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2021-2022  
Parent & Student Handbook

Revised August 2021

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## **SECTION ONE: Purpose of ILS**

### ***1.1 The Philosophy***

We believe that each child needs to see his/her need for a Savior, to rely on God's grace, and be prepared to live a life of discipleship. Each student has a need to develop his/her potential, the God-given abilities for living in God's creation and others. Families and teachers need each other's support and partnership for providing their children with a quality Christian day school. Each student needs to experience success and to have a Christian learning environment that is friendly and safe.

### ***1.2 Our Purpose***

Immanuel Lutheran School, as a part of the ministry of our congregation, is to proclaim and show the message of God's love to children of our congregation and community so that they might come to faith in Jesus Christ.

Our purpose is also to nurture each child's Christian faith, equipping them for a life and service as disciples of Jesus Christ. Each child and family, therefore, is an opportunity for Immanuel's mission and ministry in response to God's command to "Go therefore and make disciples of all nations." ESV Matthew 28:19

### ***1.3 Mission Statement***

The mission statement of Immanuel Lutheran School: "We teach, proclaim, and live Christ in all things"

### ***1.4 Ministry and Vision***

The ministry of ILS is to plan and carry out programs and activities that are guided by its purpose of teaching the Christian faith and serving the needs of its students and families. More specifically, teachers will strive to integrate the faith into all areas of learning. God's Word will be applied to students' lives through a balanced use of Law and Gospel. Christian teachers will model their faith as they serve students and their families. The school's program will provide opportunities for students to support and share their faith through worship, fellowship, and by witnessing to each other and the community.

### ***1.5 School Goals***

These are the goals developed for the ministry of providing a quality Christian education:

1. To remain as an effective and vital part of the total ministry of Immanuel Lutheran Church.
2. To uphold academic excellence in a positive Christian environment.
3. To provide an atmosphere that would allow students to express their Christian faith in word and deed and to grow in their prayer life.
4. To call or contract a school administrator and teachers who would function as Christian role models, provide Christian discipline, and utilize age appropriate instruction in a safe, stable, and positive learning environment.
5. To recognize the unique role of families and volunteers as a vital school support system.
6. To promote family oriented activities and to assist parents in their child rearing responsibilities.
7. To maintain a continuous self evaluation process and implement needed improvements to assure a high quality educational program.

### ***1.6 Administration of Christian Education***

The administration of Immanuel Lutheran School rests primarily with the voting membership of Immanuel Lutheran Church. The congregation executes its will through an elective Board of Christian Day School, with the pastors and principal as ex-officio members. The calling and appointment of teachers and all major changes in the school are carried out only with the approval of the Board of Christian Day School and the congregation.

Immediate supervision of the school rests with the principal. He/She must act as the chief administrator who, with the help of the pastors and faculty, suggests changes in practices and policy for the improvement and welfare of the school and sees to it that the policies and wishes of the Board of Christian Day School and the congregation are carried out.

When parents have questions, problems, or concerns relating to the school, they should first contact the teacher involved to resolve the issue.

If a solution cannot be reached, they should then speak with the principal. If necessary, the matter should then be brought to the Board of Christian Day School. If the matter is not satisfactorily settled by the Board, it should then be brought before the congregation at a regular meeting of the congregation. In all such matters the congregation shall be the final authority. This procedure is based on Matthew 18.

## **SECTION TWO: Administration of the School**

### **2.1 Enrollment Process**

Christian education at ILS is open to ALL children. Only when facilities are overcrowded or when this is a question as to our ability to minister effectively would a restriction possibly be placed on the admittance of any child.

Preference, however, is given to members of Immanuel Lutheran Church and members of other LCMS members. The following priorities are used for accepting enrollments:

1. Re-enrollment of current students and kindergarten entrants of Immanuel members.
2. New enrollees from Immanuel
3. Transfers in from other Lutheran day schools.
4. New enrollees from families of current non-members.
5. Enrollees from other Missouri Synod congregations and from congregations of other Lutheran synods.

A child must be five years old on or before September 1st to be eligible to enroll in kindergarten. A child must be three years old on or before September 1st to be eligible to enroll in preschool.

### **Orientation Meeting for Parents**

A required meeting for parents (preschool - grade 8) will be held each year prior to registration. At this meeting necessary forms will be explained and information given which will help the family become more acquainted with Immanuel's procedures and policies. All new enrollees are subject to a 30 day probationary period to be reviewed by the principal.

#### **2.1.1 Nondiscriminatory Statement**

ILS admits students of any race, color, national or ethnic origin. Every student is afforded all the rights, privileges, programs and activities at our school. We do not discriminate on the basis of race, color, national, ethnic origin in the administration of our education policies, admission policies, scholarship and loan programs or any other school administered program.

#### **2.1.2 Student Health Guidelines**

New enrollees in preschool, kindergarten and other new enrollees from other school districts must provide a certified copy of the child's birth certificate, and a copy of immunization records. Public Health Code Act 368 of 1978, Section 9307 states that "a parent, guardian, or person in loco parentis applying to have a child registered for the first time in kindergarten or first grade in a school in this state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of hearing and vision testing or

screening or statements of exception under Section 9311". Local health department offers this screening at no cost to families and children.

The Revised School Code (Act 451 of 1976, section 380.1177) requires that children entering kindergarten present a statement to school officials confirming that they have received the Michigan Department of Community Health Vision Screening. A statement, signed by a licensed eye care practitioner (optometrist or ophthalmologist) or medical/osteopathic physician, indicating that a child's eyes have been examined at least once after age three and before initial school entry may also be presented.

**2.1.3 Immunization/Health Policy**

In accordance with the Michigan Department of Community Health, the immunization requirements for attendance in Immanuel Lutheran School are as follows:

**ENTRY REQUIREMENTS FOR CHILDREN 4 YEARS THROUGH 6 YEARS OF AGE**

Age Vaccine**	4 years through 6 years	7 years through 18 years Including all 7 <sup>th</sup> graders
Diphtheria Tetanus, Pertussis	<b>4</b> doses DTP or DTaP, One dose must be on or after 4 years of age	<b>4</b> doses D and T <b>OR</b> <b>3</b> doses Td if #1 given on or after 7 years of age <b>1</b> dose of Tdap for children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher.
Polio	<b>4</b> doses, if dose 3 doses administered on or after 4 years of age, only 3 doses are required	<b>3</b> doses
Measles,*Mumps,* Rubella*	<b>2</b> doses on or after 12 months of age	
Hepatitis B*	<b>3</b> doses	<b>3</b> doses
Meningococcal	None	<b>1</b> dose for children 11 years of age or older upon entry into 7 <sup>th</sup> grade or higher
Varicella* (Chickenpox)	<b>2</b> doses of varicella vaccine at or after 12 months of age <b>OR</b> current lab immunity <b>OR</b> reliable history of disease	

\*If vaccination is not administered, current laboratory evidence of immunity is required.

\*\*Students susceptible to these diseases may be excluded from school.

**All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

**Other Requirements For Children 7 Years Through 18 Years Of Age**

1. Failure to complete these basic immunization requirements, in the absence of a valid exemption, requires a student to be excluded from school attendance.
2. Students excluded from school because of immunization deficiencies will be reported to the local health department for follow-up.
3. All enrolled students within the school district will be expected to meet the established policy of standard immunizations listed above and maintain an updated record of immunizations in the school office.
4. Exceptions to the policy requirements may be granted by District Health Department #4 in a written Nonmedical Immunization waiver and on file with the school.
5. 7th grade assessment – Public Act 89 of 2000 mandates that an immunization assessment be done on each sixth grade student. These laws, which amend the *Revised School Code*, the *Public Health Code*, and the *State School Aid Act*, were passed so there would be a means of assuring children are adequately immunized against preventable diseases before they reach adolescence, when some of these diseases become a greater threat to their health.

