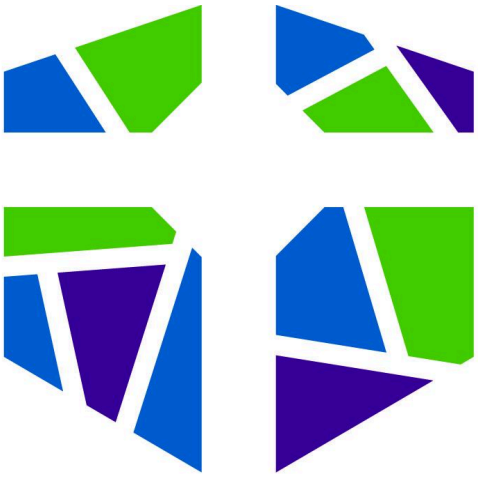

Immanuel Lutheran

CHURCH · SCHOOL · CHILDCARE

Parent-Student School Handbook

Updated and Approved: August 2024

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1. Mission/Vision/Core Values

MISSION

To prepare students for life
by nurturing their *faith*,
developing God-given *talents*,
promoting *discipleship*,
and encouraging *academic excellence*.

VISION

Students and families
at Immanuel Lutheran School
experience the *love and grace of Christ*
through a *quality Christ-centered education*,
so each child reaches their *full potential*
for the glory of God.

CORE VALUES

God's Word - to proclaim the kingdom of God
according to God's Word and the Lutheran Confessions.

Building Relationships - to foster Christian fellowship
and love with families and our community.

Serving - to perform acts (of service) that glorify God,
carrying out His will and sharing His love
in our school & congregation, our community, and the world.

Academic Excellence - to propel each student to personal academic achievement.

2. Immanuel Lutheran School History

1847-1848 Immigrant German settlers organized Immanuel Lutheran Church and School.

1848-1869 The log church served as a worship center and schoolhouse for the community.

1847-1869 The pastor served as the teacher when a school building was constructed.

1870 When a new church was built, the congregation used the old log building as a Christian day school.

1870 Mr. Conrad Graabner was the first teacher at the school, named the "Central School" because of its location near the church.

1913 The "Buena Vista" school served the educational needs of the students near its location near Portsmouth and Holland Road (M-46).

1913 Miss Meta Blank was the first teacher of the "Buena Vista" school.

1926 A "North School" was constructed near Wadsworth and Dehmel Roads for the surrounding community.

1926 The North School's first teacher was Richard Korf.

1964 The three school sites consolidated into one location. The school facility included: a fellowship hall, four classrooms, and a kitchen.

1975 The congregation added a classroom and fellowship hall to the school.

1997 Further changes were made on their 150th year anniversary of mission and ministry, including a renovated and enlarged fellowship hall, cafeteria, dressing rooms, classrooms, and centralized church and school offices.

2014 The congregation opened child care as part of the school ministry.

2020 The congregation completed the United to Build expansion project and opened a childcare wing with four classrooms, a childcare office, and a conference room.

2022 Immanuel Lutheran Church and School celebrated its 175th year anniversary this year.

3. Scripture Rationale

Immanuel Lutheran School is founded on the following eternal truths as revealed in the Holy Scriptures, God's true Word.

1. **The Holy Bible is the inspired and infallible Word of God. It is the one true norm for faith and life.** *(2 Peter 1:21, Matthew 3:16,17, John 17:I7)*
2. **There is only one true God: Father, Son, and Holy Spirit, and He reveals Himself in Holy Scriptures.** *(1 Timothy 2:5, Matthew 3:16,I7, Matthew 28:19)*
3. **God created all things in six days and created man as the crown of that creation.** *(Genesis 1, Psalm 8:4-8)*
4. **Man's fall into sin has corrupted the nature of every human being, making all men guilty of sin and, therefore, subject to damnation.** *(Isaiah 64:6, Romans 3:1-9, Romans 5:12&16, Romans 6:23)*
5. **God, through His love, grace, and mercy, sent His only Son, Jesus, to suffer and die and to pay for the sins of all men.** *(John 3:16, Romans 5:6-8)*
6. **Everyone who believes that Jesus Christ is their Savior receives forgiveness of sins and everlasting life.** *(Romans 5:1, Romans 8:1, Titus 3:4-7)*
7. **Christians will strive to show their love for God through their lives and by using their gifts and talents to help spread the Word of God. Their lives will reflect their love for their Savior as they serve their fellow man in a manner that is consistent with God's Word.** *(Matthew 25:31-35, Matthew 28:19,2 Corinthians 5:14-15)*
8. **The Lord gave parent(s) the primary responsibility for the Christian training of their children.** *(Deuteronomy 25:7 -9, Ephesians 6:4)*
9. **The Lord also commands that the Christian Church has a responsibility to train its children according to Holy Scriptures.** *(Matthew 28:20, John 2l :15-I7, Ephesians 4:14,15)*
10. **Immanuel Lutheran Church has called its pastors and teachers to function as Ministers of the Word of God.** *(I Corinthians 12:28-29, Ephesians 4:11-12)*

4. Non-Discrimination Policy

Immanuel Lutheran admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school-administered programs.

