

# Immanuel Lutheran School

## Student Handbook 2020-2021

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

## Mission Statement:

To lead children to know Jesus

To provide excellence in education

To prepare them for ALL areas of life

# Faculty and Staff:

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# Immanuel Lutheran School Handbook

Immanuel Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod (WELS) school system. This system has over 300 schools and is the fourth largest private school system in the United States and the second largest in Wisconsin. Immanuel began educating children in the Medford area in 1915.

## What does Immanuel's quality education cost?

Costs involve salaries and benefits for faculty and staff members, building and maintenance, together with the cost of instructional equipment and materials. Together these costs to educate each child total about \$5,400.00 per year. However, no family is required to pay the full cost to educate their child. Please see separate sheet for tuition rates.

## Who pays the bills for the school?

The congregation members pay more than 80% of the total operating cost of the school through their offerings to church. This is the way it is done because we are members of a spiritual family, and our future rests on present day children who are taught the Scriptures and how to live their lives by Scriptural principles.

## Is it worth the price?

Our congregation firmly believes that it is! Hearts, not just heads, are trained at Immanuel. Children are trained not only for this short life, the temporal, but also for the life beyond this world, the eternal. We have learned from experience that such an education does not cost but rather pays!

## The Purpose of the School

Immanuel Lutheran School is not a traditional private school but rather an institution of Christian learning supported by the members of Immanuel Lutheran Congregation. Immanuel Lutheran School is how Immanuel Lutheran Church seeks to meet its obligation to teach and train its children in accordance with the Savior's command, "Therefore go and make disciples of all nations, teaching them to obey everything I have commanded you." (Matthew 28:19-20) and "Feed my lambs" (John 21:15)

Our school is a place where children can work in the presence of God and the influence of His Word every hour of their school life. By this influence and with the guidance of the Holy Spirit the children learn to live a life that is God-pleasing and governed by the Word of God. All subjects are taught in the light of God's Word so the children can learn to know their Creator, their Savior from sin, and their Sanctifier; as well as the kind of life they are expected to live under the power and influence of God. As a result, children are prepared not only for this life and this world, but especially for the life and the world to come, as God himself has prepared it for them.

Immanuel Lutheran School exists and is supported by Immanuel Lutheran Church to give children “the one thing needful” which is knowledge of who God is, the fact that all people are sinful and that Jesus died for the sins of the world and whoever believes in Jesus as his or her Savior will be saved. The success of Immanuel Lutheran School depends on the single-minded focus of the students, parents, and faculty on this “one thing needful”.

## **The Purpose of This Handbook**

The Apostle Paul says in God’s Word, “Everything should be done in a fitting and orderly way.” It is our fervent hope that this handbook will help us carry out our purpose in a fitting and orderly way.

## **Nondiscriminatory Policy**

Immanuel Lutheran School admits students of any race, color, national origin, or ethnic origin to all the rights, privileges, programs, and activities normally and generally accorded or made available to the students of Immanuel Lutheran School. Immanuel Lutheran School (ILS) does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, athletic and other school programs. This policy is carried out in principle and practice at ILS.

## **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). We believe that God intends sexual intimacy to occur only between a man and woman who are married to each other (1 Corinthians 6:18, 7:2-5, Hebrews 13:4). We believe that any form of sexual immorality revealed in Scripture is sinful and offensive to God (Matthew 15:18-20, 1 Corinthians 6:9-10).

## **Registered Offender Procedure**

Any registered offender is expected to self-disclose his or her status as a registered offender (including his/her level designation) to the principal prior to attending any Immanuel Lutheran Church services or Immanuel Lutheran School activities. Whether through disclosure or discovery, as soon as the registered status of an offender is realized the protocols of this policy will be expected to be honored or the offender may not attend any Immanuel Lutheran Church services or Immanuel Lutheran School activities.

At such time as an individual ceases to be a registered offender, a copy of the “Certificate and Order of Discharge” or a similar equivalent court document must be submitted to the principal to be included in the offender’s file. At that time an evaluation will be conducted to determine if and what continuing restrictions will remain in place.

## Statement of the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

## Social Media Policy

The use of social media, such as Facebook, Twitter, Instagram, Snap Chat, Tic Toc, etc. by students on Immanuel's campus during school hours is strictly prohibited. Outside of school hours ILS students' use of social media is to be appropriate, respectful, and Christian in nature. Should a student post derogatory comments about ILS, its activities, or its faculty/staff; school disciplinary action will be taken. Should a student post derogatory comments about another ILS student, parents will be directed to discuss the situation with their child and the victim's family. In addition, school disciplinary action may be taken.

