

IMMANUEL LUTHERAN SCHOOL



Family Handbook 2023 - 2024

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Dear Parent,

I wish to commend you on your choice of sending your child to a Lutheran Elementary School. There is no specific Bible passage that says that a Christian congregation must establish a Lutheran Elementary School for educating its youth. Nor does the fact that you send your child to a Lutheran Elementary School relieve you of your God-given responsibility as a parent to bring up your child in the nurture and admonition of the Lord. Why, then, does Immanuel Evangelical Lutheran Church have a Lutheran Elementary School and why do you want to send your child to that school?

The answer to those two questions is simple - love. Out of love for children, Immanuel Evangelical Lutheran Church has started and maintained a school where children can sit at the feet of Christian teachers and learn the way of salvation won for them by their Savior, Jesus Christ. Out of love for their children, who are blessings entrusted to them for but a short time, parents want them to receive nourishment for their souls in the form of the Gospel and its life-saving message. The motive for such love is the love that God has for us in the fact that He sent His Son Jesus to be our sacrifice on the cross of Calvary, to endure our deserved punishment, and to give us the free gift of a beautiful life in heaven. How happy we can be that we can pass such love as this on to our children!

We pray that our school will serve as a blessing for you. May we work together as we jointly carry out the Christian training of our children. May this handbook, then, serve as a guide to help us accomplish our goals.

In His Service,

David G. Wilson, Principal

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FORWARD

The purpose of this handbook is to give families a description of the theological foundation of Immanuel Lutheran Elementary School, explain our philosophy of education, and provide information families will need to know about how the school operates on a daily basis.

Since enrollment at Immanuel Lutheran Elementary School indicates subscription to the policies stated in this handbook, parents are asked to contact the principal, pastor(s), or any Board of Christian Education member with questions about our school's policies.

MISSION STATEMENT

Immanuel Lutheran School exists to assist the families of our congregation and our community (Psalm 96:3, Mark 16:15) in raising their children to know and serve the Lord Jesus (Ephesians 4:11-13), both now and for eternity, through a Christ-centered (2 Timothy 3:15-17), and academically excellent education.

VISION STATEMENTS

With God's help and blessing to help achieve the school's mission and future plan, we will:

- Provide a quality, Christ-centered, educational program which will meet the needs of our students and equip them with the skills they need to be knowledgeable learners, successful workers, and productive citizens in an ever-changing society (Colossians 3:16, 1 Corinthians 1:23, Colossians 3:23, Romans 13:1-7).
- Assist parents to grow in their God-given role as spiritual leaders in their homes (Ephesians 6:4).
- Provide a safe environment that meets the needs of our students as they develop into Christian citizens (Psalm 4:8; Psalm 46:1).
- Encourage our students to faithfully hear and study God's Word in order to use their God-given talents and abilities to serve Him by serving others (1 Corinthians 10:31, Colossians 3:23).
- Nurture a positive rapport with families, our congregation, and our community so that God's love is reflected in these partnerships (Philippians 1:5, Philemon 6).

PURPOSE OF IMMANUEL LUTHERAN SCHOOL

Christian parents and guardians have the solemn responsibility to train their children in the Word of God. The Lord, through the Apostle Paul, gave them this command in Holy Scripture, "Bring them (our children) up in the training and instruction of the Lord" (Ephesians 6:4).

Realizing the importance of Christian education, Immanuel Lutheran Church established a Lutheran Elementary School in 1927 to assist parents in carrying out God's command to bring up their children in the training and instruction of the Lord. Our school accomplishes this goal not only by teaching God's Word in its truth and purity, but also by teaching all other subjects in the light of God's Word.

We also realize that we must not only nurture those children found within our church, but we must also reach out to the un-churched and to those who are seeking God's pure Word. Immanuel Lutheran School has a dual purpose. We strive to bring the Gospel message to those who are already in Christ's fold as part of Immanuel Lutheran Church, and we strive to bring the Gospel message to those who don't know their Savior.

OBJECTIVES

Immanuel Lutheran School has established the following objectives to help achieve the school's vision statement. Parents are asked to help hold the school accountable to meeting these objectives:

- To teach Scripture in its truth and purity.
- To teach the basic Christian doctrines contained in the Bible.
- To teach God's plan of salvation as found in the Bible.
- To apply all Scriptural truths to the life of the child.
- To equip the child with those things essential for a Christian life during the child's time of grace.
- To equip the child spiritually
 - by providing a Christian environment in which the child can grow in faith.
 - by encouraging the child to live the Christian faith.
 - by instilling in the child a love for God's Word and His house.
 - by encouraging family devotions and regular public worship.
 - by instilling in the child a desire to give freely of his/her time, talents, and treasure for the work of the church in all areas.
- To equip the child mentally
 - by instructing the child in all appropriate branches of learning.
 - by treating each child as an individual in accordance with his/her academic needs.
 - by encouraging each child to use his/her God-given talents.
 - by providing experiences which will help the child to meet and deal with the problems of life.
- To develop the child physically by teaching the child to respect his/her body as the temple of the Holy Spirit.
- To prepare the child socially by instilling respect for each other, those in authority, and property.

GOVERNING BODY

Immanuel Lutheran School is owned and operated by the members of Immanuel Lutheran Church, a member of the Wisconsin Evangelical Lutheran Synod. Final authority in the control of Immanuel Lutheran School rests in the voters' assembly of Immanuel Evangelical Lutheran Church. To carry out the philosophy and objectives of the school, the voters' assembly elects a Board of Christian Education to supervise the functions of the school. Major changes in the school are carried out only with the approval of the Board and the voters' assembly of the congregation.

The Board of Christian Education consists of a chairman and four other members. The Principal and Pastor(s) are ex officio members of the board. Teachers are responsible to the Board through the Principal. The Board of Christian Education meets monthly to monitor and support the school and its policies.

Meetings of the Board of Christian Education are generally not open meetings. If parents have a matter they would like addressed by the Board, they should contact the Principal or Board of Christian Education chairman.

HOME AND SCHOOL COOPERATION

The Lord, through His Word, has bound the home and school together as one unit with the same aim when He said: "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you walk along the road, when you lie down and when you get up"

(Deuteronomy 6:6,7). Parents do not give up this God-given responsibility when they send their children to school. It is still the parents' God-given responsibility to provide their children a Christian education. The church and the school are there to assist in this Christian education of the child. Parents and teachers join hands in this team ministry by supporting each other's efforts on behalf of the children.

