

Immanuel Lutheran School



Parent – Student Handbook

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Child Development Center (208) 734-3420

Website: www.immanueltschool.org

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WELCOME TO OUR SCHOOL

The faculty and staff welcome you and your family to Immanuel Lutheran School. Our excellent curriculum and teaching methods are only a small part of what we offer. The strength of our school lies in our dedication to demonstrate our love for Christ and His love for the children in all areas of academics and activities. You are welcome to come and be a part of our school at any time. Please check-in at the office first.

The Mission of Immanuel Lutheran School is to provide a Christ-Centered environment to nurture:

† Spiritual Growth

† Academic Excellence

† Personal Responsibility

Immanuel Lutheran School is a
ministry of Immanuel Lutheran Church

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The elementary school, of the Lutheran Church-Missouri Synod, dates back to the decade between 1830 and 1840 when a number of Lutheran congregations organized in the Midwest states and established Christian schools for their children. The first of these schools are older than public schools in most states. Lutheran schools seek to work closely with public schools in fulfilling the responsibilities of education in the community. Immanuel Lutheran is one of 2,569 Lutheran Church-Missouri Synod churches involved in the operation of a School and Early Childhood Center.

Immanuel Lutheran School began as a small parochial school in 1911 with the pastor as the teacher. In 1946, the school reopened in a new building on Shoup and Blake Streets. Many of the great-grandparents, still in our church, helped dig the foundation and construct the building. Teachers were hired and Lutheran Christian education was available to everyone in Twin Falls. In the fall of 1983 the Christian Life Center, currently, housing Immanuel Lutheran School was dedicated and opened its first class. Immanuel Lutheran Church continues to support the school prayerfully and

financially and is committed to making Christian education available in the Magic Valley area throughout the future.

CREDO

We Believe Christian education is a vital aspect of God's mission and commanded by Him to the church through the Great Commission: "Go therefore and make disciples of all nations baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I have commanded you, and lo, I am with you always, even to the end of the age" Matthew 28:19-20

We Believe a Christian educator is committed to providing, to the best of his/her ability, complete education for God's people by meeting their spiritual, academic, social, physical, and emotional needs.

We Believe the purpose of Christian education is to teach the Christian faith through instruction in God's Word.

We Believe God's people need to learn their proper relationship to God and their fellow man.

We Believe effective education is carried out through quality experiential learning programs that relate the Christian faith to every aspect of life and meet academic standards of excellence.

We Believe the uniqueness of Lutheran education lies in this: Lutheran education has a God-given directive (the Law). Lutheran education views the pupils through the cross of Christ (the Gospel). Lutheran education properly disciplines the child on the basis of a working distinction between Law and Gospel. Lutheran education accomplishes its purpose through the power of the Holy Spirit.

We Believe Immanuel supports the home uniquely through: Christian instruction throughout the day, the impact of professional teachers who are Christian, and the pulse of the "Body of Christ" at work.



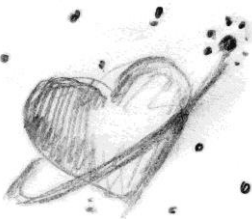
that a Christian education program built on a philosophy flowing from a distinct Lutheran theology must also determine the precise objectives of its curriculum and the basis of the physical, social, and spiritual needs of the local, national, and world communities.

HOME AND SCHOOL RELATIONSHIP

We anticipate working with children and parents who are willing to walk with us in **ONENESS** of spirit and purpose. Whenever the school pulls one way and home another, the child suffers. The home is, and always will be, the chief agency for the child’s Christian training. A Lutheran School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to assist in the vital work of Christian training. If the home and school are both **CHRIST-CENTERED**, your child is receiving the best consistent education he or she can receive.



The basis for all interpersonal relationships at Immanuel is Matthew 18:15-16, “If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses.” Children have a unique perspective on the events of their world and occasionally come to another interpretation. If you have any questions, misunderstandings, or grievances, discuss these with the person involved before telling others. As a rule, difficulties can be ironed out quite easily when the approach is made in a Christian manner. The principal is available if there is no solution and then the Board of Education will consider the cares and concerns of parents. Any special conditions



“Forgive your brother or sister from your heart.”

must be communicated to the teacher and the administrator in writing.