5. The Philosophy of Immanuel Lutheran School

We believe that the task of Christian education is the responsibility of the family and congregation to work together. The role of Immanuel Lutheran School is to work with parents in providing a Christ-centered education in the light of God's Word.

Students at Immanuel are taught that "**all** have sinned and fallen short of the glory of God" and come to know that Jesus is the one and only source of eternal salvation. This faith is a gift of the Holy Spirit. By the grace of God, our students are empowered to daily live their faith out of love for their Lord and Savior.

Academically, our students shall be provided with a comprehensive, quality education. This will aid in developing their God-given talents and skills for lives of responsible, Christian service.

6. Administration

Immanuel Lutheran School is supported and operated by the Immanuel Lutheran Church members. The Board of Education is elected by the voter's assembly of the congregation to direct the school's activities according to the highest possible standards. The affairs of our school receive direction and guidance from the Michigan District Lutheran Church-Missouri Synod School Ministry Department.

The school complies with the standards established by the State of Michigan Department of Education. In addition, the school is accredited by the National Lutheran School Accreditation and meets the requirements for accreditation by the Michigan Association of Non-public Schools.

7. BOE Mission Statement

The Board of Education, on behalf of Immanuel Lutheran Church, is committed to providing the Christian behavior and educational experiences and opportunities necessary to maximize all students' spiritual, academic, and social growth. Accordingly, the Board of Education has established the Immanuel Lutheran School code of regulations and disciplinary guidelines to provide effective and efficient educational programs for all students.

The Board of Education's goals is to

(A) fulfill the objectives of the school and maintain the code of student ethics;
(B) maintain a fiscally responsible school program of Christian Education;
(C) continue to develop a positive school climate where academic intensity and Christian values are emphasized;
(D) improve instructional materials and methods that will enhance student learning;
(E) study the current and future needs of the school and develop short and long-range plans for an effective application of Christian educational philosophy.

8. Expectations of Parents

- Parents should strive to model a Christian lifestyle and worship habits for their children.
- Parents support and promote a positive partnership with the school and their child's teacher(s.)
- Parents work with us as we strive to find a solution to any concerns that will be in the student's best interests and to which both the school and parents can agree.
- Parents exhibit a positive attitude toward learning and Immanuel Lutheran School.
- Parents communicate with us openly and in a timely manner, seeking answers to questions when necessary and providing us with information that directly affects the student's learning.
- Parents exhibit respect for teachers, staff, and administration in their words and actions.
- Parents honor their financial responsibility to Immanuel in regard to timely payments of school fees, tuition, child care, hot lunch, and classroom activity fees.
- Parents support Immanuel in our efforts to provide the best program for the student.
- Parents exhibit a consistent interest in the student's day at school and, depending on the student's age, supervise the homework completion.

- ➢ Parents send the student off to school every day, ready to learn - well groomed, properly nourished, appropriately dressed for the weather, and with all the necessary school materials (books, pens/pencils, etc.).
- ➢ Parents ensure that the student attends school regularly, and the school is informed when the student cannot attend because of illness. (See policy guidelines.)
- ➢ Parents are involved in the progress reporting process as they review progress and work with the school to address any academic, social, or psychological concerns.
- ➢ Parents volunteer in the school, being actively involved in the PTO as this direct involvement has positive results for their child's learning.
- ➢ Parents or legal guardians shall be the primary point of contact for the school to discuss any questions/concerns involving academic performance, discipline, school policies, and procedures.
- ➢ Parents follow all school regulations and guidelines outlined in the Parent Handbook.

9. Enrollment

A. Our Lutheran School's primary mission is to teach children about Jesus. Any parent desiring a quality Christian education for children may apply for admission. Community families who do not attend Immanuel Lutheran Church should contact the school office first and arrange for an appointment.

Applications will be considered according to the following order **before March 15**.

1. Children of communicant members of Immanuel Lutheran Church or another area LCMS Church
2. Community families with siblings currently attending Immanuel Lutheran School
3. Children of families without a church home
4. Children of members of other denominations.

After March 15, it will be on a first-come, first-served order.

All applicants must apply to the school office for enrollment, and applications are reviewed on the following basis:

- ➢ **Reason for Application:** Students and parents must accept the purpose and policies of the school.
- ➢ **Class size for which the Applicant Applies:** Enrollment shall be limited to provide reasonable classroom management within a productive learning environment.

- **Students with Special Psychological, Emotional or Intellectual Needs:** Students who cannot be served within the school's regular instruction program may be referred to the other schools designed to meet such needs.

Whenever a child transfers from another school, a conference will be conducted between parents and school administration before an application is accepted. The student's report cards will be reviewed, and students may be asked to undergo brief academic testing on-site to determine proper academic placement. In addition, the previous school's administrator(s) will be contacted and interviewed about the child. In all cases, enrollment decisions are based on the ability of Immanuel to address the student's academic, social, and spiritual needs.

B. **Age Requirements**: Children entering Kindergarten must have reached the age of 5 years on or before September 1 per state law.

C. **Grade Level Placement Policy**: To ensure the best possible school experience for all students, the Immanuel Lutheran Board of Education has a policy that enables students to enroll at the appropriate grade level. Immanuel Lutheran School wants all children to succeed at an age-appropriate developmental grade level. We take great pride in helping to address the needs of each child and placing that child in the appropriate grade level.