Vaccines are not just for infants. In fact, they protect older children and adolescents from serious diseases. As children get older, the immunity provided by childhood vaccines can wear off. Children also develop risks for more diseases as they enter pre-teen years. For these reasons, they need vaccinations. Pre-teens and teens are recommended to have the following vaccines if they have not already had them:

1-2 doses of meningococcal vaccine (MCV4) Meningitis affects the brain and spinal cord. It can lead to brain damage, severe disabilities or death. Common symptoms include a fever, rash, headaches, or stiff neck. It is spread through close contact: coughing, kissing, and sharing food or drinks. First dose should be given at 16 years of age.	3 doses human papillomavirus vaccine (HPV) HPV causes cervical cancer in women and anal cancer and genital warts in men and women. HPV is a common sexually transmitted infection and often has no symptoms. HPV vaccine protects against most but not all causes of cervical cancer in women. Vaccination against HPV is usually started at 11-12 years of age. 3 doses are recommended for girls and can be given to boys. This vaccine is very effective against several types of HPV and works best if given before exposure to HPV.
1 doses of tetanus, diphtheria, pertussis vaccine (Tdap)	3 doses of hepatitis B vaccine (hep B)
2 doses of Hepatitis A vaccine (hep A)	2 doses of measles, mumps, rubella vaccine (MMR)
2 doses of Chickenpox vaccine (Varicella)	At least 3 doses of polio vaccine (IPV or OPV)
Flu vaccine every year in the fall or winter months	

**Paying for vaccines:** Check to see if your health insurance will pay for these vaccines. If your child does not have health insurance or does not have health insurance that covers the cost of vaccines, ask your healthcare provider or local health department about the Vaccines for Children (VFC) program. Eligible children, 18 years of age and younger, may receive publicly-purchased vaccines through the VFC program.

**7<sup>th</sup> Grade Assessment:** According to Public Act 89 of 2000 mandates that an immunization assessment be done on each seventh grade student. These laws, which amend the *Revised School Code*, the *Public Health Code*, and the *State School Aid Act*, were passed so there would be a means of assuring children are adequately immunized against preventable diseases before they reach adolescence, when some of these diseases become a greater threat to their health.

## **Immunization Waivers: (ALL waiver must be presented to Immanuel prior to the first day of school)**

Michigan recently modified the administrative rules that change how nonmedical waivers for immunization will be processed for school/childcare programs. The new rule went into effect on January 1, 2015.

With Michigan having one of the highest waiver rates in the country, a proactive approach has been established to help inform everyone regarding the benefits of vaccinations and the risk of disease. Some counties in Michigan have waiver rates as high as 20.7%. This means that more than 20% of the students in those counties haven't gotten all their vaccines. Some school buildings have even higher waiver rates. The hope is the new rule will help answer any questions/concerns one may have regarding immunizations.

### **Key Points:**

- The new rule applies to all children who are enrolled in a public or private school, licensed child care, preschool and head start programs. Kindergarten, 7<sup>th</sup> grade and newly enrolled students into the school district.
- The new rule does not take away your right to obtain a nonmedical waiver.
- Non Medical waivers (religious or philosophical objections) will need to be obtained from a county health department; the schools/childcare centers will not have them.
- Parents/Guardians must follow these steps when requesting a nonmedical waiver:
  - Contact your county health department for an appointment to speak with a health educator.
  - During the visit, there will be an opportunity to have a discussion about immunizations.
  - At the end of the visit, you can request a nonmedical waiver for your child, you will receive a copy of the current, certified, stamped, and signed State of Michigan Non Medical Waiver Form
    - § Schools/childcare centers will only accept the current, official State of Michigan form
    - § Forms cannot be altered in any way (such as crossing information out)
  - Take completed, certified waiver form to your child's school or childcare center – **Prior to the first day of school.**
- If your child has a medical reason (a true contraindication or precaution) for not receiving a vaccine, a physician must sign the State of Michigan Medical Contraindication form; this form is available at your doctor's office (not the county Health Department)
- Based on the public health code, a child without either an up-to-date immunization record, a certified nonmedical waiver form or a physician signed medical waiver form can be excluded from school/childcare centers.

**Effective January 1, 2015, parents/guardians must obtain a certified nonmedical waiver from a local health department.**

### **Conditional enrollments**

Applicants for enrollment or re-enrollment who have a history of academic and behavioral problems or poor Church attendance as determined by the principal, are recommended by the principal to the Board of Christian Day School for conditional enrollment. For those who are placed on conditional enrollment, conferences involving parent(s), student, teacher and/or Pastor will be held periodically to review and evaluate progress. A written recommendation for or against continued enrollment will be made by the principal to the parent(s) no later than one week following the close of the school year. Upon written request from parent(s), the Board of Christian Day School will grant parent(s) a hearing to review a recommendation against continued enrollment.

#### **2.1.4 Class Limits**

- Preschool classes follow state licensing guidelines
- 25 students in Kindergarten through 2nd grades
- 27 students in 3rd-8th grades

If the classroom has reached its limit of enrolled students, a waiting list will be established based upon order received. The Board of Christian Education may take special conditions into consideration when it comes to placing a child into an already full classroom.

## **2.2 Finances**

Adequate financial support is essential to operate a good Christian School. The congregation maintains Immanuel's Day School. The congregation calls the teachers and therein assumes the responsibility of salaries and benefits for their livelihoods. Each school parent of Immanuel is asked to generously support the total effort of the congregation in this regard through their church tithes and offerings.

### **2.2.1 Tuition, Registration Fees, and Lunch Account.**

The State of Michigan Department of Education estimates that the average cost of educating a child in K12 is \$9,996.00. Immanuel Lutheran Church offsets this cost through tithes and offerings from the congregation's members.

K-8th Tuition for Immanuel Lutheran Church Members is \$1,020 per student.

K-8th Tuition for Non-Members (Open Rate) is \$3,150 per student.

Preschool rates vary. Please see the Preschool Handbook for further information on Preschool Tuition rates.

Immanuel offers three (3) payment options for tuition:

- Annual: 5% discount for cash or check paid on registration day
- Semi-annual: due in two equal installments one on registration and by January 5
- Monthly: 10% of tuition due on or before registration day. Balance divided into nine (9) equal installments due the first of each month, beginning October 1st. This requires a setup fee of \$40 to be collected on registration day for monthly maintenance of your account.

#### Alternative Payment Options

Credit Card: 2% fee for use of a credit card and PayPal

\$25 late fee will be attached to all accounts for payments received after the 10th of each month.

A \$25 charged for failed (NSF) check.

#### Delinquent Payment Penalties

1. All accounts (Library, Lunch, Band, Etc.) must be paid in full before final report cards (June 1), transcripts, or diplomas will be issued.
2. If payment is not received for two (2) consecutive payments and no alternative arrangements have been made with the school, your child will not be allowed to continue at Immanuel Lutheran School.
3. Early withdrawal requires a two-week written notice to the School Principal. Tuition will be billed for those two weeks. The student must return all texts and school materials to teachers. All tuition and other accounts are to be paid in full prior to or at withdrawal. Student's permanent records will not be forwarded to their next school until all school financial obligations are paid in full.

#### Tuition Refund Policy During School Closures

There may be circumstances beyond our control that will close our doors to on campus learning at Immanuel for an extended period of time (i.e., state emergencies, illnesses, extreme weather, etc.). If this happens, ILS will continue to provide teacher guided instruction to their students through a variety of remote learning methods. These methods will be based on essential agreements for online home based learning that include platforms for daily use and expectations for teaching and student learning. Since the implementations of the

proceeding methods will allow for a continued education process throughout the off campus experience, it should be expected that no tuition refunds will be issued.

Immanuel Lutheran School will provide students with a combination of classroom learning and teacher guided home based learning. Due to circumstance beyond our control that have closed our school doors for extended periods of time (i.e. Covid-19, other illnesses, extreme weather, etc.), we have shifted to teacher guided home base learning during these times. Since teachers will be providing teacher guided home based learning during these building closures no tuition refunds will be issued for students in preschool – 8th grade.

(Approved September 1, 2020)

### Teacher Guided Home Based Learning

At Immanuel Lutheran School, it is our goal to provide classroom instruction as much as possible for our students. However, to provide students with the most consistent education throughout the school year, we may have times when we fluctuate between in classroom instruction and teacher guided home based learning. During teacher guided home based learning, our teachers will make every effort to help your child to continue learning at home. (Approved September 1, 2020)

### **2.2.2 Registration Day Fees**

The following fees are due on Registration Day in August.