PARENTAL COOPERATION

You can cooperate with the school by:

1. Sending your child regularly, promptly, and prepared each day.
2. Informing the school of planned absences or in the morning, if your child is ill or will not be in school, you can do so by phoning, emailing, or filling out the absence report on the school website or send a text through Remind.
3. Informing your child's teacher will help them understand your child better. We are both on the same team ...your child's!
4. Placing money in an envelope and writing the following information on it: your child's name, grade, and the reason for the money, when it is necessary to do so.
5. Confidence in your child's teacher, and let your child feel that confidence goes a long way in a successful year.

ADMISSION POLICY

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

In order to be eligible for enrollment, parents must acknowledge, accept and uphold the following:

1. Each child will receive training in the teachings of the Bible as taught throughout the curriculum of Immanuel Lutheran School.
2. The children will comply with all the rules and regulations of Immanuel Lutheran School to assist in its efficient, safe and orderly operation.
3. The children will participate in school-related activities throughout the year: school programs, field trips, and singing at church services.
4. Students transferring from another school may require testing for placement.
5. The academic capability of the child must be in line with grade placement or developmentally appropriate for the child.
6. The child must meet the following minimum age requirements upon entry:

Preschool	3 years old by September 1 & toilet trained (No pull-ups)
Pre-K	4 years old by September 1 & toilet trained (No pull-ups)
First Grade	6 years old by September 1

New students registering at Immanuel Lutheran School are placed on a four-week probationary period. Throughout this period the child will be

assessed to determine his/her academic, behavioral, social and physical adjustments to our environment. If the student continues to have difficulties adjusting, the parents or guardians may be asked to remove their child from Immanuel Lutheran School.

ADMISSION POLICY (continued)

The Immanuel Lutheran Board of Education, through the principal, reserves the right to decline admission or continuation of a member or non-member child for the following reasons:

1. If the motives for enrolling the child in Immanuel Lutheran include a desire to avoid responsibilities to another school
2. If the child presents abnormal behavior
3. If the previous record or present status of the child indicates that he/she would have great difficulty obtaining growth within the school program.
4. If the child has a disability, which would prevent him/her from learning adequately under the school, environment present at Immanuel Lutheran School.
5. If, after due process, it is determined that the child provides a significant hindrance to the safety and/or academic and spiritual nature of the school
6. If parents and/or children demonstrate an ongoing unwillingness to support the administration and faculty in helping to correct the behavior

ENROLLMENT ELIGIBILITY

Children eligible for admission to Immanuel Lutheran School according to the following priorities:

1. Students whose parent(s) are members of Immanuel Lutheran Church
2. Students who are currently enrolled at Immanuel Lutheran School
3. Siblings of enrolled students who have not previously attended Immanuel Lutheran School

4. Students of Immanuel Lutheran Child Development Center
5. Students whose parents are members of sister congregations
6. Students whose parents are not members of any church, or members of other denominations

ENROLLMENT PROCEDURES

1. All forms, in the enrollment packet, must be filled out completely and submitted to the school office for review; these include
 - a. Registration Form
 - b. Immunization Record
 - c. Certified Birth Certificate
2. New applicants, in grades Kindergarten through Fifth Grade, may require an appointment for placement testing.
3. Admission to Immanuel Lutheran School will be upon the approval (as necessary) of the principal, teacher, and the Board of Education; after interviewing, testing, and records review.
4. Payment of a \$100 **non-refundable** registration fee
5. Preschool children will be placed on a four-week probationary period. If the child is determined to have difficulty adjusting, they will need to wait until the following year to enroll.



POLICY FOR DOUBLE SESSIONS (Preschool through Kindergarten)

1. Students enrolled in a double session pay the full rate of the K-5 program.
2. The school reserves the right to remove the student from the double sessions if the student has difficulty with boredom, or the student interferes with the learning of the other students in the class (i.e. the double session student answers all of the oral questions in the afternoon session because they have already heard them in the morning session).