D. **Application Procedures**
   1. Become acquainted with the purposes and goals of Immanuel Lutheran School by appointment with the principal, the pastors, or a member of the Board of Education.
   2. Apply online via our FACTS Student Information System.
   3. Return the application so that the Principal and/or Board of Christian Education can act upon it.

E. **Immunization**: Every parent must present written proof that their child has received all immunizations required by the Saginaw County Health Department. This proof is usually a form used by doctors that lists the immunizations and dates. This proof must be presented on or before the first day of school. Extensions will be given until September 30. After that date, the child cannot attend sessions until immunizations are received or a doctor's appointment has been made.

   Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department. This waiver form must be presented on or before the first day of school. Extensions will be given until September 30.

F. **Birth Certificate:** The parents must provide a copy of the child's birth certificate to the school within thirty (30) days of the first day of school.

G. **Continuous Enrollment:** Once a student is enrolled at Immanuel, enrollment automatically renews each year until your child graduates from Immanuel. Re-enrollment is assumed unless your family notifies the school by mid-March that you choose not to re-enroll. Tuition must be paid in full before a student is re-enrolled for the next school year.

10. Christ-Centered Curriculum

Our curriculum at Immanuel includes all the school-sponsored activities that lead toward our objectives for Christian education. We offer a Christ-centered study pattern that incorporates religion and the standard skill and content subjects found in the elementary schools of Michigan. It should be understood clearly that our program is more than the usual elementary school subjects plus a specific period for religion. The Christian orientation to life is taught not only during the religion class but also during the periods devoted to other subject areas. Therefore, our curriculum is one in which religion penetrates and gives meaning to the whole curriculum. Our academic program will include such subjects as Religion, Language Arts, Social Studies, Government, Music, Art, Math, Science, Computer Education, and Physical Education.

11. Attendance Policy

Classrooms are open at 7:50 a.m., and classes start at 8:00 a.m. Students should arrive before 7:55 a.m., so they have enough time to complete the start of the daily classroom routines.

Students are required by law to be regular and punctual in their school attendance. The following policy assures that Immanuel Lutheran School meets attendance standards established by our state and administers a safe and productive school environment for our students.

- Punctual attendance is required. Students are expected to arrive on time and follow all classroom rules at the beginning of the school day. Chronic tardiness violates the school conduct code and will be dealt with accordingly.
- A student is considered tardy if they aren't in the classroom by 8:00.
- All student absences, not just illness, must **be reported to the school office**. Student absences may be reported by telephone (989-754-4285) **between 7:30 and 8:15 a.m**.

- A doctor's excuse may be required for any student missing school for an extended period of time because of health concerns.
- Excused absences may be granted in the following circumstances: illness, appointments, parentally approved vacations, and death of a close relative. Students can make up tests and assignments administered during excused absences.
- When a student's non-continuous total absent days during the school year reach 10 days per semester, the teacher will request a conference with the parents to evaluate the effect of absences on academic progress.
- If a student is absent for (2 school weeks) in a row due to a long-term illness or disability and/or if it is evident that an absence will be for an extended duration (longer than 2 weeks), the parent should contact the teacher(s) to discuss the feasibility of in-home tutoring or homework assignments.
- If a student misses 20 or more days, the school may choose to retain the student.
- Students must attend by NOON when they plan to participate in any extra-curricular activity. Students who need to leave early on a day they plan to participate in an extra-curricular activity may not leave the building before NOON. Students who attempt to attend an extra-curricular activity on the day of absence will be sent home. Any student suspended from school will be excluded from all school-related activities on the day(s) of suspension.
- If a student is absent from school on Friday, the student will not be allowed to participate in any weekend tournament game(s) or games. An excused absence is allowed with the proper documentation.
- A student will be considered absent if they miss an educational field trip without an excused absence, which was outlined above.

Absences **will not be excused** for a student who violates any portion of this attendance policy. Students cannot make up tests and assignments administered during an unexcused absence.

Late Arrival & Tardies

Students arriving late or returning to school from early dismissal must report to the office and receive a pass to class before returning to their classroom.

A student who is not in his or her first-period class by 8:00 a.m. is considered **tardy**. Tardies will be excused for medical or dental appointments.

If a student arrives more than an hour late, this will be considered a half-day absence.

Leaving School during the Day

No student is to leave the school grounds for any reason during the school day without first reporting to the office and securing permission.

12. Breakfast/Lunch Program

Breakfast and Lunch Information

School breakfast, hot lunch, and milk are available during the school day to all students. Each student will have an account that can be maintained with regular payments.

Free and Reduced-Price Lunch

Students from families whose income qualifies them for free or reduced-price lunches, according to federal guidelines, may secure an application form from the secretary. After completing the form, it should be returned to the secretary for review. The student qualifies for free or reduced-price lunch if the application is approved. Families who receive a free or reduced-price lunch remain anonymous.

13. Homework Policy

Homework Policy

Each teacher will establish a homework policy for their classroom, which will be given on the back-to-school night.

14. Report Cards & Grading Scale

Report Cards

Report cards are made available every nine weeks via Fast Direct. The grade on a report card is a reflection of the average score of the assessments used for that particular subject. Tests, quizzes, homework, work ethic, classroom performance, and participation are types of assessments that teachers use. The report card grade differs from the score earned on the NWEA tests, based only on test answers.

