



**Immanuel Lutheran**  
Church School Child Care

# STUDENT & PARENT HANDBOOK

**2021-2022 School Year**

## **Immanuel Lutheran School**

13445 Hampton Road  
Brookfield, Wisconsin 53005  
262-781-7140

[www.ImmanuelBrookfield.org](http://www.ImmanuelBrookfield.org)

*Sycamore:*

<https://app.sycamoreeducation.com/index.php>

*Sycamore ID 2565*

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This attempt to bring Immanuel Lutheran School to you on paper can only serve as an introduction. Nothing can replace spending some time in school with us. You will feel the nurturing atmosphere. You can observe our efforts to enhance the educational growth of each precious child of God. We invite you to observe your child's class at work, visit other classrooms to get an understanding of your child's future here at Immanuel, and contribute to our success through participation in the many volunteer opportunities. Your presence will impact your child in ways the school alone can never achieve! We value your presence.

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## Welcome!

Immanuel Lutheran School provides an education for children in a warm Christian atmosphere by caring, committed Christian teachers. Immanuel is part of the largest Protestant Christian school system in the U.S. – The Lutheran Church-Missouri Synod- with over 2,500 schools at the preschool, elementary, secondary, and collegiate level. For over 100 years our Lutheran schools have helped children prepare for life in this world while growing in their understanding and faith in Jesus as their Savior from sin. God gives to us all the gift of forgiveness through the life, death, and resurrection of His Son, Jesus Christ. God shows this to us in the Holy Bible; this is the source of our understanding of the relationship between God and man.

Immanuel Lutheran School offers the opportunity for children to receive instruction and training in five specific areas of development: 1) Spiritual 2) Academic 3) Physical 4) Social 5) Emotional

God has created each child as a unique person. Our curriculum is not simply academic teaching but is also an effort to nurture Christian relationships, both with God and with each other. Our prayer is that students leaving Immanuel have grown close to the Lord, with a connection to Him strong enough to withstand the world's challenges.

Immanuel Lutheran School operates as an educational mission of Immanuel Lutheran Church and is governed by the policies of Immanuel Lutheran Church.

Immanuel Lutheran School is accredited through National Lutheran Schools Accreditation (NLSA) in accordance with requirements established by the State of Wisconsin and the Parental School Choice Program (PSCP).

### **PURPOSE**

**The purpose of Immanuel Lutheran School is to glorify God by transforming children into Christ following servants.**

### **PHILOSOPHY**

As an important ministry arm of Immanuel Lutheran Church, our school helps fulfill the congregation's functions of education, worship, evangelism, fellowship, and service. To this end, our teachers will instruct the children in the light of God's Word, and aid in their growth and development spiritually, behaviorally, and academically:

#### Spiritually:

At Immanuel, each child is seen as a unique creation of God created for the purpose of bringing Him glory. By the power of the Holy Spirit, the children will come to know God in Christ through His Word and Sacraments. As their faith is nurtured in God's Word, they will come to understand the demands of God's law, and be comforted by the saving Gospel of Jesus. Surrounded by teachers who rejoice in their salvation through prayer, worship, and praise, the students and families will be encouraged to do the same.

#### Behaviorally:

Living as part of the body of Christ, the students and teachers will know that they are redeemed sinners and beloved children of God. They will demonstrate a better understanding of others and their needs as they witness to one another by their

examples and actions. They will respond to others with love and forgiveness, inside and outside of the Immanuel school community. Teachers will encourage Christian compassion and love for all people, and will strive to maintain a classroom atmosphere of love and joy. God's Word will serve as the standard for everyday living, and by His grace we will be empowered as a school community to speak and act against evil and injustice, and to be responsible citizens of God's world.

Academically:

The children of Immanuel will be provided a daily comprehensive program of quality education in all subjects that will prepare them for service to God and people throughout their lives. With the help and guidance of teachers who are academically prepared to teach from a Christian viewpoint, they will develop their God-given talents and skills for further schooling, for use in their adult lives, and for living responsible lives in service to Jesus and others. As each student's uniqueness is recognized, they will be encouraged to achieve their full potential in all subject areas and extra-curricular activities.

**STATEMENT OF NON-PROFIT STATUS**

All contributions to the Immanuel Lutheran Church, School and Child Care are tax-deductible. Immanuel is a 501c(3) non-profit under the Lutheran Church, Missouri Synod, with articles of incorporation and a federal tax identification number.

**Eligible Educational Expenses Policy**

This policy is written for the purpose of establishing the eligible educational expenses policy of Immanuel Lutheran School as required under Wisconsin statutes 118.60(7)(am) and 119.23(7)(am) and Wisconsin administrative code PI 35.10 and PI 48.10 for private schools participating in Wisconsin's private school choice programs.

The eligible education programming expenses of Immanuel Lutheran School includes all direct and indirect costs associated with educational programming, before and after school care, extracurricular activities and programs, transportation, facilities, equipment, insurance, development, and management, as well as any additional expenditures that are deemed by management to be reasonable and necessary for Immanuel Lutheran School to achieve its educational mission as explained above.

**ENROLLMENT POLICIES AND PROCEDURES**

The link for on-line registration is found online at [www.immanuelbrookfield.org](http://www.immanuelbrookfield.org).

Families wishing to register students for Preschool classes (3K, 4K, 5K) must be sure that the students are completely daytime toilet trained and able to use the bathroom independently. Diapers and/or pull-ups are not permitted to be worn by students at school. The process for admissions is as follows:

First, the enrollment form is filled out by the parent online, including a tuition payment agreement and a tuition deposit is paid. If the family is in the Private School Choice Program (PSCP), the registration fee is not paid and the tuition agreement is signed indicating the funding will come from the PSCP.

All student applications into the PSCP are accepted online in open enrollment windows regardless of seats available. An error on an application can invalidate the application and exempt a student from the program. Second, the financial information is examined for adherence to the requirements set in WI legislation and sufficient proof provided where required. Finally, residence is proven by the family and the administrator reviews all documentation for qualification in the program. Documentation is filed in the administrator's office. The PSCP admissions checklist, provided by Wisconsin Department of Public Instruction, is used to review each application.

Students are granted funding in the order applications are received if seats are available and requirements set by PSCP and the Wisconsin Department of Public Instruction are met. When seats are not available a lottery is held and students who do not have a seat are placed on the waiting list. Families are notified within 60 days of application by mail of acceptance, waiting list status, or denial.

Families wishing to appeal a decision of a rejected application may take their concern to the principal by sending a written request and defense of application within five business days of notification of the rejection. The written request will be taken into consideration by the principal and senior pastor. A final decision will be made and communicated to the family.

Next the student is given a placement test to determine grade placement. The parent is notified of acceptance and grade placement.

All students who are new to Immanuel Lutheran School are enrolled under probationary status. All new students enrolled at Immanuel Lutheran School on or before the first day of school will be under probationary status for one trimester at the start of their first year. All new students enrolled at Immanuel Lutheran School after the first day of school are under a probationary status for the first 60 school days of their enrollment.

Immanuel Lutheran School complies with the Wisconsin state law regarding admission policies. Local school districts have their own policies. Immanuel's policy states that a child must reach the required age for each grade level by September 1.

Physical Examinations must be current in grades 5-8 and are required for participation in athletics. See athletic handbook for applicable requirements.

Immunization Records must be current and on file for all students who are enrolled in Immanuel Lutheran School. State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of the first day of school. This requirement may be waived only if a properly signed health, religious, or a personal conviction waiver is filed with the school. The school is required by law to deny children admission to school and to report to the State District Attorney's Office the names of parents/guardians who do not comply with these requirements.

All students, including their parents/guardians and guests, accepted into Immanuel Lutheran School are expected to comply with all rules, policies and procedures of Immanuel Lutheran Church, School and Child Care. Parents/Guardians must comply with the Parental Involvement Agreement signed upon registration. If students, parents/guardians and/or guests do not comply with Immanuel Lutheran Church, School and Child Care rules, agreements, policies and procedures, suspension and expulsion may result (see discipline policy).

### **FINANCIAL SUPPORT AND FEES**

All members of Immanuel congregation contribute toward the support of their school by regular church contributions. While there is no minimum amount, it is expected that all Immanuel families, whether they have students in the day school or not, will reflect their gratitude for God's love in the way they contribute. The school is one of the programs the entire congregation supports. The school is also supported by tuition and third source funding. Delinquent Day School Accounts will be handled in accordance with the procedures established by policies explained below.

All money, checks, payments, etc must be brought to the school office unless specifically requested by a teacher for field trip, special project, etc.