## Home and School Cooperation

The Lord, through his Word has bound the home and school together as one unit with one purpose when he stated. "These commandments I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down, and when you get up." (Deuteronomy 6:6-8)

Parents dare not and cannot give up on this God-given responsibility merely by "sending their children to our school". The teacher's part is to give students additional training so that the work of making children wise unto salvation might continue uninterrupted and unencumbered for every child in our congregation!

Parents and teachers must join hands and work together for the common good of our children, that nothing on earth might rob them of the crown of glory laid up for them in heaven. In order to bring about this cooperation, parents and teachers need to have common objectives. We also need to make sure that our methods of training our children are found in God's infallible Word. Jesus said, "Whoever serves me must follow me". (John 12:26)

## How Parents Can Help Their Children

- ❖ Make sure your child attends school regularly and on time.
- ❖ Give your child well-balanced meals and get enough sleep.
- ❖ Expose your child to wholesome experiences through your family life at home.
- ❖ Teach your child to know the meaning of the fourth commandment so they understand how to show respect to their teachers and everyone else. Consideration and courtesy for others is contagious. Show them how it's done.

- ❖ Have your child bring two pairs of footwear to school when there is snow on the ground for their own sake and the sake of the school floors. Shoes are to be worn inside school at all times and boots are to be worn outside when there is snow on the ground. Please no cleats or wheels on shoes.
- ❖ If a question comes up about school, please consult with the teacher first.
- ❖ Set aside mandatory study time each evening of the school week, away from distractions and disturbances such as a TV set.
- ❖ Lead your child to experience first-hand the meaning of the Christian life through regular church attendance, through the use of table and bed-time prayers, through family devotions, and your example of a devout Christian life.
- ❖ If you have a complaint about ILS, settle it the Lord's way by discussing the problem personally with the teacher or principal. The Lord wants us to deal with one another as brothers and sisters in Christ. Speaking critically of ILS in your child's presence will lead your child to have a lack of respect for his or her teachers.

## Discipline Policies

The marks of a smoothly-operating and effective school are well-managed classrooms and effective discipline. Without God-pleasing order, no school can flourish. With this in mind, the faculty develops and practices certain school-wide procedures, and each teacher develops a set of classroom procedures and rules. To keep students on task and to gently remind students who forget the rules, teachers will use a variety of simple management techniques. The goal is always to maintain an environment where teachers are able to teach and students are able to learn.

When a student sins, an effective teacher will clearly recognize such occurrences and apply proper discipline. Discipline can be taken literally to mean "the making of disciples". Whenever Christian discipline is applied, the teacher's goal is to bring the child back into a proper relationship with the Savior – to "remake" a disciple. In disciplining, therefore, both law and gospel must be applied. The law is used to point out the sin and to prompt repentance, and the gospel is used to give the assurance of the forgiveness of sins and to provide the motivation for a life dedicated to Christ.

Immanuel's faculty and staff will by God's grace:

1. Use law and gospel as prescribed in the Bible as they discipline children in the process of nurturing them to be faithful disciples of Jesus.
2. Recognize that each student is an individual and will strive to adapt their discipline to meet the needs of each child.
3. Hold themselves accountable to parents and the Immanuel's School Board for implementing the discipline policies in a God-pleasing manner.
4. Hold the parents accountable for assuming their responsibilities in the discipline of their children.

5. Work cooperatively with parents in the disciplining of their children.

6. Permeate all discipline with Christian love.

Teachers make every effort to treat all children fairly in accordance with God's Word. On the other hand, students must understand that they owe implicit obedience to their teachers under the Fourth Commandment. Students are expected to show this respect to all members of the staff. By enrolling their children in school, parents automatically extend their authority to the teacher.

Students of Immanuel Lutheran School are expected to conduct themselves as Christian young people at all times, whether they are in school, on the playground, attending athletic events, or participating in field trips. It is of great importance that both the home and the school work together in teaching Christian principles, morals, and values. Parental support for the disciplinary actions of the teacher and principal is vital.