Parent-Teacher Conferences

A Parent-Teacher Conference for all parents is scheduled after the first nine weeks grading period. One conference is scheduled for each child in the interest of time and accurate communication. At that time, parents have the opportunity to discuss the progress of their child(ren) with the teacher, and only their child will be discussed. Parents are encouraged to arrange appointments with teachers anytime during the school year.

Grading Scale		Grading Code	
A+	100+	O	Outstanding
A	93-99.9	U	Unsatisfactory
A-	90-92.9	BE	Beginning
B+	87-89.9	IM	Improving
B	83-86.9	S	Satisfactory
B-	80-82.9	SE	Secure
C+	77-79.9	DE	Developing
C	73-76.9	NI	Needs Improvement
C-	70-72.9		
D+	67-69.9	CR	Credit
D	63-66.9	PC	Partial Credit
D-	60-62.9	NC	No Credit
F	0-59.9	INC	Incomplete

15. Athletic Program

The athletic program's goal at Immanuel Lutheran School is to encourage participation, develop God-given talents and promote Christian sportsmanship. Immanuel is a member of the Tri-County Lutheran League and may participate in soccer, volleyball, basketball, and track. For more information, please see the Athletic Handbook.

16. Music Program

Choir Participation

All students in grades PS3-8 have the opportunity to participate in our school choirs. We believe music is an important part of our identity as a Lutheran school. All students in grades PS 3-2nd sing in the Cherub Choir, and the Junior Choir is composed of students in grades 3-8.

Children who attend churches other than Immanuel are expected to sing with their choir whenever possible. If participation at their home congregation does not permit them to be present at Immanuel, they will be excused with a note explaining their absence. They are, however, required to be present at events such as the Children's Christmas Service and any events when times do not conflict with regular Sunday morning services at their home church.

A singing schedule containing the year's choir performance dates is completed each August. Please add these dates to your calendar so scheduling conflicts can be avoided.

Band Program

Immanuel Lutheran School offers a band program for grades 5-8 students, and in 5th grade, it is a mandatory class. This program consists of weekly small group lessons during the school day at Immanuel and monthly joint rehearsals with students from other area Lutheran schools at Valley Lutheran High School. Beginning band students learn musical terms, note values, note reading, and how to play their particular instrument. The Advanced band reinforces and enhances these skills. Band members occasionally perform for the student body at Immanuel Lutheran School and in joint concerts with other area Lutheran schools at Valley Lutheran High School.

17. Student Conduct Expectations

Love and Logic **Classroom Management**

Immanuel's faculty are training in a classroom management program called *"Love and Logic."* This program stresses positive relationships between students and teachers and encourages students to take personal responsibility for their actions. Students are encouraged to think through actions: Think before you act and think after you act. Students learn that there are always consequences to every action that is undertaken, whether those consequences are positive or negative. Students also learn that they are responsible for the consequences of these actions alone. If problems arise, teachers at Immanuel Lutheran guide students to seek Christ-pleasing solutions to their own problems, reminding students to treat each other with love and respect.

General Rules for Student Behavior

For the safety and efficient operation of our school, the following rules will be in effect:

- ➢ Gum chewing is not permitted on the school grounds (except on specially designated days).
- ➢ Gym shoes shall be worn at all times during play in the gymnasium.
- ➢ Cell phones, tablets, iPods, hand-held video games, and other electronic devices are prohibited at school from 7:30 a.m. to 3:30 p.m.
- ➢ Running, pushing, sliding, and jumping are prohibited in the school building (except in the gymnasium). We walk in the hallways.
- ➢ Children will speak well of their fellow students and classmates. Put-downs, name-calling, and gossip about others will not be tolerated. We use kind words and actions.
- ➢ Students may not open any exterior doors.

Student Arrival/Early Dismissal/ End-of-the-Day Dismissal

- ➢ For arrival between 7:30 a.m. and 8:00 a.m., students must be dropped off at the school entrance or walked up to the school with their parents or guardian.
- ➢ Students may enter the school building for Zero Hour after 7:30 a.m. and enter the cafeteria for breakfast or the gymnasium. The students will remain there until dismissal at 7:50 am.
- ➢ During the regular school day, children will not be permitted to leave school premises without permission from their parents and teachers.
- ➢ **Parents should pick up their children in the school office** if they are to be picked up during the school day for appointments. Students must be **signed out** by their parents in the office when they leave school and must sign in when they return to school.
- ➢ Children should leave for home **immediately after the school day has concluded** except by special arrangements through the school office or when participating in a school-sanctioned activity. Students violating this rule shall be placed in extended care, and parents will be billed for the service.
- ➢ After school, all children must be picked up at the school parking lot, and all adults picking up students will park in the parking lot. Adults picking up **Preschool through 8th grade students** will need to exit their vehicles to pick up their child on the sidewalk.