A few ways our school communicates with parents in this team ministry are:

- We have an open door policy. While there are official classroom visitation days scheduled on the school calendar, parents and others are welcome to visit our classrooms at any time.
- Report cards are sent home 4 times each year.
- Graded papers are sent home weekly.
- Parents of students in grade 5-8 are able to monitor their children's progress through an online grading program.
- Mid-quarter progress reports for students in grades 2-8 are sent home.
- Parent-teacher conferences are held in the middle of the first quarter and end of the second quarter.
- Parents or teachers may request special conferences. This is highly recommended.

HOW YOU AS A PARENT CAN HELP YOUR CHILD

- By praying for your school and its teachers.
- By **ATTENDING CHURCH REGULARLY** with your child and by having daily family devotions and table prayers.
- By getting involved and by visiting your child's classroom.
- By encouraging your child to respect all teachers.
- By being supportive of school policies and procedures in the presence of your child.
- By ensuring your child is able to get a good night's sleep and has a nutritious breakfast and lunch.
- By consulting with your child's teacher on any matters you might feel pertinent to your child's training.
- By arranging suitable study habits at home. A regularly scheduled time for this is a big help to the child. Should homework seem excessive, consult the teacher. Often children want to take all work home instead of doing it at school. The teacher is glad to know this so that it may be watched.
- By limiting television, computers, and activities on week-nights if your child seems to have difficulty in completing assignments.
- By ensuring that your child is regular and prompt in attendance.
- By setting realistic expectations for your child. Children vary in ability. Should your child's progress in school fall below your expectations, be quick to set up a conference with your child's teacher rather than being quick to place blame. Work with your child's teacher.

PARENTAL CONCERNS

Parental concerns shall be dealt with outside of regular school hours. In all cases, as Christians, we will proceed in the spirit of Matthew 18:15-17. Any question or concern should be directed first of all to the person or persons involved. If the matter is not fully resolved it should be taken before the principal and, if necessary, before the entire Board of Christian Education. The Board shall discuss the matter in order to arrive at a God-pleasing solution to the concern and respond appropriately.

ADMISSIONS POLICY

In light of the mission, vision, and objectives of Immanuel, we enroll children in three categories on the following priority basis.

1. Immanuel Evangelical Lutheran School exists to assist the members of Immanuel in the Christian education of their children. All member children are eligible for enrollment.
2. Children of sister WELS congregations in the area who have no Christian day school are also eligible for enrollment.
3. Families who don't have a church home or are members of a church not in fellowship with Immanuel are dealt with on a case by case basis. They may petition the Board of Christian Education for enrollment of their children upon consultation with the pastor(s) and principal of the school. The board will consider their request based on the following criteria:
 - Are the parents genuinely open to learning the full truth that Immanuel Lutheran Church and School teaches and believes by attending an adult Bible information class?
 - Are the parents willing to attend worship services at Immanuel, especially when their children are scheduled to sing?
 - In all of this, the board will seek to make their decision in a spirit of love - Love for God's Word (1 John 1:5,6; 2 Corinthians 13:8); Love for our own souls (Matthew 7:15; 2 Timothy 2:17); and Love for the souls of others (Titus 3:10; James 5:19,20).

At times it may not be possible to accommodate every student who applies for enrollment at Immanuel. The Board of Christian Education will consider the following criteria as it evaluates enrollment applications and considers limitations:

- Children of non-members enrolled in Immanuel's adult Bible Information Class
- Children of families who do not hold membership at another church outside of the WELS/ELS fellowship or are open to learning more about the teachings to which Immanuel Lutheran Church and School hold.
- Children of members of sister WELS/ELS congregations
- Children of non-members enrolled in sister WELS/ELS congregations' adult Bible Information Classes

Other Considerations:

A. Spiritual Considerations

- Spiritual commitment of parents and students.
- Willingness of parents and students to be supportive of the school's Lutheran philosophy of education.
- Willingness of parents and students to support the administration and faculty in carrying out the goals and programs of the school.

B. Behavioral Considerations

- History of acceptable behavior in previous school experience.
- Agreement of student to abide by the behavior standards established by the school.

C. Academic Considerations

- Documented record of acceptable grades in previous school experience.
- Acceptable scores on achievement tests.

D. Personal Considerations

- Our ability to deal with special physical, emotional, educational or mental needs

In order to fulfill the mission of our school, the Board of Christian Education reserves the right to terminate the enrollment of any child as it deems necessary.

NON-DISCRIMINATORY POLICY

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

ENTRANCE REQUIREMENTS

The State of Wisconsin sets certain requirements that we, as Christian citizens, also honor. We require:

- Children entering kindergarten must have reached their fifth birthday on or before September 1st, and children entering first grade must have reached their sixth birthday on or before September 1st.
- All children should have the necessary immunizations and physical forms. A record of the physical and immunization schedule of each child must be submitted for state record purposes if it is the first year the student is attending Immanuel. The state requires that all students entering kindergarten and sixth grade have the physical and immunization forms completed.
- A transfer of credits and medical information from any student that is entering Immanuel from another school is required.
- Parents must complete the required online registration form for entry into Immanuel Lutheran School.

EDUCATIONAL RIGHTS AND PRIVACY

The Federal Educational Rights and Privacy Act gives parents certain rights with respect to their children's educational records. Parents have the right to inspect and review the student's education records maintained by the school. Immanuel must respond to the request within 45 days. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records.

Parents have the right to request that Immanuel correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent, which clearly identifies which part of the record the parent believes is inaccurate or misleading and an explanation as to why it is believed that the record is inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing within a reasonable amount of time. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Parents have a right to file a complaint with US Department of Education concerning alleged failures by the school to comply with FERPA requirements. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Immanuel may disclose, without consent, photos of students for informative and promotional purposes as well as "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, Immanuel will tell parents about photos and directory information through the registration process and allow parents a reasonable amount of time to request that the school not disclose pictures or directory information about them.

TUITION

The members of Immanuel Lutheran Church help meet the cost of operating the school through their regular offerings. There is a reduced tuition fee for children of member families as well as those families who are considered mission prospect families. It is hoped, however, that all school parents recognize the tremendous blessing of having our Lutheran school and at the same time recognize the tremendous cost of our school (approximately \$5860 per student). School parents are asked to consider these matters and contribute generously in accordance with the way God has blessed them. Tuition for families who are members at a sister WELS/ELS church is set at a different rate.

Tuition for families who are not members of Immanuel Lutheran Church will also be charged at a different rate than members. This rate will be adjusted to the member tuition rate if/when the family is recognized as a mission prospect of our church and is enrolled in our Adult Bible Information Class. This class can be set up through our Pastor(s).