## **General Conduct Guidelines:**

- We strive to show our love for Jesus in all we think, say, and do.
- In respect to classes that may be in session, while passing through the halls, there is no running or loud talking so as to not distract classes.
- Personal electronic devices are not to be used during the school day except for special circumstances. Please see electronics policy section of this handbook for more details.
- Students should consult a teacher if problems develop with other student
- Hallways are to remain clear and clean throughout the school day.
- Personal belongings should be taken home each evening and not left in the hallway or out in the open. The one exception would be snow clothes.

## **Conduct Guidelines for Other Areas:**

### **Hallways & Bathrooms**

- Hallways and bathrooms should be orderly at all times. Playing or "rough-housing" is not permitted. Children should only use the equipment in the bathroom for their intended purposes.

### **Lockers/Storage Areas**

- Teachers have the right to inspect student lockers or storage areas at any time.
- Students are not allowed to be in any other student's locker or storage area.

- Students should store as many of their personal belongings in lockers/storage areas when appropriate to keep the classroom safe and clean.

### **Playground**

- All playing will be done in the designated play area. Teachers will outline this area with their students, and the students are expected to remain in that area.
- All equipment in the playground must be used appropriately and safely.
- Students are not allowed to throw snow during the winter months. Snowballs may contain items that could pose a threat to those struck by them.
- All students should line up when their teacher calls for them in the manner the teacher has established for re-entry into the school.

### **Lunchroom**

- Students are expected to be well-behaved while eating lunch. They should not be a distraction to themselves or others.
- Students are expected to eat their lunch within a reasonable amount of time.
- Students need to remain in their seats whenever possible.
- Students should understand that they should not attempt to eat dessert if they were unable to finish a reasonable portion of their lunches.
- Throwing food or causing any other mess intentionally is strictly prohibited and will lead to disciplinary actions.
- Soda and other sugary or caffeinated drinks are not allowed during lunch, nor are they allowed during the school day except when explicitly allowed for special school events.

## **Referrals**

A teacher may refer inappropriate behavior to the principal (a referral). A teacher may write a referral on a student for any inappropriate behavior in the classroom or on the playground, whether it is for disrupting the learning atmosphere of the classroom or if the student displays behavior that violates the rights of other students in the class. The referral system allows the teacher to document inappropriate behavior by placing the referral(s) in the student's permanent record file. A copy of each referral will also be sent to the parents to be signed and returned the following school day. Multiple referrals may lead to a suspension and eventually expulsion. Causes for suspension and/or expulsion are listed below. The first referral will result in a 20-minute detention; the parents or guardians will be notified. The second referral will result in a final warning by the principal about an immediate suspension and a 30-minute detention; there will be a parent-teacher conference with

the principal present. The third and all subsequent referrals will result in an immediate suspension, and the parents or guardians will be required to meet with the principal and/or the Immanuel Lutheran School Board.

## Suspensions

A suspension (whether immediate or after 3 referrals) is the removal of the student from the classroom for a period of one to five days for disciplinary reasons. All suspensions will be determined and implemented by the principal and/or the Immanuel Lutheran School Board.

### Causes for Immediate Suspension

- Purposefully causing harm to another student or individual
- Profanity or threatening language • Fighting (e.g. physical altercations)
- Stealing
- Any willful damage to church or school property
- Misuse of technology that violates the acceptable use policy
- Possession or sale or use of alcohol, tobacco, or illegal drugs
- Possession of pornographic materials
- Any act of defiance or disobedience either in language or in action against school personnel, or refusal to comply with reasonable requests, orders, or directions of school personnel.

After the first immediate suspension there will be a meeting with the parents, principal, and/or Immanuel Lutheran School Board. After the second and all subsequent immediate suspensions, the parents will meet with the Immanuel Lutheran School Board to determine the child's status at Immanuel Lutheran School.

Suspensions are implemented by the principal of Immanuel Lutheran School and are reviewed by Immanuel Lutheran School Board.

## Expulsions

An expulsion is the removal of the student from the school for the remainder of the school year. Expulsions are normally implemented by Immanuel Lutheran School Board. However, under certain circumstances, the principal may expel students immediately. All expulsions by the principal will be reviewed by Immanuel Lutheran School Board. If the parents would like to re-enroll the child for following school years, Immanuel Lutheran School Board will review the request.

