

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 of \$200.00 per pupil (LCMS member) and \$200.00 per pupil (community member). Registration fees for a Pre-K- 8 family may not exceed \$400.00(LCMS member) and \$400.00 (community member).

Tuition Fee

(Community members) A per pupil tuition fee of \$260/month (\$2340/yr.) for the first child and \$230/month (\$2070/yr) for the second and third child and \$140/month (\$1260/yr.) for each additional child.

(LCMS member) A per pupil tuition fee of \$230/month (\$2070/yr. for the first child and \$195/month (\$1755/yr) for the second and third child and \$130/month (\$1170/yr.) each additional child.

(Immanuel member) A per pupil tuition fee of \$220/month (\$1980/yr.) for the first child and \$185/month (\$1665/yr) for the second and third child and \$125/month (\$1125/yr.) each additional child.

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

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 congregations are given the next priority.

Immanuel Lutheran School admits students of any race, color, 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 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.

Children who enroll in Preschool must be four years of age on or before September first. ***If room is available after July 15, students that did not make the September first birth date requirements will be considered for placement (with the understanding that the child will have to attend Pre-K for two years)***

MIDTERM ENROLLMENT

It is crucial that a student maintain a consistent atmosphere during the school year for optimum learning opportunities to take place. Therefore, we discourage all midyear transfers from PEM elementary school. 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).

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

IMMUNIZATION POLICY

All children, prior to admission of 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.

DAILY SCHEDULE (SAMPLE)

6:00 – 8:00	Immanuel Extended Care Program
7:30 – 7:55 a.m.	Faculty & Staff Devotions
	Morning exercise session for students
8:00 a.m.	Classes begin
10:00 a.m.	Morning recess
11:15 a.m.	Classes go to lunch at intervals
11:45 p.m.	End of noon recess
2:40 p.m.	Dismissal of school
3:00 – 6:00 p.m.	Immanuel Extended Care Program
8:00-11:00 a.m.	Preschool morning session
12:00-2:45 p.m.	Preschool afternoon session

ARRIVAL AT SCHOOL

Students must enter the school building through the south door on the CLC. The other doors will be locked to restrict access to the building and improve student safety.

Pupils should not arrive at school before 7:30 a.m. **If a parent must bring a student to school earlier because of schedule conflicts, the child should be enrolled in Immanuel's Extended Care Program.** (Children riding the bus are permitted to enter the school building whenever their driver delivers them.) **Children arriving between 7:30 and 7:50 are expected to participate in the morning exercise program in the CLC.**

Once a student leaves the bus, they may not leave the school grounds without permission from a teacher.

The seventh and eighth grade students should proceed to their classroom immediately upon arrival. **After entering the school, only limited activity in the classroom is allowed.** Unless they have permission from the teacher to go to the room, they must participate in the morning exercise session from 7:30 to 7:55 am.

The bus riders are to go to the lunchroom. If Mrs. Hayes is not there, they should return to the front entryway of the CLC until 7:30 a.m. and then they must participate in Immanuel's walking program.

If there is no walking program in the morning students should remain in the CLC entryway until 7:55. **At no time should children play in the gym, on the playground, or parking lot before or after school without an adult present for supervision.**

SCHOOL OFFICE

To assist in the administration of school business, the secretary is in the school office each school day from 7:45 a.m. to 4:00 p.m. Parents are encouraged to make their contact with the school during these hours. The principal's office is open each day until 4:00 p.m.

The school office phone is not to be used by students to make arrangements that could have been made previously. Students need to be responsible enough to remember to bring shoes, band instruments, and homework to school.

The faculty and staff have devotions each morning at 7:30 - 7:45 a.m. (except on Chapel service days). Please try to avoid calling at that time.

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. The parent and pupils will be informed on a weekly basis by our newsletter, the "INN" and Remind. **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 as well as 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. We strive to post changes to the calendar on the school web site as soon as possible. The school Facebook page will also provide information on schedules and changes.

