



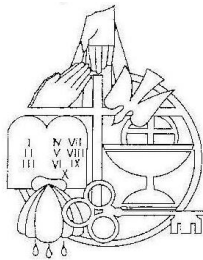
# IMMANUEL LUTHERAN SCHOOL

*nurturing the heart, mind & soul*

## Family Handbook 2020-2021

Immanuel Lutheran School  
2865 26<sup>th</sup> Avenue  
Columbus, Nebraska 68601  
(402) 564-8423

*The ministry of Immanuel Lutheran School is to share Christ by educating, nurturing, and equipping God's people for a life of Christian service.*



## INTRODUCTION

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Philippians 4:8-9)

Martin Luther urged men and women to prepare their children for a useful life in this world by giving them a broad education. This broad education was to include two areas. The first was to raise children in the “spiritual realm” and the salvation of souls “through Jesus Christ”. The second was for “the survival of the temporal government.” Immanuel Lutheran School has this same goal today. We pursue spiritual and educational knowledge as redeemed people in Jesus Christ our Lord. We dedicate ourselves to teach our children about God and His creation.

The purpose of the Student/Parent Handbook is to provide to all students and their parents a set of guidelines for such spiritual, educational knowledge in and around Immanuel Lutheran School. The handbook should be read by or to every parent and student. We recognize that it is imperfect and silent on some issues which may arise. In cases of disagreement about a particular interpretation or implementation of certain rules, the Principal and/or the Board of Christian Education, after discussion with the parent and/or student, will render decisions that they deem fair to both students and the school. Through communication, application of the Law and Gospel, and prayer, it is our intent to deal with one another in the love that Christ first showed us.

Jody Timm - Principal

## TABLE OF CONTENTS

Introduction	2
Table of Contents	3
Mission Statement	5
Philosophy	5
School Map	6
Governance	7
Accreditation	7
The School Day	7
School Hours	7
School Entrance	7
Before School	7
During School Hours	8
After School	8
Chapel	8
Administrative Policies	8
Enrollment Procedures	8
Tuition and Fees	9
Recourse/Grievance	9
Authority and Discipline	10
Discipline Policy	11
Prevention	11
Correction	12
Terms	13
Student Conduct	14
General Conduct	14
Bullying	14
Probation	14
In-School Suspension	15
Suspension from School	15
Expulsion from School	16
Violations	16
Academic Policies	16
Curriculum	16
Eighth Grade Algebra	16
Texts and Library Books	17
Homework	17
Internet Access & Safety Policy	18
Testing	18
Academic Integrity	18
Diagnostic Testing and Referral	19
Achievement Tests	19
Grading	19
Honor Roll	20
Grade Reporting	20
Incomplete Work/Grades	20
Promotion and Retention	20
Student Cumulative Records	21
Uniform Dress Policy	22
Dress Code	22
Consequences for Dress Code Violations	22
Personal Appearance	23
Gym Shoes	23
Gym Clothes	23
Label Items	23

Procedures	23
Attendance	23
Excessive Absenteeism	23
Tardiness	23
Church and Sunday School Attendance	24
Illness	24
Illness or Injury	24
Medication	24
Health Requirements	25
Insurance	25
Drop-Off and Pick-Up	25
Severe Weather	26
Cold Weather Recess Guidelines	26
Communication	26
PTLS (Parent and Teachers of Lutheran Schools)	27
Extravaganza	27
Lockers	28
Field Trips	28
Supply Kits	28
Fund-Raising	28
After School Supervision	28
Telephone Use	28
Phones and other Personal Electronic Devices	29
Library	29
Music/Choir	29
Band	29
Lunch	29
Animals at School	30
Emergencies	30
Crisis/Emergency Plan	30
Emergency Phone Numbers	30
Weather Emergencies	31
Other Programs	31
School Pictures, DARE, GREAT, 8 <sup>th</sup> Grade Graduation, Musical Programs, Kindergarten Recognition, Gathering of the Talents, Field Day, Outdoor Education, 8 <sup>th</sup> Grade Class Trip, Chapel Projects, Picnics, Athletics	31
Pre-School/Daycare	32
Immanuel Preschool/Daycare	32
Family Matters Daycare	32
First Steps Infant and Toddler Center	32
Government Compliance	33
Accreditation and Approval	33
Asbestos	33
Instructional Hours	33
Lead	33
Abuse and Neglect Reporting	33
Nondiscriminatory Policies	33
Rights of Non-Custodial Parents	33
Sexual Harassment Policy	34
Smoke – Free and Drug - Free Workplace	34
Weapons Policy	34
Property	34
Treasures from Home	35
School Property	35
Bicycles	35
Personal Items	35
Other Ways to Help Your School	35

## MISSION STATEMENT

*The ministry of Immanuel Lutheran School is to share Christ by educating, nurturing, and equipping God's people for a life of Christian service.*

## PHILOSOPHY

Immanuel Lutheran School has been established as a tool for accomplishing the Great Commission to go and disciple all people. The school, as an integral part of Immanuel Lutheran Church, adheres firmly to the following scriptures:

“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19

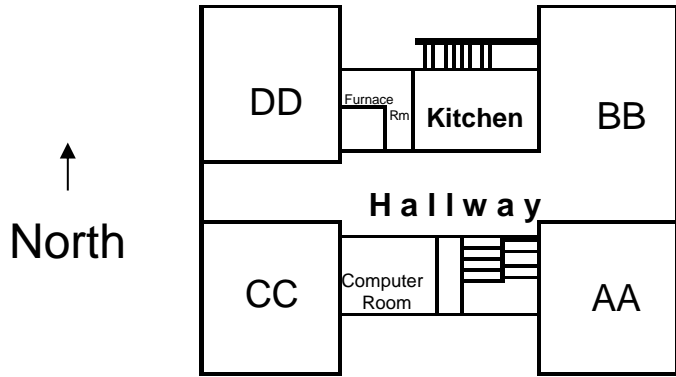
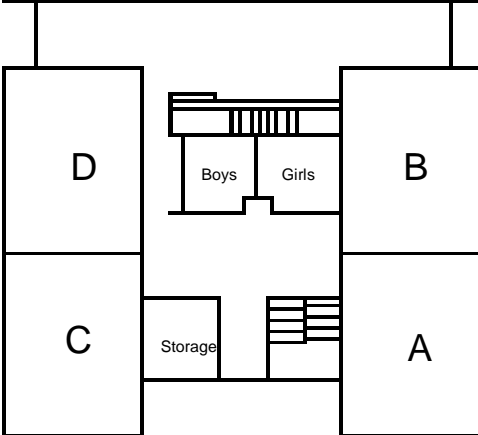
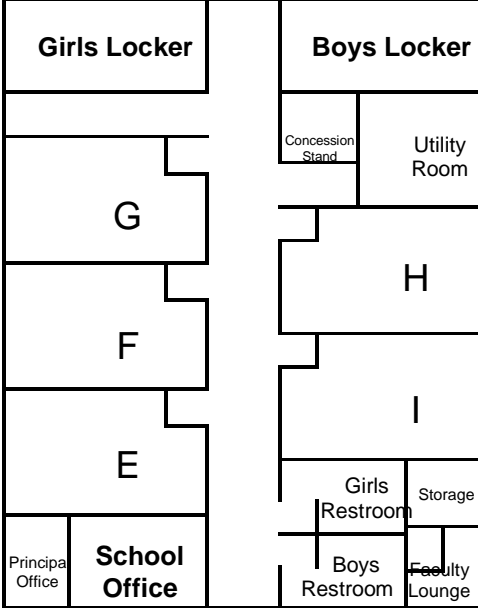
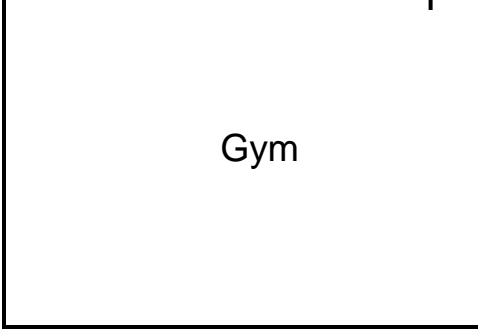
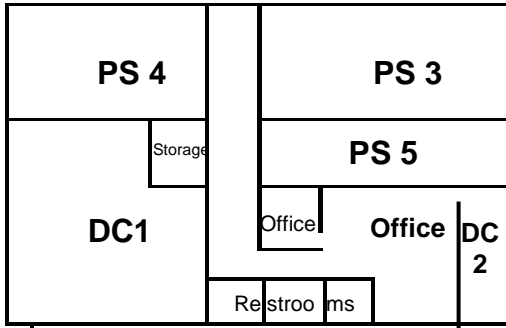
“Train up a child in the way he should go, so that when he is old he will not depart from it.” Proverbs 22:6

Immanuel believes and teaches that the Bible is the true Word of God without error and that we are saved by grace through faith in Christ Jesus alone.

Immanuel Lutheran School will educate each child in a Christ-centered atmosphere, providing faith-integrated academics that empower students to function with confidence in Christ through all life's situations.