Playground Rules

- ➢ Be a kind friend to all.
- ➢ Use equipment how it is meant to be used.
- ➢ Save the small climber and swings for children 5 and under.
- ➢ Go up the stairs and down the slide.
- ➢ Hang and swing from the monkey bars, but not climb them.
- ➢ Always hold onto a bar when on the merry-go-round.
- ➢ Wait for the merry-go-round to stop before we climb on or off.
- ➢ The use of slides is limited to going down feet first while seated.
- ➢ Only one student at a time is allowed on each teeter-totter seat.
- ➢ Students may not jump off the swings. No underdogs allowed.
- ➢ To use a piece of playground equipment, a student must be able to get up on and off of the equipment unaided.
- ➢ Balls are to be used only off of the wood chips.
- ➢ Toys brought outside are the responsibility of that student.
- ➢ Students must be within the eyesight of supervising adult(s).

The School Conduct Code

The following code of conduct governs the behavior of students attending our school. Its purpose is to develop an understanding between students, parents, and teachers concerning behavioral expectations and to regulate disciplinary actions taken by teachers. All relationships with children are to be carried out in the spirit of Christian love, understanding, and helpfulness.

Behavior Notice - "Warning"

Students receive a "warning" using a behavior slip sent home to explain what has occurred that is unacceptable. These may be used for minor offenses to inform parents of the infraction of the rules. Parents are asked to sign one copy and send it back to school. The second copy is for their record. No after-school detention is given for warnings.

Behavior Notice - "Detention"

Students may receive a "detention" on the behavior slip. Detentions are issued to students after serious or repetitive infractions of the school conduct code. Detentions are scheduled after-school for 45 minutes and are monitored by the principal or teacher who issued the detention.

The following actions are classified as detention behavior:

a) Disrespect toward others.

b) Repeated disobedience may include the following:

- ➢ Refusal to cooperate with any staff member
- ➢ Talking with any staff in a disrespectful manner
- ➢ Unnecessary disruptive sounds or behavior.
- ➢ Running, jumping, or sliding in the building.
- ➢ Throwing things (including snowballs).
- ➢ Fighting (minor).
- ➢ Violation of any safety rules.
- ➢ Playing in an area designated as restricted.
- ➢ Violations of written or classroom rules.
- ➢ Recurrent dress code violations.
- ➢ Inappropriate use of technology.

c) Any other unacceptable activity that warrants detention.

Suspensions

Suspensions shall be administered when an offense is serious or repeated so often that removal from the classroom is necessary to maintain a proper learning environment or to discipline a student who committed the offense. A student may be suspended from school upon the occurrence of any of the following behaviors:

a) Leaving the classroom, school building, or play area without following the appropriate steps established in the school attendance policy.

b) Stealing.

c) Fighting (major).

d) The threat of violence.

e) Vandalism or misuse of property.

f) Swearing or obscene language.

g) Possession of alcohol, cigarettes, drugs, knives, or firearms is cause for immediate suspension, at which point the BOE will become directly involved in determining the next step.

h) Repetitive violations of the school conduct code.

i) Any other reason where both the student's teacher and the School Administrator determine that the student’s behavior warrants a suspension.

At the discretion of the School Administrator, suspensions may be administered in school or out of school for a period not to exceed five days. When an in-school suspension occurs, parents will be required to pay the cost of an adult supervisor (at the substitute teacher rate) for the child.

First Suspension: The student may return to the classroom the day following the suspension date(s), providing that the parent(s) have had a conversation with the Administration.

Second Suspension: One or both parents must come to school to meet with the Administration before the student returns to the classroom.

Third Suspension: Five full days of suspension and one or both parents must meet with the Administration to justify future school enrollment.

Expulsions

A student ***may*** be expelled from school in the following circumstances:

a) The student has received two previous suspensions, at which time, on the third suspension, the Administration determines it is in the school's best interest to expel the student.

b) The Administration finds a student guilty of repeated refusal or neglect to obey school rules.

c) The Administration finds that the student engaged in conduct, while at school or under the supervision of a school authority, which endangered the property or safety of others at school or under the supervision of school authority and is satisfied that the interest of the school warrants the student's expulsion.

d) The Administration determines that the student's behavior violates local, state, or federal regulations.

Conduct Code Regulations

a) Suspension and detention behavior must be seen, heard, or verified by an adult.

b) Parents must pick up the student at school each time a suspension is administered.

c) Suspensions may be served in school or at home at the discretion of the School Administrator. The number of suspensions begins at zero at the beginning of each school year. Punishments for each suspension shall be as follows:

Behavior Notices are to be signed by the parent, verifying teacher, and School Administrator. Only the Administration has the authority to suspend a student.

18. Dress Code

Clothing should be decent, in good taste, neat (no holes), clean, and not distracting to the learning environment.

1. Shoes worn to school may not be worn in the gym. *For outdoor play, athletic shoes with socks must be worn*. Open-toed shoes, sandals, clogs, and other such footwear are not appropriate for outdoor play because of injury hazards. Shoes or boots, which leave marks on the floor, are not permitted.
2. Not permitted clothing includes spandex pants, pants with words, tight-fitting clothing, cut-offs, open midriffs or backs, muscle shirts, and T-shirts with distasteful pictures, emblems, or slogans. Leggings are not a substitute for pants and should be appropriately covered. Questionable clothing visuals include shirts displaying rock group pictures, beer, cigarette, drug, or other advertising, suggestive visuals, and distasteful or inappropriate wording.
3. Make-up is allowed (with parental approval) in grades seven and eight. However, the make-up should be used modestly and in a controlled manner.
4. Girls may wear earrings.
5. Shirts and/or tops must have sleeves.
6. Students are required to have an outdoor coat/jacket that is appropriate for the season from **October 1 - May 1.**
7. Children are permitted to wear shorts (fingertip length or longer) and sandals (indoors) from **May 1 through September 30**. Flip Flops are not allowed.