All tuition will be paid through TADS, our online registration and tuition management program. Payments will need to be made by credit card or direct withdrawal from a bank account. Families will receive their tuition agreements via email and may schedule their payment plan (one, two, four or ten installments) through that program. Late payments will be subject to a monthly late charge. If the monthly tuition payment becomes 60 days in arrears, the child(ren) may be dismissed from school. It is the policy of Immanuel Lutheran School to reserve the right not to release a student's school records in the event of incomplete payment of tuition and/or fees. This would include the end of the year report card and the transfer of school records to another institution.

FINANCIAL AID

Financial aid is available to all members of Immanuel and prospect families. Financial aid forms are available on our website or through the school office. All financial aid forms should be submitted before the first day of school. In special cases where a financial need arises during the school year, families are asked to speak to our principal or Board of Christian Education chairman. All financial aid requests will be presented to the Board of Christian Education for approval.

SCHOOL TIMES AND ARRIVAL/DISMISSAL

School begins at 8:00 AM and ends at 3:00 PM. We ask, however, that students be at school by at least 7:50 AM in order to organize themselves and get ready for the school day.

The doors of the school will be open between 7:40 AM and 8:00 AM. In order to promote student independence, parents are asked to drop off their students at their assigned entry doors (Preschool, Kindergarten, 2nd grade and 4th grade – gym doors, 1st, 3rd, and 5th through 8th grades – middle school doors). Parents will be allowed, however, to drop-off their students in the school building the first day of school. For safety purposes, students who arrive on the school campus earlier than 7:40 AM and are not under the supervision of a parent/guardian/ family caregiver will be placed in our wrap around care. The school office will be open from 8:00 AM to 3:00 PM on school days.

All visitors to the building must report to the office to check in. Visitors are to sign in and receive a visitor's badge while on campus. They are to sign out and return the badge before exiting the campus. Visitors not displaying the badge may be asked to leave the campus.

Once students are on school grounds, they are not allowed to leave during the school day unless the parents have granted explicit permission to the teacher or principal.

Children who walk or ride their bikes to school should head home immediately after classes are dismissed. They should not play on the playground unsupervised after school.

Until picked up, children must wait in their classrooms until their ride arrives and their name/number is called. Once their name/number has been called, they will be dismissed from their classrooms. Any student on campus after 3:15 PM will be placed into our wrap around care.

For safety reasons, drivers are asked to enter the parking lot through the 10th street entrance and leave the parking lot through the 9th street entrance. Drivers should park in the parking stalls and not near the building while waiting to pick-up their children with their family number clearly visible on the dashboard of their car. At no time should drivers use the driveway between the church and the school buildings during drop-off/pick-up times. Drivers are asked to be courteous and careful at all times in the parking lot of the school.

In order to maintain the safety of students in our wrap-around care program, the school playground and parking lot will be closed at 3:30 PM.

Once the driver of a child has arrived and his/her children are in his/her care, Immanuel Lutheran School is not responsible for the supervision of that child. Parents of children who stay to play on the playground after school must be present on the playground to directly supervise their children.

ATTENDANCE AND ABSENCES

The laws of Wisconsin require students between the ages of 6 and 18 to attend school whenever it is in session unless they are ill. Parents are asked to notify the school office in the morning on days their children are sick to let the teacher know that their child will be missing due to illness. If the parent does not contact the school within 24 hours of an absence, the absence will be considered unexcused.

If possible, appointments with doctors should be made outside of school hours. If this is not possible,

afternoon appointments are preferred. An absence from school does not excuse the student from his/her schoolwork.

The absence of a student from a class or lesson can never truly be made up and should be avoided whenever possible. Responsibility for making up assignments rests with the student. Parents must arrange to pick up homework for their absent child.

An absence for personal illness, recovery from an accident/surgery, required court attendance, or death in the immediate family will be marked excused. All other absences (professional appointments (doctor, orthodontist, dentist, etc.), vacations, non-school activities, etc.) will be marked unexcused. If the amount of full-day unexcused absences exceeds 8 for a semester the following actions will be taken (Two unexcused half days will equal a full unexcused day.):

- At 8 full unexcused days absent per semester, parents will receive a letter indicating the total days absent and the total number of tardy days recorded. The principal will then confer with the parents to determine the circumstances surrounding the absences and/or tardiness to determine if any further action is necessary.
- At 10 unexcused days absent per semester, the matter will be brought to the Board of Christian Education, which will petition the Manitowoc Police Department school liaison to help reach a resolution or to seek an alternate remedy (i.e. retention, expulsion, and/or summer school).

A student who is absent from any part of the school day, may not take part in any school sponsored activities that occur on the day of the absence unless the absence has been excused by the Principal.

TARDINESS

One of the important life skills that we want to stress to our students is the ability to be on time. As always, parents have the main responsibility for teaching this skill to their children, but we as a school strive to assist parents in carrying out this responsibility.

Since devotions and Bible lessons begin the day, a tardy student misses out on one of the most important aspects of the school day. In order to convey the importance of punctuality in our students, all avoidable tardiness will be marked unexcused. This includes oversleeping, not being ready for a ride, or a late carpooling driver. Five unexcused tardies in a semester will equal one full unexcused day. If a student is more than 30 minutes tardy, he/she will be considered unexcused for a half day. The school doors will be locked at 8:00 AM. Students arriving after that time will need to use the entrance by the office to be let into the building.

DISTANCE LEARNING

Learning takes place in a variety of situations, environments and locations. To ensure quality, virtual education courses must:

- Be aligned with the mission and vision of the school.
- Have an identifiable curriculum purpose that is consistent with school curriculum and standards.
- Be utilized and/or taught by a trained teacher capable of implementing distance learning opportunities into the content of the course.
- Meet all applicable school policies.

To that end, Immanuel's school board recognizes distance learning as an appropriate instructional delivery system for students. Distance learning may be used for off-site delivery of content learning when deemed necessary to meet learning hour requirements (ex. inclement weather, widespread illness, make up day, etc.). Full or partial days identified by the administration as distance learning days will be eligible for school attendance to be taken. Students will be considered in attendance on such days only if they meet the daily requirements established by the school to be in attendance.

Distance learning task completion that meets school requirements will be awarded appropriate credit. Distance learning experiences are only offered at the discretion of the school based on the current capacity of the staff and technology. Alternative educational options (printed, books, etc.) may also be offered to students that do not have access to distance learning options.

Should distance learning be implemented by the school's administration, parents will be provided a distance learning plan from the school that will outline how the distance learning will be conducted.