3. Failure to meet any of the additional tuition payments will be grounds for immediate removal from the second session.

TUITION AND FEES

Registration fees are **non-refundable**. The registration fee guarantees your child's space in the class.

****Registration fees do not qualify for a discount****

If the **total tuition** amount is paid in full before the beginning of the school year, a 3% discount will be applied; checks or cash will only be accepted.

Tuition fees are due on the first of each month and are considered delinquent if payment is not received by the 10th.

You are responsible for payment each month. If you have not received a statement by the 5th of the month, please call the office immediately to get your balance. **A \$20.00 late fee will be applied to payments received after the 10th.**

Credit card fees will be charged to your account when used to pay for tuition or daycare costs. This fee is determined by the card you use. Accounts paid with a debit card or directly from your checking account will not be charged a fee.

Prompt payment of tuition and fees is required of all families and is an essential part of having your child enrolled in a private school. Immanuel Lutheran, for all its high standards, rankings and performance is nonetheless a small, non-profit institution and relies on prompt, full payment of all tuition and fees in order to operate.

Service WILL BE discontinued for accounts 30 days past due. Statements are mailed, or emailed at the beginning of each month. If you would like to receive your statement by email, please fill out the form

on our website or send your email address to finance@immanueltf.org. You must approve finance@immanueltf.org to avoid going to spam-junk. If you need to make special arrangements, please contact the office at 733-7820.

TUITION ASSISTANCE Grades K – 5

Immanuel Lutheran Church has established a Tuition Assistance Fund for families who qualify. Applications are available in the school office and should be turned in as early as possible (**preferably by July 1**).

The Board of Education, in conjunction with the principal, will determine family eligibility. All applications are confidential.

- **Assistance is for tuition only (Full Day K-5th)**
- **Registration fees must be paid in full**
- **You must re-apply each school year**

The **Board of Elders of Immanuel Lutheran Church established the “ACTIVE MEMBER RATE”**. Their desire is that all member parents nurture themselves and their children through frequent Sunday worship services and Bible studies. Therefore, they established a financial support fund for congregational member students (grades Full-Day K-5) and the criterion for receiving the scholarship.

In order to receive this rate, you must be a member in good standing and active in Immanuel Lutheran Church, Twin Falls, Idaho. The church gives directly to the school monthly in honor and support of the family’s commitment to Christian education.

Immanuel Lutheran Church worship service times are:

- 8:15 AM – Contemporary Service
- 9:40 AM – Adult Education/Sunday School
- 10:45 AM – Traditional Service



Preschool-Pre-K Classes	8:30 AM to 11:15 AM 12:30 PM to 3:15 PM
K5	8:30 AM to 3:15 PM
½ Day Kindergarten	8:15 AM to 11:20 AM
Kindergarten	8:15 AM to 3:20 PM
Grades 1 – 5	8:15 AM to 3:30 PM

ARRIVAL

Students are allowed on campus at 7:50 AM. If it is necessary for you to bring your child before 7:50 AM, please use the Immanuel Lutheran Child Development Center (CDC), across the parking lot. Children **must be registered in advance** to attend the CDC; please call 734-3420 for more information.

Children attending afternoon classes may arrive no earlier than 12:20 PM. The classroom doors will not be open until 12:20 PM. **PLEASE** escort your Preschool, Pre-K, or Kindergarten child to their classroom to ensure they arrive with no distractions.

Immanuel Lutheran School does **NOT** provide bus service. Parents must arrange for transportation to and from school.

TARDY BELL

It is important that all students be in class **before** the tardy bell rings. Students will be considered tardy if they arrive after their class starting time.

Three occurrences of unexcused tardiness constitute an unexcused absence.

1. Be in your seat and ready to work when the bell rings.

Late students disrupt both the teacher and the learning process for the entire class. Teachers will be in their classrooms at 8:10 AM. Students, who are tardy, will be marked accordingly in the attendance records.

AT THE END OF THE SCHOOL DAY

Moving cars and children are a dangerous combination. For the safety of all children, the following is required: **ABSOLUTELY NO PARKING IN THE DESIGNATED WALKWAY (between the church and school)**. Please use the parking spaces provided; come in and pick up your child, and exit the parking lot slowly.