## **Causes for Immediate Expulsion**

- Possession, use, or threat to use a weapon of any type
- Possession, sale, or use of narcotics, or other drugs or hallucinogens
- Any assault or battery on school personnel
- Sexual misconduct
- Harmful or dangerous use of the internet that violates the acceptable use policy

## **Homework Policy**

Your child should be able to complete most or his or her assignments during the study periods he or she has in school. If your child seems to be bringing home excessive amounts of homework or seldom has any homework, you are encouraged to discuss the matter with his or her teacher. The school seeks cooperation regarding homework, primarily to the extent that a routine time and a quiet place are established for the child's studying. Parents need to show an interest in the child's schoolwork but should encourage independent work. Teachers expect to see the child's own work. Let the child experience the satisfaction of having achieved something on his or her own even if the work is not 100% correct. Children learn from their mistakes just as we do, and the teachers can more easily see where more help and explanation is needed when the individual student completes the work.

In the area of memory work, parents can be of much help particularly with younger children. We expect the children to be able to recite Bible passages, hymns, and parts of the Catechism accurately. We encourage you to listen to your child recite his or her memory work and to work with them until they are able to say it fluently without help.

ILS teachers will do their best to consider the overall welfare of the children when assigning work. We desire that the children be challenged mentally but we also recognize their need for recreation, free time, and family time.

## **Electronics Policy**

No gaming devices, iPads, cell phones, or other personal electronic devices are allowed to be used by students during school hours. These devices are expensive and can be lost or stolen. These items also distract students' attention from the primary reason for attendance at school. If these items are brought to school, they are to be turned off and turned into the faculty at the beginning of the school day and will be returned at the end of the school. With teacher permission, some devices may be used for educational purposes. If abused, the item will be confiscated by the teacher. Multiple offenses may result in the student not being allowed to bring the device to school.

Parents can reach their child's classroom and teacher by dialing (715) 748-2921. Students who need to contact parents can do so after asking permission for phone usage.

## **Immanuel Lutheran School Association (ILSA)**

ILSA meets four times a year, and notices are published for all parents regarding meeting dates and times in the weekly newsletter (in addition to being printed on the church and school calendars). All parents of children attending ILS are automatically members of the ILSA and are urged to participate in the work of this organization, which promotes the welfare of the school. The fundraisers help to support the school and send children on class trips or make assemblies possible. Without the parents' help these things could not happen.

### **Hot Lunch**

Hot lunch and milk is provided every day during the school year for a nominal fee. The hot lunch menu for the month is sent home with students weeks in advance before the month of those meals start. Purchasing and payment of those meals and/or milk needs to be completed the week before the month starts. Students with a \$0.00 or negative lunch balance will not be able to purchase lunch or milk until there is money in or their account. For more information on setting up a lunch and milk account and options for putting money in the account please see the separate sheet for milk and hot lunch.

Students not purchasing hot lunch will need to bring a sack lunch from home. Students bringing a sack lunch from home may still purchase milk. It is the responsibility of the parents and the student to make sure that the food brought from home is kept and stored in a safe manner. Special care should be given for foods that are temperature sensitive. Lunches brought from home may be stored in the school refrigerator.

### **Report Cards**

Mid-term report cards are issued approximately four weeks after the start of each quarter. Quarterly reports are issued four times a year. Parent/teacher consultation is held at the end of the first quarter and middle of the third quarter, at which time the report cards are issued personally to parents.

### **Church Attendance**

Statistical evidence has proven that if a child does not attend church regularly before confirmation- it's almost certain that he or she will not attend regularly after confirmation! Unfortunately, all good intentions and wishful thinking are not going to change that fact.

Children are scheduled to sing in church at various times throughout the school year. Students at ILS are expected to sing with their class when they are scheduled to sing. This is an opportunity to put faith in action through song. Parents are notified of singing dates and times via the school newsletter and calendar. In the event that a child is unable to attend a scheduled singing engagement, parents are to notify their classroom teacher.

## **Tardiness**

All students are expected to be at school by 8:10 am and in the classroom by 8:15am. If they are not in the classroom by 8:15am they will be marked tardy for that day. If a student arrives after 8:15am they should report to the office so that they will be removed from the absentee list. They should then report to the classroom.

Tardiness will be handled on a quarterly basis. The start of each quarter means each student will have a blank slate in tardies.