### **EDUCATION INVESTMENT PAYMENT POLICY**

School fees and tuition are essential for the continued operation of Immanuel Lutheran School. When registering your child(ren), you are asked to choose a payment plan which meets your budget needs and is most convenient. Unless a financial hardship arises, all monies are to be paid according to one of the three options. Financial assistance is available thanks to generous donations to the financial aid fund. The application form is available in the school office.

In the case of a student multi-family household, for tuition purposes, the registering parent is considered the tuition guarantor. The guarantor assumes all financial responsibility associated with their child's / children's education at Immanuel Lutheran School. Furthermore, it is understood that registration at Immanuel Lutheran School is on a school year basis. No student will be guaranteed enrollment for the following school year, unless the parent/guarantor enters into a new tuition agreement with Immanuel Lutheran School.

#### Payment Options

- Option I     Single payment plan - Due on or before July 1. This plan affords a \$100 discount for full time students in grades K-8.
  
- Option II    Two payment plans - 50% due on or before July 1 and 50% due on or before December 1.
  
- Option III   *Joyful Response* monthly payment plan - Payments budgeted over 10 months beginning in July. Payments can be made either on the 1<sup>st</sup> or 15<sup>th</sup> of the month. Payments can also be divided into bi-monthly payments made on both the 1<sup>st</sup> and the 15<sup>th</sup> of the month. All monthly payments are automatically deducted from a checking account and cannot be paid in the office.

NOTE: If options I or II are chosen and payment is not made by the due date, then payment will have to be made through the *Joyful Response* payment plan.

#### Late Payment Policy

All families must be current (two payments ahead and all outstanding fees paid) to start school, to begin the second or third quarter, and to graduate. Current can include having made acceptable arrangements with the school.

#### Tuition Deposit

A nonrefundable \$200 family tuition deposit will be collected before students are officially enrolled for the fall unless the family is participating in the Private School Choice Program. Once a class is determined to be "full" registrations will no longer be accepted.

#### Lost, Damaged, or Unreturned School Property

If any student has lost, damaged or failed to return school property the family will be charged a fee equal to the value of the items.

## SCHOOL POLICIES AND PROCEDURES

### SCHOOL HOURS

Classes begin promptly at 8:00 AM. Students in grades preschool - 5th dismiss at 3:00 PM each day. Students in grades 6th - 8th dismiss at 3:10 PM each day. Families with students in middle school and lower grades will pick-up all of their children at 3:10 PM. On several days during the year classes will be dismissed at 11:30 am. These are indicated on the school calendar.

**3K & 4K morning sessions run from 8:00 until 11:00 AM, and the afternoon sessions run from 12:00 until 3:00 PM. School doors open at 7:15 AM. Students arriving before 7:45 AM are supervised in an open gym time for up to 30 minutes. Students arriving prior to 7:15 AM should utilize child care. Students not picked up from school by 3:15PM will be brought to Immanuel Child Care and parents will be charged according to policy.** Child Care rates and fees are listed on the website, [www.immanuelbrookfield.org](http://www.immanuelbrookfield.org). If a parent/guardian refuses to pick up their child(ren) by 3:15PM and refuses to pay Child Care fees per policy, the child/family may be subject to disciplinary measures up to and including suspension and/or expulsion.

### DROP OFF & PICK-UP

Parents must park in the upper (northern) lot near Hampton Ave. if they accompany their child into the building in the morning. Cars must not be left unoccupied in the lower lot from 7:00 am until 8:00 am. Most parents drop their children in a moving line at the curb. Parking is not permitted in the lower lot during the school hours. Additional drop off space is provided behind the school through the door by the Child Care. Parents dropping off children at Child Care between 7:00 and 8:00 AM are asked to use the parking and entrance behind the building.

After school, Immanuel uses a "horseshoe" pick-up system. Several staff members will be directing traffic, please follow their directions so that we can keep all children safe. Cars will enter the horseshoe from 135th Street. Children are allowed to be picked-up on the outside of the horseshoe - a staff member will direct you to an open spot. Children must not walk between the cars or into the lot. If parents wish to walk into the school they must park in the upper lot near Hampton Ave. If the horseshoe is full, cars must get in a waiting line in the center of the lot and wait for an opening - do not leave your car. Students not picked-up by 3:20 PM should proceed to the child care for supervision. A diagram of the pick-up system for after school is available in the office and is distributed to parents at the beginning of the year.

### ATTENDANCE

Regular and punctual school attendance is important to the progress of your child. Excessive absences or tardiness interfere with a student's learning, directly affect a child's achievement, and teach a poor pattern of life behavior. Chronic absences and/or tardiness disrupts the learning experience for the entire class. Frequent tardiness or unexcused absences may be grounds for dismissal or being unable to re-enroll the following year.

Under Wisconsin's Missing Child Law 948.23(3)(b), Immanuel Lutheran Church, School and Child Care requires parents/guardians to notify the school office by 8:00 AM on any morning their child is not in attendance. Absences can be reported by calling 262-781-7140 or by sending an email to [attendance@immanuelbrookfield.org](mailto:attendance@immanuelbrookfield.org). The school office will email the student's primary contact if the child is not present at school.

Arrival to school after 9:30 am or departure before 1:30pm constitutes a half-day absence. In regard to attendance records, absences are recorded the same whether they are excused or unexcused.

Students unable to attend school due to illness (including leaving school early) are not to participate in or otherwise attend after school functions including sporting events. For example, a student leaving at noon with a fever is not to show up for the basketball game that afternoon as a spectator or player. Exceptions to this policy will only be allowed per the principal's or athletic director's discretion, for extenuating circumstances.

After 10 absences a parent conference will be scheduled with the principal to resolve issues causing excessive absences. More than 18 absences during the school year may result in the need to repeat a grade.

Students not in the school by 8:00am (according to school clocks) will be considered tardy. Tardiness due to medical appointments is considered excused **provided a doctor's/dentist's note accompanies the returning student**. Tardy students must report to the school reception desk near the main school entry. Tardiness carries the following consequences:

- 1<sup>st</sup>, 2<sup>nd</sup> day tardy in one quarter– An email will be sent home through Sycamore
- 3<sup>rd</sup> day tardy in one quarter – An email will be sent home along with a phone conference with the assistant principal.
- If there are 4 days tardy in the same quarter a student will be issued a detention for the following morning, before school for 30 minutes beginning at 7:15am.
- A 5<sup>th</sup> day tardy in the same quarter will result in the student serving another detention the following morning, before school for 30 minutes beginning at 7:15am and a mandatory meeting with the assistant principal.
- If a parent feels that being late for school is completely the parent's fault, then that parent can choose to pay a fine of \$10.00 in lieu of their child(ren) serving the detention.
- Students will serve the morning detention with the assistant principal.
- An Out of School Suspension will be given for the day following the 6<sup>th</sup> and subsequent days tardy in one quarter.

Any student leaving for an appointment during the school day must be signed out in the office by a parent or guardian before leaving and upon return. Medical appointments are considered excused absences provided a doctor's/dentist's note accompanies the returning student.

### **PLANNED ABSENCES (VACATIONS)**

Sometimes families take vacations at times when school is in session. We realize that this is often unavoidable, but we request that the parents contact the principal, teacher, and office ([attendance@immanuelbrookfield.org](mailto:attendance@immanuelbrookfield.org)) in advance with the anticipated dates of absence. Teachers will not supply detailed assignments in advance for the student as lessons planned might change while the child is away. Students are responsible for work missed during such absences from school. Deadlines for such makeup work must be discussed with the individual teachers. Generally, a day is given to make up work for each day of school missed. No credit will be given beyond these deadlines.

### **HABITUAL TRUANCY**

Wisconsin law defines a habitual truant as a student who is truant for part of all of five or more days of each term during which school is normally held. These students may be referred for legal action according to state law (Wisconsin Statutes 118.51(1)(a) and 947.16). As required by law, the school will contact proper authorities when necessary.

### **MANDATED REPORTING OF ABUSE/NEGLECT**

Per state law (48.981(2)), all staff members are mandated reporters of abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment to county child protective services agency immediately when they have "reasonable cause to believe that a child who is seventeen year of age or younger and know to them in a professional or official capacity has been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

### **LUNCH/MILK/SNACKS**

Snacks are allowed at the morning recess/break period. As with lunches, you are encouraged to provide nutritious snacks. High sugar foods (soda, candy bars, snack cakes, etc.) interfere with a student's ability to focus in school. **Students are not permitted to drink soda at school for lunch and/or snack**. Teachers reserve the right to only allow water in the classroom during the school day (outside of milk for lunch/snack). For kindergarten and pre-kindergarten, milk is purchased at the beginning of the school year for the morning snack.

Students may bring their lunch in a labeled sack or lunch container. Milk is available daily for purchase. **Immanuel does not provide refrigeration, heating, or hot water for individual student lunches.** If a child brings lunch to school, they are not to share their lunch with other students due to potential food allergies.