Children in ½ day AM classes **MUST BE** picked up by 11:30 AM

Children in ½ day PM classes **MUST BE** picked up by 3:30 PM

Children in grades K – 5th **MUST BE** picked up by 3:40 PM

All grades, the teachers will bring their classes out to the front hall or, weather permitting, outside.

Children not picked up by the above listed times will be waiting in the school office. You will need to come in and sign them out

PLEASE, PARK IN THE PARKING SPACES AND DO NOT STOP IN THE DRIVING AREA!

STUDENT CHECKOUT

If you need to pick up your child before the end of the school day, you must come into the main office and sign them out.

CHILD DEVELOPMENT CENTER (CDC)

Immanuel Lutheran Child Development Center (CDC) is located to the east of the church and south of the school building. Enter through the south door, it is open from 6:45 AM to 6:00 PM, Monday through Friday. Please call Chris Kun at 734-3420, for more information.

The CDC staff will escort the children who are attending Immanuel Lutheran School to their class and pick them up after class. For children who are here during the lunch hour, the CDC staff will take them to lunch, recess and back to the CDC. CDC is also available during the days' school is not in session.

YOUR CHILD MUST BE REGISTERED (separately from the school) AT THE CDC IN ORDER TO ATTEND.

ATTENDANCE

Prompt, regular attendance is critical to your child's complete educational experience. Please see that your child comes to school well-fed, rested, prepared and appropriately clothed. If your child will not be at school, please submit the online absence form, email school@immanueltf.org, or call the school office before 8:45 AM. It is the child's responsibility to ask for and complete any make-up work. **Homework will not be available until 3:30 PM. You must notify the teacher in order for him/her to prepare the materials.**

Students in Grades 1–5 who have more than NINE unexcused absences per quarter, will be required to appear (with their parents) in front of the teacher, the principal and the Board of Education; to determine if enrollment will continue.

Planned absence: If you know when your child will be absent, please obtain the assignments from the teacher prior to leaving.
**** Homework is due the day the student returns.**

PERFECT ATTENDANCE IS AWARDED FOR NO ABSENCES
AND NO TARDINESS.

CURRICULUM FOR PRESCHOOL, PRE-KINDERGARTEN, K5, AND KINDERGARTEN

The early childhood education department at Immanuel Lutheran School is dedicated to providing children with a variety of activities and experiences to ensure a good foundation for beginning their school careers.

The teachers prepare lessons and experiences that are developmentally appropriate for their classes. The children have time for exploration with a variety of materials; music, P.E., creative play, as well as teacher-directed exposure to beginning academics. The children learn Bible stories and songs and participate in several opportunities to share with others. Most importantly, each child is valued as an individual and nurtured by loving Christian teachers so that he/she knows that he/she is a very special child of God.

CURRICULUM FOR ELEMENTARY STUDENTS

Immanuel Lutheran School implements certain practices from common core standards. Textbooks chosen from the Idaho State approved list are taught with a Christian perspective; an integrated course of Bible history and teachings of the basic Christian faith, are also taught. Memory work is required of every student. Below are the various areas of instruction:

RELIGION: Bible study, doctrine, church history, missions, worship, and memory work.

LANGUAGE: English, reading, spelling, writing, and listening

MATH: Basic skills and manipulative approaches to math, algebra, and geometry

SOCIAL STUDIES: Geography, history, civics, current events, and Idaho history

SCIENCE: Concepts in biological and physical sciences, conservation, health and safety

FINE ARTS: Singing, music appreciation, music theory, art, and creative dramatics

PHYSICAL EDUCATION: Bodily strength and skills, rhythm, and recreation

HOMEWORK

The challenging program at Immanuel Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals; it is also a helpful habit for future education.

The amount of homework depends on the grade level and upon the ability and study habits of the student. Developing good study habits is critical to becoming an independent, life-long learner. Parents can help their children by providing a quiet place and regular time for study and checking to see if their homework is completed. Providing too much help is to be avoided.

Homework is assigned for enrichment or practice and is not for instruction on new concepts. Please let the teacher know if your child does not understand the concepts.

Homework is typically due the next school day. Agenda books for students in grades 3 – 5 **are checked daily** by the teacher and should be checked by the parent as well.