Immanuel Lutheran School will provide an environment where each student, regardless of race, creed, or gender, will develop spiritually, intellectually, socially, emotionally, and physically according to his/her God-given abilities. Immanuel will provide diverse experiences and relevant curricula allowing for optimum achievement and development and enabling each student to become a productive and participating Christian citizen in a democratic society. Worship and learning experiences in the church and school will develop and sustain each child's faith. Immanuel Lutheran School will work closely with the family and the church to complete this task.

Immanuel Lutheran School will support the students in the process of lifelong faith formation. We strive to nurture, teach, and encourage ways to recognize and incorporate the presence of God into our daily life experiences. It is our responsibility as stewards of young Christian minds to provide a strong, solid foundation well-grounded in God's Word, the Bible. We do this by teaching the Word of God, worshiping together, and reaching out to serve one another.



↑  
North

Basement - South End

# IMMANUEL LUTHERAN SCHOOL

2865 26<sup>TH</sup> AVE  
COLUMBUS, NE 68601  
402.564.8423

## LOCATION KEY

A	Activity Room	AA	Music/Band
B	2nd Grade	BB	Lunchroom
C	Kindergarten	CC	4th Grade
D	1st Grade	DD	3rd Grade
E	5th Grade		
F	6th Grade Homeroom	PS 3	Playschool
G	7th Grade Homeroom	PS 4	Preschool
H	8th Grade Homeroom	PK 5	Pre-K
I	Library	PK 5A	Pre-K

## GOVERNANCE

Immanuel Lutheran School is an independent school owned and operated by Immanuel Lutheran Church of the Lutheran Church Missouri Synod, Columbus, Nebraska, in compliance with state and local laws. The Board of Christian Education (BCE) is responsible for the acquisition of all staff and faculty as prescribed in the congregation's constitution and bylaws, for establishing and overseeing the policies and procedures of the school, and for working with the congregation's Board of Property Management to provide for the improvement and maintenance of all school physical plant and properties. The BCE meets in the evening on the third Monday of each month. BCE meetings are open except when in executive session. Immanuel and Peace Lutheran Churches entered into a multi-year agreement for school operation including policy governance and funding. Since 2008 the BCE is comprised of five Immanuel members and four Peace members. The principal is responsible for implementation of policies, formation of curriculum, supervision of instruction, and organizing and managing the day-to-day operations of the school and preschool.

## ACCREDITATION

Immanuel Lutheran School is accredited by the National Lutheran Schools Accreditation (NLSA) and is approved by the State of Nebraska. Immanuel Lutheran School fills its teaching positions with highly-qualified teachers by virtue of a combination of academic degrees, teacher certification, experience, and demonstrated ability to teach. Nationally-normed standardized tests are administered each year to grades 2-8.

## THE SCHOOL DAY

### SCHOOL HOURS

7:30 a.m.	Students allowed in the vestibules
7:40 a.m.	Students allowed in classrooms
7:55 a.m.	Classes begin
3:05 p.m.	Classes end, students are dismissed
3:20 p.m.	Students must be picked up by this time

### SCHOOL ENTRANCE

For the safety of the students and staff, school entrances will be locked. All visitors to the school must be "buzzed in" at the office entrance on the west side of the school. Upon entrance you will be asked to check in at the school office. This procedure helps school personnel to know who is in our building and the purpose of the visit.

### BEFORE SCHOOL

If it is necessary for a child to go beyond regular school hours, arrangements should be made with the child's teacher and/or the principal beforehand. Once the child has arrived on the school grounds, he/she is to go immediately into the building. Affordable daycare is available on-site both before and after school for students through twelve years of age.

## DURING SCHOOL HOURS

Students are not to leave the school premises during school hours without prior permission from parents/guardians. The office staff would prefer written notices from a parent/guardian concerning appointments scheduled during the school day.

## AFTER SCHOOL

Classes are dismissed at 3:05 p.m. All students should leave the premises promptly after dismissal. There is no play period after school, so children waiting for rides are to wait with the on duty teacher by the appropriate door (south, west, or east). At 3:20 p.m. all students should be either picked up, walking home, or attending daycare. Parents/guardians are asked to cooperate fully by picking up their children punctually. Affordable daycare is available on-site for all students through twelve years of age.

## CHAPEL

Chapel services are held weekly, usually on Wednesday mornings at 8:05 a.m. The teachers, pastors, and classes lead these mid-week worship opportunities. Parents, grandparents, etc. are welcome and encouraged to join us for chapel. The time, date, and chapel presenters are listed each week in the principal's message in the school newsletter.

## ADMINISTRATIVE POLICIES

### ENROLLMENT PROCEDURES

Parents or guardians wishing to enroll students at Immanuel Lutheran School must fill out a student application for each student. Each application must be accompanied by a \$50 fee. A meeting with the principal and teacher of the student and parents is conducted. Parents or guardians will be notified of acceptance by the principal. Parents/guardian must sign for the receipt of the Parent/Student Handbook.

Immanuel Lutheran School does not discriminate against any students on the basis of sex, race, or ethnic background. Enrollment is not limited to Lutherans, and Immanuel welcomes families of all faiths. Religious instruction; however, will be taught exclusively in accordance with the Holy Bible and the Book of Concord while respecting the denominational preferences of non-Lutherans. Because of limited class size and with regard for those partner churches who are investing their monies and time in Immanuel Lutheran School, priority for enrollment will be given first to families who are members of Immanuel Lutheran Church, Peace Lutheran Church, and to all families who are currently enrolled at Immanuel Lutheran School. Enrollment is then open to the general public on a first-come-first-served basis.

All new students are enrolled on a 90 school days probationary period (equal to one full semester). If needed, a conference is held during this period with the teacher, principal, and parents to determine continued enrollment for individual(s) whose overall performance needs evaluation.

Mid-Year Enrollment: Students are enrolled mid-term on the condition that they provide all necessary application documentation and meet all school standards for conduct and



performance. After an interview with the parent/guardian and student, the principal will notify the family of the acceptance decision.

According to Nebraska law, students may enter kindergarten if they turn five years of age on or before July 31<sup>st</sup> of the year of enrollment into kindergarten; however, children born between August 1<sup>st</sup> and October 15<sup>th</sup> of the year of enrollment may apply for early entrance into kindergarten. Application for early entrance must be made by April 15<sup>th</sup> of the year of enrollment to Columbus Public Schools Office of Student Services at 402-563-7000, ext. 12123. CPS will conduct school readiness assessments to determine if the child is eligible for early enrollment.

Immanuel Lutheran School reserves the right to place students in the appropriate instructional level as determined by diagnostic data and developmental maturity.

#### TUITION AND FEES

Tuition is necessary for the financial operation of the school. Actual cost of education for each student is about \$5,500. However, through the generous financial support of Immanuel and Peace Lutheran Churches, actual tuition rates are much less. Limited amounts of tuition assistance and scholarships are available to families based on financial need. It is our desire that everyone who desires a Christian education at Immanuel will be able to attend.

All tuition and fees are technically due in advance, payable on or before the first day of classes. An installment payment option for tuition is available at the time of registration. The first of these payments is made at the beginning of August at registration and the remaining nine payments must be paid each month from September to May. A twelve-month plan is also available. Payments are made through our tuition management system (presently FACTS Tuition Management Services). A late fee is charged on all payments past due. The business manager handles all tuition payment issues at the Immanuel church office.

Any family facing an unexpected financial emergency such as illness, accidents or the loss of a job, should contact the Principal or the business office. When these situations occur the school will work with the family to ease their burden and avoid a record of tuition delinquency.

#### RECOURSE – GRIEVANCE

Normally all reasonable decisions and actions of the teachers regarding classroom management are final and should be received in a gracious way by students and parents even if the results of those decisions and actions were not what were anticipated. Similarly, all decisions and actions of the principal regarding school policy procedure are final.

If, however, the matter is of a more serious nature and the parent/guardian is dissatisfied with the outcome, they may contact the teacher or principal for a respectful discussion. The rule of Matthew 18 should direct our words and actions. If the issue concerns a teacher, then the teacher should be contacted before the principal. Likewise, issues concerning the principal should first be brought to the attention of the principal. If these steps are followed, most conflicts can be resolved in an appropriate and God-pleasing manner.

If there is no resolution after the meeting with the teacher and/or principal, the matter may be taken to the chairperson of Immanuel's Board of Christian Education, presenting concerns formally in writing. The Board of Christian Education requests that items parents/guardians wish to bring before the board, be presented to the chairman no later than Wednesday of the week before the regular board meeting. Regular board meetings are typically held on the third Monday evening of each month.

Under no circumstances is it beneficial nor acceptable to use social media to voice concerns about a student, parent, staff member, or volunteer. The administration and Board of Christian Education take very seriously the responsibility for the entire Immanuel School family to deal with one another in a spirit of Christian love and maturity.

## AUTHORITY AND DISCIPLINE

We believe that children's lives, discipline, and upbringing are ultimately entrusted by the Lord God to their parents. This relationship is testified to in the Bible:

(Deuteronomy 6:6-7) "And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."

(Ephesians 6:1-4) "Children, obey your parents in the Lord, for this is right. 'Honor your father and mother' (this is the first commandment with a promise), 'that it may be well with you and that you may live long on the earth.' Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord."