#### Registration Fee:

A non-refundable registration fee for 2019-2020 \$260.00 (\$200 before June or \$300 after Aug 15) per student, for use of instructional materials, supplies, and operational expenses. (Each additional student per family will have a registration fee of \$160/\$180/\$200 respectively).

#### Field Trip Fee

A fee of \$5 (per student) will be due at registration to cover the cost of state issued motor vehicle checks for volunteers driving for field trips and school functions.

#### Books:

ESV Bible (grade 3-8)

2020 current price\* \$8.00

Luther's Small Catechism (grade 7-8)

2020 current price\* \$15.00

\*The school sells Bibles, and Catechisms at cost.

### **2.2.3 Lunch Cost**

Lunch Accounts must be prepaid in advance (Avg. of \$60.00 per mo.) X # of children per month.

Due the 1st of each month for the next month). Lunch accounts can be viewed through [myschoolworx.com](http://myschoolworx.com)

### **2.2.4 Financial Aid Policy**

Financial Aid may be available to qualifying families upon request. The principal and a designated staff or board member will determine an appropriate out of pocket tuition cost based on family income determined by pay stubs and tax forms.

Unforeseen hardships can be presented to the Principal, Pastor, or Board as they arise. All requests will be kept confidential, and each request will be considered in a Christian manner. All adjustments will be valid for the present school year only. Any outstanding debts from the previous years will need to be paid.

### **2.2.5 Financial Contribution Policy**

The Board of Christian Day School urges all parents of children attending ILS to review the financial support they are providing for our Church and School. We, the BCDS, feel it is the responsibility of all members of Immanuel to provide the moral and financial support required to maintain the programs operated by our church. The School is just one of these programs. However, we also believe that parents whose children attend Immanuel Lutheran School have an additional responsibility. It is a parental duty to provide financial support for the Christian education children receive at Immanuel Lutheran School. To that end, parents are encouraged to consider the idea of “percentage giving” or a “tithe” (10%) as they set aside a portion of the income God has provided them to use in his ministry.

### **2.3 Christian Discipline**

Attendance at ILS is an honor and a privilege. A student who chooses to attend accepts the responsibility of behavior consistent with the philosophy and guidelines of the school. This includes respect in word and action for Church members, parents, community, school staff, and fellow students at all times. Discipline in our school will be in keeping with God’s Word with repentance, forgiveness, and positive change as the ultimate goal. When a student purposefully violates rules of Christian conduct, the student must understand that his/her actions have consequences.

#### **2.3.1 Student Behavior Protocol (Approved 2017)**

Staff members will acknowledge actions unacceptable for specific levels of growth and maturity and will redirect and/or stop behavior that is contrary to God’s will or that infringes on the rights of others to receive the best education possible. Behavior expectations are enforced during the normal school day or at a school sponsored event, on or off Immanuel Lutheran School’s campus.

Examples of behaviors subject to the discipline process include, but are not limited to the following:

- Disrespect for adults or peers
- Threatening, distracting, disturbing, or affecting the safety or normal operation of the classroom/school
- Unauthorized access to maintenance rooms, storage facilities, or teacher’s desks
- Academic dishonesty, plagiarism, and cheating
- Provoking others to act in a way inconsistent with behavior expectations
- Possession, use, selling or distribution of alcohol, tobacco, drugs, or drug paraphernalia
- Possession or use of fireworks or other explosive/flammable material
- Forgery, purposeful false information, theft, or gambling
- Verbal, cyber, or physical threatening
- Fighting, harassment, bullying, or cyberbullying
- Possession or concealment of knives, guns, or other weapons
- Purposeful damage to church or school property

#### **2.3.2 Discipline Steps (approved 2017)**

Parents will be informed by the teacher when misbehavior occurs that warrants further discussion. Minor infractions will be handled in-house as needed.

##### **STEP 1 – Teacher/Student**

The teacher will communicate to the student that he/she is misbehaving, and, if necessary, the teacher and the student will communicate why the misbehavior is undesirable or unacceptable

##### **STEP 2 – Teacher/Parents**

The teacher will keep parents informed without having to report every infraction to them. However, when the teacher thinks that the behavior warrants it, the parents will be informed and further action will be discussed. A behavior plan will be put into place until the issue is resolved.

### **STEP 3 - Behavior Detention**

A detention may be assigned by a teacher, the principal, or pastors for either a specific incident or chronic behavior for which the student is not responding to correction. Detentions will last forty five (45) minutes after school ends and may require a student to complete extra school work or clean/improve Immanuel's campus. Parents will receive a written notice of the detention which will need to be signed and returned by the student the next day. Students who receive three (3) detentions in a given quarter will move to the next step of the discipline process (out of school suspension).

The only exceptions to serving a detention are a student illness with a parental note of excuse, doctor appointment verified with a doctor's note, attendance at a funeral, or a family emergency. In these cases, parents must request a postponement in writing when the detention notice is returned. Failure to return a signed detention notice, request for a postponement, or to serve an unexcused detention within two (2) school days will result in the earning of an additional detention. If a child fails to show up for a detention, an extra detention must be served. If the next detention is also missed, a conference with the principal will be required for the child to return to the classroom.

### **STEP 4 Out of School Suspension**

An out of school suspension may last up to ten (10) school days. On the days of out of school suspension, the student will:

- complete assignments from teachers during the days of suspension.
- not be allowed to participate in Immanuel extracurricular activities including academic and athletic extracurricular activities (practices and games).

During the days of suspension, parents are encouraged to reinforce the school's discipline in an appropriate way at home. On the last day of the suspension, a conference will be held involving the student, teacher(s), parents, principal, possibly pastor, and Board of Christian Day School Chairperson to discuss the reason for the suspension and how the student will correct the actions leading to the suspension. The student and parents will be reminded that the next step in the procedure is expulsion. The parent/guardian will sign a disciplinary form which will be recorded in the student's disciplinary file with a copy being kept by the BCDS chairperson.

### **STEP 5 Expulsion**

When every effort to bring about positive results has failed, the student will be expelled from school and left in the care of the parents and/or guardians. Expulsion is final and permanent. Students may never re-enroll. Any money that is due to the school will be collected and is non-refundable including, but not limited to tuition, fees, and class trips.

#### **2.3.3 Appeals Process**

1. The parents will notify the principal in writing that they desire to appeal the decision.
2. A hearing committee will be formed and will include two BCDS members, a pastor, the principal, the involved teacher, and the student (as appropriate).
3. The parents and student (as appropriate) will present their appeal, which will include their suggestions as an alternate appropriate consequence action.
4. The committee will consider all aspects of the case.
5. The committee will make a decision to uphold the disciplinary action, enforce another consequence, or the student will be cleared of any consequence.
6. The determination of the committee shall be final and a record of the process and information shall be filed in the student's cumulative file.
7. A copy of the hearing committee's action will be mailed to the parents.

### **2.3.4 Involuntary Removal**

A student may be removed and not allowed to re-enroll at Immanuel for the following reasons:

1. Untrue answers to enrollment questions concerning the student's educational history (prior suspensions or expulsions, special services, standardized test results, grades, health records, etc.).
2. Severe learning disabilities or emotional problems as indicated by psychological testing or counseling, or by consensus of the faculty.
3. Failure on the part of the parents to cooperate with the administration concerning severe or recurring emotional, mental, behavioral, and/or academic difficulties.
4. No student shall be involuntarily removed from the school except by action of the principal and approval of the Board of Education.

### **2.4 Sexual Harassment Policy**

It is the policy of ILS to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Board of Christian Day School, faculty, staff, volunteer or student to harass a faculty, staff, volunteer or student member of ILS through conduct or communications of a sexual nature. A copy of the complete Policy, Definitions, Procedures and Sanctions is on file in the principal's office and is available for review upon request.

## **SECTION THREE: Administration of the Curriculum**

### **3.1 The Christian Curriculum**

The curriculum of ILS meets the standards set by the State of Michigan for grades kindergarten through eight. ILS employs teachers who have a State of Michigan teaching certificate. The uniqueness of Immanuel's curriculum is that it provides an education in a Christian setting and gives daily Christian instruction, application in Christian living, church history, and memorization.