CHURCH ATTENDANCE / SINGING

In addition to regular attendance at school, the Lord expects families to worship regularly (Hebrews 10:25). They may do so by attending Immanuel Evangelical Lutheran Church or a sister congregation. Such faithful church attendance will honor the Lord and His Word; underscore the message of God's Word that is part of daily school attendance; draw families closer together; and build good worship habits for the future (Colossians 3:16, Psalm 84:10). In light of this, church attendance will be taken weekly and will be reported on report cards. A report of church attendance will be forwarded to the principal, the pastor(s), and to the Board of Christian Education. The teachers, principal, pastor(s) and Board of Christian Education, in loving concern, may contact families who are not regular in their church attendance.

When the children are scheduled to sing in church, all are required to attend. If a student is not able to attend, a written excuse is required before the singing date. Sickness may be excused on the following school day.

When the children are scheduled to sing in church, we ask that they are dressed appropriately in order that their attire does not distract from their message.

CLOTHING AND APPEARANCE

All children are expected to come to school neat and clean in appearance. As children show the faith in their hearts by dressing properly, they make for better working conditions for all concerned. Inappropriate clothing tends to reflect or lead to indifferent attitudes in other matters. This works contrary to the purpose for which parents send their children to our school, where we look and pray for a growth in Christian character.

The following types of clothing are therefore not acceptable because of their inappropriateness for the environment of our Lutheran Elementary School:

- T-shirts and sweatshirts with non-Christian, vulgar, or inappropriate designs or words
- Sleeveless shirts, halter tops, bare midriff combinations, low necklines or any other top that is not modest and proper. Appropriate sleeveless blouses in modest taste, however, may be worn provided that there is no overexposure of shoulders, underarms, etc.
- Dirty or excessively faded clothing of any type.

- Exceptionally short dresses, skirts, and shorts or any style of clothing that is not modest and proper.
- Music related clothing, backpacks, and school supplies (music groups, concerts, etc.)
- Pants and shorts should not be too tight, too baggy, or have any writing across the seat.
- No stretch type, obviously tight clothing (e.g. leggings, tights, knit pants, etc.) will be allowed as outer wear. Stretch type pants, if worn to school, must be worn under a skirt, dress, or appropriate length shorts or be accompanied by a top that is at or near mid-thigh in length and completely covers the buttocks.
- Flip-flops, slides, or any loose-fitting shoes at recess.
- Clothing that does not completely cover undergarments.

The following types of clothing are acceptable:

- Jeans with tears and frays are allowed provided that they are not excessively torn or frayed, and that the tears or frays are not near the private parts of the body.
- Shorts may be worn from the first day of school through October 15th and from May 1st until the last day of school. The principal may adjust these dates as is seen fit.

In addition to proper clothing, it is important to remember that since one's body is the temple of the Holy Spirit we need to follow high standards of cleanliness and personal hygiene. Since our Lord expects us to treat our bodies with all due honor and respect, so our Lutheran Elementary School expects the following:

- That each student practices good clean health habits which will benefit him physically, emotionally, socially and academically.
- That each student keeps his/her hair clean, neatly groomed, and out of his/her eyes. Extreme haircuts and hair coloring can be distracting to the educational environment of our school and are discouraged.
- That girls in 5th-8th grades may wear a modest amount of facial make-up.
- That boys will not wear earrings at school or at school events.

A specific dress code will not be needed as long as these principles are followed. If these guidelines are not met, parents will be notified.

The school asks that parents help to enforce the dress code by seeing that their children are properly dressed according to the guidelines. We enlist the parent's aid in seeing that not only the letter, but the spirit of the dress code is being followed. Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance. When a teacher determines that a particular piece of clothing is inappropriate, the matter will be discussed with the child and/or the parent. The teacher has the right to call the parent for a change of clothing. In the Christian spirit of cooperation, the teacher's decision is subject to discussion, but not to challenge.

CURRICULUM AND COURSE OF INSTRUCTION

Religious instruction is the main part of our curriculum, and all subjects are taught in light of God's Word. Religious instruction includes Bible History, Catechism, Hymnology, and the Pastor's confirmation class. Daily devotions and prayers are also an important part of the school day. Students

will be required to memorize the chief parts of the Catechism, hymn stanzas, and Bible passages on a weekly basis.

Our curriculum is based on the requirements of the State of Wisconsin. Annually our school gives standardized academic testing. These tests are used to help our teachers determine each child's strengths and weaknesses and keep each child working at his/her capacity. In order to keep our course of instruction as current as possible and to keep our teaching consistently Christ-centered, the teaching staff attends conferences, summer school, workshops, and in-service training through-out the year.

The curriculum includes the following courses of study:

Religion	Social Studies and History
Mathematics	Physical Education and Health
English/Language Arts	Music
Science	Art

REPORT CARDS, GRADING, HONOR ROLL

Report cards are distributed on a quarterly basis. We urge parents to take time to discuss these reports with their children. A portion of the report card deals with the students' social and behavioral development. In addition to quarterly report cards, mid-quarter progress reports are issued by the classroom teachers in grades 2-8 so that parents are informed regularly about their children's progress so that extra effort may be put into areas which need improvement. Both reports, when issued, are to be checked carefully by a parent, signed, and returned to the teacher. Parents are always welcome to contact their child's teacher concerning his/hers academic achievement.

For the most part, corrected papers for children in grades 1-8 will be sent home weekly with the weekly note. Parent-Teacher Conferences are scheduled during the middle of the first and end of the second quarters. Private consultations may be arranged whenever requested by the parent or the teacher.

Our school uses the following grading scale on our reports:

A = 94 - 100	I = Incomplete
B = 86 - 93	U = Unsatisfactory
C = 77 - 85	N = Needs Improvement
D = 70 - 76	S = Satisfactory
F = Below 70	E = Exceptional

All children in grades 5-8 are eligible for our honor roll if their report card contains nothing lower than a B- or S in the academic areas of the report. Honor roll ribbons are given at the end of each quarter with report cards. Students who have made honor roll all four quarters of the school year will receive a medal at the end of the year.

Students may be retained in the same grade if satisfactory academic progress has not been made. Teachers will make parents aware of retention concerns as soon as possible during the school year.

All athletic equipment and library books must be turned in before a student receives his/her end of the year report card.