After two unexcused tardies, parents will be notified to rectify the situation. Upon reaching the third tardy, the student will serve an after school detention. If tardiness continues after three detentions the School Board will be contacted to handle the situation. Pupils will not be marked tardy if teachers are notified beforehand about dentist, doctor, and other appointments.

## **Absences**

It is expected that all students will attend school on a regular basis. Absenteeism puts both the child and teacher behind in their work. Children often become discouraged when they have a lot of make-up work to do (in addition to regular daily work), and this also places an extra burden on the teacher. We realize that there are acceptable excuses, such as sickness, a death in the family, etc. However parents are asked to make certain that when their children are absent from school there is a legitimate excuse.

When children are absent or tardy for school, the parents are asked to notify the child's teacher about the reason for the absence or late arrival before the start of the school day, simply by telephoning the school and leaving a message with the secretary or on the answering machine. This gives the teacher time to prepare make-up work in advance. If we do not receive a call notifying us of the absence or late arrival, we will call your home or place of employment. This is done for the safety and welfare of our children.

Please call the school before 8:15 am on the day of the child's absence or late arrival. When children are absent because of a contagious disease, a doctor's statement is not necessary but a written excuse from home, signed by the parent with an explanation of the absence will be required.

Additionally, if the child is to remain indoors for recess or noon periods (because of ill health, for example), a written parental permission note must be given to the child's teacher on that day.

## **Truancy Policy**

In accordance with state law, all students between 6 and 18 years of age and students enrolled in a five-year old kindergarten program must attend school full-time until the end of the semester in which the child becomes (18) years of age, unless they have a legal excuse, fall under a state statute, or have graduated from high school.

It is the responsibility of any person having under his/her control such a student to ensure regular attendance during the full period and hours that school is in session until the end of the semester of the school year in which the student becomes 18 years of age. Adult students over the age of 18, open enrollment and/or other transfer or tuition students are expected to be in regular attendance.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant). When students are absent from school, their activities are the responsibility of the parent/guardian. Ordinances and/or legislation developed at the municipal, county, or state level shall be adhered to as they affect school attendance.

### **Excused Absences**

The responsibility for regular school attendance of a child rests upon the child's parents/guardians

In order for a student to be excused the parent/guardian must provide written verification which is submitted to the child's teacher or principal in advance of the absence, or prior to re-admittance to school.

The school's principal or other designee is authorized to approve a legal excuse for a student if that student is not in proper physical or mental condition to attend school or an educational program, requires medical or dental treatment which cannot be scheduled outside of the school day, or is under a quarantine imposed by a public health officer. The parent/guardian must submit a written statement from a physician or licensed practitioner as proof of the physical or mental condition or treatment of the student. This written excuse shall state the period of time (not to exceed 30 days) for which it is valid.

A child may be excused by his/her parent/guardian in writing prior to the child's absence, for no more than 10 days in a school year.

### **Truant Absences**

Truancy means any absence of part or all of one or more days from school during which the school principal or teacher has not be notified by the parent or guardian of the legal cause of such absence of the student. This also means intermittent attendance carried on for the purpose of defeating the intent of state attendance statutes (118.15).

Students who are absent without an acceptable reason shall be considered truant.

The school principal or designee shall notify the parent or guardian of a student who has been truant of the student's truancy and direct the parent or guardian to return the student to school not later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of a truant absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept. Notice by personal contact or telephone call shall be attempted before notice by mail is given.

## Habitual Truant Situations

Habitual truant means a student who is absent from school without an acceptable excuse, based on the district attendance policies, for part or all of 5 or more days on which school is held during a school semester. The parent/guardian of a student who is a habitual truant shall be notified by certified or registered mail when the student initially becomes a habitual truant. The notice shall include the following:

- 1) A statement of the parent's/guardian's responsibilities under state law to cause the child to attend school regularly.
- 2) A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for students at-risk.
- 3) A request that the parent/guardian meet with appropriate personnel to discuss the child's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. The date for the meeting may be extended for an additional five school days, with the consent of the student's parent/guardian.
- 4) A statement of the penalties under state law and county ordinance that may be imposed on the parent/guardian if he/she fails to cause the student to attend school regularly as required by state law.

A referral may be brought against a student for habitual truancy or against his/her parent/guardian for failure to cause the student to attend school regularly. The school principal shall provide evidence that appropriate school personnel have, within the school year during which truancy occurred, attempted all of the following:

- 1) Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This does not apply if the required parent/guardian meeting is not held within 10 school days after the date the habitual truancy letter was sent.
- 2) Provided to the student an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the student's truancy, and have considered curriculum modifications possible within the current school program.
- 3) Evaluated the student to determine whether learning/emotional problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.