19. Visiting & Volunteering

Visitors

Visitors to the school are welcome to visit. Visits must be arranged through the principal or a teacher in advance if possible, and visitors must report to the office upon arrival. Please realize that there are certain times when visiting may not be allowed because of the nature of the activities being conducted. Parents of student prospects may make arrangements for their child to visit. Visitors must sign in at the office and receive a visitor's badge.

Volunteers

All volunteers within our school are subject to a background check via ICHAT. All volunteers with the possibility of having unsupervised access to our students may be subject to an ICHAT background check. If any negative or suspicious information is received, a fingerprint background check may be run at the expense of the volunteer. Volunteers must sign in at the office and receive a volunteer badge.

Volunteers at Immanuel Lutheran Church, School, and Child Care Center are expected to serve as Christian role models for students.

Classification of Volunteers

Leadership - Volunteers in formal leadership roles (e.g. board of directors, auxiliary organization leaders) and those who regularly work directly with students (e.g. volunteer tutors, coaches, advisors) are required to sign the commitment to the school's statement of beliefs and code of conduct. Leadership volunteers who regularly work directly with students must complete a fingerprint background check with the Michigan State Police. The school will pay for the background check. The service of volunteers who do not meet these requirements will be discontinued.

Regular - Volunteers who regularly work at the school. However, their work with students is on a limited impersonal basis. This includes volunteers who assist with school maintenance, the school store, ongoing athletic contest management (e.g. announcing, scorekeeping), volunteers who work with students in a private setting on a limited basis (e.g. testing assistants), and volunteers who accompany students on formal school-sponsored overnight trips (e.g. band/choir tour, field trips, athletic contests). Regular volunteers are required to sign the commitment to the school's statement of beliefs and code of conduct. Regular volunteers will complete a background check through the Michigan State Police ICHAT. The service of volunteers who do not meet these requirements will be discontinued.

Occasional - Volunteers who work at the school on a limited and irregular basis (e.g. assisting in the concession stand at school events, assisting with admissions to school events, specific building maintenance tasks, assisting with school publications and/or mailings.). Occasional volunteers are not required to sign a statement upholding the school's statement of beliefs and code of conduct. Occasional volunteers may be required to submit to an ICHAT background check at the request of the administrator of Immanuel Lutheran School. The service of volunteers who do not meet these requirements will be discontinued.

Guidelines for Volunteers

1. It is highly recommended that volunteers always work with two or more children at one time. Volunteers will model Christian speech and respect for all people.
2. Volunteers must be eighteen years old or older.
3. Volunteers will follow the teacher's directions.
4. Volunteers will be informed or and abide by all appropriate classroom rules.
5. Children will address volunteers by the proper titles of respect *i.e.* "Mr.", "Mrs.", "Miss".
6. Volunteers will observe confidentiality when discussing students, parents, or teachers.
7. Volunteers will not be responsible for disciplining students.
8. Volunteers will be prompt. If an absence is necessary, volunteers will inform the teacher.
9. Volunteers will adhere to the school's tobacco/alcohol/drug-free policy.
10. Volunteers will be covered by the school's liability insurance.

20. Emergency School Closing

In case an emergency such as inclement weather should cause our school to close, notice will be sent via a phone call and a Facebook message. Notice will also be given on local television stations, where we will be listed as Frankenmuth Public Schools. Our entire school – Preschool through Grade 8 – will be closed on those occasions.

21. School Policies

Non-Discrimination

Students of any race, color, sex, disability, national and ethnic origin, and other protected categories under state and local law are permitted all rights, privileges, programs, and activities generally accorded or made available to students. Discrimination on the basis of race, color, sex, disability, national and ethnic origin, and other protected categories under state and local law is not permitted in the administration of educational policies, athletic and other school-administered programs. No students shall be denied access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity.

School Fees and Collection Policy

Tuition and fees paid in monthly payments are due on the 15th of each month and paid directly to FACTS. A five-day grace period is extended as a courtesy to our school families. **Accounts not paid by the 15th of the month will be considered delinquent and subject to a $30 late payment charge payable to *FACTS*. This is a one-time charge per month, non-refundable. In addition, our vendor will contact all delinquent accounts via phone and email weekly until the account becomes current, including paying all fees. The late payment charge will be assessed each month if the account is delinquent for multiple months.** All financial accounts, including breakfast and lunch, must be paid in full to re-enroll for the next school year.

We continue to encourage communication and are willing to make arrangements when families face financial difficulties and the inability to keep your account balance current. If at any time you are experiencing financial hardship, our door is always open, and we want to support and work with you graciously. No deduction or remission of tuition – including tuition deposits – will be permitted for absence, withdrawal, or dismissal. In the event of a family relocation to more than 20 miles away, consideration will be given to the situation.

Financial Aid

Immanuel attempts to assist families in making Christian education affordable for their children. All financial aid is needs-based. Students must be registered in order to be eligible for financial aid. Applications for aid are available online with FACTS after February 1st. Applications must be submitted online by May 1st.