(Colossians 3:20-21) "Children, obey your parents in everything, for this pleases the Lord. Fathers, do not provoke your children, lest they become discouraged."

The authority and discipline maintained in the school is viewed as the extension and augmentation of parental authority and discipline. Martin Luther explains the Fourth Commandment, "We should fear and love God so that we may not despise our parents and masters, nor provoke them to anger, but give them honor, serve and obey them, and hold them in love and esteem." The school faculty and staff do not function above parents but rather with the authority delegated to them from the parents. This parental authority is delegated when parents agree to the terms and conditions stated in this handbook for the care and education of their children. The Bible states:

(Proverbs 29:17) "Discipline your son, and he will give you rest; he will give delight to your heart."

(Hebrews 12:5-11) "And have you forgotten the exhortation which addresses you as sons? 'My son, do not regard lightly the discipline of the Lord, nor lose courage when you are punished by Him. For the Lord disciplines him whom he loves, and chastises every son whom he receives.' It is for discipline that you have to endure. God is treating you as sons; for what son is there whom his father does not discipline? If you are left without discipline, in which all have participated, then you are illegitimate children and not sons. Besides this, we have had earthly fathers to discipline us and we respected

them. Shall we not much more be subject to Father of spirits and live? For they disciplined us for a short time at their pleasure, but he disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it.”

Discipline at Immanuel is not considered in negative terms. Discipline is understood to be firm, loving admonition and training to know and do what is right. It has absolutely nothing to do with physical or verbal abuse, or manipulation of behavior by intimidation and ridicule. Rather, it has reasonably unpleasant consequences for poor choices or inappropriate behavior to deter them in the future while offering encouragement and positive examples to achieve success.

## DISCIPLINE POLICY

### PIPSS (Performance Improvement Problem Solving Systems)

#### PREVENTION

Before a classroom discipline policy is enforced, teachers implement five steps that help increase student performance of goal behaviors and decrease the likelihood of student performance problems. Over a one to two week practice period, teachers prepare students for classroom discipline policy enforcement by working through the following steps:

- State the expected performance goal behaviors. Teachers explain what each goal means to them and describes why the goal is important for each student. There are five student performance goals:
  - Arrive to class on-time
  - Use work time appropriately
  - Complete assigned tasks on-time
  - Demonstrate respect for people and/or property
  - Respond appropriately to staff directives
- Teach the expected performance goal behaviors. Teachers explain how students should perform each goal behavior successfully.
- State the tolerance for misbehavior. Teachers explain the extent to which student misbehavior will be tolerated in the classroom.
- Provide practice opportunities. Teachers provide students with time to practice the performance of the goal behaviors in the classroom.
- Provide performance feedback. Teachers provide students with feedback so they understand the accuracy of their performance before the policy is implemented.

## CORRECTION

After the classroom teacher has prepared students, PIPSS discipline policy is enforced. The PIPSS model is designed purposefully so the degree of home-school supervision and problem solving support are directly related to student performance choices. In this step by step process, supervision and problem solving support are increased proportional to problem intensity until the academic and/or behavior problem is resolved or an appropriate educational setting is identified. The system is also constructed to minimize the loss of student freedoms and choices. There are three levels of problem solving: Level I – Classroom Team; Level II – Student Assistance Team; Level III – Multi-Disciplinary. The following sequence of activities will occur at each level within this system:

1. When a student fails to adequately perform a goal behavior, the student will receive a consequence and be required to complete a problem-solving lesson. During the problem-solving lesson, students write responses to the following statements:
  - Which of the goals did I not perform appropriately?
  - My behavior caused a problem because....
  - I will take the following two or three actions to correct the problem...
  - If I choose not to perform according to the five student goals, I will experience these consequences.....A copy of the lesson is mailed to a parent so they can discuss the problem behavior with their child at home.
2. When a student fails to perform a goal behavior a second time for a particular teacher, he/she will receive a consequence and be required to complete a problem-solving lesson. After the problem-solving lesson is completed, a copy of the lesson will be mailed to a parent so they can discuss the problem behavior with their child at home.
3. When a student fails to perform a goal behavior a third time for a particular teacher, he/she will receive a consequence and be required to complete a problem-solving lesson. After the problem-solving lesson is completed, a copy of the lesson is mailed to a parent so they can discuss the problem behavior with their child at home. The student is required to call a parent to explain how his/her behavior created a need for a mandated meeting within five school days. The student is expected to attend the parent-teacher problem solving meeting. After receiving a third problem solving for a particular teacher, he/she moves to the next level for all teachers.

The purpose for a parent-teacher problem solving meeting is to develop an action plan to resolve the student's difficulty. During this 20 to 40 minute meeting, parents, teachers and students identify the problem, generate solution ideas, develop a home-school action plan, select an indicator of plan success, assure that each participant understands their part in the plan, and select a time to review the plan.

Normally, teachers will note the breaking of these rules with a name or mark being written and will note the keeping of these rules with positive reinforcement. Sitting quietly, paying attention, asking questions respectfully and working hard will be encouraged by compliments. Getting out of seat without permission, talking out of turn, complaining, making unnecessary noise, or other behaviors which distract from the teaching process will be noted with consequences to follow. Teachers will have consequences for marks posted and explained.

## TERMS

**Disciplinary Action** – assists the student in becoming more aware of appropriate behavior and increases opportunities to grow and learn as Jesus has taught us. Immanuel’s disciplinary actions include problem solving forms and solutions as an important part of the process. Any disciplinary action taken will comply with existing state statutes, school board policy, and shall afford due process of law. Each child will be treated as an individual. The types of disciplinary action that may be taken include the following:

**Guidance** – a conversation between the student and school personnel. The purpose of this form of counseling is to inform the student that behavior needs to change so that the student does not violate the rights of others or harm himself/herself.

**Problem Solving Forms** – a communication tool between home and school. Problem-solving forms are used to inform parents about the behavior so that the parent and child can discuss the behavior and make a plan for future action. The forms will also include action that staff members felt were appropriate at the time of the incidence.

**Conference** – a meeting of student’s parent(s)/legal guardians(s) and school personnel to discuss the student’s behavior. The child may be asked to attend by either the parent or school personnel. Conferences may also be set up at any time upon the request of school personnel or parent.

**In-School Suspension** – forced, temporary withdrawal of a student who will be isolated from the events of a normal school day and be expected to complete extra assignments.

**Suspension** – forced, temporary withdrawal of a student from school.

**Student Counseling** – some actions may require a student to visit a guidance, medical, or psychological counselor to assist the student in resolving problems.

**Restriction of Activities** – at the teacher’s discretion, a student may not be allowed to participate in certain activities due to past or present behavior. Parents will be notified when possible.

**School Probation** – action taken by the principal and teacher to assist the student in resolving educational problems. The action is in the form of certain stipulated conditions agreed upon by the school, student and parent(s)/legal guardian(s).

**Expulsion** – forced permanent withdrawal from school.

**Corporal Punishment** – teachers, administrators, and school staff may not use physical punishment to discipline a student for any reason.

**Use of Force** – teachers, administrators, and school staff may use forceful restraint to protect students from harm.

Behaviors that lead to disciplinary action may include but are not limited to:

- Disruption in class, in the lunchroom, or during any school activities.
- Disrespect for authority – pastor, principal, teachers and their aids, librarian, school secretary, custodian, and other personnel.
- Violation of safety or fire drill rules.
- Violation of lunchroom, playground, or classroom procedures.
- Disrespect for other students' feelings and name-calling.
- Cheating on assignments, tests, or other activities
- Demoralizing conduct and/or use of vulgar language.
- Use of violence, force, intimidation, coercion, threats and all forms of bullying.

## STUDENT CONDUCT

### GENERAL CONDUCT

Students at Immanuel should make every reasonable attempt to conduct themselves in a respectful manner. The administration will discipline students when necessary for healthy growth and maturity. Students are expected to comply with the norms of the individual teacher, sponsors, and administrators. Failure to comply with these individual standards makes the student liable to reasonable consequences. Students must respect the rights of others to learn or perform their assigned tasks. Students must act in a manner which shall cast a positive light upon themselves and their school. Students must behave in a manner that creates a safe environment.

### BULLYING

Immanuel is committed to providing a safe, loving environment free from abuse, harassment, bullying, or any other form of threatening, derogatory, or demeaning displays. Any student who experiences such, should inform his/her teacher, principal, or other staff person. Immanuel is also committed to train children in Christian behavior. Training includes how we treat one another, practice verbalizing feelings, recognizing a victim, recognizing a perpetrator, asking for forgiveness and granting forgiveness. Allegations are taken seriously and investigated to provide appropriate responses and discipline.

More serious violations of the student conduct regulations will result in alternative consequences which may include the following:

- Probation
- Conference with parent and/or student
- In-school suspension, out-of-school suspension, or expulsion

The form used for this disciplinary procedure is the "Progressive Discipline Record". With continued violations, the consequential steps can be suspension and/or expulsion.

### PROBATION

Probation is defined as a time when a student will be observed more closely by staff to see if he/she is cooperating with correction from school authorities. If, in the judgment of the administration, the student is not growing and cooperating to the level of maturity that is expected, the student will be recommended for suspension or expulsion.