HONOR ROLL

Each semester, students in grades 2 – 5 who maintain a 3.5-grade average (with no C's) and receive a satisfactory or higher in all other areas of the report card, will be recognized as being on the Immanuel Honor Roll. Students maintaining a 4.0 will reach the High Honor Roll.



GRADING SCALE

100 – 92%	A
91 – 83%	B

82 – 74% C

73 – 65% D

REPORT CARDS

Report cards are issued at the end of each quarter to children in Kindergarten through Fifth Grade. Parents are urged to consult the teacher (after reviewing the report card) if they need any further explanation. Brief mid-quarter reports may also be sent home. Conferences are held with the parents of pupils in Kindergarten through Fifth Grade at the close of the first and third quarter. Opportunities are always available for teachers and parents to discuss classroom procedures, and student's progress and growth. Please schedule an appointment with the teacher. Pre-Kindergarten and K5 students will receive a progress report for all four quarters and a conference will be conducted during the third quarter. Preschool progress reports will be given out in the middle of January and conferences will be scheduled if needed.

TESTING

Our students are involved in the Idaho Statewide Testing program, which includes the following:

Istations for Math and Reading

Should parents have any questions, they are encouraged to contact the teacher.

CRITERIA FOR REMAINING IN THE SAME GRADE

1. Failure of major subject areas is evidence indicating that passing is not possible.
2. Parents will be kept informed and consulted.
3. Teachers document with a file during the first quarter and keep parents informed.
4. The principal will be updated during the school year every time follow-up conferences are scheduled with the parents.
5. If there has been no improvement by the end of the third quarter in grades and/or attitude, parents will be notified and their child shall be recommended for retention.

WHAT PARENTS CAN DO FOR SUCCESS

1. Instill in your child respect and admiration for his/her teacher as one who is helping him/her to be a responsible child of God.
2. Do not speak negatively about your child's teacher in front of your child or other adults. This is not to say that our teachers do not make mistakes, but nothing can injure the teacher-child or school-community relationship more than the child or community feeling that parents do not like Immanuel Lutheran School teachers or appreciate their efforts.
3. When homework is assigned for your child, do not do it for him/her; otherwise, the marks are not the student's, they are yours. Instead, set aside a time and an area in your home for him/her to accomplish these tasks. Ask questions, seek to have your child explain his/her problems, and above all else, give praise when it is due.
4. If problems seem to be arising at school, be sure to receive both sides of the story. The surest way to have both sides is to contact the teacher, who was present, not other parents who were not there. If after contacting the teacher, you feel it is necessary for the principal to be aware of the situation, please feel free to call.
5. Expect communications to come home frequently with your child, which contain information needed by your family to assist your child in the process of education. Also, expect mid-term reports. If you are getting little information via your child, call the school and become informed. Regular communications, such as the weekly school newsletter "Tiger News" will be sent home in their Monday Folders. We also encourage the use of electronic communication at our school in order to best use our resources. If you use email regularly, please provide this address to the school office as a means of communication.
6. Please call the teacher or principal if you feel that something is not quite right. We have found that it is best to ask a simple question and solve an easy problem than to wait until larger misunderstandings take place. When it becomes a big problem, we are hurting our children and they get the short end of the

situation. It is hard to rebuild into a constructive relationship after the fact. Let's solve little problems early.