#### **3.1.1 Core Subjects**

##### **RELIGION\***

Bible History, Doctrine, Application in Christian Living, Church History, Catechism, and Memorization

\*Content Expectations provided by LCMS

##### **ENGLISH LANGUAGE ARTS\***

Literature, Reading, Grammar, Writing, Spelling, and Handwriting.

\*Content Expectations aligned with Common Core State Standards and supplemented with former MI

##### **SOCIAL STUDIES\***

Geography, History, Citizenship, and Current Events

\*Content Expectation based on MI GLCE supplemented with the NCSS Thematic Strands

##### **MATHEMATICS\***

Number Theory, Computation, Problem Solving, and Geometry

\*Content Expectations based on Common Core State Standards

##### **SCIENCE\***

General Science, Life Science, Earth Science, and Scientific Investigation

\*Content Expectations based on Michigan Science Standards

#### **3.1.2 Supplemental Curriculum**

##### **ARTS**

Music, Music Appreciation, Choir, Band, Drawing, Painting, and Art Appreciation

##### **SKILLS FOR ADOLESCENCE - Quest**

(Grades 7-8 in alternate years) - Social coping skills for young adolescents

#### PHYSICAL EDUCATION

Physical Fitness, Walking Program, Group Games, Health and Fundamentals of Popular Sports

#### TECHNOLOGY

Care and operation of computers, keyboarding, business applications, Robotics, and programming.

### **3.1.3 Special Education Services**

Special services such as health services, speech correction, and reading support services are available to our students when the programs are offered through the public schools. The AMA Educational Service District offers evaluative and consultative services to identify special education students and those with possible emotional, social or psychological needs and suggest programs for them. In some instances, arrangements are made to have Immanuel's special education students (K - 6) receive some instruction time from a special education teacher at Besser Elementary.

TITLE I: Title I is a federally enacted program established to serve children in kindergarten through 6th grade who would benefit from additional help. The school staff will review students' academic performances in order to identify students to be served by the program.

### **3.1.4 Extra Curricular and Supplemental Programs**

#### ATHLETIC PROGRAM

ILS offers various athletic opportunities that may vary year to year. This includes cross country and volleyball in the fall, Girls on the Run in the spring, and Immanuel students are encouraged to participate in community recreation programs.

#### BAND

Band is available for students in grades 5-8, at an estimated cost of \$350 per student. The final fees per student is contingent on the number of students enrolled in band. The fee can be offset through a variety of fundraisers.

#### CHAPEL

A weekly chapel service for all students and staff is held each Wednesday at 8:00 a.m. Parents/Grandparents are also invited. Students are encouraged to exercise Christian stewardship by giving a weekly offering. These offerings are used for charities and materials selected by the staff. See section 4.4 for more information.

#### CHOIR

ILS has two Choirs:

†Praise Choir is for students in grades 1-4 Rehearsals will be held during the school day.

†Alleluia Choir is for students in grades 5th - 8th. Rehearsals will be held during the school day.

Preschool and Kindergarten Students participate in All School Sings with both choirs.

Choir students must attend the worship service which they are scheduled to sing. Students may miss one choir event with written notice from the parents/guardian. Further absences will result in grade deductions at the discretion of the choir director and principal. The choirs may sing for the 6:30 p.m. on Saturday or the 8:00 a.m. or 10:30 a.m. services on Sunday. Scheduled dates will be posted in the school newsletter.

#### CHRISTMAS PROGRAM

The Christmas program will be scheduled for the nearest Saturday to Christmas. Absence from the program will impact choir grade.

#### CHURCH EXTENSION STAMPS

The Church Extension Program (or Stamp Program) is a savings account program offering our children a way to save money with interest while contributing to the building and expansion of Lutheran church and school facilities in the Michigan District. It is a wonderful program to teach the concept of saving and outreach. Stamps may be purchased during lunch one day a week. Call the school office for more details.

#### D.A.R.E.

ILS cooperates with the local D.A.R.E. program and opens its 5th grade classroom for instruction by a D.A.R.E. officer. We "D.A.R.E. to keep our kids off drugs."

#### FAITH FAMILIES

Faith Families are made up into groups of students in grades KD-8th. Throughout the school year, students will attend Chapel with the Faith Families once a month and do special activities.

#### LIBRARY

Lower elementary classes are scheduled for a regular library time once a week. See section 4.10 for more information.

#### PTLS (Parent Group)

Immanuel Parents and Teachers in Lutheran Schools (PTLS) is an organization which promotes close cooperation between home and school. Meetings will be announced in the parent newsletter. All parents are automatically members.

#### PTLS FUN Day

PTLS sponsors a "fun day" with carnival style games and activities at the end of each school year.

#### SAFETY PATROL

This is a group of dedicated students, who, under the auspices of the Michigan AAA Agency, provide assistance to students in crossing the parking lot and riding the bus on a daily basis. Students in grades 7-8 may request a Safety Patrol Application Form from the office. Recommendations from two adults are required as well as faculty approval.

#### SCHOLASTIC COMPETITIONS

1. Spelling/Geography Bees - Opportunities exist for students to compete in a variety of scholastic competitions. Some competitions are held at grade-level and open to all students such as spelling bees and geography bees.
2. Mathcounts - Junior high students who successfully complete a battery of math tests are eligible to participate in the Mathcounts competition sponsored by the National Society for Engineering. Students receiving the highest point scores are invited to join the team.

#### SCHOOL LETTERS AND BARS AWARDS

School letters and pins for successive years are awarded to students of grades 5 - 8 who qualify by earning points for A's on the report card and through participation in various school activities and competitions.

1. Areas to achieve points:
  - A. Perfect Church Attendance (Sundays)

100%	= 5 points
1 Absence	= 3 points
2 Absence	= 1 point
  - B. Sunday School /Bible Class

100%	= 5 points
1 Absence	= 3 points
2 Absence	= 1 point

- C. Grades - 1 point per A (Maximum 20)(Core Subjects)
  - D. Perfect School Attendance
    - 100% = 5 points
    - 1 Absence = 3 points
    - 2 Absence = 1 point
  - E. Athletic Competitive Activity = 5 points
  - F. Teacher Approved and Documented Church & Community Services =3-5 points
  - G. Spelling Bee Participants (maximum 5 points)
    - First Place = 5 points
    - Second Place = 3 points
  - H. Field Day (Maximum of 5 points - Credit given for the highest place finish.)
    - 1st place = 5 points
    - 2nd place = 4 points
    - 3rd place = 3 points
    - 4th place = 2 points
    - 5th place = 1 point
  - I. Safety Patrol = 5 points
  - J. Band Participation = 5 points
  - K. Geography Bee
    - Finalist = 1 point
    - State Final = 5 points
  - L. MATHCOUNT
    - Team = 1 point
    - State Final = 5 points
  - M. Physical Fitness Award
    - Presidential = 5 points
    - National = 3 points
  - N. ROV
    - Team = 1 point
    - Regional Final = 5 points
2. Total number of points needed for an award
    - 5th grade = 25 points
    - 6th-8th grade = 30 points
  3. Letters given out the first time award is achieved. Award bars indicating the number of years the award was achieved.

Letters/Bars

- 1st year = Letter (I) and 1 bar
- 2nd year = 1 bar
- 3rd year = 1 bar
- 4th year = 1 bar

**3.2 Special Promotion/Retention Policies**

1. During the school year, the teacher will communicate with the parent(s) as soon as possible when a student's progress and/or development indicate a possible retention or special promotion. Special testing and consulting services will be considered.
2. Prior to seeking out special testing and consulting services and/or recommending formal retention or special promotion, the teacher will:
  - a. make every effort to meet the special needs of the student within the general education classroom,
  - b. make reasonable curriculum adjustments within the classroom, and

- c. inform the administrator of the student's special needs; and the techniques, efforts and curriculum adjustments used within the classroom to meet the special needs of the student in writing for approval to pursue.
3. The teacher will inform the parent(s) of a possible retention or special promotion in writing by the end of the third marking period as approved by the principal. Specific reasons will be given for the retention or special promotion and a list of all techniques, efforts and curriculum adjustments used within the classroom prior to the recommendation. A copy of the recommendation must be placed on file in the school office.
4. The teacher will schedule a special placement meeting for the parent(s), teacher, and principal to discuss the recommended retention or promotion. The placement meeting may be waived if in earlier meetings the parent(s) agreed to the teacher's recommended placement and signed a statement indicating such agreement.
5. The parent has the final decision for a retention or promotion only after the teacher's recommendation. When parent(s) have strong objections to the teacher's recommended placement and make a choice other than that which has been recommended, the parent will be asked to sign a parental placement recommendation declination form.