## IN-SCHOOL SUSPENSION

Parents will be notified of this action prior to its implementation and confirmed in writing. During school hours, the student will be required to do all class work alone in a designated area.

The following procedures will be used if a student is placed on in-school suspension:

- The student will report to the office 15 minutes before school begins and will remain 15 minutes after school ends.
- The student will be isolated from the remainder of the student body during the day.
- The student will be allowed to receive credit for work completed while on suspension but will not be granted any extra time to complete assignments.
- No extra time will be given for lab work missed. The student will not receive a failing grade – rather no grade will be given.
- The student is responsible for all missed work – including getting assignments.
- Students on in-school suspension also lose extracurricular privileges while on suspension.
- The next step in a disciplinary matter is suspension from school.

## SUSPENSION FROM SCHOOL

Suspension is defined as a time when the student may not participate in class, attend or take part in any type of school or extra-curricular activity including practices or meetings for a number of days. The student returns to school on probation status. Parents will be notified of this action prior to its implementation and the suspension will be confirmed in writing.

The following procedure will be used if a student is suspended from school. Suspension will normally be from 1 to 15 days.

- The parents will be notified by telephone and the student will be sent home.
- The student will be able to receive credit for work completed while on suspension but will not be granted any extra time to complete assignments. When the student returns to school they will have one school day for every five days of suspension to make up any missed tests.
- Assignments due the day(s) the student is on suspension must be submitted to the office by 4:30 on the day due or the student will receive zeroes for the work.
- No extra time will be given for lab work missed. The student will not receive a failing grade – rather no grade will be given.
- The student is responsible for all missed work – including getting assignments.
- Students on suspension from school also lose extracurricular privileges while on suspension.
- A satisfactory evaluation by a licensed health care professional, at the family's expense, may be required before the student is allowed to return to school.
- Family counseling may be required at the family's expense.
- The next disciplinary step is expulsion.

## EXPULSION FROM SCHOOL

In extreme cases, when other forms of discipline have been exhausted, students may be expelled.

## VIOLATIONS

Reasons for suspending and/or expelling a student may include but are not limited to the following:

- Behavior of a student which presents a moral or physical danger to other students.
- Behavior that is incorrigible (for example, a student who has been issued nine or more Problem Solving forms).
- Possession of a weapon (any instrument or device for attack or defense).
- Possession, use, or distribution of alcohol, drugs, or other dangerous substances.

It is the responsibility of the administrator to notify the public authorities, Chairman of the Board of Christian Education, and the Senior Pastor whenever a student is expelled. A record of the evidence justifying the expulsion of the student must also be filed in the student's permanent cumulative file.

## ACADEMIC POLICIES

### CURRICULUM

Curriculum objectives have been developed by the Immanuel Lutheran School staff to ensure success at the next level of education from preschool through 8<sup>th</sup> grade and into high school. The curriculum meets or exceeds the requirements of the State of Nebraska and National Lutheran School Accreditation. Copies of the curriculum are available to review upon request in the school office.

In compliance with Title 92, Chapter 14, and the Nebraska Administration code, Immanuel Lutheran School provides instruction in the following subject areas: reading and language arts, mathematics, social studies, science, health, physical education, art, and music. In addition, Immanuel offers choir, band, computer, and Spanish language.

All grades receive formal religious education. A pastor of Immanuel Lutheran Church instructs the 8<sup>th</sup> grade confirmation class. Christian education at Immanuel Lutheran School focuses on Christ as our Lord and Savior, permeating our total lives in academics as well as relationships. Our faith is integrated into all aspects of our educational program. Prayer, Bible Study, and Worship (church attendance) are the tripod on which Christian education is built.

### EIGHTH GRADE ALGEBRA

Eighth grade students will qualify for either 8<sup>th</sup> grade pre-algebra or algebra. The areas used in assessing a student's readiness for Algebra 1 in eighth grade are the following:

- Algebra Prognosis Test
- Report Card Grades
- Math scores from most previous achievement test



This is normally evaluated at the end of the seventh grade year. Transfer students may request a time to take the Algebra Prognosis Test upon arrival in the fall for consideration of admittance to the Algebra 1 class.

Immanuel students are able to take advanced courses in math and science as freshman at Columbus High School commensurate with achievement and upon teacher recommendation.

### TEXTS AND LIBRARY BOOKS

All texts and library books belong to Immanuel Lutheran School and are loaned to students for a portion of or for the entirety of the academic school year. The teacher will record the condition of textbooks when assigned to the student. The student is to treat textbooks with respect and not mark or mutilate the book in any way. Students will be charged the replacement value of any book which is lost or damaged. (*e.g.* pages torn, writing in book, broken binding) or excessively worn.

### HOMEWORK

Immanuel Lutheran School may assign some amount of homework to many of its students at a given time. Below are the primary reasons or causes for homework being assigned:

- Students often need some amount of extra practice in specific new concepts, skills, or facts. In certain subjects (*e.g.* math, reading, or language) there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
- Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- Since Immanuel Lutheran School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his/her studies. This will also keep the parents informed as to the current topics of study in the class.
- Homework is good exercise in organization and time management, skills that will benefit students for the rest of their lives.

As a very general rule, a maximum amount of homework is about 10 minutes per grade level per day. For example, a third grader may have about 30 minutes of homework per day and a sixth grade may have about one hour. This will, of course, vary from day to day. Teachers try to take into account evening activities such as school events, church services, and youth groups when possible. This is not, however, always possible. Home/school communication is vital when conflicts arise.

It is very important that students have a quiet, comfortable area to study. Parents are encouraged to assist their children in their homework when they need help. It is also beneficial for the home to be a "print rich environment" especially for emerging readers. Read with your child and be interested in his/her studies.

## INTERNET ACCESS AND SAFETY POLICY

Internet users are expected to use the Internet as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the Internet at Immanuel.

### Student Expectations in Use of the Internet

- Students shall not access material that is obscene, violent or otherwise inappropriate for educational uses.
- Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security.
- Students shall not engage in any illegal activities on the Internet.
- Students shall only use electronic mail, chat rooms, and other forms of direct electronic communications for educationally related purposes under staff direction.
- Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior.

- Immanuel uses a technology protection measure provided by the Educational Service Unit that blocks or filters Internet access to block access to some Internet sites that are not in accordance with the policy of Immanuel Lutheran School. Filtered sites are subject to review by the Educational Service Unit Proxy committee.
- An Immanuel staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site for bona fide research or other lawful purposes during which time the student will be monitored directly by the authorizing authority.
- Immanuel staff will monitor students' use of the Internet, through either direct supervision, and/or by monitoring Internet use history, to ensure enforcement of the policy.

## TESTING

Students in all grades may expect to take regular and periodic tests in all subjects and skills areas. Students will be informed ahead of time of approaching major test dates and will be given at least one day's time to prepare. Quizzes may be unannounced. Tests which are missed due to an excused absence must be made up within three days of returning to the school in order to receive credit. It is the responsibility of the student and parents to arrange for making up missed tests and assignments within the prescribed time period.

## ACADEMIC INTEGRITY

Plagiarism, any form of cheating, and complicity will result in disciplinary action and no credit will be received for that test or assignment.

## DIAGNOSTIC TESTING AND REFERRAL

Should a student appear to be having difficulty with a particular subject or with school in general, the teacher will notify the parents and work with the school SAT (Student Assistance Team). After consultation, it may be recommended that a diagnostic testing be administered. Such tests are meant solely to help the teacher and parent determine a student's strengths and weaknesses so that a beneficial course of action can be prescribed for the academic success of that student. Tests are often available through the public school system and require the parent's signed consent. Normally, teachers will attempt to identify a student's special needs as early as possible so that helpful procedures can be started as quickly as possible to aid the student's performance and comprehension.

Some students may qualify for special services that include Title 1 – Reading and/or Math, Special Education, Speech Therapy, and Hearing Therapy. The Columbus Public School system or ESU7 provide these services on our site.

## ACHIEVEMENT TESTS

Achievement tests are given to students in grades 2-8 twice each year. The MAP (Measures of Academic Progress) tests are adaptive tests which are administered twice each year. These tests are nationally normed tests which compare our student and school results to other students and schools throughout the country. The results provide teachers with information useful in preparing instructional material for each student.

## GRADING

Grades at Immanuel Lutheran School are meant to show the areas in which a student is doing well and areas in which the student needs to improve. The grading scale shown here will be used throughout the school for course work and report cards.

No letter grades are given in kindergarten. In grades 1 and 2, letter grades will be assigned for math, English grammar, reading, and spelling while alternate designations will be used to describe proficiencies in other subjects (*e.g.* O for Outstanding, S for Satisfactory, or U for Unsatisfactory). By 3<sup>rd</sup> grade, letter grades will be used for all core subjects in all classes while the above alternate designations may be used for subjects in art, music, physical education and any other subject for which a written test is not suitable. In grades 6-8, letter grades will be utilized in all subjects on report cards.