The school cafeteria lunch program is offered through a contract with *Fresh & Safe* and the National School Lunch Program-USDA. A school lunch is available for purchase Monday through Friday. **A school lunch includes milk for \$3.15. Separate milk is \$.45.** Applications for free and reduced hot lunches are provided at the beginning of the school year and can be obtained in the school office at any time during the year. If a child is taking a school cafeteria lunch, he or she may not bring snacks or other food of any kind into the lunch room during the lunch period. This rule is strictly enforced in accordance with National School Lunch-USDA rules.

The lunch time for each grade is established prior to the opening of school. Students are required to eat lunch unless there is a parental or medical note on file that excuses them from eating for a set date(s). If a child has any food allergies, please obtain an allergy form from the school office for your doctor to fill out and sign. Lunch menus are available on Sycamore and are sent home with students every month. Good taste dictates that students observe the common rules of etiquette, courtesy and table manners. Students eat lunch in the cafeteria and are responsible for keeping the cafeteria neat.

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)*

*This institution is an equal opportunity provider.*

### **2021-2022 CAFETERIA LUNCH AMENDMENT**

Immanuel Lutheran School is operating under the **Seamless Summer Option (SSO)** as extended by the USDA. Schools that participate in SSO provide meals free of charge to all students, regardless of their determined eligibility. Immanuel is able to serve free lunches to all enrolled students who attend school to learn face-to-face for the 2021-2022 school year (or until Federal funds are depleted).

A free meal consists of a carton of milk, an entree, a fruit and a vegetable. **Cartons of milk purchased separately are considered to be an a la carte item. A charge of \$.45 per carton will be assessed to your family's Cafeteria account.** Cafeteria accounts are accessible via Sycamore.

**Please note that in order to be eligible for a free meal, students must pre-order their lunches the month before. A menu and online order form will be provided via email/online after the 15th day of the previous month that lunch will be served.** For example, October's menu and order form will be available after September 15th. Complete the form indicating which days you would like hot lunch. If you do not wish to order lunch, you do not have to complete the form. Students have the option to order a carton of milk with their homeroom teacher every morning. **Due to pre-ordering, we are unable to honor orders after the close of the order date. Please watch your email for a link after the 15th of every month.**

Should a student not order lunch for the day or bring a cold lunch from home, a "bagged" lunch will be provided for a nominal fee. A bagged lunch will consist of a carton of white milk, a sandwich, a fruit and/or a vegetable. **A charge of \$3 per bagged lunch will be assessed to your family's Cafeteria account.** Cafeteria accounts are accessible via Sycamore.

### **UNPAID MEAL CHARGE POLICY**

The Immanuel Lutheran School lunch program has a fiscal responsibility to stay in compliance with Federal Guidelines. It is the responsibility of the parent/guardian to be sure funds are available for use in their students account. However, we recognize that on occasion, parents may forget to deposit lunch money. Families with overdue balances will be contacted via email. If payment is not made within seven days of email, the student will be fed an alternative meal as a bag lunch. Therefore, as a courtesy to our students, they will be allowed to charge meals in the following limited circumstances.

1. School students are allowed meal charges up to a cumulative limit of -\$20.00 per family.
2. Once the limit is reached, parents/guardians will be notified of the debt and available options for repayment. Immanuel Lutheran School will use all available resources to contact the parent/family to resolve the issue quickly, including (but not limited to) sending paper notices home with your student, email and verbal notification.
3. An alternate meal which may consist of a cheese sandwich, fruit or vegetable, and milk will be provided to the student as a bag lunch until the account is in good standing.
4. There will be a \$1 charge for the alternate bag lunch.

### **FUNDRAISING**

Immanuel Lutheran School averages a certain amount of income from its fundraisers and writes that amount into the budget to support school costs. Why have fundraisers? The truth is that the tuition charged per student does not cover all student expenses, creating the need for additional income. The congregation generously subsidizes the education of every student, so our fundraisers are designated for special causes such as building upgrades, tuition assistance, and field trips. Our fundraisers include: Race for Education, book fairs, spring plant sale, and congregation auction, along with PTL: fall volleyball tournament, basketball tournament, and spring volleyball tournament. As fundraisers come along, we encourage you to get involved, enlist the support of your relatives and friends, and help us to keep costs down while improving the quality of our program and facility.

### **SCRIP**

These are the same gift cards you see at the store. You're probably familiar with giving them as a gift, but you can use them on your own spending and earn. ShopWithScrip offers physical gift cards for over 700 retailers. The Scrip program is a special and excellent fundraising program, and by regularly participating in it you equally help yourself and the school. Specifically, buying Scrip means buying gift certificates and gift cards that you can spend as cash at many local stores and merchants, and even online in some cases. Using Scrip costs you no extra money. \$100 of Pick 'N Save scrip costs you \$100, and buys you \$100 of groceries. Immanuel is able to buy the Scrip cards at a discount, so by selling it to you at face value, we make a small profit on each and every dollar. You may have this profit applied toward a family's tuition account. You may also donate it to Immanuel's account, enabling families with financial need to also benefit from Immanuel's Christ-centered education.

### **FIELD TRIPS**

Throughout the school year, classes may be leaving the Immanuel campus to learn beyond the walls of the classroom. The cost of these field trips is covered in the tuition payment, therefore no extra money will be collected at the time of the educational field trip. Parents, however, will be asked to sign a permission form for each field trip that allows the child to participate.

### **VOLUNTEERS AND VISITORS**

Parents/Guardians are always welcome to volunteer and/or visit Immanuel Lutheran School. We are blessed through partnership with our families and the gift of time and talent that each of our volunteers brings to Immanuel. The school administration is committed to providing teachers with advance notice of guests in the classroom. This is done not only as a courtesy to the professional teaching staff but also to ensure that the educational process is not disrupted. To volunteer or visit, please schedule an appointment with the teacher and/or administration.

To help ensure the safety of our students and staff, our doors are locked during the day and all parents/guardians, volunteers, visitors, church members, and/or vendors/contractors must use the door buzzer system at the front office entrance. Anyone gaining access to our facility during the school day must check-in with our front office and present a valid driver's license or state issued identification which will be run through our Raptor System. The Raptor System allows us to perform instant background checks as well as to ensure that everyone is accounted for in the event of an emergency. The Raptor System will print a sticker that all visitors and volunteers must wear while in the building. The sticker must be returned to the office when the visitor leaves the building. If the visitor does not have valid identification, the administrator or designee will be called to assess the situation. Law enforcement and first responders will bypass this check-in procedure when responding to an emergency situation.

### **RECESS WEATHER GUIDELINES**

Recess is a regular part of the school day for every grade. Immanuel will utilize the basic weather app available on iPhone with "Brookfield" set as the location when determining whether recess will be held outdoors or not. Immanuel's policy for outdoor recess is based on windchill:

- air temperature of 10 degrees or higher and no windchill = full outdoor recess
- air temperature of 0 to 9 degrees with no windchill = shortened outdoor recess
- air temperature of 0 to 9 degrees with a windchill of -1 to -5 = half of normal recess outdoors
- air temperature of **below** 0 degrees = indoor recess

### **SCHOOL LIBRARY**

Library time is scheduled each week for all classes. Our volunteer librarians read to the students and assist them in finding reading material suitable to their interests. Books may be checked out for one to two weeks at a time, depending on grade level. Volunteer help is always necessary and appreciated in the library. Volunteers help in restacking books, adding new books, and assisting children in finding selections. They may also share in the reading to the primary grades, if desired.

### **WORSHIP/CHAPEL/FAITH FAMILIES**

Immanuel Lutheran School is an extension of Immanuel Lutheran Church, a member of the South Wisconsin District of the Lutheran Church-Missouri Synod. Our Christian faith directs relationships, policies and procedures at Immanuel, and is an integral part of our curriculum. Immanuel directly teaches and nurtures a Lutheran Christian worldview. All students at Immanuel attend weekly Chapel services, and are encouraged to attend church regularly. You are always welcome to attend Immanuel Lutheran Church activities and services. See our website for information ([www.immanuelbrookfield.org](http://www.immanuelbrookfield.org)).

Church Services: *Train up a child in the way he should go, and when he is old he will not depart from it* (Proverbs 22). As an integral part of good Christian training, all children are expected to attend church services, both on Sunday and the special services regularly. Sunday School or Bible Class attendance is encouraged. Church and Sunday School attendance are taken regularly in the classroom and noted on the report card. Attendance is counted for all Sunday worship services at Immanuel and/or another congregation. Parents are reminded that faithful church and Bible class attendance on their part is valuable to their own spiritual welfare, as well as supporting the educational and spiritual efforts of the school.