### ***Promotion/Retention Considerations***

Kindergarten students must have a satisfactory progress rating from the teacher in both reading and number readiness. In addition to a student's academic progress, the student's level of spiritual, social, emotional, physical, and mental development will be considered in making a promotion or retention.

Special education students are excluded from the academic requirements given above.

### ***Conditional Promotions***

A conditional promotion may be made when, despite data that supports retention, there are indications that progress over the summer and progress early in the new school year will support a promotion. A final decision for placement will be made within the first six weeks of the school year.

### ***3.3 Inclement Weather***

There are six inclement weather day cancellations allotted per school year. Additional days will be made up, either as built in extra school days during the year, or at the end of the school year. Our goal is to comply with the Michigan Board of Education's requirement of length of the school year, when possible.

## ***SECTION FOUR: Student Procedures***

### ***4.1 Attendance / Absence Policy***

Requirements: In accordance with the Michigan State Laws and ILS policy, requires all children to regular and punctual attendance. Regular attendance is a prime responsibility of the parent/guardian and the student.

Absences:

On a day when a student will be absent or tardy, a parent/guardian must notify the school office by 8:00 a.m. and give the reason for the absence. A parent may call before school starts and leave a message on the answering machine.

- Excused Absences: doctor's visits, dental or orthodontic visits, illness, emergency, or funerals.

- Unexcused Absences: No note or phone call from parent/guardian.

\*Students must make up missed classwork/ homework per the teacher's discretion (*\*extenuating circumstances will be exceptions to the rule per faculty discretion*).

If they are absent for 10% of the school year thus far, the excessive absenteeism policy applies, and the student may have to repeat the grade.

Planned Absence:

Students should notify teachers of their planned absences no earlier than 1 week in advance. Students may not request future assignments from a teacher. Missing work will be available to them per classroom newsletter. Students may be expected to complete work during recess.

#### **4.1.1 Excessive Absences/ Absenteeism Procedure:**

- The State of Michigan defines truancy as being absent 10 or more times per school year.
- Excessive absenteeism means missing 10% of the school days thus far.
- The truancy officer will be notified when either of these limits are met.

School administration will take the following actions:

5 absences - 1st Notification

7 absences - Meeting between pastor, principal, parents, and student

9 absences - Meeting between Board of Christian Day School

10 absences - The Excessive Absenteeism policy is enforced

A petition for a Preliminary Inquiry may be filled with the Family Division of the 26th Family Court if absences continue after meetings take place. Immanuel Lutheran School Principal will appear in court to present the school's concerns about the student's poor attendance and attempts made by Immanuel School to address the problem. A parent/guardian and student are also expected to attend the Preliminary Inquiry. Should a parent/guardian fail to appear for the Preliminary Inquiry, the judge may recommend that a petition for educational neglect be automatically filed with the Prosecuting Attorney.

Should absences continue after the Preliminary Inquiry, a criminal complaint for educational neglect may be filed against the parent/guardian in District Court.

#### **4.1.2 Tardy Policy**

Late Arrival - Tardy:

Students who arrive late (unless late due to the school bus) must report to the school office for a late slip and sign up for lunch. The student must be in the classroom by 7:30 a.m. when the bell rings, or they will be marked tardy.

Early Leave - Tardy

Students who leave the building prior to dismissal will be marked tardy.

Tardy arrival after 7:30

**After 8:00am student must be signed in by an adult in the front office**

5 tardies detention

10 tardies detention; and parent/ student/ principal meeting

15 tardies detention; and parent/ student/ principal/ and board of education chairman meeting

#### **4.2 Academic Detention**

An academic detention is intended to provide students grades 3-8 at Immanuel Lutheran School motivation to turn in homework regularly and on time and be prepared for class. Academic detentions are fortyfive (45) minutes in length for students not handing in three (3) or more late or incomplete assignments in a week. Middle school students (grades 5-8) may be assigned an academic detention for not being prepared for class 3 times per week. The time of the detention will be 2:30-3:15 p.m. every Tuesday. Detentions are assigned on Friday of every week and will be placed in the classroom newsletter to be signed and returned.

- Late work is defined as an assignment not handed in at the time the teacher collects the work on the day it is

due.

- Each Middle School teacher will inform students of required materials and supplies. Examples include textbooks, binders, notebooks, and school supplies.

When a student is assigned an academic detention, parents will be notified on Friday that the detention will be served the following week with the missing assignments noted on the slip by the teacher assigning the detention.

The following are the only allowed reasons for missing an academic detention:

- Student illness with parental note of excuse
- Doctor appointment verified with a doctor's note
- Attendance at a funeral

Students who fail to attend the required academic detention will face the following consequences:

- One absence – Make up the initial academic detention plus one additional detention.
- Two absences – Make up the initial academic detention plus two additional detentions.

#### ***4.3 Bus Transportation***

The Alpena Public Schools transports all children kindergarten through grade eight who live in the district. Contact Alpena Public School Transportation Department for more information at 989-358-5790.

Parents who wish to have their child ride a bus to a friend's home must make a written request. Use of the phone to make arrangements during school is not allowed. Students without written permission will be sent home on the regular bus.

#### ***4.4 Chapel***

In addition to daily devotions in each classroom, the children have another opportunity to assemble in the House of God for weekly chapel services. Our pastors, staff, and guests will lead these chapel services. Students are encouraged to contribute to the offering during chapel and "dress up" on chapel days. Offerings go to a variety of charities as determined by the staff.

#### ***4.5 Child Abuse Suspicion Policy***

All school staff members are mandated reporters and MUST immediately report any suspected child abuse to the Centralized Intake (State of Michigan Department of Human Services) and within 72 hours complete their report. Teachers and staff members must make the principal aware of the report that has been made to the State of Michigan Department of Human Services. All reports will be kept in confidence.

#### ***4.6 Field Trips***

Field trips are an excellent opportunity for learning outside of the classroom. Students wishing to participate will need a parent's written permission prior to leaving on the field trip. Field trip days are considered school days and attendance will be taken.

Parents may be needed to transport students. Drivers must have insurance and a valid driver's license available to be produced upon request, have a completed and processed iChat background check form, and seat belts for all the students they are transporting. Drivers will also be required to get a motor vehicle check through the state of Michigan. Parents will be reimbursed the \$12 cost for the motor vehicle check upon completion. All students must follow current state law for use of seatbelts and booster seats. Families are responsible for providing appropriate seating in accordance with state law. Parents of kindergarten through eighth grade students are strongly urged not to bring siblings along as parents are expected to chaperone those in the car. It is also a special time for a parent and their child to share the day's events with each other.

#### **4.7 Parental Concerns**

Out of Christian love and concern, and in following the Biblical example of Matthew 18, parents are expected to follow these steps in resolution of their concerns:

1. The parent should make an appointment with the teacher to discuss the concern in private. At no time is it appropriate to interrupt the teacher and discuss the matter during school hours, in front of a classroom, or with students present.
2. A meeting with the teacher, principal, and parent to further discuss the concern.

If resolution has not been met with steps 1 and 2, a letter may be sent directly to the Chairman of the Board of Christian Day School. Acknowledgement of the letter will be sent to the parent. All letters will be maintained by the BCDS. The Chairman of the BCDS will ensure that the teacher and principal have been informed of the concern through proper channels before officially presenting the letter. In a closed session, the BCDS will meet with the staff member(s) involved, principal, pastors, and/or church representatives. Following this meeting a decision will be made regarding the outcome of the issue.

#### **4.8 Homework**

Homework will be assigned to reinforce the educational process. Unfinished work from the school day may also be considered homework. Individual classroom policies regarding homework will be shared by that classroom's teacher.

Homework for planned absences or vacations will follow the policy outlined in Section 4.1.