Immanuel Lutheran School Grading Scale
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Letter Grade	Grade Scale
A+	100%
A	99-97%
A-	96-95%
B+	94-93%
B	92-87%
B-	86-85%
C+	84-83%
C	82-77%
C-	76-75%
D+	74-73%
D	72-67%
D-	66-65%
F	64% or lower

For Student Performance Goals Evaluation, the following marks will be used:  
P – Performance Consistent, S – Satisfactory Progress, and H – Needs Help, Area of Concern.

## HONOR ROLL

To recognize and encourage outstanding achievement among middle school students (grades 6-8), the honor roll will be published following each quarter. The honor roll recognizes students having an average of B (at least 87%) or higher based on grades earned in all subjects. Not only must the student have a high average, he/she must also have no grade lower than a C-, no unsatisfactory marks, and no report card grades listed as Incomplete. To be on the Principal's Honor Roll, a student must have an A (at least 95%) average with nothing lower than a C-, and no incompletes. Note: Improved Student awards are given for second through fourth quarters.

## GRADE REPORTING

A summary of grades will be issued to parents/guardians at the end of each quarter. The quarter will be a summary of daily work, class participation, projects, and tests.

Students in grades 3-8 will receive mid-quarter progress reports concerning their academic performance. Students in grades 6-8 and their parents can also view the student's gradebook online at Fast Direct, our school information system.

## INCOMPLETE WORK/GRADES

Should a student not complete the subject requirements during a given quarter for legitimate cause, an incomplete grade will be given. The student will be given a reasonable amount of time to complete the work after which no credit will be given. It is the student's responsibility to submit all work. Teachers will make every attempt to have an absent student's work collected and ready for pick-up the day of the absence. Parents may call the school office to arrange for pick-up. It is the responsibility of the student to obtain assignments and complete make-up work within a reasonable amount of time (*i.e.* two days to make up work missed from one day's absence).

## PROMOTION AND RETENTION

Students who achieve passing credit in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one or more subject or skill areas may be promoted provisionally or may be subject to retention or discontinuation of enrollment. Initial recommendation will be made by the teacher; final determination will be made by the Principal.

Every effort is made so that a student succeeds at Immanuel Lutheran School. Retention is to be avoided if at all possible. A student may be considered for retention in grades K-8 if the following criteria are met:

- Grade point average is below C- for three of the four quarters
- Less than 10% improvement in grades during the fourth quarter
- Remedial work such as summer school or tutoring are refused
- Diagnostic Testing for learning disabilities have been completed
- Light's Retention Scale has been considered
- Achievement tests have been taken into consideration

Students may not be considered for retention on the basis of behavior or maturity except in Kindergarten. In the case of a student who willfully and persistently refuses to do the work necessary to succeed, one recommendation will be that the student be enrolled at a different school.

The following procedure must be met if there is any likelihood that a student may be retained.

If the student's grade point average is below a C- average for the first semester, a written notice indicating the possibility of retention must be completed by the teacher and reported to the Principal. Once the notification has been signed and returned by the parent, a copy will be supplied to the parent, Principal, and placed in the student's file. A case conference with the parents, teacher, Principal and other professionals deemed necessary will be called to meet no later than January 31 of the current academic year to discuss what must be done to help the student progress, such as an individualized educational plan (IEP) as a part of the Student Assistance Team process.

If after the third quarter the student's grade point average remains below a C-, a case conference will be held to discuss improvements necessary during the fourth quarter and arrangements made for remedial work. An Intent to Retain letter must be written by the teacher and signed by the teacher and principal. A copy will be given to the parent and placed in the student's file.

The final decision whether or not to retain a student or to discontinue a student's enrollment on the basis of grades will be at the discretion of the principal. Notification regarding retention will normally be made within two weeks of the last day of the academic year, but the decision to retain may be arranged earlier with the parent's consent.

In the event that a parent is not satisfied with any decision regarding the retention of the student, recourse is available by mailing a letter to the chairman of Immanuel Lutheran School's Board of Christian Education within 30 days of the end of the academic year. The Board of Christian Education will consider the parent's request for review at the regular meeting following the receipt of that letter. A final and binding response will be mailed to the parent within 10 days of that meeting.

#### STUDENT CUMULATIVE RECORDS

The school maintains a folder for each student. The information in the cumulative folder is open to the parent/guardian upon request. Parental permission is necessary for any non-school personnel to look at these files. Cumulative folders must remain on school premises.

## UNIFORM DRESS POLICY

### DRESS CODE

It is important that we have respect for the educational setting and process. Therefore, the following examples and general guidelines are offered to help in choosing appropriate school clothing:

- Acceptable colors for shirts include white, black, navy, tan, red, and royal blue.
- Acceptable colors for pants, shorts, dresses, jumpers, leggings, tights, and socks are white, black, navy, and tan.
- All items of clothing should be a solid color (*i.e.* no stripes, decorative piping, logos, or labels).
- With the exception of Immanuel t-shirts and sweatshirts, all shirts worn in the classroom must have sleeves and collars. Generic t-shirts and sweatshirts may be worn with a collared shirt underneath. Turtlenecks are considered collars. Tank tops and PE clothes are not to be worn in the classroom.
- Immanuel sweatshirts and/or t-shirts that are approved by the Board of Christian Education will be allowed. All other shirts/tops must have collars or a collared shirt underneath.
- Skirts and shorts must be no shorter than mid-thigh.
- Athletic pants/shorts may be worn provided they are a solid dress code policy color and have no piping, logos, or stripes.
- Frayed or ripped clothing may not be worn.
- Jeans are not allowed.
- Leggings and tights may not be worn alone. They must be worn under skirts
- Button and tuck applies for all shirts/tops unless they are banded at the bottom.
- Shoes must be “closed”. No slides, flip flops, slippers, etc. Socks must be worn with all shoe styles.
- Light jackets or sweaters worn in the classroom for warmth must be of a solid, approved shirt color with no logos. No hoodies.

Upon entering the school building, students must clean their shoes and remove their boots (if applicable). Boots should be worn during inclement weather and are to be placed properly in designated areas. Hats are to be removed upon entering the building.

Uniform dress shall be worn for field trips (e.g. visits to the library, museums, etc.). If other dress is more appropriate for a field trip, approval must be obtained from the Principal.

### CONSEQUENCES FOR DRESS CODE VIOLATIONS

The dress code will be enforced. If a student wears clothing not prescribed by the dress code, the steps as designated in the PIPSS disciplinary program will be followed. In some cases the student may be asked to change prior to attending class.

## PERSONAL APPEARANCE

Proper attire and good grooming has definite bearing in providing an atmosphere conducive to effective education. For this reason, proper appearance should be guided by the following simple standards: neat, clean, modest, good taste, and functional. Clean, well-groomed hair and nails are expected. Frequent bathing, daily brushing of teeth, and the use of deodorant should be encouraged to form personal hygiene habits. Clothes should not be wrinkled, shirts must be tucked, shoes tied, and the rule of modest dress be followed.

## GYM SHOES

Immanuel is fortunate enough to have a high quality wooden gymnasium floor. For this reason, each child is required to have a pair of gym shoes, with non-marking soles, that are reserved exclusively for that use. This practice reduces marks left on the floor, as well as the amount of mud and small stones carried in that scratch the floor's surface. Gym shoes are stored in the child's classroom unless other arrangements are made.

## GYM CLOTHES

Students in grade 4-8 are required to wear gym clothes for physical education classes.

## LABEL ITEMS

Uniform dress and gym items should have names written in indelible ink on the clothing labels or have name labels sewn into the garments. Efforts will be made to return lost items and a labeled item makes this task 100% successful. Found items and hand-me-downs are displayed at registration and parent/teacher conferences. Long term unclaimed items will be taken to a charity.

## PROCEDURES

### ATTENDANCE

It is vitally important for students to be in school as much as possible in order to make full use of educational opportunities. Missing classes can put students behind and doesn't allow for the best chance to succeed. Emphasis on attendance is also good training for our students to become successful at the next level of education and in the future to be good employees and citizens.

### EXCESSIVE ABSENTEEISM

Nebraska State Law requires parents/guardians to make sure that their children attend school regularly. It is the responsibility of the parents/guardians to make sure his/her child is in compliance with the compulsory attendance statutes.

### TARDINESS

Being on time to school is another important quality that we can instill in our children. Students who are late to school interrupt the classroom routine when they arrive. Being late for class also deprives the student the chance to greet the teacher and classmates, and get organized for the day. Tardy minutes may be totaled to the equivalent of one half school day and be considered one half day absent. Students who are late to school, i.e., not in their classroom by 7:55 a.m., must report to the school office for a tardy pass.

## CHURCH AND SUNDAY SCHOOL ATTENDANCE

All students are expected to attend worship services and Sunday School regularly, in keeping with the Christian training in school. Students report their Church and Sunday School attendance weekly to the classroom teachers who in turn report the attendance on quarterly grade cards. Immanuel and Peace families who have signed a “Family Promise” with their respective churches indicate their weekly church attendance by completing the register located in the pews.

## ILLNESS

Please do not send sick children to school. Students who have a fever, a contagious condition (*e.g.* Chicken Pox, head lice, Strep throat), or who have vomited or had diarrhea should not be sent to school until the condition has been cleared for at least 24 hours.