4) Conducting an evaluation to determine whether social problems might be the cause of the student's truancy and if so, taken appropriate action to made appropriate referrals to community agencies. Items (2), (3), and (4) above do not apply if the school principal provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

All of the above will be documented by the school principal and the child's counselor and made available for the court.

The district's truancy plan shall be followed when dealing with habitual truants. This plan shall be review and, if necessary, revised every two years consistent with state law requirements.

## School Hours

Students should not arrive at school before 7:45 am. Any students arriving at school before 7:45 am will need to go to Immanuel Little Lamb Academy. At the end of the day students are asked to leave school promptly at dismissal time. This includes early dismissal days and sporting events. We greatly appreciate the cooperation of all our parents and children in this matter.

Normal school hours are:

Grades K-8      Monday through Friday 8:15am-3:15pm

PreK-3            Tuesday, Wednesday, Thursday 8:15am-11:00am

PreK-4            Monday through Thursday 8:15am-11:30am

Immanuel Lutheran School is securely locked at all doors from 8:15am until 3:10pm Access may be gained by pressing the doorbell labeled "ILS" or "LLAM" alerting teachers or staff to a visitor. A sign in/out booklet is located near the entrance to record those who visitor during school hours.

## Tuition and Fee Payments

All religious book fees are to be paid in full at the time of registration.

**A minimum payment of 10% of total tuition is due at the time of registration.** Any remaining tuition balance is due in nine monthly installments. A 5% discount applies if tuition is paid in full before the first day of school.

Any parent or guardian with a K-8 student who is registered at Immanuel is eligible to apply for tuition assistance. Families must demonstrate need for assistance and submit a written request for assistance. Families must also commit to paying a minimum of \$550.00 in tuition for their child(ren).

## **Textbook Care**

School textbooks have become extremely expensive over the last few years and it is imperative that all school books be treated with the utmost respect and care. Textbooks must be covered and remain covered. If the textbook shows more than normal wear at the close of the school year, replacement costs will be assessed.

## **Curriculum**

The curriculum is under constant revision and improvement. It places religion in the foreground as the most important subject of all, not only as a separate subject, but also as the influence upon all the other subjects taught in our school. A well-balance course of study in all subjects is taught in the light of God's Word.

## **Discover America**

The Discover America program is designed to enhance the educational experiences of ILS students by creating opportunities for experiential learning and by opening students' eyes to the vast, wonderful, human and physical diversity of God's creation. Discover America activities will be designated to meet specific curricula objectives and will relate directly to material covered in the classroom. The trip will be tied in with the Social Studies, Science, Math, and Language Arts curricula covered during the year. Some more specific student goals this program helps us to meet are: fostering their independence, expanding their world view, and growing in their trust for our Savior.

### **Program Guidelines**

The Discover America program is for scholars in grades 6-8. Siblings in younger classes are not allowed to accompany older siblings. Scholars will be supervised by adults who have the utmost love and care for your child. All necessary steps to encourage, build up, teach, forgive, and support your child will take place. If students are homesick, hurt, or ill, appropriate care will be given as if the child were their own. Phone calls will be made home if and when necessary. Give a positive and encouraging farewell. Pray for your scholar. Visit our Facebook page and leave positive comments. Remind them of how proud you are of them and their independence when they call home.

## **Confirmation Instruction**

The pastors and teachers hold instruction classes for grades 5-8 in preparation for confirmation. These classes are held during normal school hours. Memory work is expected.

## Mission Offerings

Our mission program attempts to impress upon our children the fact that they are missionaries who carry on the Lord's work at home and everywhere else on earth. Free-will mission offerings are gathered during weekly chapel services.

## Busing

The Medford Public School District provides busing for ILS students that live within the district. Parents may obtain details regarding pick up and drop off times by calling Krug's busing service at 748-3194. Please note: Bused children are taken to the Middle School in the morning. They must take the provided shuttle bus from the Middle School to Immanuel and may not walk over. Please read the busing rules and discuss them with your children. Remember that riding the bus is privilege. Children can use their bus ride as an opportunity to put faith into action.