BEHAVIOR CODE

For Immanuel Lutheran School to achieve its mission, vision, objectives, and purpose, it is necessary that there be rules and guidelines to assure efficiency and orderliness in the classrooms and the school in general. Willing adherence by the students to the following guidelines is expected:

- BE HARDWORKING FOR JESUS (1 Corinthians 10:31)
- BE KIND AND LOVING (Mark 12:31)
- BE RESPECTFUL (1 Peter 2:17)
- BE SAFE (1 Corinthians 6:19,20)

CHRISTIAN DISCIPLINE

Proverbs 23:13 says, "Do not withhold discipline from a child." Our Christian teachers assist parents in training the child by using Christian discipline in their classrooms. Parents and teachers are God's representatives in performing this important duty. We seek to correct the individual child as necessary. We expect a level of conduct befitting a Lutheran Elementary School student. As we are instructed in James 1:22, we are to be "doers of the Word, and not hearers only." Students are expected to display consideration for their fellow students in work and play and to treat all those placed above them with respect according to the guide of the Fourth Commandment.

If children demonstrate irresponsibility and lack of respect for classmates, teachers, or property, the correct use of the Law and Gospel must be the root of the determination of the discipline. The teacher, acting in the stead of the parents, will strive to apply wisely the Law and Gospel for the benefit of each individual child. A student's behavior outside of school and off school grounds could also result in disciplinary action being taken by the principal or Board of Christian Education in conjunction with the parents.

Persistent discipline problems, especially those involving consistent disruption of the learning environment and/or consistent defiance and disrespect, will be dealt with by teacher, parents, principal, and pastor(s). If the situation is not resolved in an acceptable manner, the principal may choose to suspend the child. The principal also has the authority to suspend a child for an incident that may not have been part of an ongoing problem. Only the school board has the authority to expel a student should that action become necessary.

Because of Christ's love and our love for each individual student and our student body as a whole, we will address all cases of repetitive student misbehavior. Especially important is addressing any aggressive or violent behaviors or words towards other students. If physically and verbally aggressive or intimidating behavior occurs, our school will respond appropriately and in a timely fashion. Teachers will communicate instances of these behaviors to the principal. Each instance will have its own facts that will help determine the course of action that the school will take.

Disciplinary Guidelines for Classroom use (given during a school day)

First Offense	The teacher gives the child a verbal warning and records the warning.
Second Offense	The teacher again records the offense and completes a discipline report that is given to the child to be taken home to the parents to be signed. A copy of this form will be given to the principal on the day that it is sent home to be put into the student's file.

Third Offense The child is sent to the principal’s office. A detention is given to the child on that day, and the parents are contacted to attend a meeting with the principal, the teacher, and the student.

Continued Non-Compliance with School or Classroom Rules:

- Step 1 (after 2 discipline reports) The teacher will notify the parent of inappropriate behavior and meet with them to plan a course of action.
- Step 2 (after 3 discipline reports) The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.
- Step 3 (after 4 discipline reports) Disciplinary action will be taken by the school and will be determined by the school’s administration. These actions may include:
- Action 1 A 1-Hour Detention (given by teacher or principal)
 - Action 2 Loss of all privileges for a period of five days - this includes classroom privileges, field-trips, and extra-curricular activities.
 - Action 3 In School Suspension for up to 3 days (given by principal) and loss of privileges in Action 2 (Parents always have the right to appeal to the Board of Christian Education concerning a suspension.)
 - Action 4 Out of School Suspension for up to 3 days (given by principal with a board hearing within a week of the incident) and loss of privileges in Action 2 (Parents always have the right to appeal to the Board of Christian Education concerning a suspension.)
 - Action 5 Expulsion (given by the Board of Christian Education in consultation with the teacher, principal, and pastor(s) – Parents always have the right to appeal the Board of Christian Education concerning an expulsion.)

HOMEWORK

Through the homework that is assigned in school, children are given the opportunity to use the gifts and abilities God has given them to practice and reinforce the skills they are learning in the classroom. By the time students reach fourth grade, our expectation is that they will be able to consistently and independently complete their assignments to the best of their ability and hand them in when they are due. When students are not completing their assignments, they are not only missing opportunities to reinforce the skills which they have learned in the classroom, but they are also not doing “all things to the glory of God.” (1 Corinthians 10:31) Our incomplete work policy is an attempt to guide and correct children who are not putting forth their best efforts on their homework or completing it in a timely fashion.

Immanuel exists to assist parents in bringing up their children in the training and instruction of the Lord. Our incomplete work policy, then, is also designed in a way that allows our teachers to communicate with parents when their children are not being responsible in completing their homework. This is done so that the teachers are able to enlist the help of the parents in reaching a God-pleasing solution to the problem.

A late assignment is any work that is a) not turned in when it is due, b) not completely finished (including an assignment with one or two problems not finished), or c) completed, but is clearly not done to the best of a student’s abilities. Make-up work will be excluded.

There are two levels in our late assignment policy. As a child passes through the levels, the penalties for late assignments become more severe. Only one Grow Note will be given per day regardless of how many assignments were missing.

Level I – Pink Slip

- The first late assignment every quarter will not receive a Grow Note; it will be given a pass.
- If a student has an assignment that is considered late after the free pass, he/she will receive a pink Grow Note. This slip will need to be completed and signed by both the teacher and the student and will be stapled to the assignment that was late. The assignment will need to be completed, and the Grow Note signed by a parent and returned the next school day. When the signed slip and completed assignment are returned the next school day, the assignment will be graded normally.
- If the Grow Note is not signed or the assignment is not completed on the following school day, the child will serve a 30 minute detention on the day the Grow Note and/or completed assignment was not returned. If the late work is not completed in the 30 minute detention, the child may need to stay until the work is completed. (This will prevent the child from becoming too overloaded with late assignments.) Siblings of the student in detention must be picked up by a parent at the regular time or be placed into the aftercare program.
- A child who receives more than 3 Grow Notes in a quarter will serve a 60 minute detention on the next school day and will automatically be moved to Level II.
- When a child has been moved to Level II, a meeting with the teacher, the principal, and the parents will be held in order to discuss ways to help the child.

Level II – Yellow Slip

- If a student is on Level II, and an assignment is not turned in by the time it is due, the student will receive a 60 minute detention in addition to a yellow Grow Note. This detention will be served on the day the assignment was late. The homework assignment will need to be completed during the detention, and the yellow slip will need to be signed when the parent picks up the child.
- Students who have been moved to Level II will be considered ineligible for extra-curricular activities and class field trips. The Principal, in consultation with the classroom teacher, may make exceptions to this rule depending on the circumstances.
- A child who receives more than 3 late assignments in a semester in Level II will receive a one day in-school suspension on the following school day.
- A meeting with a Board of Christian Education member, the principal, the teacher, the pastor, and the parents must occur before the student will be allowed back into the classroom.