Students missing school due to illness or other extended medical absence or family emergency will be given one day for every day absent to make up any missed work.

#### **4.9 Honors Programs**

Grades 5 through 8 will receive recognition for excellence in academic achievement. The subjects used for honor roll will be religion, memory, English, literature/reading, math, science, social studies, and Spanish. The A and AB Honor Roll will be published each marking period.

A Valedictorian and Salutatorian will be honored at the 8th grade banquet on the basis of grades earned in 6th, 7th, and the first three quarters of the 8th grade. Students achieving at least a 3.5 GPA will also be recognized. A transfer student's previous grades for the respective years will be included.

#### **4.10 Library**

Each class K-4 is scheduled for a regular library time once a week. Additional time for library use will be scheduled by the classroom teacher. Books may be checked out for Grade K-2 for a one week period, Grades 3-8 for a 2 week period.

Lost/Damaged Book:

If a book is lost or damaged beyond repair, the replacement price will be paid by the student.

Parent volunteers are needed to help in the library. Those who would like to help should contact the school office.

#### **4.11 Lunch**

ILS participates in the National School Lunch Program on the "offer versus serve" basis. This method allows students to refuse or take smaller portions of one or two of the five meal components of a daily menu. Full portions must be taken of three out of five of the following components: meat or meat alternate, vegetable and/or fruit (two servings), bread or bread alternate, and milk. Call the school office for the current cost per meal per student.

LUNCHROOM RULES:

1. Wait in line without pushing.
2. Be seated while eating with no more than five on a bench.
3. Do not shout, bang, etc. Use appropriate language and tone of voice.
4. Do not waste, throw, or play with food. Students should make every effort to eat what they take.
5. Students are to finish first portions before getting seconds.
6. When finished, students should take the tray, silverware, and paper items to the kitchen window. They should leave their seating area in the cafeteria as clean as possible, free of litter and food scraps.
7. Respect and follow all directives given by **all** supervising adults.

#### **4.12 Lockers**

Students in grades 5 - 8 will be assigned a locker by their homeroom teacher at the beginning of the school year. Lockers are to be kept clean and neat at all times. Students may not change lockers without the teacher's permission. Appropriate pictures and other items may be posted on the interior of the lockers. Please use magnets to hold items in place. No tape or stickers should be applied. Lockers are the property of Immanuel Lutheran School and may be opened at any time at the discretion of the staff. Water bottles must be tightly sealed containers, and contain water only.

#### **4.13 Medications**

Public Act 157 (1971) provides that administration of medication in school must be on the basis of written permission by the parent or guardian, must be done in compliance with a physician's instructions and done in the presence of another adult. A form may be obtained from the school office.

The medicine is to be furnished by the parent or guardian. The medication must be in its original prescription container from the drug store, labeled with the name of student, name of medicine, the amount to be given, time of day to be taken, expected duration of treatment, and the name of the physician. All medications must be stored in the school office.

#### **Non-Prescription Medicine**

Parents who want their children to receive over-the-counter medication such as aspirin during school hours must give their written approval with instructions to the teacher/school office for administration. The instructions must include the name of the student, name of medicine, conditions under which medication is to be given, amount to be given, and possible side effects. (A form is available in the school office.)

Administration by school staff is voluntary. If the teacher agrees to administer the medicine, the teacher or secretary will store the medicine in a secure place. **OVER-THE-COUNTER MEDICATIONS MUST BE PROVIDED BY PARENTS IN ORIGINAL CONTAINERS.**

#### **4.14 Dress Code**

As an institution of Christian learning, ILS expects its students to avoid extremes in clothing that attract undue attention, placing an emphasis on neatness, cleanliness, and good grooming.

No clothing or buttons depicting messages or ideas that are contrary to God's Word, clothing of a revealing nature, distracting accessories; or any clothing that interferes with the teaching/learning process are not allowed.

The staff has the responsibility to enforce the dress code and the right to interpret the dress code to ensure and protect a school environment that supports learning and is safe for everyone. Parent/guardian support is vital to maintaining appropriate dress standards. Parents will be contacted if a problem occurs in exercising proper discretion. If necessary, parents will be contacted to bring appropriate clothing.

**Chapel Days (Wednesday)** - Students are to wear church attire such as a dress or a top with appropriate pants/skirt for girls and a collared shirt with slacks for boys.

**Tops/Shirts/Dresses** - All tops/shirts must completely cover the chest and abdomen area and not be excessively long. (i.e. not reach to the knees). Dresses must completely cover the chest and hemlines are to be no more than three inches above the knee. The following types of shirts/tops/dresses are not acceptable: backless, strapless, low cut, see through, spaghetti straps, tube tops, muscle shirts and undershirts as a shirt. Undergarments need to be covered at all times.

**Bottoms** -: Pants should not be ripped, have holes, be frayed, or distressed in any way. Pants should rest at or slightly below the natural waistline. Shorts, skirts, and dresses are permissible providing the hem is at least fingertip length. (Fingertip length means when arms are at the side naturally, the hem is at or near the length of the longest finger.) Crop, capri, nylon athletic, and wind pants are permissible. Yoga pants and leggings are permissible if worn underneath a skirt, dress, or tunic that meets the appropriate length guidelines. Flannel pants, pajama pants, lounge pants, athletic sweatpants, or spandex are not allowed unless a special designation is made for dress up days.

**Hair** – Hair should be of their natural color except on crazy hair day and the color must be washed out by the next day.

**Make-Up** - 7th & 8th grade girls are allowed to wear make-up of a modest nature.

**Headwear/Belts** - Hats and other headwear are not allowed to be worn in the school building. Outside hats and other headwear must be worn properly. Belts must be fitted at the waist and properly sized. Belts cannot hang more than 3 inches from the belt loop.

**Shoes** - Shoes are to be worn at all times. For health and safety reasons, shoes must be tied or Velcroed to the foot, or sandals must have a heel strap. (NO open backed shoes.) Clogs, Crocs (without heel strap), flip flops, and slippers are not permissible footwear. For PE class, the students must wear athletic footwear, again which is tied to the foot. Cleats may not be worn inside.

**Outerwear** - Outside jackets/coats are not allowed to be worn in the classroom.

**Winter Outdoor Clothing:** Preschool through 8th grade students go outside for daily recess. Hats, gloves, boots, and snowpants are required for grades PreK-6 during recess. 7th and 8th graders are to dress appropriately for the weather. Outerwear must be removed before entering the classroom. Children who do not have a hat and gloves will not be allowed to participate in outdoor activities.

#### **4.15 Reporting to Parents**

IILS employs a fourfold method of reporting to parents:

- 1. Online Grades** – The grades of the students may be checked online via our school management software. If you do not have the internet at your home, please contact the school office to make arrangements to use a school computer. Teacher email addresses and login information for the school management software will be made available at registration.
- 2. BiMonthly Progress Reports** - Progress reports that outline the student's overall grades in each course as well as missing assignments will be sent out twice a month.
- 3. Parent Teacher Conferences** – the scheduled parent teacher conference is a valuable means of reporting to parents. At the end of the first quarter, 10–15 minute conferences will be scheduled to talk about your child's progress and methods to aid your child's learning. Parents are encouraged to attend these conferences as the school partners with you in your child's academic and faith development.
- 4. Parent Teacher Communication** – Parents and teachers may schedule a conference at any time. Teachers are always willing to meet the parents to discuss the welfare of the child. Please contact your child's teacher to arrange a meeting time.

#### **4.16 Daily Schedule**

**Arrival:** Classes for kindergarten through grade eight begin at 7:30 a.m. with dismissal at 2:13 p.m. The school doors open at 7:00 a.m. Students must wait in an orderly fashion in the foyer area until welcomed by school personnel. Upon release to the classroom at 7:25 a.m., students of all grades will go to their classrooms. With the exception of the first two weeks of school, students in grades K-8 are to walk down to their classroom on their own. This helps promote autonomy and independence and provides additional security for all our families. Students who are not in their classroom by the 7:30 a.m. bell will be marked tardy.

**Dismissal:** Students who ride the transfer bus will board by 2:10 p.m. to Alpena High School to catch their bus home. Misbehavior on the bus may lead to loss of bus riding privileges. Students not picked up by 2:30 p.m. will be sent to the after school child care program and will be subject to charges. Students who remain for after school programs should be picked up promptly at the end of the program or activity.