## Student Dress Code

Pre-K3 and Pre-K4 students

Students in these two grades are required to have a full change of clothes in a Ziploc bag and an extra pair of shoes to be kept at school to use as needed.

All students are expected to practice good grooming and hygiene habits as well as wearing neat and clean clothes appropriate for school apparel. It is within the sphere of the parents' responsibility to see that careful grooming, physical cleanliness, appropriate clothing, and the use of deodorant are all a part of their children's preparation for school. This is of great benefit to all the children and to the school.

We ask parents and students to keep the following guidelines in mind in regard to your child's clothing:

- Dress appropriately for the weather. Students are strongly encouraged to bring and wear proper winter apparel to cover ears and/or head and hands when appropriate. This also includes snow pants, winter boots, and a winter coat. It is under the teachers' discretion to not allow a student to go out for recess without the proper attire.
- Dress with Christian modesty.
- Sloppy, sagging, oversized, tattered, or frayed clothing is not allowed.
- Skirts, shorts, and shirts should be of a proper length to accommodate walking, sitting at a desk comfortably, and bending, and kneeling.
- Any type of clothing that portrays an unchristian attitude with blasphemous or suggestive language or logos or double meanings is not allowed.
- Shirts now come with a variety of "statements" and advertisements. No shirts are allowed that advertise any form of drugs, alcohol, tobacco, bars, music groups, inappropriate media (movies, tv shows, video games, etc.) Shirts that contain derogatory statements in general, or toward specific topics or groups (including school) will also not be allowed.

- Hats, caps, or hoods are not to be worn in the classroom.
- Students wearing sandals to school need to have proper footwear (i.e. tennis shoes) for outside recess and physical education activities.
- **Dress Codes that are specifically for grades 5-8:**
  - Shoulders will be covered and necklines will be above the collarbone. (no tank tops)
  - Any clothing displaying pictures or slogans of musical groups is not allowed.
  - Pajama pants, exercise shorts, bicycle shorts or cutoff shorts are not allowed.
  - Students are not allowed to wear skintight clothes or bare midriff styles.
  - If a student's clothes are determined to be in violation of the dress code described in the preceding paragraphs his or her parents will be contacted and he or she will need to change immediately. The school will supply a t-shirt or other appropriate clothing if the student doesn't have any appropriate clothing that he or she can change into. If a student develops a pattern of not following the dress code further disciplinary actions will be initiated.

## **School Property and Grounds**

ILS will provide the games and equipment needed for recess, playtime, and physical education. No toys or other equipment (skateboards, rollerblades, electronic games, radios, etc.) should be brought from home unless the teacher approves them. No school equipment may be used after school hours. All students must respect church and school property. Anyone found defacing or damaging church/school property would be required to make full restitution for all damage done and could be immediately suspended.

## **Safety Procedures**

**School doors are locked during the school day.**

Please enter at the glass doors between the school and church on the south side of the church. Press the button in order to be granted access to the building. Visitors during the day are asked to sign in and out at the desk at that entrance.

## **Fire Drills and Other Emergency Preparations**

Practice fire, tornado drills, and lock down procedures are conducted throughout the school year. Children are instructed in proper behavior for an emergency so that, in case of fire, the building can be evacuated in a rapid, safe manner. In the event of a tornado or severe storm warning, the children will be taken to a place of maximum safety. The teachers will also work with students in preparation for other emergency situations that may arise keeping in mind the age of students in their care.

## Physical Education

The purpose of the physical education program is to increase and maintain physical and mental fitness for the children. All pupils at ILS are expected to participate, unless they are ill or have a written excuse from a doctor.

## Athletic Program

The athletic program consists of organized basketball, volleyball, soccer, softball, and track for grades 3-8. Competition is offered with other schools in the area as well as a Lutheran School Conference consisting of ILS, St. Peter-Schofield, Our Savior-Wausau, St. Paul-Wisconsin Rapids, and Trinity-Marshfield, and Zion-Rhineland. Emphasis is placed on learning skills of the sport and working as a team rather than on winning.

WIAA physicals are required every other year (grades 7-8) for students who participate in the athletic program. All students in grades 7-8 need a physical card on file. Grades 1-8 also participate in the Presidential Physical Fitness program.

An academic standard for participation is expected. A cumulative grade point average of a C (2.0 on a four point scale) must be maintained to participate in the above extra-curricular activities. Students falling below a C average will not be allowed to participate until the C average is achieved. In addition, a student who receives any average grade below a D (D-, F, or Incomplete) will not be eligible.