All accumulated Grow Notes will be cleared at the end of each quarter. Students who don't have school work done on a consistent basis, pending Board of Christian Education approval, could have their enrollment at Immanuel Lutheran School terminated.

Make-Up Work – A student who is absent is allowed a grace period, equal in length to the number of days he or she is absent from school, in which to complete all make-up work. Make-up work not completed by the end of the grace period will be considered “incomplete”.

FIELD TRIPS

Because we realize that not all learning takes place inside the classroom or from textbooks, field trips are a part of our educational program. We use field trips to build on our courses of study. For example: trips to museums help students learn more about history, science, and art; trips to state and federal offices allow students to learn more about government; and attendance at theatrical productions emphasizes the

arts. A permission slip will be sent home with a child before the field trip takes place. If there is a cost for the trip, parents will be informed of the amount and should include payment for the trip with the permission slip. All students are expected to attend such trips as part of the regular school day.

As parents, we may seek your help in the transportation of our students to and from their field trip destinations. (see “volunteer drivers/field trip supervisors”)

VOLUNTEER DRIVERS/FIELD TRIP SUPERVISORS

Field trips are an important part of the learning process. When a classroom takes a field trip, the children are able to learn in a way that may not be available in the classroom. Field trips can only be productive, however, when there is a learning atmosphere. Teachers call on field trip supervisors/drivers to aid in keeping a learning atmosphere through the entire field trip, from the departure from school to the arrival back at school. In order to keep that atmosphere of learning, the driver/supervisor must adhere to these requirements:

- The driver requires that all children are properly restrained in the vehicles (Wisconsin law requires all students who are under 8 years old to be seated in federally approved safety seats or boosters until they reach over 80 lbs in weight or are taller than 4 ft 9 in. Ideally, only students who are 13 years old or older may ride in the front seat of a vehicle.)
- The driver’s automobile is in good working order and insured.
- The driver has a valid driver’s license and has not been convicted of serious driving offenses.
- The driver has completed the Volunteer Chaperone/Driver Compliance Form available in the school office.
- The driver/supervisor keeps a Christian atmosphere in the automobile and in their group at all times. (i.e. music that is played, words that are spoken, actions that are done, etc.)
- The driver/supervisor realizes that he/she is being asked to supervise children and shall refrain from smoking during for the duration of the field trip.
- The driver/supervisor realizes that he/she is being asked to supervise the children on the field trip. Keeping this in mind, bringing additional siblings on the field trip is not permitted.
- The driver/supervisor understands and is willing to enforce the rules that are set by the school. Those rules being:
 - Be polite and courteous to leaders.
 - No talking out of turn or when others are speaking.
 - Stay with the group.
 - Walk, don’t run.
 - Most importantly, represent their school and their Lord and Savior well at all times.

Children who disobey any of these rules should be verbally corrected by the driver/ supervisor. If the child continues to disobey the rules, the chaperone/driver should inform the teacher immediately of the behavior, and the child will be removed from his/her group and placed in the group with the teacher.

Children who consistently disobey these rules on field trips will lose their field trip privileges. They will be required to attend school while their class is on the field trip, but will be assigned to a different classroom for the day.

EMERGENCIES / SCHOOL SAFETY

Our faculty will use their best judgment based on the circumstances to take reasonably necessary steps to ensure all of the students' safety at all times. If an emergency arises, the school secretary will telephone a parent or someone designated by the parent. The school will need up-to-date parent contact information as well as contact information of a friend, neighbor, or relative who will assume the care and responsibility of the child. Initially, this information will be gathered through our online registration program. Parents, however, are asked to contact the school secretary if any changes or additions need to be made to this information during the year. This information will also be valuable if a child becomes sick at school and needs to be sent home. To further ensure safety, fire drills are held on a monthly basis, tornado drills are held twice a year, school safety drills are held twice a year and a school emergency plan is in place and reviewed annually.

Our school also follows reporting requirements and other regulations as set forth by state and federal law (water testing, asbestos inspection, fire inspection, health permits, fire drills, tornado drills, school safety drills, etc.). All of our teachers hold up-to-date CPR and First Aid certifications and Blood Borne Pathogen training.

Our school doors are locked from 8:00 AM until 3:00 PM. Any parent wishing to enter the school during those hours will need to use the doors located by the school office.

EMERGENCY SCHOOL CLOSING

Parents will be notified of school closings via Remind text, email, and Facebook post. Parents are also encouraged to listen/watch WOMT 1240 AM, Channel 5 WFRV, Channel 26 WGBA, and Channel 2 WBAY for school closing information. These stations have web sites where families can check for closings and/or sign-up for e-mail and text notifications. Our school will be listed as "Immanuel Lutheran School, Manitowoc" on these sites. Families are encouraged not to call the principal or the teachers to see if school has been cancelled.

If inclement weather comes up during the day and school closes early, parents will be informed via Remind text, email, and Facebook in addition to the stations listed above. Parents will be asked to pick up their children as soon as possible after receiving the notification.

RECESS

All classrooms have set recess times during the school day. Grades 3-8 have two recess periods, and grades K-2 have three. All students are expected to go outdoors at recess if the weather permits. If the weather is bad, recess will be held in the gymnasium. Parents are asked to make sure that their children are dressed in accordance with the weather (winter coats, hats, gloves/mittens, boots, snow pants). Snow pants and boots are required if students want to play in the snow. All students must have an extra pair of shoes at school to change into during the winter months even if they don't play in the snow.

If, for reasons of illness, a child needs to remain indoors, parents should notify the teacher of this request. Occasionally, students may be required to attend a study period during the noon recess to complete unfinished work. This is at the teachers' discretion.

PROPERTY DAMAGE

In carrying out our Lord's command to be good stewards, we want to keep all equipment that belongs to the school in good condition. Any school property that is damaged or lost, either willfully or carelessly, will be the responsibility of the student who damaged it and his/her parents. The students and parents will also be responsible for any textbooks or library books that are damaged.

All students in grades 4-8 are asked to provide coverings for all school-owned textbooks during the first week of school. Book covers should be purchased as part of the school supply list and must remain on the books for the entire school year.

SCHOOL PHONE

Any necessary calls, reporting of absences, or conversations with teachers should be done prior to the start of the school day or after school. Children will not be given permission to use the office phone except in cases of schedule changes or emergency. Parents should not ask for their students to come to the phone during school hours except in emergencies. Children must have teacher permission to use the phone at school.