Immanuel works closely with the health department and physicians when dealing with local outbreaks of illnesses in an effort to keep our children healthy. We appreciate parents’ cooperation in limiting the spread of these illnesses by following the guidelines we publish when necessary. Please contact the school office with questions about specific symptoms.

We ask parents to call the school office before 8:15 a.m. if a child is sick, has suffered injury, or will not be coming to school that day for any other reason. If no call has been made to notify the office by 8:15 a.m., the school secretary will call home and/or work to check on the child’s well-being. It is critically important that we account for each of our students every day. If a child gets sick after coming to school, parents or other designated caretakers will be notified to pick up the student as soon as possible.

## ILLNESS OR INJURY

Parents can expect the following in regard to illness or injury (unless previous arrangements have been made with the teacher and office). Any situation which an Immanuel faculty and staff deems is a life-or-limb-threatening emergency, 911 will be called first and the immediate need of the child will take precedence over all of the activities. Parents will be called as soon as possible without depriving the child of urgent care required at that time.

Any minor cuts or abrasions which can be treated with simple bandages will be cared for without contacting the parent. More severe injuries will result in phone calls being made to those whom the parents have listed on the school emergency forms in the order they are listed.

## MEDICATION

- Medication must be brought to the school in an original container appropriately labeled detailing the name of the student, the name of the drug, dosage, and the time interval in which the medication is to be taken.
- All medications must be accompanied by a “Medication Release Form”.
- All medication will be kept in the school office.
- All medication will be dispensed from the school office.
- A log of all medication dispensed is kept in the office.
- A note will be sent home from the office indicating when “as needed” medications have been dispensed.
- Students requiring cough drops, cough lozenges, and the like must have a note from the parents to the teacher allowing the child to have them during the school time.



## HEALTH REQUIREMENTS

Nebraska school law requires that all students in Kindergarten and Grade Seven, and students transferring from out-of-state, receive a physical exam before November 1<sup>st</sup> or be held out of classes until they are in compliance. According to state guidelines, physical exams are valid when received any time within six months of the first day of school.

Compliance with the law also requires that parents/guardians are to supply the school with month and year for a certain number of shots and the same November 1 deadline is enforced. A medical exemption can be granted by your doctor.

## INSURANCE

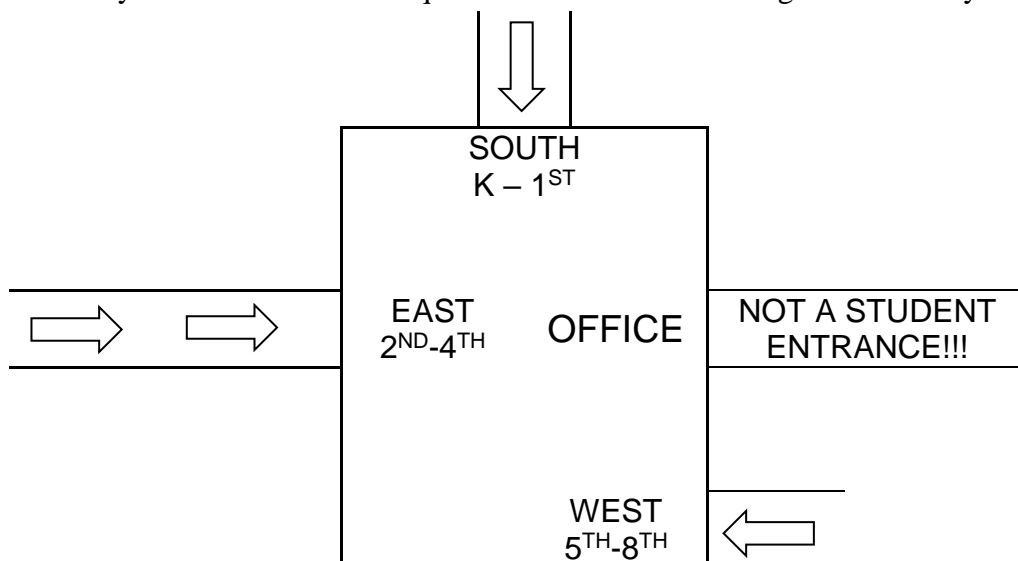
Health insurance for students is the responsibility of the parent(s)/guardian. Immanuel carries secondary accident insurance on all students:

- On school premises during the hours and days when classes are in session and - while participating in school sponsored and supervised activities.
- Away from the school premises if participating in school sponsored, directly supervised activities and field trips.

## DROP-OFF AND PICK-UP

Parents and others who are dropping off students or picking them up from Immanuel should take great care in the parking lot, watching for children who might be playing without paying attention to moving vehicles. Cars should not park in front of the office doors on the west side of the building. Kindergarten and first grade students are to be dropped off and picked up on the south side. Students in grades two through four, and families with more than one child are to be dropped off and picked up on the east side. Students in grades five through eight are to use the gym entrance on the west side drive. (See the map below.)

Cars should not park on the right side of the drive in front of the school office during school hours. The office entrance should not be used by students arriving or leaving school unless they are tardy or are leaving for or returning from an appointment. Cars that stop in front of the office during drop-off and pick-up cause traffic to back up onto 26<sup>th</sup> Avenue which quickly reaches the 28<sup>th</sup> street intersection. This causes a very dangerous situation for our children and others. A rear-end collision near our west entrance could cause a chain reaction into our driveway with disastrous consequences. Please use the assigned areas only.



## SEVERE WEATHER

In the case of severe weather; please refer to the following guidelines:

- When Columbus Public Schools are closed for inclement weather, Immanuel will be closed.
- When Columbus Public Schools have late start, Immanuel will have late start. Morning preschool classes are cancelled on late start days.
- Once school is in session, Immanuel will remain open during severe weather. Parents should; of course, come for their children at any time during the school day they feel is necessary to ensure safe travel.
- The daycare will most always be open during late start and school closing.
- Listings of Immanuel's school closing information can be found at: [www.1011now.com](http://www.1011now.com), KOLN-KGIN TV 10-11, KKOT FM 93.5, KZEN FM 100, KLIR FM 101, KLIR FM 101, KJSK AM 900, KTTT AM 1510.

Each family's situation is different by the type of vehicle, distance from school, quality of roads, etc. Please use your best judgment as to whether you can safely make it to school when conditions are poor. Our overriding concern is the safety of our children.

## COLD WEATHER RECESS GUIDELINES

The following guidelines will be used for recess during cold weather:

- Wind chill below 0°F – No children are allowed outside during school hours.
- Wind chill below 20°F – Children, who are dressed appropriately, are allowed outside for very limited time (5-10 minutes). The amount of time depends on the age of the children and other weather conditions.
- Wind chill above 20°F – Children, dressed appropriately, are allowed outside to play.

## COMMUNICATION

### Home visits

Teachers make brief visits to the home of the new students at the beginning of the school year. This is meant to establish and encourage good communication for the course of the academic year. It allows parents and students to ask questions about what is expected and to get to know the teacher before classes start. It is also an important time for parents to help the teacher get to know their child.

### Parent/Teacher Conferences

These conferences take place in the first and third quarters. They are an important opportunity for communication between the teacher and the parent or primary care-giver. Parent/Teacher Conferences are mandatory for the benefit of everyone. The school office will announce the conferences at least two weeks in advance by means of the school weekly newsletter. One week ahead of time, sign-up sheets will be sent home with students so that the conferences can be scheduled and confirmed.

### “Immanuel Insights”

Our weekly newsletter is filled with important information and dates of special events. Parents should always ask to see these newsletters, making sure that their children bring one home. The newsletter is normally sent home each Thursday, and is also available on the school website.

### Notes home

Teachers send notes home as reminders or with reports about the student's day. Many times, these notes need to be signed and returned. Lower grades use a "take-home folder" to go between school and home so please check the backpack. The school office attempts to limit take-home notes to Thursday to coincide with the newsletter.

### Fast Direct

This is Immanuel's school information system. It is used for attendance, lunch account information including current balances, parent notifications, and email communication.

### Phone Calls to the Teachers

Teachers are not normally available to take phone calls during the academic portions of the day. The school office will forward important information or a message to return calls.

### Phone Calls from the Teachers

Teachers are encouraged to make phone calls to the homes of students from time to time so that they can stay in touch with the parents. Sometimes it is to express a joyful success and sometimes it is to explain difficulties.

### Visits to the Class

Parents are welcome to visit the class provided that they have previously scheduled a time with the teacher so as not to cause a distraction. Please respect the learning environment by not visiting classrooms between 7:55 a.m. and 3:05 p.m. Should a parent feel a need to observe a class while in session, please schedule this with the principal.

### PTLS (PARENTS AND TEACHERS OF LUTHERAN SCHOOLS)

The PTLs is an organization which seeks to bring parents and teachers into a stronger and closer relationship for the benefit of the children. It is intended to acquaint parents and friends with the work, purpose, and goals of the school. The PTLs has also been instrumental in raising extra funds not available in the regular budget, for special projects such as playground equipment, library books, computer equipment, athletic equipment, and other things. All teachers, parents, and guardians of children attending Immanuel are urged to participate in this organization.

The PTLs Executive Committee will normally meet on the second Tuesday of every month. Every effort is made to make meetings early and short enough to be beneficial to everyone. Appointment of PTLs officer positions is held at the May meeting for the upcoming year.