Eligibility may be reviewed at any time during the school year for students who are at risk due to academic or disciplinary reasons. Eligibility will depend on two factors:

1. Grades must meet the above standards according to the latest grade report. For example, the teachers will issue a grade report on Mondays. Those will be the student's "official grades" for that week. If a student is eligible, he cannot lose eligibility due to grades until next week's grade report. If a student is ineligible, he cannot practice or play in a game until the next grade report that shows him or her to be eligible.
2. Homework assignments (not including "do overs") must be complete EACH Day.

A student who is ineligible for more than two weeks in a season will be removed from the team for the remainder of the season.

## Band

ILS has implemented a band program in conjunction with Northland Lutheran High School (NLHS). Mrs. Jennifer Heisinger travels to ILS and instructs any students wanting to learn how to play a band instrument in grades 5-8 through individual lessons. They prepare several pieces as a group throughout the year to perform publicly during various times of the school year. Handbells and choir are also offered to students who do not participate in band. All students in grades 4-8 are expected to participate in some part of the music curriculum.

## Immanuel's Health Program

### Sick Policy

Children may not attend school if they have the following symptoms: fever, vomiting, diarrhea, excessive and productive cough, signs of lice or pink eye, rash, lesions, or sore throat.

Children who develop these symptoms while in school will be removed from the classroom while the parents are notified, and the child can be picked up. Students who have experienced fever, vomiting, diarrhea, pink eye, seasonal flu, or other contagious disease should be symptom free without the use of Tylenol or Motrin for 24 hours prior to returning to school.

Parents must notify the child's teacher if their child has been diagnosed with a contagious disease.

Parents of the affected student's classmates will be notified by email and by form letter that states: "A case of \_\_\_\_\_ has been reported in your child's classroom." The form letter will explain the symptoms, method of spreading, ways to prevent spreading, when to call the doctor, and when the child may return to school. Illnesses that require notification to parents include, but are not limited to: pink eye, mono, lice, strep throat, chicken pox, seasonal or H1N1 Flu or Coronavirus (Covid-19), if the child has had a positive lab test for H1N1 flu or Coronavirus.

If a child becomes ill at school and is unable to complete the day, the parents will be contacted to make arrangements for transportation home. If parents cannot be contacted, the designated emergency contact person on the Emergency Contact Card will be called.

### Medication

Medication may be administered at school by the classroom teacher under very strict conditions.

#### A. Administering Medication at School

Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medication during the regular school day. In those situations, the following procedures will be followed.

Students who need medication, including over the counter medication during the school day must have a "written order of a licensed physician or written authorization of a parent/guardian." In the case of over the counter medication the verbal consent of a parent/guardian will be accepted. Medication must be brought to school in a container labeled by the pharmacy or physician or container purchased at the store.

#### B. Prescription Medication

Prescription medications must be provided in an original pharmacy container with a current label. Prescription medications brought to school in any other container will not be

administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian.

### C. Unused Medication

When use of a medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medication will be disposed of by the school at the end of the school year.

## **First Aid**

Teachers or other responsible adults will perform basic first aid when necessary. Any serious injuries will be reported to the parent as soon as possible after the child has received treatment.

## **Lice Policy**

Children in a school setting will occasionally contract head lice. This is not an indication of poor hygiene or an unclean environment. Head lice are spread easily from one child to the next by direct head to head contact or by sharing combs, brushes or other personal items. Children infested with head lice develop itching on the scalp. ILS staff and/or local health professionals will screen students who are suspected of having lice. If lice and/or nits (eggs) are found on a student, he/she will be sent home to parents for treatment.

- Information on treatment for head lice may be obtained from local health agencies or a family physician.
- All head lice and nits (eggs) must be removed from the head before a student returns to the classroom, regardless of the treatment used to kill live lice.
- Staff from the school or a trained volunteer must check infested students before they return to the classroom.
- If nits are still found to be present in the student's hair upon inspection, the child should return home until he/she is completely nit free.

## **Immunization Policy**

All children are required by law to be up to date on all immunizations before starting the school year. Parents need to have the immunizations done before the beginning of the school year or sign the form why this law wasn't fulfilled. We are required by the state to send in the names of any students that do not comply with this law. There are possible fines for non-compliance.

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