullying behavior.

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. An individual who is being bullied has a hard time defending himself or herself. Individuals involved in this type of behavior will be dealt with by following the steps listed in the policy on disciplining pupils.

Bullying can take many forms:

- ◆ Physical bullying (such as hitting or punching)
- ◆ Verbal bullying (such as teasing or name calling)
- ◆ Nonverbal bullying or emotional bullying (such as intimidation using gestures or social exclusion)
- ◆ Cyber bullying or bullying through note writing (such as sending insulting messages by e-mail or sending insulting notes to others in the classroom)

ABUSE & NEGLECT REPORTS

In accordance with state law, the teacher must report suspected cases of child neglect or abuse to the Department of Human Services.

(These are the reporting requirement placed on the facility by the Department of Human Services, Licensing Division.)

If you work with children in a licensed facility, you are legally required or mandated to report. **You cannot shift the responsibility or reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.**

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (651) 565-3351 or local law enforcement at (507) 534-2441.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

CONTROLLED SUBSTANCE AND ALCOHOL ABUSE

Immanuel Lutheran School prohibits individuals, employees, subcontractors, and volunteers, while in direct contact with children served by our program from abusing prescription medication or being under the influence of a controlled substance and/or alcohol. Controlled substance and/or alcohol may not be used in any manner, which impairs or could impair the person's ability to provide care for or services to the children.

GRIEVANCE POLICY

To make sure communication is kept healthy and to take seriously any grievances of parents and others associated with the school, we have adopted the following grievance policy.

It is our sincere hope that grievances can be avoided, but on the occasion when there is difficulty, the following guidelines will be observed.

1. The concerned parent, or party involved, will consult with the teacher and state the grievance.

2. The teacher will assess the situation and talk with the parent or concerned party within one week.
3. If the grievance is not resolved, the parent or concerned party has one week to submit a written statement of their grievance to the administrator.
4. The administrator will assess the situation and within one week talk with the parent or concerned party and the teacher. Within one week of this meeting the school's administrator will submit written replies to the parent or concerned party and the teacher.
5. If the grievance is not resolved, the parent or concerned party has one week to submit a written statement of their grievance to the Board of Christian Education.
6. The Board has two weeks to reply, in writing, with their answer concerning the grievance.

The decision of the Board will be final. If the parent or concerned party does not meet the specified time deadlines, the issue will be dropped.

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ADMINISTRATION

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