All students must be registered with FACTs before starting school, and tuition payments should be made in a timely manner.

New Church Member Policy

We invite you to visit our church anytime you'd like. If you join our church family, you will receive the member tuition rate once the class is completed, based on school year quarters.

Fines for Misuse of Equipment

Occasionally, the school and church property, mainly textbooks, classroom desks, playground supplies, and other items, are abused. All books are numbered and checked out to specific students at the beginning of the school year. Students are responsible for returning the books in a reasonable condition given the previous condition and age of the book. Teachers keep records concerning the condition of the book when it was distributed and collected.

The Board of Education has initiated the following fining policy. The teacher or principal will levy the fines.

1. A $1.00 charge will be assessed for books marked up with pen, pencil, marker, etc.
2. A $10.00 charge will be assessed for books which, previously having been in fair to new condition, are returned in poor but usable condition. Such damage may include things like water damage, torn pages, broken bindings or covers, etc.
3. The full replacement cost of the book will be assessed for books that are lost or damaged beyond use.
4. Book fines are payable upon receipt of the book fine slip.
5. Damage to or loss of church and school property: The fine shall be the replacement cost of the damaged or destroyed equipment, supplies, or a figure designated by the principal.
6. Failure to pay such fines shall result in withholding report cards or diplomas. As stated, all accounts need to be paid in full before re-enrollment since we are a tuition-based school.

Academic Eligibility for Extracurricular Activities

Read the Athletic Handbook for policies for athletics.

Promotion and Graduation

PROMOTION in all grades will be determined by student achievement in relation to ability. Students not meeting basic expectations may be retained. Any student who tries to the best of their ability will not fail a course or be retained.

- ➢ Parents will be notified in writing after the end of the second or third marking periods if there is a possibility that their child will be retained because of poor academic progress in relation to the student's ability.
- ➢ If a student, at the end of the third marking period, is still receiving unsatisfactory grades and has not shown a positive change in attitude and effort, formal plans for grade-level retention will begin. At this time, the parent(s), child, and teachers shall have a conference to review and discuss an educational plan designed to help the child improve. There will be approximately (9) weeks of school remaining at this point.
- ➢ If the student, at or near the end of the final grading period, is not achieving satisfactory grades, formal notification of a plan for grade level retention will be given. Extra academic work in summer school sessions may be advised in lieu of retention if satisfactory improvement occurs before the next school year.

GRADUATION is afforded to students who sufficiently demonstrate academic proficiency and effort. Students who achieve a cumulative grade point average greater than 3.5 from fourth through eighth grades will graduate "with honors." The student with the highest cumulative grade point average from sixth through eighth grades in each graduating class will be named valedictorian, and the student with the second highest grade point average will be named salutatorian. In an event of a tie, 5th-8th grades will be used to determine the “honors”.

Harassment

God’s Word commands Christians to treat one another with love and compassion. In Colossians 3:12, 16a, 17, we are told “*…As God’s chosen people, holy and dearly loved, clothe yourself with compassion, kindness, humility, gentleness, and patience…Let the Word of God dwell in you richly as you teach and admonish one another with all wisdom…and whatever you do, whether in word or deed, do it all in the Name of the Lord Jesus, giving thanks to God the Father through Him.”*

In accordance with God’s will, Immanuel Lutheran School intends to provide its teachers, staff, and students with an environment free from offensive behavior. Whether intentional or unintentional, conduct that subjects another person to unwanted actions because of race, origin, age, gender, physical characteristics, or disability is strictly prohibited.

Harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile learning environment. Any ridicule of others based on race, physical characteristics, ability, family background, or similar features will be defined as harassment.

Any person who believes that she or he has been subjected to harassment should report it immediately to an appropriate supervisor. Students may report to a parent, teacher, Pastor, or School Administrator. Parents, teachers, or Pastors are to report an offense to the School Administrator. In any case, involving the School Administrator, it should be reported to a Pastor at Immanuel. All reports will be given serious consideration and investigated thoroughly by the School Administrator or Pastor. Cases of harassment that violate legal statutes will be reported to the appropriate legal authorities as required by law.

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment to the person making the report or a person who may be unjustly accused. Upon completion of the investigation, the results will be shared with all parties involved.

Any person determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination of staff or expulsion of students.

Personal Electronics

Students are not allowed to use radios, cell phones, iPods, other electronic sound equipment, or video/regular cameras while on school premises from 7:30 am-3:30 pm. Devices with school-approved apps may be used with teacher permission.

Asbestos

Notification of asbestos-bearing materials is posted in the school hallway. In the 1988 inspection, asbestos was assumed to be in some floor tile and in two boiler room doors. The latest re-inspection in 2023 indicates that no asbestos has been disturbed.