Chapel Services: Special children's services are conducted for the children during the course of the year. Chapel services take place in the sanctuary. Offerings for designated missions are received at these services. The chapel services are not designed to take the place of regular Sunday mornings, or special services such as Advent, Lent, etc. Generally, chapel begins shortly after school starts on Wednesdays and a cordial invitation is extended to all parents and friends to worship with the students.

Faith Families: Immanuel students are assigned to a Faith Family consisting of students from various grade levels. They sit with their Faith Families in the sanctuary on Chapel Days and also participate in several special Faith Family activities throughout the school year. Each Faith Family is headed by an Immanuel teacher or staff member.

### **SCHOOL CLOSURE**

If school needs to be closed or the start time delayed we will post notices as soon as possible on Today's TMJ 4, ClassDojo, and the Immanuel Lutheran Facebook page. To maintain the number of instructional hours required by state law, Immanuel may institute a "virtual instruction" day in the event that school closes for any reason. This will be communicated via ClassDojo and the Immanuel Lutheran Facebook page.

### **VIRTUAL INSTRUCTION DAYS**

In order to maintain the number of instructional hours required by state law Immanuel may institute **virtual instruction days** in the event that school closes for any reason. These days will be communicated through ClassDojo and Immanuel Lutheran School's Facebook page. All classwork assigned on virtual days is required and will be graded. Students are

required to submit attendance on virtual days as well. Teachers are available via email or ClassDojo during school hours on virtual instruction days.

### **PARENT SUPERVISION OF CHILDREN**

Parents may not allow their children to be unsupervised anywhere on school property. Parents that come to school to meet with teachers, to attend to matters in the office, or to attend a school function outside of the regular school day are responsible for the supervision of their children.

### **SCHOOL ATHLETICS**

Physical Education Classes: Physical Education classes are a required component of the curriculum. Only under a physician's advice should a child refrain from participating in the physical education class. Each grade level holds its own formal physical education classes during the week. Grades 4-8 are also required to have a special gym shirt. One shirt is included in school tuition and additional shirts are sold in the office. Students will need a change of shorts or sweats, socks and clean gym shoes. A gym locker will be provided to students in grades 5-8.

Immanuel Lutheran Lions Athletic Handbook: Handbooks will be made available to athletes at Immanuel beginning in fifth grade. Cross Country in the fall is open to all students beginning in kindergarten. Otherwise, competitive sports begin in fifth grade. Immanuel competes primarily against other Lutheran schools.

### **ACADEMIC ELIGIBILITY FOR ATHLETICS**

Please refer to Immanuel's Athletic Handbook for detailed information about eligibility, participation and the policies that guide our athletic program. Immanuel Lutheran School believes that God has blessed each of His children. It is our sincere desire that each child realizes the full potential of his gifts. Sometimes in the interest of reaching the full academic potential, difficult decisions must be made by staff and parents for the child. Though extra-curricular activities are an integral part of the program at Immanuel, they must not become a hindrance to the academic achievement of the child. Hence, it is the child's responsibility to maintain an acceptable level of achievement in the core curriculum at Immanuel in order to retain the privilege of participating in these "extra" activities.

The upper-grade teachers and the principal will evaluate students with less than a "C" average (GPA 2.0) at mid-quarter and end of quarter. A decision will then be made as to whether the student will be placed on probation for 2 weeks or be made ineligible for extra-curricular activities. Only in the extreme circumstances will a student be made ineligible without probation. Each evaluation will be done on an individual basis with an attempt to balance attitude, academic ability, and family considerations.

Students can also be made ineligible or be put on probation by the principal if the behavior of the student is not consistent with that expected of an Immanuel Lutheran School student.

### **COMMUNICATION**

We recognize that parents/guardians are the primary educators of their children. Positive, clear and consistent communication between parents/guardians and teachers is an essential ingredient for success in school. Successes and challenges that a student faces will be communicated to parents/guardians. In addition, we expect that our families also communicate with staff members about issues concerning their children. We are thankful for the opportunity to partner with families in prayer, provide resources, and/or guide families to appropriate resources when needed.

Parents/guardians are strongly encouraged to maintain contact with the teachers, communicate questions or concerns before they turn into major issues, and avoid emotional responses to concerns before discussing the matter with school personnel.

Faculty members may be contacted via school phone or email when parents and/or students have questions or concerns. Return phone calls and emails will be made upon the teacher's availability, normally within 24 hours or 1 school day. Teachers will not speak on the phone or answer emails when they are teaching a class or supervising children.

We communicate with families in a variety of ways:

- Parent/Teacher Conferences are scheduled near the end of the first trimester. Parent/guardian attendance at this conference is required. If a parent/guardian is unable to attend the scheduled conference time, they will contact the teacher to reschedule at a mutually agreeable time within 2 weeks of the original conference time. These conferences give parents and teachers the opportunity to discuss progress and areas of growth and/or concern.

The conferences also allow parents/guardians to ask questions and formulate a plan to help maximize student performance.

- Report Cards are available via Sycamore each trimester
- Student folders, student work, assignment notebooks
- E-mail
- Sycamore - Documents, calendars, grades (call school office for your access information)
- ClassDojo - Your child's teacher will provide login information
- Immanuel Lutheran Facebook page
- Lions Life school newsletter is sent via email every other week
- Classroom newsletters

### **CONFLICT RESOLUTION**

Immanuel Lutheran Church, School and Child Care is guided by Matthew 18:15-16 when addressing concerns and/or conflict. *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."* Take concerns directly to the person involved in an effort to resolve positively.

A parent/guardian who has a concern will follow these steps:

1. Make an appointment to meet with the teacher involved at a mutually agreeable time.
2. If no resolution occurs, the parent will inform the teacher of his/her intention to meet with the principal. Then make an appointment and meet with the principal regarding concerns. The teacher involved may be required to attend this meeting.
3. If no resolution has yet been achieved, a meeting will be made with the teacher, principal, parent, and pastor.
4. Immanuel requests that concerns be directed to the individuals specifically involved at each step before sharing information with participants at the next step. We hope these steps will help resolve matters by providing a Scripturally sound way to proceed.

Teachers schedule conferences near the end of the first trimester with all parents. Please note that conferences are scheduled back-to-back so if more time is needed a second conference time can be requested. All Immanuel teachers are eager to meet parent needs, and will schedule conferences at other times as requested.

Families, students, and employees of Immanuel Lutheran School are the public face of our organization. We are blessed to partner together in ministry and, as such, will make every effort to resolve all conflict in a Biblical manner, protecting the dignity and rights of all parties involved. In accordance with this policy and Wisconsin Statute 942.01, parents/guardians, students and their associates/families may not defame in any way and/or publicly post defamatory/derogatory statements, images and/or messages about Immanuel Lutheran Church, School and Child Care, their representatives, members, and/or employees. If/when a conflict occurs, it is expected that all parties involved will follow the conflict resolution steps noted above. Should a family/parent/guardian/student defame and/or publicly state and/or post online negative statements/images regarding Immanuel Lutheran Church, School and Child Care they will be subject to disciplinary measures including, but not limited to, suspension and/or expulsion.

### **TESTING AND PERMANENT RECORDS**

Students applying to Immanuel are required to take a placement test before final admission decisions are made. (See admissions procedures) Immanuel gives general aptitude tests to determine class and grade placement as well as to inform the teacher of curricular strengths and areas for growth. The Wisconsin state test, Forward Exam, is administered in the spring and MAP testing is administered three times throughout the year in Grades K-8. The results of these tests are used by teachers to guide instructional planning as well as to inform curricular decision making. Students who receive a tuition voucher from the state of Wisconsin are required to take tests required of public school students (i.e. the Forward Exam). All testing information, student records and health records, etc., are kept in the office in a permanent student folder to aid in counseling the student. Per state law, parents may view their own child's permanent school record but they may not remove any part or take the file with them. Student records are sent directly to the student's next school when Immanuel receives an official request directly from the receiving school.

### **TRANSFER POLICY**

Families are asked to consider the well-being of the child first when transferring a student from one school to another. The principal will not accept students if he or she determines that changing schools is not in the best interest of the student.

It is highly suggested families wanting to transfer to Immanuel Lutheran School call the school to set up an informational meeting and tour with the principal and/or other staff members. To complete a transfer, families are to first place an on-

line inquiry ([www.immanuelbrookfield.org](http://www.immanuelbrookfield.org)). After a family is accepted, transferring students will be given a general aptitude test. Grade placement will be based on past academic achievement and results on the aptitude test.

If a family wishes to transfer out of Immanuel Lutheran School, to another school, parents are asked to give the school written notice. Tuition charges will continue until written notice of withdrawal is provided. All accounts must be brought current before records will be released. These accounts include, but are not limited to, hot lunch, tuition, fees, and athletic charges.