WHAT STUDENTS CAN DO FOR SUCCESS

1. Be sure that all notes, report cards, and messages to and from your teacher are not lost or forgotten. A special place in your bookbag or lunch box may help you to remember these items.
2. School starts right on time. Your teacher appreciates your promptness because items such as attendance and lunch count will only need to be done once if all arrive on time. Being in your seat ready for class at 8:15 AM will avoid any tardy reports.
3. If you have a party or a special gift for only a few in your class, please do not give the invitation or gift at school. If all students in your class are included, then invitations may be given at school.
4. Books, assignments, book orders and other items, including slips that need to be returned to the office by a specific date, are the responsibility of Immanuel Lutheran School students. Please take care of these items as a responsible person. Only in special cases will moms and dads be called to bring forgotten items.
5. Your behavior as a child of God will benefit yourself and others. The Golden Rule of "doing to others what you would like them to do to you" will help you to have friends and a fun day at school.
6. School assignments and homework need to be done in order for you to learn. Because your teachers care about you, they will expect all homework and schoolwork to be done on time. If you are absent, be sure to make arrangements about the makeup work. Our teachers will be happy to help by sharing with you and your parents any makeup pages or homework policies. It is not unusual for parents to drop by and get the basic assignments for absent students.
7. If you feel that you've been treated unfairly, ask your teacher for a private meeting. Be open and honest and explain why and how you feel, politely and respectfully. Your teacher will then explain why he or she did what was done and misunderstandings and errors can then be forgiven, rather than cause problems. Your

teachers also feel great when you share with them something you like.

HEALTH SERVICES – ILLNESS – MEDICATION

Vision and hearing screenings may be offered during the school year. Follow-up letters will be sent to the parents if further professional examinations are recommended.

Immanuel has a first aid room where the school staff treats injuries, minor cuts, and scratches.

ACCORDING TO LAW, the school staff is not allowed to administer medications to children (including Tylenol or other over the counter medications) **without the written authorization of the parent or guardian.** All medication is administered through the school office; please pick up the forms there. All medications must be taken to the office **by the parent** with a form indicating proper instructions for administering.

If your child has a food allergy or special physical need, please be sure to discuss this with your child's teacher and **write it on the registration form.** We want to provide a safe environment for your child.

In order to protect the health of Immanuel's students and to prevent the spread of infectious diseases the following policies will be enforced:



1. If a child is suffering from a fever, cold, or infection (which will require them to stay inside for recess or P.E.); **they need to stay home.** Children, at school, will be considered able to participate in **all** school activities, indoor and outdoor.
2. If a student develops a fever, becomes nauseous, or is seriously injured; **two** attempts will be made to contact the parents. If unable to reach the parents, designated emergency contacts will be called; the child **must be** picked up so they can rest at home.

3. A doctor's excuse stating restriction, cause, and duration is required if a student is unable to participate in a given activity, such as physical education.
4. Make-up work will be required for each day a child is absent. An allowance of two days per sick day is provided before the work is due.

DISCIPLINE POLICY

Immanuel Lutheran School uses positive forms of discipline, using the principles of God's Word. We believe children need praise and encouragement daily. Children experience success through respect, nurturing, self-esteem, high expectations, and accountability. Immanuel believes in strengthening the connection between family, community, and school; supporting parents as first teachers.

Discipline is defined as a process that uses teaching, modeling, and appropriate consequences to change unacceptable behavior to acceptable behavior in order to ensure a safe, orderly and productive learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

It is the purpose of our school to provide a positive, respectful, and safe environment, where all children can learn.

The goals of our program are:

1. To provide a safe and orderly environment for learning
2. To help students cooperate with others
3. To help students learn self-management
4. To help students learn to respect the rights and property of others

To accomplish these goals, the Immanuel Lutheran staff has developed a list of **ABSOLUTES**, which will not be allowed at school under any circumstance; these are:

1. No violence, (physical or verbal), including fighting, hitting, pushing, shoving, tripping, name-calling or any act that could lead to either physical or emotional injury of another student.
2. No weapons or items, which may be used as weapons.

3. Willful destruction of property
4. Refusal to obey, stealing, and cheating
5. Disrespectful to school personnel (talking back – defiance).
6. Possession of tobacco, drugs, or alcohol
7. Touching other students inappropriately

DISCIPLINE POLICY (continued)

Parents will be notified when their child is involved in an incident involving the above **ABSOLUTES**. Depending on the seriousness of the incident, as determined by the principal and teachers, parents may be asked to come to school to talk with their child or to take the child home for the rest of the day.

First Incident – Parents will be notified by telephone or a note will be sent home to be signed and returned to school.

Second Incident – Meeting between parents, administrator and student will be required.

Subsequent incidents will be discussed between parents and administrator to determine future action, which may include out of school suspension, in-school suspension, restriction of recess, etc.