Parents must write a note to the teacher and/or call the school office when the child is not taking the usual transportation home.

Parents who pick up their children should do so at dismissal time and use the parking lot. NO PARKING and waiting along the school entrance. Observing all "STOP" signs and "NO PARKING" indications. The circle drive must be clear for the traffic flow. For safety, the students who do not ride the bus are dismissed after the buses leave. Parents are asked to wait in the lobby area. Siblings of students involved in after school activities MAY NOT remain at school, without prior permission from the classroom teacher.

#### **4.17 Contacting Teachers and Students**

In order to avoid interruption of classroom teaching, parents should not contact teachers and students during class hours except for emergencies. Messages for teachers and students may be left with the school secretary, by email, or on [fastdir.com/immanuelalpena](http://fastdir.com/immanuelalpena).

#### **4.18 Church Attendance**

In keeping with the religious objectives of our school, all parents are encouraged to attend worship services regularly with their children. Church attendance records are kept and reported on the report cards. The example of parents' commitment to spiritual growth is important in this respect. Immanuel also provides adult Bible study, classes, and Sunday School. All school families are encouraged to attend, regardless of their church membership status.

##### **4.18.1 Congregational Involvement**

The Board of Christian Day School recognizes the importance of Christian Day School for all members of the family. It also realizes that Christian Day School is more effective when both parents and children are involved in the activities of the church. Below are some of the opportunities at Immanuel:

1. Many worship services and communion
2. Christian Growth Opportunities
3. Adult education
4. PTLs and Parent-Teacher conferences
5. Church organizations - choirs, LWML, youth ministries, etc.

Everyone is encouraged to pray for the school, children, and teachers.

##### **4.18.2 Congregation's Role in Christian Day School**

Our congregation supports our Lutheran school because it is the work of the Lord. It is the church's obligation to assist in training children in Christian discipleship.

#### **4.19 Phone and Cell Phone Policy**

It is the policy of the school to use the phones for school business and thus ***is not available for student use.***

Upon entering the building, all cell phones are to be turned off and placed in the student's backpack during school hours (7:25 a.m. 2:13 p.m.). If students fail to honor this policy, the following consequences will be enforced:

- 1st offense – Teacher Discretion
- 2nd offense - The cell phone will be taken from the student. The parents will be called and the phone will be given back to the parents after a meeting with them.
- 3rd offense – One 45 minute after school detention along with the consequences listed above.
- 4th offense – Two 45 minute after school detentions plus the consequences listed above. The student's cell phone will not be permitted in the student's possession while at school.

#### **4.20 Testing Program**

ILS participates in the NWEA – Northwest Evaluation Association called Measures of Academic Progress (MAP). This testing will determine your child's instructional level and measure academic growth throughout the school year, and from year to year in the areas of Reading, Mathematics, Language Arts and Science for grades K-8. The week of testing students should eat breakfast everyday and get a good night's sleep.

#### **4.21 Visitors to the Classroom**

Parents are always welcome to visit classes with prior arrangements. All parents/visitors must sign in at the school office.

#### **4.22 Volunteers**

Immanuel's program is assisted by parents/grandparents who help the school in a variety of ways. Without volunteer help, much of what our school does would not be as effective, and some programs would not be possible. The following paragraphs describe the volunteer services needed by Immanuel. Parents and grandparents who are interested in helping must sign a Volunteer Policies & Guidelines form which is available in the school office and have a background check on file with the school.

ROOM PARENTS are needed for each classroom to plan for classroom parties at Christmas and Valentine's Day. A HEAD ROOM PARENT notifies the others of the date and times of the parties.

CHURCH EXTENSION STAMP FUND volunteer works with the CHURCH EXTENSION PROGRAM each week. This person collects money and issues stamps to participating students.

LIBRARY AIDES are needed each week to check books in and out of the library. A library aide reads a story to the kindergarten and primary children during their library time.

VOLUNTEERS are needed for a variety of other tasks such as counting Campbell's Soup labels or box tops, preparing weekly assignment folders, driving for school events and activities, etc. Please call the school office if you wish to help with any of these.

#### **4.23 Incident Reporting**

Parents will be kept informed of all discipline problems at all times. It is Immanuel Lutheran School's policy to contact the parents via telephone or email. In case of emergency or physical injury, you will be contacted immediately via the phone number(s) listed as emergency contacts. In the case of a schoolwide event, information will be sent via Fast Direct, and phone calls to emergency contacts will be made by the staff.

#### **4.24 Recess**

The daily schedule allows for students to have a recess during the school day. Recess will be held outdoors unless it is raining or unless the wind chill temperature drops below 10 degrees Fahrenheit.

#### **Playground Rules & Behavior Expectations (3/2012)**

1. Playground areas include the area with the playground equipment and the athletic field on the north side of the service drive.
2. The landscaped areas surrounding the church, the grove of trees near the entrance drive to the church, the parking lot, and the front lawn and shrubbery areas of the school are not part of the play areas. Students must always remain in view of the supervising adult.
3. No baseballs (hardballs) are allowed at school.
4. Only one student on a swing. Jumping or flipping off swings is not allowed. Standing, twisting chains, and swinging sideways are not allowed on the chained swings.
5. No running through the swing area while others are swinging (playing chicken).
6. No kicking, hitting or tackling is allowed.
7. No spitting on school grounds is allowed.
8. Students may not reenter the building until the end of recess except in the case of emergency.
9. Picnic tables and benches are for sitting only.
10. Go down the slides on bottoms only & always feet first.
11. After obtaining adult permission, always look for cars when crossing the driveway to go to the athletic field.
12. Shoes/boots must be worn at all times.
13. No Nuisance Items during recess (See below)
14. First Aid – Please report any serious injuries to the supervisor.

#### **Winter time rules:**

1. Snow throwing and washing faces with snow is not allowed.
2. To play outside, you are required to wear snow pants and boots.
3. Sledding: always slide on bottoms, one at a time & wait until the bottom of hill is clear.

#### **4.25 General Regulations**

Immanuel's Board of Christian Day School has adopted school rules to guide the students of Immanuel in their conduct. The purpose of having and following these rules is as follows:

1. They help to maintain a Christian environment.
2. They protect the health and safety of the students and staff.
3. They provide conditions for quality teaching and learning.

**Gum, candy, and food** - Students are not allowed to chew gum or eat candy at school, including recess times. Exceptions will be made for classroom events.

#### **Nuisance items**

Toys from home, Squirt guns, video games, toy caps, knives, matches or lighters, baseballs, trading cards, inappropriate printed material, stuffed animals, or any item which may be considered a nuisance, or which may interfere with school procedure in any way, are not permitted. Cell phones, radios, CD, iPods, MP3 players and tape players may not be used at school. Any item deemed a "nuisance" may be confiscated by the principal, any teacher or adult supervisor.

### ***SECTION FIVE: Contact Information***

#### **ADMINISTRATION and FACULTY**

Ms. Alecia Dietz, Principal & Teacher [dietza@immanuelalpena.org](mailto:dietza@immanuelalpena.org)

Mrs. Amy Schultz, Teacher [schultza@immanuelalpena.org](mailto:schultza@immanuelalpena.org)

Mrs. Nancy Kinn, Teacher [kinnn@immanuelalpena.org](mailto:kinnn@immanuelalpena.org)

Mrs. Melissa Llewellyn, Teacher llewellynm@immanuelalpena.org  
Mrs. Cindy Bell, Teacher bellc@immanuelalpena.org  
Mrs. Anne Gambrel, Teacher gambrela@immanuelalpena.org  
Mrs. Alicia Tessmer, Preschool tessmera@immanuelachool.org  
Mrs. Kendra Barrie, Preschool Director barriek@immanuelalpena.org

#### SCHOOL STAFF

Mrs. Kyla Avery, School Administrative Assistant, averyk@immanuelalpena.org  
Mrs. Linda Woytaszek, Lead Cook  
Mrs. Janet Schaedig, Assistant Cook  
Mrs. Kendra Barrie, Summer Care Director barriek@immanuelalpena.org  
Mrs. Lisa Schultz, Band & Choir Director

#### ADMINISTRATIVE OFFICES

##### **SCHOOL OFFICE**

355 Wilson Street, Alpena, MI 49707  
PHONE: 354-4805  
FAX: 358-1102  
E-mail: school@immanuelalpena.org  
Website: schoolimmanuelalpena.org  
Communication Site: www.portal.myschoolworx.com

##### Office Hours:

7:00 a.m. to 2:30 p.m. Daily during school year.