## ACADEMICS

Immanuel Lutheran School operates as an alternative to public education, a place where a rigorous curriculum surpassing state standards is taught in the midst of a loving Christian environment. We are not in competition with the public schools, but rather similarly provide for the academic needs of students while intentionally allowing our Christian faith to influence everything we do. We meet spiritual needs that are not part of the educational aims of public schools.

## CURRICULUM

As saved and redeemed children of God, we approach everything we do at Immanuel from a Lutheran Christian worldview. Bible study and application of faith to life are part of the daily curriculum, and all subjects are taught from a Christian perspective. The curriculum consists of the following subject areas: Religion, Reading, Language/Grammar/Writing, Spelling, Handwriting, Music, History, Geography, Art, Science, Mathematics, Computers/Technology, Physical Education, and Spanish.

## GRADING SCALE & REPORTS

Immanuel reports academic progress through parent/teacher conferences at the end of the first quarter, regular communication via email and/or in person meetings, quarterly report cards, and Sycamore.

**Immanuel Lutheran School Grading Scale**

Percentage	Letter Grade(3rd-8th)
94-100	A
93	A-
91-92	B+
85-90	B
84	B-
82-83	C+
75-81	C
74	C-
72-73	D+

65-71	D
60-64	D-
0-59	F

### HOMEWORK

Homework serves to teach good study habits, reinforce skills taught in the classroom, teaches responsibility and prepares students for upcoming lessons. At times, assignments are intentionally designed as homework in order to further strengthen learning. Homework might involve structured practice, long-range assignments, projects, book reports, studying for exams, etc.

Teachers will intentionally teach students in grades 2-8 how to use an assignment notebook for daily work as well as long-term planning of larger assignments and post homework assignments on ClassDojo. Parents have the responsibility to oversee that homework is completed and ready to be turned in when it is due. In addition, they have the responsibility to communicate any concerns regarding homework to their child's teacher. While a variety of activities exist that may interfere with a child doing homework, parents are entrusted with the task of teaching their children to keep their studies a top priority. Parents are encouraged to provide a special study area in the home and set a particular time that homework activities can be done. Parent participation in homework activities can be an excellent way of promoting school and home relationships.

Each teacher will assign homework as appropriate to the respective grade levels. The amount of homework will vary from day to day and child to child. Research shows that students who read for 20 minutes and review math facts every day achieve at significantly higher levels than those who do not engage in daily practice. **Every child learns, studies, and works at a different speed; we cannot guarantee that our homework guideline below will be exactly how long completion takes for each child.**

#### *Average Homework Length*

Grades 5-8      1 – 1.5 hours                      Grades 2-4      20 – 40 minutes                      Grades K-1      15 minutes or less

If you notice your child working far longer on a regular basis, please speak with his/her classroom teacher about the situation.

Homework is not optional; academic achievement will fall if homework is not done or only partially completed. Additionally, homework is most relevant when done in a timely manner, so we hold students to an expectation that homework is completed and submitted when due.

### POLICY ON PROMOTION

Students will be promoted to the next grade after the following are completed:

1. State examination scores are proficient in comparison to the current grade level.
2. Academic performance from core curricular grades is proficient.
3. The student's current grade teacher recommends, based on the student's academic performance, that he or she be promoted to the next grade.

#### Policy on Promotion from 4th to 5th Grade

Students will be promoted from 4<sup>th</sup> to 5<sup>th</sup> grade after the following are completed:

1. Assessment scores are proficient in comparison to the current grade level.
2. The student achieves a 2.0 GPA in 4<sup>th</sup> grade.
3. The student's 4<sup>th</sup> grade teacher and principal agree, based on the student's academic performance, that he or she be promoted to the 5<sup>th</sup> grade.

#### Policy on Promotion from 8th to 9th grade

Students will be promoted from 8<sup>th</sup> to 9<sup>th</sup> grade after the following are completed:

1. The student achieves a 1.9 GPA in 8<sup>th</sup> grade.
2. The student's 8<sup>th</sup> grade teacher and principal agree, based on the student's academic performance, that he or she will be promoted to the 9<sup>th</sup> grade.

## MUSIC EDUCATION

We have a structured music program in Grades 3K-8. Skills covered are listening, sight reading, movement, music theory, and music appreciation. Choirs and classes occasionally sing at programs and worship services which provides an opportunity for students to share their talents and participate in worship. Families are required to bring their children to Immanuel when the students are scheduled to sing. Students receive a grade for attending the performance and/or worship services in which they are scheduled to sing. Exceptions may occasionally be made by contacting the music teacher in advance. The singing schedule can be found in the Lion Life newsletter and online at [www.ImmanuelBrookfield.org](http://www.ImmanuelBrookfield.org).

Band: The Lutheran High School Association of Greater Milwaukee (LHSAGM) offers band lessons to 5th-8th grade students enrolled at Immanuel. Lessons are given at Immanuel during the school day. Each student enrolled in band is charged a set fee for lessons. This organization provides music at various school functions. Band students are also eligible to participate in "*Saturday Band*" at Milwaukee Lutheran High School. This is a combined band of grade school students.

Choir: Students are in choirs throughout their experience at Immanuel as each grade sings together through music classes, worship services, and musical programs.

Plays & Musicals: Another area in which students participate at Immanuel is the area of drama. In the fall and spring of the year, a production is given by the students. The primary students perform a musical in the spring and the upper grade students have a musical in the fall. The type of production may also vary from year to year. Students have the opportunity to act, sing, assist in stage work, building sets, makeup, or any one of the jobs required to put on a production.

## TECHNOLOGY ACCEPTABLE USE POLICY

Technology serves as an essential educational tool at Immanuel and all students in grades 4-8 are required to have a laptop at home to use for homework. Chromebooks with access to Google apps are recommended for students. **Students will not be permitted to use personal laptops while at school.** While we make every effort to ensure that student property is safely stored and used at school, Immanuel recommends that students keep their personal technology at home and accepts no responsibility for the loss, theft, or damage of personal property brought to school by a student and/or loaned to a student. Filtered internet access is provided in compliance with Children's Internet Protection Act (CIPA) regulations for each student during the school day to be utilized according to the teacher's direction and in full compliance with all applicable rules and policies of Immanuel Lutheran School.

Technology use is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Inappropriate use of the laptop computer will result in confiscation of the student's computer and/or removal of technology privileges. Students must comply with teacher direction regarding use of the computer and the machine must be safely put away when not in use. Students may not share laptops - they must use their own or the one assigned to them through the school. Immanuel provides students with access to technology systems connected to the school's network and/or applications. This includes, but is not limited to, the school's internet, Google Apps for Education (GAFE), various educational accounts provided to students, and computer equipment. Any misuse, loss or damage of Immanuel's technology will be charged to the parent/guardian of the student. The creation, use or access of social media and/or social networking is prohibited at school.

Through GAFE, educational site subscriptions, and other tools our students achieve the following primary goals:

- See the computer as a tool that improves the quality of our work.
- Learn to use the computer in a God-pleasing way.
- Discover ways to use the internet and technology tools to spread the Gospel.
- Understand and properly use input/output devices of a computer: mouse, keyboard, scanner, digital camera, printers, storage devices.
- Demonstrate skill in manipulating files on a computer, including proper access, manipulating, sharing, and collaboration techniques.
- Understand and use word processing and spreadsheet skills.
- Produce multimedia presentations to share information, using a variety of age appropriate applications.
- Design and produce digital video projects and web pages.
- Demonstrate skill in finding useful information via the internet, and understanding how to give appropriate credit for sources.

Internet use is carefully supervised, and proper Christian use of technology is taught. Student use of Immanuel Lutheran School's internet may be electronically monitored at any time. Immanuel Lutheran School reserves the right to monitor, access, remove and disclose any message or document created, archived, stored, received, deleted, looked at or sent with a student's school GAFE account and/or through use of school technology. Students have no expectation of privacy with

any account that has been distributed by Immanuel Lutheran School. Users must respect and protect the privacy of others by:

- Using only specifically assigned accounts. Students may not attempt to gain access to another's GAFE or other accounts.
- Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all school Internet filters and network security practices.
- Not using technology in such a way that it is disruptive or harmful to the teacher, students, or classroom environment.
- Not using school internet, GAFE accounts, or devices at any time to engage in any illegal act or to visit online gambling, pornography, or other inappropriate websites.
- Not playing games, downloading and/or streaming music and/or videos unless directed to do so by an Immanuel Lutheran School teacher or administrator.
- Reporting security risks or violations to a teacher or network administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.
- Not downloading and/or installing programs/apps or changing school issued chromebook configuration or settings that are not authorized by an Immanuel Lutheran School teacher or administrator.