School Wellness

We encourage serving healthy food at school parties. The complete policy statement is available by contacting the school office, but parents/adults should know the following:

Healthy alternatives are

- ➢ Fresh fruit
- ➢ Fruit juices (100% juice)
- ➢ Raisins
- ➢ Frozen fruit bars
- ➢ Peanut butter on apple slices
- ➢ Frozen yogurt with berries
- ➢ Toasted oat cereal
- ➢ Whole grain or oatmeal cookies
- ➢ Baked tortilla chips
- ➢ Popcorn

We encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value. For more information, contact the school office or the following website: http://www.choosemyplate.gov/preschoolers/healthy-habits/snack-ideas.html

22. Health Services

A. **Health Care:** The school utilizes the services of the Saginaw County Public Health Department. Personnel from this department make periodic visits to conduct vision and hearing screening and to see children with health problems.

B. **Communicable Diseases:** It is our goal to maintain a healthy classroom. Children who are ill should not come to school. If your child exhibits symptoms of or is diagnosed with a contagious disease, please report this to the school office at once.

Immanuel Lutheran is required by law to report all contagious illnesses and diseases to the Saginaw County Health Department. For the protection of all children, your child will not be permitted to attend school if he has any of the following symptoms: fever (over 100.0 degrees), diarrhea, vomiting, strep throat, flu, conjunctivitis (pink eye), chicken pox, head lice, or another communicable disease including COVID-19 symptoms.

If such a condition presents itself while your child is at school, you will be called and your child will need to go home. It is necessary that you make arrangements so that your child can be picked up from school within one hour if your child is ill.

C. **Fever:** A child with a fever of 100 degrees or higher will be sent home. Fever is not contagious, but whatever is causing the fever usually is. Therefore, the child must be fever-free (without the use of fever-reducing medication) for at least 24 hours before returning to school.

D. **First Aid**: Our school is equipped with first aid supplies, and we will administer first aid to minor injuries. If a child is seriously injured, we will arrange immediate transportation to the emergency room at one of the Saginaw hospitals and then contact you. A school employee will accompany your child.

E. **Handwashing:** Children need to be taught how to wash their hands. Liquid soap and running water are essential for removing germs. Liquid soap is preferable to bar soap because germs can collect and grow on the bar. Children are to be taught to

1. Wet their hands and apply liquid soap, about the size of a dime or quarter
2. Rub hands together vigorously to create a soapy lather, and continue rubbing for at least 20 seconds. Scrub between fingers, under fingernails, if necessary
3. Rinse hands under warm running water
4. Dry hands with a clean, paper towel
5. Turn off the faucet with the towel (to avoid picking up germs that you may have left there when you turned on the faucet)
6. Discard the used towel in a trash can lined with plastic bags.

F. **Lice:** If your child is suspected of having head lice, he/she will not be able to return to school until treatment has taken place and all head lice and/or nits have been removed. A letter will be sent home with your child that gives available resources. Designated school personnel will re-examine your child's hair before returning to class.

23. Medication

Medication of any kind, including aspirin, cannot be dispensed by school personnel without the written consent of the parents.

Children receiving medications that must be taken during school hours must have a written order from their physician or parent stating the reason for which the child is taking medication, the name of the child, the name of the medication, directions for administering, possible side effects if effects are unusual, and the length of time the child is to receive such medication. The medication should be shown to the teacher and then taken to the school secretary. Generally, the medication is kept unrefrigerated in a lockable file cabinet. (Please indicate this on the note if the medicine needs to be refrigerated.) The child is to go to the office for the assigned dosage. The secretary will log the dosage and the time the medicine was dispensed and witness the child taking it. When possible, the child should carry his required medication to school daily.

All medications are to be kept in the school office. The only exceptions will be cough drops and an inhaler monitored by the individual teachers.

24. FERPA

Parents have the right to

- ➢ Inspect and review the student's education records maintained by the school (CA60).
- ➢ Request that a school correct records which they believe to be inaccurate or misleading.

This can be done through a written request which will be reviewed by the principal and the Board of Education.

Schools must have written permission from the parent in order to release any information from a student's education record (CA60). However, FERPA allows schools to disclose those records, without consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors, and awards, and dates of attendance. Immanuel also considers student pictures, videos, and films of students to be directory information. However, the law and policy further stipulate that parents shall be given the right to request that this information not be released on their child. If a parent wishes not to have this information released, he/she must present a written objection to the principal. Written requests will be dealt with by the principal and the Board of Education.

For additional information on FERPA, you may contact the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

25. Before and After School Care

Please contact the Immanuel Lutheran Child Care director for details and availability for our before and after school care.

26. Bus Transportation

Students residing in the Frankenmuth School District are eligible for transportation to and from Immanuel Lutheran School. New enrollees should contact the Frankenmuth Public Schools Transportation Office. Requests for Transportation from Frankenmuth Public Schools forms are available at Immanuel Lutheran School. Frankenmuth School District provides the opportunity for students to ride the buses, and students are subject to the authority of Frankenmuth School District while riding the bus.

27. Parent-Teacher Organization

The Parent-Teacher Organization is a support organization whose purpose is:

- ➢ To create a better understanding between parents and teachers and of their work pertaining to the child.
- ➢ To help develop a closer relationship between the home and the congregation's educational agencies so parents and teachers may cooperate in the Christian training of the child.
- ➢ To help raise funds through different means to support the school's mission.

During the year, there will be meetings as well as other P.T.O.-sponsored events. Parents are asked to volunteer or will be assigned a task for certain events based on the annual volunteer schedule distributed at registration. All parents with students in school are members of the P.T.O. and are encouraged to attend all meetings.