SUSPENSION POLICY

Students may be suspended for three days or more for the following:

1. Possession of drugs, alcohol, tobacco, weapons, or toys resembling them
2. Serious and intentional vandalism
3. Physically and/or verbally attacking teachers, staff, or other students
4. Cursing or directing obscenities at teachers, staff, or other students.
5. Leaving the school grounds without permission
6. Theft of articles belonging to the school, teachers, staff, or other students
7. Excessive classroom disruption and/or violation of fellow students' rights

Suspensions are reported to the Board of Education for review and any further action deemed necessary. **ALL** missed school work must be completed and **only** partial credit will be given. Following any suspension, the student will automatically be placed on Disciplinary Probation. Parents will be notified of the suspension.

FIELD TRIPS

During the year, field trips are conducted to enrich the curriculum. Parents are notified regarding the specifics. Volunteer drivers may be requested to provide transportation. **Volunteer drivers must fill out a driver's agreement and submit a copy of their driver's license and current automobile insurance.** Forms are available in the school office. Only students with a signed permission slip releasing the school from responsibility while off-campus, will be allowed to attend.

If your child is not participating in the field trip, Immanuel Lutheran School will not provide alternative supervision or instruction. Parents are responsible for making arrangements for their child during that time.

OUTDOOR EDUCATION

In September of each year, the fifth-grade students participate in Outdoor Education. This week-long field trip is held at Lutheran Camp Perkins in the Sawtooth Mountains. This learning time includes lessons in Geography, Biology, History, Art, Music, Animal Studies, and Religion. The cost is approximately \$100.

Classes are not held for fifth graders who do not attend.



CHURCH AND SUNDAY SCHOOL ATTENDANCE

Since the religious program at Immanuel Lutheran School is an integral part of the congregational life, we encourage all parents and students to attend worship services and Sunday School, regularly and faithfully. If your family does not have a church home, we invite you to worship with us.

CHAPEL

Weekly chapel worship services are an important part of the Christian growth at Immanuel. Classes, teachers, and pastors lead us in worshipping our Lord each week and are designed to increase our knowledge and commitment to Him. Offerings are taken at each chapel for child-selected projects, such as Idaho Ronald McDonald House, Alaskan Missions, and LAMP (Missionary Aviators). Chapel services are held weekly on Wednesdays, alternating mornings (8:50 AM) and afternoons (12:50 PM) each week. This is a special time and we ask that everyone dress appropriately for entering God's house. Parents are always welcome to attend.

LIBRARY

Immanuel has a centralized and well-stocked library located within the school and classes are assigned weekly library times. Books are available to children from 1st through 5th grades and may be checked out for a period of two weeks. Kindergarten students can check out books starting on January 1st. Parents are asked to remind their children to return books on time. **Students will be required to pay for damaged or lost books.**

Research shows that parental reading to children is one of the factors in a child's educational success. We encourage children to check out books every week and we encourage parents to share the stories with them. We also participate in the Accelerated Reader program. Students gain points for reading books and taking tests on them.

The library sponsors a Book Fair during the school year and proceeds are used to purchase new books or to replace worn books.

MUSIC

All classes participate in music and 5th grades participate in Hand Bells. Students sing regularly for church services and other special occasions; like the Festival of Trees and the Christmas and Easter Programs. Notes will be sent home regarding dates and times.

HOT LUNCH

Immanuel's Hot Lunch program was started by the PTL (Parent-Teacher League). Nutritious lunches are served daily at a nominal charge. Milk may be purchased separately (.50¢) by those who bring a cold lunch. **Student meals are \$2.60 and Adult meals \$4.00.** Each student lunch is provided with one milk; additional milk is .50¢ each. Lunches can be purchased online through our hot lunch program. Your child has been assigned a number.

If your child will arrive late to school, please call the office by 9:00 AM if a hot lunch is needed. All children are required to eat in the cafeteria. No one is allowed to leave campus for lunch **without signing out in the school office.** Arrangements can be made with Immanuel Child Development Center for pre-kindergarten or kindergarten students to eat school lunch or a parent may sit with them.

Free and Reduced Lunch Applications are available in the office and online. If, after reading the requirements, you feel you may qualify, please fill out and return the application to the office.