CELL PHONES

Since we want to maintain a learning atmosphere at our school and the use of cell phones and other electronic devices can be distracting, all student cell phones and electronic devices (i.e. Ipads, Smartwatches, etc.) must be turned off when students enter the school building and must be kept in a place designated by the teacher or coach during the school day. They must remain off during the day until the student leaves the school building. Special permission to check messages or contact parents may be given to the students by the classroom teacher or the principal by request of parents or students. At no time may cell phones or electronic devices be taken into a bathroom or locker room. If a cell phone is misused, the cell phone will be temporarily confiscated and given to a parent or guardian. Appropriate discipline will be administered.

HEALTH

Parents are asked to not send their children to school if there is any reason to suspect that they might be ill. Children should also be completely recovered from an illness before they return to class. These measures will help to prevent a contagious illness from spreading through the classroom. Parents will be contacted and requested to pick up their children if they are vomiting, running a fever, or listless. If a child has had a fever, he or she must have a normal temperature without medication for twenty-four (24) hours before returning to class. All cases of contagious disease or conditions such as chicken pox or head lice must be reported promptly to the school office so that parents of exposed children may be notified as soon as possible.

If it is necessary for a child to take medication while at school, parents must complete a Consent to Administer Medication Form before the secretary will administer the medication to their child. Medication should be given to the teacher or secretary in the original container by the parents or a responsible adult. On the form, parents should include written directions as to the disbursement of the medication. Prescription drugs must come in a pharmacy bottle with written directions. Medication includes: prescriptions, aspirin, Tylenol, cough drops, etc. (The State of Wisconsin does not permit us to give any medication without written authorization.)

All students participate in a vision screening each year.. Parents will be notified if further testing is needed. Hearing screening is conducted on an as-needed basis. Parents are asked to contact the school office if they would like to have their child(ren)'s hearing screened.

Immanuel is serviced by the Manitowoc County Public Health Nurse. The county nurse serves in an advisory capacity in problems involving the health or personal hygiene of our pupils. Immunization clinics are offered to all county residents. The date and location of these clinics are announced by the health department in time for parents to make arrangements to bring their children for the immunization programs.

WELLNESS POLICY

Immanuel strives to contribute to the general well-being: spiritual, mental, and physical ability of their students. The school supports wellness, good nutrition, and regular physical activity as a part of the total learning environment. By support and promotion of good nutrition and physical activity, our school contributes to the health of the children. We believe that improved health increases student performance potential.

General Guidelines:

- Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. This environment will include educational opportunities for students in nutrition education, health education, and physical education.
- The physical education curriculum teaches children the importance of exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life.
- The health curriculum will educate students to develop the knowledge and skills for life long healthy eating habits.
- The Life Science curriculum will include an emphasis on good nutrition, disease prevention, and healthy lifestyles.
- Parents are encouraged to provide healthy snacks for student celebrations and other events.
- Our school provides additional opportunities for physical development and fitness through co-curricular conference sports.
- Strong consideration will be given to nonfood items as part of any teacher-to-student incentive programs.
- It is recognized that there may be rare special occasions when the school principal allows a school group to deviate from these guidelines.

LUNCH PROGRAM

For the most part, parents and students are responsible for bringing a packed lunch from home to be eaten in the classroom. When children bring food from home, parents are responsible for proper care of that food. If children prepare their own lunches, parents are asked to make sure they are packing a balanced meal including a nutritious snack for morning recess. Medical studies show (and experience demonstrates) that students study better and learn more when they have a balanced diet that is low in sugar and high in protein. This is also an excellent way to teach children to properly care for the bodies the Lord has given to them. Individual teachers may have age appropriate guidelines for what should or should not be brought for lunches.

The second through eighth grade classrooms have microwaves in the classroom. Parents sending microwavable food should consider the time needed to warm food as many of the students use the microwaves during the lunch period.

Our school offers white and chocolate milk to students who desire it. There is a fee for this milk which is paid at registration.

Parent volunteers prepare a hot lunch for the students twice a month. Families can pay for these lunches for the entire year at registration or individually on the days the hot lunches are offered.

We also offer families the option to order food from chosen local restaurants every Tuesday and also on the Wednesdays when no volunteer hot lunch is provided.

CHAPEL & MISSION OFFERINGS

Chapel services are conducted each Wednesday of the school week at 8:05 AM. Parents and congregation members are always encouraged and invited to attend chapel services with the children each week. At these services the students have the opportunity to bring their offerings which are sent to a special mission project that is chosen by the student body at the beginning of the school year. What a wonderful opportunity for the children to give their money for the support of the work of the church!

TRANSPORTATION

Public bus service may be available to those students living within the Manitowoc School District. Any questions pertaining to a child's eligibility for public bussing, the bus schedule or routes should be directed to Brandt Busses, Inc. (920)-682-8823.

Immanuel will also try to assist parents who are interested in working out a car pool with others from their area. Please speak with our principal if you are interested.

Students will only be released to those who have been added to the family's pick-up list at registration. To help us keep your children safe, we ask that parents notify the school if their children will be riding home with another driver who is not one of their regular pick-up people.

PARTNERS IN EDUCATION (PIE)

PIE is an organization for all members of the congregation, but especially for the parents whose children attend our school. A calendar of the PIE events for the school year is available at the beginning of the school year. Our PIE group also meets several times a year to organize and plan events.

ATHLETIC ACTIVITIES

Physical education classes are scheduled during the school week. Each child must have gym shoes, which will be used only during gym class or inside recess. They will be stored in baskets located in the locker rooms or in the classrooms.

Immanuel Lutheran School offers a wide variety of interscholastic sports (volleyball, soccer, basketball, pom-poms, track, etc.). Because of our school's size, we have the unique opportunity to allow all

children who have shown an interest to play, provided that they meet the age and academic requirements of the activities.

No student shall be allowed to practice or participate in interscholastic activities if his or her academic performance is unsatisfactory (see athletic handbook). A student's attitude will also be considered as reason for keeping or dismissing him/her from an activity. An eligibility ruling is not for the purpose of penalizing anyone. It is simply understood that if a student has barely enough time to do his/her everyday class work, interscholastic activities would simply detract from school work and use up valuable time better spent elsewhere.

A student who is absent from any part of the school day, may not take part in any school sponsored activities that occur on the day of the absence unless the absence has been excused by the principal.

All parents of our student-athletes are asked to be part of our Immanuel Athletic Association (IAA). This group organizes and runs the athletic events that are held at Immanuel as well as organizes volunteers at various tournaments held throughout the year. We look to parents to set an example of good sportsmanship. School policies apply to all school functions including athletic competitions.