Users must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

- Using technology at the appropriate time in the appropriate manner.
- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

### **Consequences for Violation**

Student use of information technology systems is viewed as a privilege, not a right. Information technology resources may be used for education research, communication and collaboration consistent with the educational goals and objectives of Immanuel Lutheran School. Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the school's discipline policy up to and including suspension or expulsion depending on the degree and severity of the violation. Use of Immanuel's technology resources for any illegal activity will be subject to appropriate disciplinary action and Immanuel Lutheran School will cooperate with any criminal investigation and prosecution that may result from such activity.

### **Supervision and Monitoring**

The use of school owned information technology resources is not private. School teachers and principal and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Teachers and administration reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use.

## **Google Apps for Education and Other Educational Accounts**

Immanuel Lutheran School may provide students with Google Apps for Education (GAFE) accounts. GAFE accounts are intended for educational purposes only. Parents/guardians are responsible for their student's behavior outside of school. Students are responsible and accountable for their own online behavior at all times.

Immanuel Lutheran School may also utilize software applications and web-based services that are operated by third parties. These services may include, but are not limited to, Google, IXL, Khan Academy, Kidblog.com, RazKids, Zoom, Flipgrid, and other similar programs that facilitate the education of our students.

Under the federal Children's Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under 13. The law permits Immanuel Lutheran School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. The Technology Acceptable Use Policy will constitute consent for Immanuel Lutheran School to provide a student's first and last name, school issued/managed email address, and username to the online services.

## **CODE OF CONDUCT**

Students, parents/guardians, families, and guests are expected to conduct themselves in a manner that reflects the Christian values of Immanuel Lutheran Church and School. Immanuel staff reserves the right to search desks, lockers, backpacks, and the like when there is reasonable suspicion of theft and/or the presence of harmful material of any kind. Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school for any of the following. Students may also be subject to disciplinary action if parents/guardians, other family members and/or guests engage in any of the following.

1. Engaging in insubordinate and/or disorderly conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to
  - a. violating dress code.
  - b. leaving campus without proper parent/guardian notification being given to the school. We are a closed campus.
  - c. misbehavior on school-provided transportation.
  - d. misbehavior and/or willful acts that disrupt normal operation of the school community; use of abusive or profane language and/or treatment.
  - e. disrupting class and/or preventing teaching.
  - f. failing to comply with the lawful directions of a staff member or designee.
  - g. being disrespectful toward a student, teacher, staff member, or other school/church employee.
  - h. lying, forgery, trespassing, defamation, cheating/plagiarism, altering records, gambling
  - i. use of gum at any time; food and/or beverages at unauthorized times/places.
  - j. bringing toys, cards, other playthings to school, as they pose a distraction from our purpose here. Exceptions are left to teacher discretion (i.e. show & tell).
  - k. engaging in overly affectionate behavior on campus at any time.
  - l. failing to submit a required signature when requested.
  - m. creating a hazardous condition.
  - n. possession of inappropriate property. Cell phones and other devices must be kept in the student locker/backpack unless authorized by a staff member. Backpacks, lockers, and the like may be searched by Immanuel staff when a reasonable suspicion exists.
  - o. failure to comply with school imposed consequences.
  - p. defamation of Immanuel Lutheran Church, School and Child Care.
2. Engaging in conduct that endangers the safety, morals, health, or welfare of self or others. Examples of such conduct includes, but is not limited to
  - a. unauthorized presence on school property, surveillance and/or observation of students without permission of Immanuel leadership during school hours, events, functions, and the like.
  - b. theft, loss, or destruction of personal or school property
  - c. mistreatment or inappropriate use of technology or school property
  - d. violating the civil rights of others.
  - e. harassment and/or discrimination. Harassment or intimidation of, or discrimination toward, any members of the school community on the basis of race, color, creed, national origin, age, religion, gender, disability or any other grounds is not permitted. Students/Guardians/Guests may not commit harassment, which includes, a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing and/or demeaning.

- f. Sexual harassment, activity, and/or inappropriate touching; indecent exposure.
  - g. hazing
  - h. using, possessing, selling and/or transferring drugs, alcohol, tobacco, and/or tobacco-like products such as vaping materials
  - i. inappropriate using, sharing, or distributing prescriptions or over the counter drugs
  - j. carrying or storing medication by a student on their person/locker without explicit school permission and appropriate forms signed by parent/guardian and submitted to the office.
3. Engaging in violent, disruptive and/or threatening conduct or making threats of any kind. Examples of such behavior include, but are not limited to
- a. committing or threatening to commit a physical or emotional act of violence on self or others.
  - b. causing physical injury/bodily harm to self or others.
  - c. fighting or unwanted physical contact.
  - d. play fighting, threatening, bullying, and/or intimidating others.
  - e. possessing, displaying, using or threatening to use a firearm, mock firearm, weapon, or dangerous object of any kind.
  - f. committing arson.
  - g. setting off a false alarm or making a threat. This includes, but is not limited to, setting off a false fire alarm, calling 911 and/or discharge of a fire extinguisher without valid cause or making a destructive threat. Parents/guardians will be responsible for any and all fees, charges, or damages incurred should a student choose to engage in said behavior and/or cause damage through any such actions.

### **NON-HARASSMENT & ANTI-BULLYING POLICY**

As part of the mission of Immanuel Lutheran Church and School:

- We graciously embrace each other in our worship, study and service;
- We equip others through mutual respect, reflection and encouragement; and
- We allow ourselves to be engaged by Jesus through Christian attitudes and behaviors.

In each of the above statements, it is a core belief and practice that harassment and/or bullying in any form from any staff, student, or family members will not be allowed. If harassment and/or bullying is reported it will be examined and proper disciplinary actions will be taken which may include suspension or expulsion of students.

Harassment is defined as unwelcomed and offensive behavior in the form of words or actions on the basis of race, sex, color, age, physical, emotional, or mental disabilities, parental status, or political affiliation. This behavior is degrading and hurtful, and it is not God-pleasing.

Bullying is a behavior. Bullying, in the context of school, is defined as unwanted, aggressive behavior among students that involves a power imbalance. The bullying behavior is repeated over time and can take many forms, such as physical bullying, verbal bullying, social/relational bullying, and/or cyber bullying. Bullying behavior is aggressive and includes:

- An imbalance of power - such as, but not limited to, physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition - Bullying behaviors happen more than once over a close period of time.

Bullying includes actions such as making threats, spreading rumors, attaching someone physically or verbally, and excluding someone from a group on purpose repeatedly (<https://www.stopbullying.gov>).

The following information has been developed in an effort to differentiate between bullying and other peer conflicts. There are four main categories of related behavior: friendly teasing, hurtful teasing, peer conflicts, and bullying.

<b>Friendly Teasing</b>	<b>Hurtful Teasing</b>	<b>Peer Conflicts</b>	<b>Bullying</b>
<ul style="list-style-type: none"> <li>● equal power</li> <li>● neutral</li> <li>● purpose is to be playful</li> <li>● joins relationships</li> <li>● funny to both</li> </ul>	<ul style="list-style-type: none"> <li>● unequal power</li> <li>● sensitive topic</li> <li>● purpose is to upset</li> <li>● excludes</li> <li>● sarcastic</li> </ul>	<ul style="list-style-type: none"> <li>● equal power</li> <li>● occurs occasionally</li> <li>● accidental</li> <li>● negotiations &amp; options</li> <li>● relationship is</li> </ul>	<ul style="list-style-type: none"> <li>● imbalance of power</li> <li>● occurs repeatedly over close period of time</li> <li>● intentional</li> <li>● seeks to gain power</li> </ul>

parties		valued ● effort to resolve	<ul style="list-style-type: none"> <li>● victim is vulnerable</li> <li>● no remorse</li> <li>● no effort to resolve</li> </ul>
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Examples of these behaviors include, but are not limited to:

- Friendly teasing: One student comments to another student that he should turn his jersey inside out because his favorite team lost last night.
- Hurtful teasing: One girl comments to another girl that she looks chubby in the outfit she is wearing.
- Peer conflicts: Two students have a disagreement on the playground about which one will be the pitcher in kickball.
- Bullying: One student repeatedly threatens another student that if he walks down a specific hallway he will get beat up. Another example is one student repeatedly calling another student a derogatory name regarding his/her body size.

Immanuel Lutheran School will not tolerate bullying or harassment and such actions may result in suspension and/or expulsion from school. Parents who suspect harassment of a child by a teacher, staff member, or another student are encouraged to report the behavior immediately.