### EXTRAVAGANZA

School and church families along with other members of the community operate a large capital fundraising dinner-auction event each year called the Extravaganza. The funds raised are designated to tuition discounts and special non-budget needs of the school. All families are expected to help and do their part in supporting this exceptional fundraiser that benefits all families.

## LOCKERS

Lockers are provided to students in the upper grades for gym class and athletics. Like all personal property, students will show the proper respect and privacy concerning locker items. Students will keep their own locker clean, neatly arranged, and locked. Athletic/gym clothes should be laundered regularly. Lockers must not contain items that are prohibited from school and are subject to inspection by coaches and staff at any time.

## FIELD TRIPS

Any time the students as a group go off campus during the academic day it is considered a "field trip." Field trips are a natural extension of the curriculum, exploring an aspect of studies not available in the classroom. A signed permission form is required before the student may go on the field trip. Uniform dress is to be worn at all times. If other dress is more appropriate for a field trip, approval must be obtained from the Principal.

If parents or others are driving, a separate seat belt must be available for each student. Each driver must file a copy of their proof of insurance and driver's license in the school office prior to transporting students. Students should always wear a seatbelt and not be seated in any cargo area.

Field trip costs are covered by the student activity fund. The annual fall sale profits are designated to this fund.

## SUPPLY KITS

Supply kits are purchased by parents for all students at registration. These kits contain most everything the student will need for school supplies. This ensures that students have all the necessary supplies teachers have requested. There may be a few items that parents will purchase at stores such as gym shoes and pencil boxes. These additional items will be communicated to parents on the School Supply Lists.

## FUNDRAISING

Some programs including field trips, tuition assistance, technology needs and others rely on our families' participation in fundraisers. These fundraisers have traditionally occurred during the first semester. The school's position is to limit the span and frequency of fundraising events in order to lessen the burden on our families and increase the participation in the events that are scheduled. All fundraisers done at, by, or through Immanuel Lutheran School must be approved by the principal and/or Board of Christian Education.

## AFTER SCHOOL SUPERVISION

Students who are not in a supervised extra-curricular activity are either to leave the school grounds or enter the daycare program by 3:20 p.m. The daycare program is available for students up to age twelve. Information about the cost for this service may be obtained through the Immanuel Daycare Office (402.564.7407).

## TELEPHONE USE

Students' use of the school phone is limited to those things which are necessary, such as illness, injury or a sudden change of after-school activities. Students will be permitted to leave their classrooms to answer the telephone call from their parents in emergencies. In all other cases, the school secretary will forward important messages to the student in the classroom through the teacher. To contact a teacher by phone, the secretary will take messages and deliver

them to the teachers, either forwarding a message or putting a note in the mailbox. Calls may be arranged ahead of time to speak with a teacher during a break.

#### STUDENT PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones and other personal electronic devices used for communication or internet connection are allowed at school but must be kept in backpacks and turned completely off. Permission must be requested before using the devices in any manner. Violations of this policy will result in the device being confiscated and held in the office until a parent claims it.

#### LIBRARY

Immanuel's library is well-supplied with a wide variety of good books, magazines, and local newspapers. Well over 150 titles are purchased each year. Books may be checked out on a regular basis at each class's weekly library time. Books that are lost will be charged to the student. The library is staffed by volunteers.

#### MUSIC/CHOIR

At Immanuel Lutheran School music is valued for its part in cognitive development and in teaching the faith. All students participate in general music classes and choir. Our choirs sing for worship services at Immanuel and Peace Lutheran churches, community events, nursing homes, and concerts. The choirs perform a Christmas concert and spring musical each year.

#### BAND

An elective instrumental program is available to students in Grades 5-8. Beginning and advanced band meet before school from 7:05-7:45 a.m. twice each week.

#### LUNCH

Hot, well-balanced and nutritional lunches are prepared on a contractual basis by the Scotus Central Catholic School system and served in our cafeteria. Free and reduced-price lunches are available to those who qualify. Application may be submitted any time throughout the school year. Generally, lunches are paid for by the month, though it is possible to make payments by the week or for individual meals. Lunch account balances may be viewed online in the school information system under the family account number and password provided by the school office.

Students may choose to bring their own lunches and are encouraged to follow these federal wellness guidelines. A proper lunch has a sandwich, which contains protein (meat, cheese, or peanut butter), a fruit and/or vegetable (apple, orange, carrots, celery), a soup or chili, a bag of chips and cookies or snack cake for dessert. Milk may be purchased. Candy is not allowed nor are drinks with excess sugar. Please do not bring fast food lunches into the cafeteria. However, left over KFC chicken or a pizza slice from Godfathers is, for example, acceptable as an entrée in a student's cold lunch.

Each lunch period is 30 minutes in length. Students may leave the school grounds with the parents/guardians to eat lunch. Parents/guardians are welcome to eat lunch at school with a student. Please call the office by 8:30 a.m. to notify the office staff if you will be eating hot lunch.

A microwave is available for reheating leftovers but with so many students in the cafeteria, it is not practical to bring frozen or other microwave meals that take a few minutes to heat. Therefore, student use of the microwave is limited to 30 seconds.

Chewing gum is not allowed in school. Candy should only be eaten with permission.

#### HOT LUNCH CHARGE POLICY

Lunches must be paid for ahead of time. Families who utilize the hot lunch program must keep a positive balance in their account. Each Wednesday the school secretary will notify families via email when account balances go below \$10. Should an account balance reach minus \$30, the family will be notified that the child(ren) must bring cold lunch until the balance is made positive again.

#### ANIMALS AT SCHOOL

Animals, including pets, should not be brought into the school building or onto the school grounds at any time without permission from the principal. This is to ensure the safety of our students from bites, scratches, and diseases.

### EMERGENCIES

#### CRISIS/EMERGENCY PLAN

Immanuel Lutheran School has developed a Crisis/Emergency Plan that is designed to minimize danger to anyone in school should an emergency occur. Our main objective is to attend to the health and welfare of our students in the event of a crisis.

In most emergencies, students will remain and be cared for at school. In the rare event of an emergency affecting the school that prohibits re-entry to the school building (such as a broken gas or water main, a fire or toxic chemical spill), all students will be evacuated to the nearest and most appropriate facility designated by the school personnel.

We ask that you follow this procedure if you hear of any school emergency:

- Turn on your radio or television. We will keep the media informed of an emergency.
- Please do NOT telephone the school. We have limited telephone lines. These must be used to respond to the emergency.
- Please do not come to the school to pick up your child unless requested. Emergencies involving our school may mean emergency vehicles will need complete access. Parents will be informed by the media in the event of the relocation of staff and students.
- In a situation where students are not allowed to return to the building, they will be released to a parent/guardian from a designated location through a checkout process. Designated emergency locations are Peace Lutheran Church and Columbus Public Middle School.

#### EMERGENCY PHONE NUMBERS

Every family must complete an Emergency Contact Form. This includes a variety of phone numbers, including those of your doctor, dentist, and parents/guardian's work numbers. It is very important to complete and return this form to school.

In addition to these forms, you are asked to supply the names and numbers of others who can assume responsibility for your child in the event of an emergency. They should be reliable and readily available during school hours. Discuss it with these people and make sure they are willing and able to accept this responsibility. Keep the names and numbers current and contact the school if there is any change.

## WEATHER EMERGENCIES

Whenever the National Weather Service issues a Severe Weather Watch, the principal will decide if school should remain in session. Our practice is to remain in regular session during such “Watches”. Should a Tornado “warning” be issued, students and staff will remain in the building, taking shelter in designated areas. Students will not be released from school during a Tornado Warning.

## OTHER PROGRAMS

### SCHOOL PICTURES

Pictures are taken of all students (PS – 8) in the fall. Everyone is expected to be photographed, primarily for school records and the yearbook. Individual photo packages are available for purchase.

### GREAT and DARE

(Gang Resistance and Awareness Training, and Drug Awareness and Resistance Education.)

Immanuel’s fourth and fifth grades participate in these programs of the Columbus Police Department to address gang, drug and safety issues proactively.

### EIGHTH GRADE GRADUATION

A graduation service is held each May in the Immanuel Lutheran Church sanctuary to give honor to God for the blessing and accomplishments of our graduating class. A reception follows.

### MUSICAL PROGRAMS

These events are performed by all students in grades K-8 and include the Children’s Christmas Concert and the Spring Musical.

### KINDERGARTEN RECOGNITION

This is scheduled in the spring of each year to recognize the completion of the students’ first year of school. The students perform a short program for family and friends in the school gymnasium.

### GATHERING OF THE TALENTS

This annual event is sponsored each spring by Concordia University, Seward, Nebraska. Students may participate in this visual and performing arts contest with students in Nebraska and surrounding states.

### FIELD DAY

Each year at the beginning of May Immanuel students participate in a track and field day with other area Lutheran schools. The teachers are busy all day working the events so it is necessary for parents to supervise their children. Students report to the track not to school.

### OUTDOOR EDUCATION

Our students look forward to their time at the Nebraska District’s local Camp Luther. The sixth grade regularly participates in these programs providing experience in our Lord’s great outdoors.