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

KTTC FOX 9/KMSP
 KARE 11 KSTP Channel 5
 KAAL WCCO (TV)
 KIMT - Storm Team 3

RADIO

KROC 106.9
 KRCH 101.7/FOX 102.5
 KNXR 94.6
 KFIL 1430

NEWSPAPER

Post-Bulletin

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. Besides this, pupils learn the principle doctrines of the Bible and Old and New Testaments Bible stories. 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 the 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 Principal's office in a container appropriately labeled by the pharmacy or

physician. Please note possible adverse reactions to the medication so that 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.

Medications may only be given by the teacher with written permission of a parent. The medication must be in the pharmacy container, professionally labeled and prescribed by a physician. Please note any possible serious reactions to the medication.

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.

Procedure for Seriously Ill Children

When a child becomes ill at school, the parent will be called to pick up the child. If they can not 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 can not 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.

Sick Child Defined

A sick child is one:

- * With a reportable illness or condition as specified in part 4605.7040 that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others
- * With chicken pox until the child is no longer infectious or until the lesions are crusted over
- * Who has vomited two times in one day
- * Who has three abnormally loose stools in one day
- * Who has contagious conjunctivitis or pus draining from the eye
- * Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy
- * Who has unexplained lethargy
- * Who has lice, ringworm, or scabies that is untreated and contagious to others
- * Who has a 100-degree Fahrenheit axially or higher temperature of undiagnosed origin before fever reducing medication is given

- * Who has an undiagnosed rash
- * Who has significant respiratory distress
- * Who is not able to participate in program activities with reasonable comfort or who requires more care than the teacher can provide without compromising the health and safety of other children.

RELIGION CLASSES

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.

Our Pastor and Principal will teach the religion course in the seventh and eighth grade, preparing the students for the rite of Confirmation and for communicant membership in the congregation. **All seventh and eighth grade students must participate in these classes, but the rite of confirmation is a matter of personal choice.** The course will help non-members understand why we do or do not accept certain kinds of behavior and actions.

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.

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 with the teacher. In all cases, the best interest and welfare of the child are the basic consideration in our promotion policies.

HOMEWORK

Our students are expected to do a reasonable amount of homework. 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. Immanuel band students may prepare and perform an ensemble program for special functions or meetings.

CHORAL MUSIC PROGRAM

Immanuel Lutheran School has a multiple choir system designed to answer the needs of the various age levels. The Sonshine Choir (grades K-2) and the Junior Choir (grades 3-8) are part of the curriculum at Immanuel Lutheran School. Their primary function is to provide liturgical music for worship services. The choirs will enrich services about once a month **Faithful participation, cooperation, and attendance are required of all students**. Children may sign up for the 3-8th grade Jubilate Singers. Parents will be notified in advance of choir dates.

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, cheer leading, 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 3-8th 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.

An adult must supervise students that remain on the school grounds after 3:00 p.m.

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.
- ◆ Pupils are to enter the building in an orderly fashion at the discretion of the teacher.
- ◆ Student 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.

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).

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*

The fact is, and thank God for it, the Christian is in many ways different from the unbeliever. In the words of St. Peter, we are "A chosen race, a royal priesthood, a holy nation, God's own people." *1 Peter 2:9*

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 if modest length
Appropriate T-shirts
Tops (covering the waist when seated)
Sandals (with socks)
***Shorts (April through October or when weather dictates)**
Capri's that go below the knee

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.

As in the past, Wednesday will be dress-up day in respect for our Chapel Worship service.

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.

HOT LUNCH

Hot lunches are served every noon 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 provide a cheerful and enjoyable atmosphere during the noon hour, all pupils are required to follow the common rules of courtesy and table manners. To assist the children in observing these rules, teachers will supervise the cafeteria during the noon hour. Parents are asked to keep teachers

informed about their expectations concerning their child's eating habits. **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 written discipline plans that will be discussed during the home visit made by a teacher 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 to the principal the situation. 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 maybe 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. The doors are open to all parents. It may be helpful to check with the teacher ahead of time so that you will know what the class activities for that day will be.

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.

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 with out permission from the tech team 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 him or herself.

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)

Individuals involved in this type of behavior will be dealt with by following the steps listed in the policy on disciplining pupils. (p. 12)

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 612-348-2324 or local law enforcement at 952-826-1600.

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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