### Reporting Incidents of Suspected Bullying

It is everyone's responsibility to report incidents of suspected bullying that occur at school whether you are the target or a bystander. Students have several options when reporting incidents:

- All incidents of suspected bullying must be reported to a staff member as soon as possible
- Students are encouraged to speak to their classroom teacher
- Middle school students may email a staff member
- Students may ask to speak with the school counselor, principal or assistant principal
- Students may write a note and give it to the teacher or any staff member

### Procedures to Address Reported Bullying

Immanuel Lutheran School strives to nurture a school environment where all students are valued and safe. All bullying behavior will be investigated. The investigation may include the following actions:

- Incident Report Form (available on Sycamore, in most classrooms, school counselor's office, and school office) completed by those involved and given to a staff member
- Staff members will report incidents of suspected bullying to the principal and school counselor
- Meeting with the principal and/or school counselor
- Inform parents of all parties involved
- Family conference with administration
- Referral - professional counseling services
- Suspension
- Expulsion
- As required by law, the police department will be notified when criminal intent is obvious or when the situation warrants such action.

## DISCIPLINE POLICY

Concern, accountability, and forgiveness are at the heart of our discipline philosophy. Our approach is one of fairness, firmness, and consistency grounded in Christian love. We apply the Law and Gospel aspects of Scripture to disciplinary situations. The Law relates to helping students to see their sin, admit their error, and repent (being sorry and committing to change). The Gospel is the awesome news of forgiveness that we Christians can share with each other as God showers it upon us. We encourage students to admit their mistakes, and we consistently apply consequences to train students to do what is right. *Our staff members do not administer corporal punishment.* In extreme behavior cases, students may be suspended or expelled.

Discipline, understood in the wider sense, is teaching, or instruction. Christian discipline, therefore, would be concerned with the total effort of making disciples of Christ equipped with the means for a successful personal life adjustment. In the narrower and popular sense, discipline is thought of as a control gained by enforcing obedience or order. In a Christian school, the Love of God as portrayed in the Bible is the guiding factor in disciplining our children. Rules are curbs and guides but the motivating power for Christian behavior must be the love of God in Christ. "We love God because He first loved us", and he that loves God loves his neighbor, also.

When discipline cases arise, and measures must be taken, it is done also in Christian love, with the purpose of restoring the offender to a right relationship with his Lord, school, and peers.

Immanuel Lutheran School reserves the right to dismiss students if parents and school cannot agree on a plan of education and/or discipline for a student.

### **GUIDELINES FOR DISCIPLINE**

1. God expects all His children (young and old) to conduct themselves in a Christian manner at all times.
2. All children in the school are to act as children of God, and are to try earnestly to follow His commandments.
3. Good classroom discipline is a prerequisite to effective teaching. In order that every student be given the greatest opportunity for learning, a reasonably quiet and attentive atmosphere must be maintained. Loud talking and other behavior that is not conducive to learning should not be tolerated. It is hoped that the love of Christ as stated above would constrain every student to be considerate of fellow class members and their teachers.
4. Teachers will try to handle most problem cases. Close cooperation between parents and teachers is required.
5. If, however, a student is in need of correction, the teacher will rely on the Word of God--the Law and the Gospel, as well as the school code of conduct. In cases where behavior, attitudes, or disruptions persist or have become intolerable, suspension or expulsion from the school may result.
6. Endangering of life, health, safety and willful destruction of property, or any actions or behavior that would include the above stated actions would be considered a serious misdemeanor and subject to possible probation and/or expulsion. A partial list would include the possession of firearms, incendiary devices, tear gas, knives, other weapons, alcoholic beverages, controlled substances, defacing or destruction of property, self-inflicted injury or a student judged to be a threat to self or others. Such actions can warrant immediate suspension by the principal or pastor. It is hoped that students are mindful of the fact that their bodies are the temples of the Holy Spirit, and that none of them would ever get involved in any of these situations.

### **DISCIPLINARY PENALTIES**

Students, guardians, family members, representatives, and/or guests who are found to have violated the school's Code of Conduct may be subject to the following penalties, either alone or in combination, as decided by the administrator and/or his/her designee. The parent/guardian, family members, representatives, and/or guests who are found to have violated the school's Code of Conduct may cause their student(s) to be subject to the following penalties as decided by the administrator and/or his/her designee.

- Oral warning
- Written warning/discipline slip sent home with student. Parents are required to sign discipline slips and return to school the next school day.
- Contract
- Conference with parent/guardian
- Confiscation
- Detention
- Exclusion and/or removal from a particular class or event
- Suspension from school cafeteria, library, social, athletic, after-school events, extracurricular activities, field trips, or other activities or privileges
- Suspension from transportation
- In-school suspension
- Short term suspension
- Long-term suspension
- Expulsion from school

### **SUSPENSION & EXPULSION**

**Suspension:** The principal and/or his/her designee reserve the right to suspend a student for a disciplinary infraction and/or consistent disregard of school policies or generally established codes of conduct. This also includes the behavior of parents/guardians and family members/guests of a student. The suspension lengths are determined by the principal and/or his/her designee. These range from one day to one week - depending on the severity of an act and/or pattern of behavior. A parent/guardian conference must occur before a student is permitted to return to Immanuel Lutheran School following a suspension. The suspended student is prohibited from any and all school activities on or off campus. The student is prohibited from being on school/church property until a meeting is held with parents/guardians of the suspended student. In the event of suspension due to the behavior of a parent/guardian/family member/guest that person/people will also be prohibited from school/church property. Suspensions are either in-school or out-of-school depending on the

offense at the discretion of administration and/or his/her designee. Parents/guardians of tuition students are responsible for tuition during student suspension.

**Expulsion:** Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches the age of eighteen. Only the principal or senior pastor has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations have been met by the tuition student's parents/guardians and all school property has been returned. Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal and/or senior pastor. At the discretion of the school administration, a student may be expelled on any day.

### **APPEALS PROCESS**

1. Parents who would like to appeal a discipline decision are encouraged to first speak with the teacher and/or administrator in an attempt to resolve any miscommunication that may have occurred. This step, as outlined in the communication process explained in this handbook under "Conflict Resolution", must precede the rest of this appeals process.
2. Parents/guardians who wish to appeal a decision of consequences may bring the concern to the principal in writing within five days of the assigned consequence. The principal will respond to the appeal within 3 days of receiving the appeal.
3. If a parent/guardian disagrees with the decision of the principal in said appeal, the parent/guardian may bring the concern to the Senior Pastor in writing within five days of the decision.
4. The decision of the Senior Pastor is final unless he/she deems it necessary to involve other parties such as the Mission and Ministry council or the South Wisconsin District personnel.

### **DRESS CODE**

#### **Personal Appearance & Hygiene**

As Christians, although we are in the world, we are to set ourselves apart from the world. Scripture admonishes us to do everything in moderation and to HIS glory. As a Christian Day School, our student body should also reflect these directives given in the Scripture by what we wear and serve as a catalyst to our fellow men and women.

Good hygiene is one of the simplest habits to practice. Children should bathe frequently and, at the appropriate age, use deodorant. All clothes should be clean, neat and in good repair.

#### **Consequences of Ignoring the Dress Code**

1. **First and Second Incident:** Student will receive a Dress Code Violation slip, written notification of the violation. The slip must be signed by the parent/guardian and returned to school the following school day.
2. **Third Incident:** Parents will be notified, a change of clothing will be provided and a detention will be given.
3. **Fourth Incident:** Meeting with parents, in addition to above consequences.
4. **Fifth Incident:** Individual Plan will be developed with parents, teachers and administration. Other disciplinary action(s), up to and including suspension and/or expulsion, may occur.

#### **GENERAL SCHOOL DRESS CODE RULES:**

##### **Pants / Shorts**

- No underwear may show at any time.
- No skin may show through pants/shorts, nor in the waistline or in the midriff area.
- No holes/fraying in pants or shorts is permitted. No skin may show through any part of the pants/shorts.
- Shorts must be not more than 5 inches from the ground when kneeling (No spandex or bike shorts).
- No wording across the back of pants or shorts is allowed.
- Pants and shorts must fit properly and sit comfortably at the waist, with a belt when necessary. No underwear or skin visible.
- Leggings and/or yoga pants that fit properly may be worn by girls in Grades K-2; Leggings and/or yoga pants that fit properly may be worn by girls in grades 3 - 8 with a long shirt that covers all of the rear end and extends beyond the wearers fingertips when arms are held straight down at the sides.
- Athletic Shorts and pants (such as soccer pants) are acceptable.

##### **Shirts**

- No offensive or negative messages or images such as skulls, drugs, weapons, TV, music, or movie characters. that swear or have anti-Christian messages, or anti-Christian symbols.

- Shirts must cover midriff at all times, even when arms are raised; no open backs or revealing fronts.
- No tank tops, under-shirts, or work-out shirts worn as the only shirt.
- Shoulders must be covered by at least 2 inches of material.
- Shirts that are sheer must be worn over another shirt so that no underwear and/or anatomy is visible.
- No undergarments can be visible at any time.