### EIGHTH GRADE CLASS TRIP

This exciting trip is a culminating activity of our students' time at Immanuel. The class spends time in Kansas City enjoying educational and recreational activities.

### CHAPEL PROJECTS

Immanuel chooses a chapel project for each quarter of the school year. We collect offerings, pray for, and learn about each organization. Immanuel also chooses a local charity for a special Christmas offering each December.

### PICNICS

Immanuel students and families get to enjoy fellowship with each other at the back to school picnic in August and a "Tailgate Party" in September to celebrate our state pride. A student end-of-year picnic is held the last week of school in May.

### ATHLETICS

Immanuel Lutheran School students in grades 6-8 may compete on athletic club teams sponsored by Immanuel Lutheran Church. Those sports include girls' volleyball, cross country, and coed soccer in the fall; boys' basketball and girls' basketball in the winter; and track in the spring. Students will compete mostly against students from other area Lutheran schools.

## PRESCHOOL AND DAYCARE

### IMMANUEL PRESCHOOL/DAYCARE

This facility provides daycare, before and after school care, and preschool for children beginning at age three. It is located in the north end of our school building. (402.564.7407)

### FAMILY MATTERS DAYCARE

This daycare facility is located in Immanuel's Family Life Center across the street from the post office. It serves children from six weeks of age through school age. (402.562.5621)

### FIRST STEPS INFANT AND TODDLER CENTER

Daycare and preschool facilities at Peace Lutheran Church serve children ages 6 weeks of age to 4 years-old. (402.562.8437)



## GOVERNMENT COMPLIANCE

### ACCREDITATION AND APPROVAL

Immanuel Lutheran School is accredited by the National Lutheran School Association (NLSA). Immanuel is an approved school of the State of Nebraska and complies with the regulations of Rule 14, Title 92 of the Nebraska Administrative Code.

### ASBESTOS

Immanuel Lutheran School is in compliance with the Environmental Protection Agency guideline for handling asbestos. Inspections indicated that Immanuel Lutheran School contains no asbestos and has been declared asbestos-free by the EPA. The management plan is available to be inspected in the principal's office.

### INSTRUCTIONAL HOURS

In compliance with the Nebraska Department of Education's Rule 14, Immanuel's school year consists of a minimum of 1032 hours. Lunch time is not included in calculating instructional hours but recess and passing time are included as students and teachers may be in communication during this time.

### LEAD

Samples of drinking water from Immanuel's water fountains have been tested by the State of Nebraska and have been determined to be safe. Copies of these tests are available in the school office.

### ABUSE AND NEGLECT REPORTING

Teachers and childcare workers are mandated reporters. It is the legal responsibility of Immanuel Lutheran School staff to report anything that appears to be neglect or abuse to the police or welfare agency. It is not the intention of the school personnel to be judgmental, only to report their observations. The welfare and/or police department then proceed to investigate the situation.

### NONDISCRIMINATORY POLICIES

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

Immanuel Lutheran School believes that educational opportunities, programs, activities, and employment should be available to both genders equally.

### RIGHTS OF NON-CUSTODIAL PARENTS

This is the policy on the rights to school information of non-custodial parents with joint custody.

Court orders: At the time of registration and/or as soon as the order is entered by the court, it must be presented to the principal by either or both parents. School personnel may require identification from either parent.

Records: Non-custodial parents may submit written requests for their children's records, unless a court order prohibits them from doing so. School personnel may assume the non-

custodial parent has the right to the student's records unless a court order to the contrary has been provided.

Conferences and information: Such as lunch menus or announcements of school events, are not considered part of a student's records. The school is not required to provide such information to non-custodial parents, but may comply with requests if the school administration determines it is feasible or proper to do so.

Other contracts: The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent or by a court order. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes per school policy unless restricted by a court order.

Joint-custody information: If the parents have joint custody, each parent will have the same rights unless restricted by court order.

### SEXUAL HARASSMENT POLICY

It is the policy of Immanuel Lutheran School to administer appropriate disciplinary measures against any perpetrator of sexual harassment. It is the obligation of the person allegedly being harassed or an observer to report the alleged incident(s).

The designated contact people of Immanuel Lutheran School are the Senior Pastor of Immanuel Lutheran Church, a designated teacher, or the principal. Reports can be made to an adult employee of Immanuel, but eventually shall be made known to at least one of the above named individuals. This group of three is then responsible to investigate any alleged incident.

### SMOKE-FREE AND DRUG-FREE WORKPLACE

Immanuel Lutheran School, buildings and grounds, are tobacco, alcohol, and drug free.

### WEAPONS POLICY

It is the policy of Immanuel Lutheran School to not allow firearms, knives, or other weapons on school property. This policy is in compliance with the federal Gun-Free School Act, Title XIV, Part F of 1994 Improving America's Schools Act (IASA) Amendment of the Elementary and Secondary Education Act. This includes, but is not limited to, students who knowingly carry firearms, explosives, or other destructive devices onto school property on their person or property. This also includes any school-sponsored event, regardless of location, or any vehicle traveling to or from a school-sponsored event. Failure to comply with this policy will result in the following procedure:

- The student is suspended and/or expelled.
- Serious incidents will be reported to the Columbus Police Department.
- The incident will be reported to the Board of Christian Education, who will review and recommend disciplinary action.
- Any appeals are to be brought before the BCE, who has the authority to amend its previous decision.

## PROPERTY

### TREASURES FROM HOME

Toys, trinkets, electronics, or any other items not needed for school are not to be brought to school without permission of the classroom teacher. Some items may be confiscated and returned only to a parent. Not only do these items cause a nuisance, but they also offer an opportunity to be broken or lost. It is also strongly advised that children do not carry excessive amounts of money or valuables unless sent by the parents for a specific reason.

### SCHOOL PROPERTY

Good stewardship dictates that all school property be used only in the correct manner. Where the willful destruction of school property occurs, the parents/guardians shall be notified and held liable to pay all repair and/or replacement costs.

### BICYCLES

Bicycles ridden to school are to be used for transportation to and from school only. Upon arrival at school, they are to be locked in the bike racks.

### PERSONAL ITEMS

It is strongly requested that every personal item (jackets, shirts, shoes, notebooks, etc.) be clearly labeled with the child's name. Please help us return lost items.

## OTHER WAYS TO HELP YOUR SCHOOL

Immanuel encourages you to take advantage of these easy ways to help fund our school. Please involve your friends, family, and neighbors. Each year Immanuel receives significant cash, tuition discounts, and equipment through these efforts.

### BOX TOPS FOR EDUCATION

Clip and save the General Mills "Box Tops for Education." Each box top is worth 10¢.

Do you shop online? Join the Box Tops Booster Club and start every online shopping trip at [boxtops4education.com](http://boxtops4education.com). You will find over 175 of your favorite online stores and a percentage of every qualifying purchase goes back to our school at no additional cost to you.

### ALUMINUM CANS RECYCLING

The collection bin for your empty aluminum cans is located at the north end of the school by the white garage. Proceeds are used for maintaining the school's playground equipment.

### BEST CHOICE SAVE-A-LABEL PROGRAM

Clip and save your "Best Choice" UPC labels. Proof of purchase labels from "Best Choice" canned goods, box tops and other grocery items are redeemed for cash.

## SCRIP

This gift card program generates over \$15,000 annually for tuition and school programs. Two percent of your purchases go toward your tuition account as a discount. The remaining percentage of profit goes into the Scrip account to fund school programs. For example: Immanuel buys a gift card from the grocery store, which give a 3 percent profit, for \$97 and you buy it from Immanuel for \$100. You then redeem the card at the store for \$100 worth of groceries. Of the three dollars profit, \$2 is used to reduce your tuition payments and the remainder, in this case \$1, is used for school programs like textbook purchases.

## THRIVENT CHOICE

Thrivent Financial for Lutherans provides gifts to qualifying not-for-profit organizations like Immanuel Lutheran School. Many Thrivent members have product/services that qualify them to designate "Choice Dollars" to their favorite organizations each year. This money is from the Thrivent organization not from personal accounts. This is a very significant source of funding for Immanuel; in fact, our tuition assistance program is funded mostly through the Thrivent Choice program. Thrivent members should go to [Thrivent.com](http://Thrivent.com) to designate their dollars; it's easy to do and makes an extremely large impact on funding our school.

## GODFATHERS PIZZA

Save the fedora hat on select pizza boxes. Each fedora is worth twenty-five cents.

**Immanuel Lutheran School Office.....564-8423**

2865 26<sup>th</sup> Avenue  
Columbus, NE 68601

**Immanuel Lutheran Church Office ...564-0502**

1470 24<sup>th</sup> Avenue  
Columbus, NE 68601

**Peace Lutheran Church Office.....564-8311**

2720 28<sup>th</sup> Street  
Columbus, NE 68601

**Immanuel Preschool/Daycare.....564-7407**

2965 26<sup>th</sup> Avenue  
Columbus, NE 68601

**Family Matters Daycare.....562-5621**

1470 23<sup>rd</sup> Avenue  
Columbus, NE 68601

**First Steps Infant & Toddler Center..562-8437**

2720 28<sup>TH</sup> Street  
Columbus, NE 68601