PARENTS: We urge you to join and participate in the activities of Immanuel's Parent Teacher League (PTL). The function of this organization is to support and promote Immanuel Lutheran School. It serves also to promote effective communication between parents and teachers in regards to the task of Christian education.

DRESS CODE

We know that parents are concerned that their children come to school dressed properly and with good personal hygiene. Clothing that is immodest or disrespectful to Christian principles **will not be allowed**.

Please be aware that today's fashions are often not acceptable school clothing. Any clothing and/or accessories, which cause a distraction, **will not be allowed**. Bare midriffs see-through clothing, spaghetti straps and muscle shirts (with large armholes), skulls or skeleton shirts **are not allowed**. Shorts and skirts may be worn if they are no shorter than mid-thigh. No headwear; such as hats, visors, bandanas, or sunglasses may be worn in the building during school. Shoes are to be worn at all times. Fully enclosed tennis shoes (**no slip-on**) are required on P.E. Days. Students who do not follow the dress code will be asked to call their parents for proper clothing. If a student is not able to reach their parent then clothing will be provided for them.



ALL CHILDREN ARE REQUIRED TO GO OUTSIDE FOR RECESS REGARDLESS OF WHETHER OR NOT THEY HAVE PROPER CLOTHING FOR WEATHER CONDITIONS.

CLOSURES FOR BAD WEATHER

Immanuel will follow the local Twin Falls School District #411. In such cases, the principal will notify local radio stations (KCIR, KEZJ, KLIX, KTFL, Z-103) and television stations (KKVI, KMVT, K38AS) and the REMIND APP, of the decisions that have been made as soon as it has been determined, hopefully by 6:30 AM. If it is necessary to close during the day, you will be contacted at home or work.

SPECIAL EVENTS

During the school year, Immanuel sponsors a number of events such as Family Night, Carnival, Advent Services, Festival of Trees, Easter Program, and/or Talent Show. Individual classes may have parties for the holidays. See the School Calendar and the Monday Notes for dates and times.

DONATIONS

Immanuel is a non-profit school and all donations, above tuition costs, are tax-deductible.

TELEPHONE

The school telephone number is 733-7820. Children may be called to the phone **only in an emergency**. The office **WILL NOT** forward any unnecessary messages to the children. Children are not permitted to use the telephone in the office except in the case of an emergency.

GUESTS

Due to fire safety codes, insurance and liabilities, prior permission must be obtained from the teacher for any classroom guest under the age of 18. All guests and visitors need to check-in at the office.

CLOSED CAMPUS POLICY

For safety and insurance reasons, no student is allowed to leave the campus during the school day **without written permission and/or under the direct supervision of a teacher and/or parents.** Students must be checked out through the school office.

BICYCLES

Bicycles can be dangerous! Parents should instruct their children regarding the “rules of the road.” All bicycles are to be parked in the bike rack and it is advisable to lock them. Bicycles are not to be ridden during the school day. All bicycles must be walked – **not ridden** (on the sidewalk) when entering and leaving the school property. Pupils who disregard bicycle safety will forfeit their bicycle privileges.

LOST AND FOUND

Each year there is a large accumulation of lost and found items. **You can help us reduce this amount by labeling your child’s items and regularly checking for lost items.** The lost and found storage bin is located at the top of the ramp leading to the gym. Unclaimed items will be donated to local charities at the end of each semester.

NUISANCES

Anything that detracts from the learning curriculum such as cell phones, toys, comic books, gum, candy, matches, radios, electronic equipment, should not be brought to school. Such items will be confiscated and returned to a parent in the office. Money should be brought to school only for specific purposes.

SCHOOL PARTIES

School parties will only be allowed after visiting with your child’s teacher. Birthday Parties must be cleared with the teacher, in advance, so as not to interrupt learning in the class. Invitations for parties, held outside of the school,



should be mailed and not brought to the school if the whole class is not invited; this will prevent many hurt feelings. Parties should be limited to special times and events and not be elaborate in nature. “Goodie bags” should be reserved for special occasions and are not appropriate for birthday parties. Please check with your child’s teacher for those times when goodie bags are allowed.