#### **Dresses / Skirts**

- Dress and skirt length must not be too tight or shorter than 3" above the knee (above the floor when kneeling).
- Dress and skirt length that fall between 3-5 inches above the knee (above the floor when kneeling) must be worn with leggings (no tights).
- Shoulders must be covered by at least 2 inches of material.
- No holes or fraying is permitted.

#### **Shoes**

- Open toed shoes such as sandals and flip-flops may not be worn for recess (outside or inside) or PE classes.
- No high-heel or platform shoes are allowed at any time.

#### **Accessories**

- Boys may not wear earrings; body piercing is prohibited for boys and girls.
- Jewelry must be modest and not a distraction.
- No hats or hoods may be worn in the building.
- Boys may not wear make-up or nail polish.
- Girls may wear nail polish and make-up in moderation.
- No body piercing is allowed other than earrings.
- Perfume, lotion, body spray, deodorant, etc may not have a strong/offensive odor.

#### **Hair**

- Must be well groomed, and not cover eyes.
- Must be natural color, modest and not a distraction.
- Ornamentation should be modest, not a distraction and worn properly.

## **TRANSPORTATION**

#### Bus

For residents of a part of Menomonee Falls, transportation is provided by the public school district. All bus transportation is arranged through the school office. Residents living in the public school districts of Milwaukee, Elmbrook, and Sussex Hamilton can obtain parent contracts from the school district if the family meets location requirements.

#### Bicycles

Bicycles may be used for transportation to and from school. Laws governing these vehicles must be observed and the bicycle must be properly licensed. All bicycles stored at school must be parked and locked in the appropriate area. Bicycles are not to be ridden during school hours without staff permission.

#### Walking

Students who walk to school should follow the safety code of the road. Walkers should NOT take short cuts through yards, but follow the road. Walkers should not arrive before the doors are open. Students will not be allowed to walk home without written parent consent. Students will not be allowed to walk home if conditions, such as weather, are deemed dangerous by school personnel.

#### Field Trip Transportation of Students To and From School Activities

School buses or charter buses will be used to transport students from school to field trips or other school activities. Permission slips are required for all field trips.

## **INSURANCE AND LIABILITY**

Immanuel Lutheran School does not provide student accident insurance coverage. In cases of personal injury while at school or a school-related event, family insurance is the primary provider of coverage.

## HEALTH AND SAFETY

Children may not attend school when they are ill, vomiting, contagious, and/or when they have a temperature of 100.4°F or above. Parents/guardians of a child who becomes ill and/or has an elevated temperature at school will be contacted and are required to pick-up their child within one hour. Children are permitted to return to school only when they are able to participate fully in a normal school day, are fever free for 24 hours without medication, are not vomiting, and are no longer deemed contagious. A doctor's written permission/release is sometimes necessary for a child to return to school.

If circumstances dictate, we may call on emergency responders to attend to a child. Staff will make every effort to contact a parent/emergency contact when emergency responders have been called. In the absence of a parent/guardian, a staff member will accompany the child in the event transport to a hospital is necessary.

**Medication:** Physician-prescribed medication and/or non-prescription medication may be sent to school when it is necessary for a child to be administered the medication during the school day. The following procedure must be followed:

1. An adult must bring the unexpired medication to the school office in the original container. Prescription medication must be clearly labeled with the pharmacy sticker indicating the child's name, dosage, and the time to be given. Non-prescription medication must be in a baggie clearly marked with the child's name. Parents must tell the office staff when the medication was last taken by the child.
2. Ask for and complete a medication release form in the school office, giving the school permission to administer the medication.
3. All medications must remain in the office and a member of the staff will administer all medications.
4. If a child uses emergency medication, such as an inhaler or epi-pen, the medication may be kept in the child's classroom with the teacher if all of the above steps have been completed.

**Head Lice:** In case of head lice, parents must ensure children are free of lice and nits before bringing them back to school.

**Emergency Contacts:** In order to contact parents when emergency situations arise, current phone numbers are kept in the office and in each child's classroom. Parents/guardians are required to update the office when phone numbers change for either parents/guardians, or other emergency contacts. Your child's registration is not complete without appropriate contact information.

**Safety Drills:** Fire and tornado drills are conducted at regular intervals, and under various conditions. Safety drills, including lock-down, evacuation, and active shooter drills, are held regularly.

## CELL PHONES, WATCHES AND OTHER ELECTRONIC DEVICES

Since school phones are available for students to use, a cell phone is not a necessity. However, students may have a cell phone or other electronic communication devices on Immanuel's premises under the following conditions:

1. Cell phones are not to be used by a student in the school building during school hours unless given explicit permission by a staff member. If phone contact is necessary, permission must be given by the principal, teacher, or office, and school phones must be used. Parents must contact a child only through the school phone line during the school day.
2. Cell phones must be kept out of sight and turned off in a school bag, locker, or classroom storage place designated by the teacher during the school day.
3. If a cell phone is misused (ie. used during school hours without staff permission, ringer/sound left on in the locker) the phone will be confiscated and must be retrieved from the principal by a parent.
4. Students are explicitly prohibited from recording or taking pictures on school/church property without permission from a teacher or administrator.
5. Apple watches, iPads, etc may not be used during the school day.
6. Stolen, lost, or broken phones or other devices are the responsibility of the child and parent.

## BIRTHDAYS/SPECIAL EVENTS

- Party invitations may not be distributed at school unless the entire class is invited. Please be considerate of the impact you will have on class dynamics if you invite most of the class, but exclude a few.
- Special treats may be brought to school to celebrate birthdays or when there is a class party with teacher permission. These special treats must not be provided during the lunch hour due to National School Lunch Program-USDA laws and guidelines. Parents must ensure that enough is provided for all students in the class and supply napkins, etc. Teachers and school staff reserve the right to deny a treat.
- If a parent would like to provide a special treat for the class, Immanuel Lutheran School encourages non-food treats such as fun pencils, erasers, etc. This is to encourage healthy eating habits, protect students with allergies and/or health concerns such as diabetes.

**NON-DISCRIMINATION POLICY**

By reason of our philosophy of Christian education, Immanuel Lutheran School admits students of any race, color, national or ethnic origin, and sex to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Immanuel Lutheran School does not discriminate on the basis of race, color, national or ethnic origin, and sex in the administration of its educational policies, athletic program, and other school administered programs.

**Immanuel Lutheran School**

**Principal: A.J. Amling**  
**Assistant Principal: Tracy Parker**  
**Administrative Assistant: Jason Gress**  
**Business Administrator: Maggie Uravich**  
**Receptionists: Georgia Cucinello & Dennis Gress**

**Immanuel Lutheran Church**

**Senior Pastor: Rev. Stephen Henderson**  
**Office Manager: Kim Graf**  
**Bookkeeper: Laurel Stein**  
**Director of Youth & Discipleship: Heather Vahl**  
**Facilities Manager: Jim Radewahn**

**Immanuel Lutheran Child Care**

**Director: Lindsay Steffen**



**PARENT/GUARDIAN & STUDENT ACKNOWLEDGEMENT FORM**

***Parent/Guardian MUST initial each line, fill out and sign the bottom of this form and return to the office before the first day of school.***

\_\_\_\_\_ I have read Immanuel Lutheran School’s 2021-2022 Student and Parent Handbook. I agree to comply with all policies mandated by Immanuel Lutheran Church, School and Child Care.

\_\_\_\_\_ I have reviewed and will comply with the mission and philosophy with the understanding that these values are rooted in the identity, philosophy, and daily operations of Immanuel Lutheran Church, School and Child Care.

\_\_\_\_\_ I have reviewed the 2021-2022 school calendar and noted special events. I understand the importance of my student’s consistent daily attendance.

\_\_\_\_\_ I give permission for my child(ren) listed below, to use and be granted an account for Google Apps for Education and any other online resources/websites that Immanuel Lutheran School staff members have determined to be appropriate for classroom use.

\_\_\_\_\_ I understand that Immanuel Lutheran Church, School and Child Care strictly prohibits

recording, taking photos, and/or screenshots of in-person and/or online live and/or recorded instruction at any time by parents/guardians, students, and/or caregivers. I further acknowledge that Immanuel **staff** may record in-person or online instruction and post online in a password protected site to facilitate asynchronous learning.

Disclaimer: Immanuel Lutheran School's Parent and Student Handbook provides you with important information and serves as a reference for critical policies and procedures that will affect you and your child during your time at school. The policies and procedures presented herein do not constitute a contract or implied contract with students or personnel. Immanuel Lutheran Church, School and Child Care reserves the right to interpret, revise, amend, or withdraw them at its sole discretion.

Child(ren) Name(s) \_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_