##### Summer Hours:

June & August 8:00 a.m. to 2:30 p.m. Tues. -Thurs.

July by appointment

##### **CHURCH OFFICE**

351 Wilson Street, Alpena, MI 49707  
PHONE: 354-3443  
FAX: 354-0122  
E-mail: office@immanuelalpena.org  
Website: www.immanuelalpena.org

##### Office Hours:

8:00 a.m. to 4:00 p.m. Daily

##### WORSHIP SERVICES:

Saturday at 6:30 p.m.

Sunday at 8:00 a.m. & 10:30 a.m.

Sunday School & Bible Classes at 9:15 a.m.

#### ADMINISTRATION and CHURCH STAFF

Rev. James Erickson, Senior Pastor	356-4018
Rev. Joshua Schultz, Associate Pastor	340-0277
Becky Sommerfeld, Church Secretary	
Kathy Nowak, Church Secretary	
Ryan West, Technology Director: westr@immanuelalpena.org	

**6.1 ILS Commitment Form**

# I.L.S. 2021-2022 COMMITMENT FORM

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

*How can a young man keep his way pure? By living according to Your word. I seek you with all my heart; do not let me stray from your commands. I have hidden Your word in my heart that I might not sin against You.*  
Psalm 119:9-11

Immanuel Lutheran Church is committed to partnering with you in the Christian education of your child(ren). The congregation will contribute toward the cost of educating each child that attends Immanuel Lutheran School.

As members of Immanuel Lutheran Church, it is hoped that you will attend worship on a regular basis. Your regular offerings help to keep tuition costs lower at Immanuel Lutheran School. Should you not be members of Immanuel Lutheran Church, we hope that you will attend worship faithfully with your own congregation.

Worship and Sunday School attendance is taken each week to urge the importance of corporate worship, faithfulness to the Word of God, and living within their baptismal covenant. Failure to attend 50% of the time within a given marking period will result in a discussion with a pastor and lay minister. Please initial below the commitment that best suits your family.

\_\_\_\_\_ As members of Immanuel Lutheran Church, we will faithfully attend worship services and contribute regularly to the mission and ministry of Immanuel Lutheran Church & School.

\_\_\_\_\_ As members of another congregation, we will worship faithfully with our own congregation and will make an effort to have our child(ren) participate in school-related events at Immanuel Lutheran Church whenever possible.

My/Our signature indicates our intent to uphold this policy to the best of my/our intent.

Parent signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date \_\_\_\_\_

## 6.2 Technology Form (Updated March 2020)

### TECHNOLOGY USE POLICY Immanuel Lutheran School

All students will be held responsible for their actions and activities while using Chromebooks, the internet, G Suite for Education (formerly Google Apps for Education) accounts, and other technology at Immanuel Lutheran School.

1. The devices and internet may ONLY be used under the direct supervision of a teacher or an adult.
2. Devices must be handled with care and respect. Students will be instructed on the proper use of equipment and expected to follow those procedures every time computer use is allowed. Parents will be responsible for payment of repairs and/or replacement of equipment due to damage caused deliberately or through carelessness.
3. Technology will be used constructively. This applies to technology use inside of the school, G Suite used on or off school grounds, and social media interactions between students that attend Immanuel Lutheran.
  - a. No harassing or degrading messages.
  - b. No bearing false witness or spreading rumors.
  - c. No posting of anonymous messages or personal communications
4. Students will respect the privacy of other devices and documents.
  - a. No invading the privacy of others.
5. Technology may not be used to steal.
  - a. No violation of copyrights or other contracts.
  - b. No using the work of others and calling it your own.
  - c. Proper citations must be given for any information taken from the Internet.
6. Students will request permission to use the resources or files of others, including access to resources or entities.
7. Students may not use technology at Immanuel for their own financial or commercial gain.
8. Any materials transmitted on the Internet must follow these guidelines:
  - a. No personal information about a student will be allowed. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.
  - b. All student work must be signed with the student's full name.
  - c. Individuals in pictures, movies, or sound recordings may be identified only by initials.
  - d. No text, image, movie or sound that contains obscene material or language that offends or degrades others will be allowed.
  - e. Use words that Jesus would use. Always give a Christian witness.
9. Activity which is detrimental to the stability and security of the Network, including but not limited to
  - a. The intentional or negligent introduction of computer viruses and vandalism or abuse of hardware or software. Parents are responsible for financial restitution for any unauthorized expenses or damages.
  - b. Installing, downloading, copying or using any software without proper authority.
10. Consequences for violation of any of the above include revocation of device and/or discipline steps.

Please sign and return this form as a promise to abide by this Technology Use Policy. Signatures of BOTH student and parent are required.

Student \_\_\_\_\_ Date: \_\_\_\_\_

Parent \_\_\_\_\_ Date: \_\_\_\_\_

\* Additional Chromebook / G Suite Information available in the office

### 6.3 1:1 Chromebook Form

#### 1:1 Student Chromebook & Chromebook Insurance Policy Immanuel Lutheran School

ILS students grades third through eighth will be issued a Chromebook. Use of Chromebooks is covered by the ILS's Technology Use Policy found in the Immanuel Lutheran School Parent & Student Handbook . Chromebooks are to remain in the school unless permission is granted by the principal.

#### 1. Student and Parent/Guardian Responsibilities

- Ensure that the Chromebook is always used according to the ILS's Technology Use Policy.
- Protect the Chromebook from loss or damage.
- Provided wi-fi access and student supervision for at-home academic use of Chromebooks.
- Report loss or damage of the Chromebook immediately to school personnel.
- Return the Chromebook to ILS upon request and/or at the end of the school year.
- Assume the total cost of repairs or replacement (as determined by ILS) in the event of any loss or damage of the ILS issued Chromebook or accessories.

#### 2. Cost of repairs and student device insurance terms and conditions

Students will be held responsible for ALL damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items will be charged the actual replacement cost.

#### Optional Insurance Coverage

Parents/guardians may elect to purchase \$30.00 insurance against accidental damage such as drops, falls, liquid spills, power surge and more. The insurance available through Immanuel Lutheran School covers repair or replacement of the Chromebook for the FIRST incident of accidental damage. This Student Device Insurance premium:

- will cover one school year
- is non-refundable
- will not be prorated

#### Insurance Coverage Limitations

- Coverage is limited to the FIRST incident of accidental damage.
  - Full cost for repair or replacement of subsequent loss or damage will remain the responsibility of the parents/guardians.
- Coverage does not include intentional damage, neglect, or misuse (as determined by ILS).
- Does not cover lost, stolen, or damaged power cord, adapter, ram, processor, SSD, and I/O ports including USB, HDMI, and Charge.

Please sign and return this form as a promise to abide by Student Chromebook & Chromebook Insurance Policy. Signatures of BOTH student and parent are required.

Student \_\_\_\_\_ Date: \_\_\_\_\_

Parent \_\_\_\_\_ Date: \_\_\_\_\_

**6.4 Photo Release Form (Revised March 2020)**

**Immanuel Lutheran School  
Photo Release Form**

Dear Parent/Guardian:

During the school year, we take photographs and/or videos of school activities involving students to share the school's positive vibe and updates. Incidentally, some photographs and/or videos may capture your child's participation, directly or indirectly.

These photos and/or videos may be published through our website, social media pages, news bulletins, billboards, and ads.

With this, we seek your consent in allowing us to publish photos which may involve your child to the said platforms.

Please do provide your response by selecting your choice below and submitting this form:

**Photo Release Consent**

\_\_\_\_\_ I hereby allow the reproduction and publication of my child's photograph(s) and/or video(s)

\_\_\_\_\_ I do not allow the reproduction and publication of my child's photograph(s) and/or video(s)

Student(s) Name(s): \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_