Fall:

- Jr. Lancer Flag Football—boys in grades 4-6
- Coed Soccer grades 1-8
- Girls' volleyball grades 7-8 (Grades 4-6 participate in practice and possibly some games)
- Cross Country (a one day event/race at MLHS)—grades 4-8
- Jr. Lancer Cross Country

Winter:

- Boys' Basketball grades 3-8
- Girls' Basketball grades 3-8
- Girls' Dance grades 3-8
- If we are short in numbers to field a team we will bring up all the players from the next grade level down.
- Jr. Lancer Basketball

Spring:

- Boys' Wrestling grades K-8 Jr. Lancer Program
- Boys' Track grades 5-8
- Girls' Track grades 5-8
- Jr. Lancer Baseball

ACADEMIC & MUSIC ACTIVITIES

Manitowoc Lutheran High School (MLHS) sponsors an Academic Fair for grade school students in the spring of the year. This enables children to show their God-given abilities in areas such as: Art, Forensics, Spelling, Math, Social Studies, and Science.

Band instruction is available for children in grades 5-8 through Manitowoc Lutheran High School. Band lessons are held at Immanuel during the school day with additional group practices held at the high school during the evening or weekends. More information about this program may be obtained by contacting the director, Ms. Merideth Milbrath, at MLHS.

All students sing with their classrooms at various times throughout the school year. A schedule of these singing dates is published at the beginning of the school year. Participation in Junior Choir gives students in grades 5-8 an additional opportunity to sing God's praises. Junior Choir is an elective at Immanuel. Students who choose to participate in Junior Choir are asked to commit to attending all of the signing events in which the choir takes part. They sing in church at various times during the school year as well as at the music competition held at MLHS in the spring.

Piano lessons during the school day are offered on a private basis. Parents who would like their child to take lessons, speak to the principal to be put in contact with the piano instructors to arrange lessons.

WRAP AROUND SCHOOL CARE PROGRAM

Our school operates a wrap-around school care program from 6:40 AM until 7:40 AM and from 11:00 AM to 6:00 PM. For a current list of prices and hours, visit the school office. Please see the Wrap-Around Care Handbook for additional information about the program.

UNNECESSARY ITEMS

Students are not to bring any knives, matches, lighters, illegal drugs, alcohol, tobacco products, or any other dangerous weapon to school. If such items are brought to school, parents will be notified, the Manitowoc police liaison officer will be contacted, and the Board of Christian Education will be notified of the incident. Appropriate disciplinary action will be taken by the principal and Board of Christian Education.

Toys, trading cards, hand held video games, etc. should be kept at home. Students may, however, bring basketballs, footballs, etc. to be used at recess. Gum chewing is not allowed on school grounds. Any item that becomes a nuisance and is, in the opinion of the teacher, unnecessary or detrimental to the education process, will be confiscated and returned to the child at the end of the school day. To ensure the safety of the children, we reserve the right to inspect student's desks at any time. Students may be asked to display contents of their backpacks upon request.

The campus of Immanuel Lutheran School is a tobacco free campus. Use of tobacco products or other nicotine dispensers by anyone anywhere on school grounds is prohibited.

PICTURES

School pictures are taken in the fall of the school year. Parents may purchase picture packages if they so desire. The date and time of the picture taking will be announced well in advance, and information about the pictures packages will be sent home prior to the picture day.

HOME VISITS

During the beginning of August, our teachers make home visits to their students' families for the upcoming year. Appointments are made by each individual teacher. During these visits, parents are encouraged to raise any questions or express any concerns they might have about the school or the classroom. Teachers will also provide the family with information about the school year and their classrooms. Our teachers look forward to meeting the children and families whom they will be working

with throughout the school year. All school families are required to attend the “Back to School/Church Picnic” held in August.

NEW FAMILY MENTOR PROGRAM

All new families to Immanuel will be assigned a current member school family as a mentor. Mentors will contact new families to inform them of specific calendar events, answer any questions the new family may have, and respond to any concerns. It is our hope that through these relationships, new families will be more readily assimilated into Immanuel’s school family.

SCHOOL SUPPLIES

Classroom teachers publish a list of supplies that each student needs to have in class on the first day of school. These lists are available on our website as well as in certain stores in the Manitowoc area. Parents should check with their children during the school year in order to replenish items as needed. We ask that parents not send items to school that are not on the supply list unless they have spoken to the classroom teacher first.

PARENT VOLUNTEERS

Immanuel Lutheran School is very happy to draw upon the resources of its parents who are willing to donate their time and talents to improve the quality of education provided at Immanuel. Parents are able to sign up to volunteer when they register their children for school, but may also sign up to volunteer at any point during the school year. It is important to note that a parent indicating a willingness to volunteer should not feel obligated or pressured to do so if circumstances change (such as getting a new job, or moving inconveniently far from school.) All volunteers in our school must submit a Volunteer Consent for Background Check form which is available online or in the school office.

SCHOOL LIBRARY

Immanuel has a good selection of books for the children to read in the school library. Students may check out books from the library to bring home and read. It is the responsibility of the students and their parents to make sure that all books are returned on time. Parents are asked to periodically check with their children to make sure that they have no overdue or lost books.

BICYCLES

Bicycle racks are provided for the children who ride their bicycle to school. All bicycles placed into the racks must be locked. Students are not permitted to ride their bicycles on school grounds before, during, or after school. For the sake of safety, students must walk their bicycle through the parking lot at the end of the school day. Bicycles should be kept in the rack and locked from the time the students come to school until they leave after school. Students are expected to wear helmets when they are riding to or from school.

OUTSIDE ORGANIZATIONS

We respectfully ask that outside religious or fraternal organizations that are not in fellowship with the Wisconsin Evangelical Lutheran Synod and its Biblical doctrines not be promoted on school grounds.

Any specific questions concerning these issues or organizations should be directed to the pastor or Principal.

NEWSLETTER

Immanuel's News and Notes is the primary means of communicating scheduled events and information to our parents. The News and Notes is distributed on the last school day of the week. The News and Notes can be sent to parents in print or in an electronic format. Parents may choose their preferred method when they register.

HUMAN SERVICES

According to Wisconsin State Law, each teacher is required to report suspected neglect or abuse of children to Human Services. Failure to do so may result in fines and arrest for teachers. If a child comes to school and shares with a teacher that parents have neglected the child's basic needs or hurt him/her in any manner, our teachers must file a report with Human Services within 24 hours. This will be done without informing the parents. If you have any questions or concerns about this law, please speak with the principal.

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