

CONTENTS

MISSION STATEMENT	3
PURPOSE	3
PHILOSOPHY	3
ADMINISTRATION	4
ACCREDITATION	4
NONDISCRIMINATION POLICY	5
ELIGIBILITY FOR ENROLLMENT	5
PROBATION POLICY	5
REGISTRATION AND WITHDRAWAL	5
VACCINE REQUIREMENTS	5
BASIC CURRICULUM	6
ENRICHMENT CURRICULUM	8
ACADEMICS	8
Report Cards	8
Grading Scale	8
Academic Honor Roll Criteria	8
Valedictorian/Salutatorian Policy	8
Progress Reports	9
Eligibility	9
Report to Parents	9
Tutorials	9
Promotion and Retention	9
Assignments	9
Homework.....	10
Late Work	10
Special Services.....	10
Attendance/Absences.....	10
NON-ACADEMICS	11
Dress Code	11
Sign-out and Sign-in	11
Telephone	11
Public Display of Affection	11
Health and Safety	12

Playground Activities	12
Accident Insurance	12
Lunch Program	12
Athletic Directors Award	13
GENERAL INFORMATION	13
Chapel	13
Church and Sunday School Attendance	13
School Hours	13
Change of Address or Telephone	13
Lost or Damaged materials	13
School Annual	13
Smoking	14
Pocket Knives, Laser lights, or Toys	14
Gum Chewing	14
Lost & Found	14
Fire and Disaster Drills	14
Cell Phones & Pagers	14
Messages & Notes for Children	14
Gifts/Deliveries	14
Visitor Guidelines	14
School Pictures	14
Emergency Dismissal	14
School Parties	15
Room Mothers/Fathers	15
Office Information	15
School Colors/Mascot	15
Parent Teacher League	15
STUDENT, TEACHER, PARENT RELATIONSHIP POLICY	15
DISCIPLINE POLICY	16-20
CODE OF HONOR	21
SEXUAL HARASSMENT POLICY	21
BUS PASSENGER POLICY	23
SCHOOL CALENDAR	
SCHOOL SUPPLY LIST	
FEE SHEET	
IMMUNIZATION REQUIREMENTS & POLICIES	

Parent/Student Handbook 2017-2018

Immanuel Lutheran School Giddings, Texas

MISSION STATEMENT

Our mission at Immanuel Lutheran Church and School is to bring Christ to all people by preaching, teaching, serving, and sharing as we celebrate God's love.

TO PARENTS

Our objectives as parents and educators are basically the same. You wish to give your child the best possible education. We believe, however, that with the teaching of God's Word, our school is unique. We therefore endeavor to teach your child about God's Word. To accomplish these objectives, the full cooperation between home and school is mandatory. This handbook is to help you make the fullest contribution you can to ensure your child's success at Immanuel Lutheran School, in your home, in our community, and beyond.

Regular and punctual attendance is of utmost importance. If you permit your son or daughter to be absent or tardy, you place a handicap on the learning process. Regular attendance will be worth the time and effort.

In addition, a wholesome attitude towards school work will result in many dividends. Make sure that your child completes homework on time and uphold your child's teacher as a Christian friend and someone who deserves your honor. Bring your concerns, questions, and problems to the teacher first. Criticism by means of the tongue can do untold harm. We are dedicated to educating your child. Please pray for us; we pledge to pray for your child.

PURPOSE

Jesus says in Matthew 28:19-20: "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." In order to carry out this task of teaching, Immanuel Lutheran Church has maintained a Lutheran Day School since 1883.

The purpose of this handbook is to acquaint members of Immanuel and our community with the philosophy, policies, and practices of our school. We hope this book will be shared with others who would benefit from a Christian education at Immanuel Lutheran School.

Immanuel Lutheran School was founded by Immanuel Lutheran Church for the purpose of giving to the youth of the congregation a Christ-centered education. Through the years the children attending Immanuel have been given instruction based upon a curriculum which holds the spiritual growth of the child to be of greatest importance while maintaining high academic standards in other subjects. The Church also recognized the wider responsibility of making available to others this same unique opportunity.

PHILOSOPHY OF IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran School is an integral part of Immanuel's ministry. Its purpose is to serve the Lord and assist parents to "bring them (our children) up in the training and instruction of the Lord" Ephesians 6:4 (NIV). Immanuel Lutheran Church and School exists to assist parents in fulfilling this directive by proclaiming the life, death, and resurrection of Jesus Christ.

Our school maintains a quality educational program in an atmosphere conducive to learning, where Christ's love permeates every aspect of the school day.

The goals of Immanuel Lutheran School are:

1. To ensure that we maintain a Christ-centered educational ministry.
2. To maintain a consistent standard of care and concern for people through our Christian educational ministry.

3. To promote and perpetuate the existence of Immanuel's educational ministry through proper planning and utilization of God's resources.

Immanuel Lutheran School will provide educational experiences to enable the children:

EDUCATION: to strive for excellence using their God-given abilities. Students and their families will support the school and its educational program. Students and their families will plan educational opportunities in the home and community.

WORSHIP: to grow in their worship life through prayer, reading of Scripture, and meditation to praise God.
Students and their families will participate in Christian growth opportunities.
Students and their families participate in at least one family worship in the home each week.

WITNESS: to learn to witness and share their faith with each other and their community.
Students and their families will model forgiven and forgiving relationships.
Students and their families will share their faith with each other.

FELLOWSHIP: to accept one another as fellow members of the body of Christ as they play and study together.
Students and their families will be involved in a church activity other than the regular worship service.
Students will invite and encourage their family to be involved in the student's activities.

SERVICE: to volunteer for service and share Christ's love by helping others.
Students and their families will develop an awareness of areas where service is needed.
Students and their families will develop a willingness to serve others as a reflection of God's love.

STEWARDSHIP: to share time, talents and money to the glory of God and the welfare of His kingdom.
Students and their families will recognize their blessings and resources as gifts of God!
Students and their families will practice first fruits giving.

ADMINISTRATION

The operation of Immanuel Lutheran School rests primarily with the Voters' Assembly of Immanuel Lutheran Church. The congregation elects a Board which has the responsibility for the operation of the school. This board is known as the Board of Christian Day School/Early Childhood Center. This handbook outlines the policies under which the Board currently operates the school.

The Principal of the school is the executive officer. He carries out the policies and resolutions of the Board and the congregation's Voters' Assembly.

ACCREDITATION

Immanuel Lutheran School is accredited with the Texas District, Lutheran Church - Missouri Synod, Lutheran School Accreditation Commission, and also with the National Lutheran School Accreditation Commission. These accreditations are accepted by the TEPSAC and by the Southern Association of

Colleges and Schools accreditation processes.

NONDISCRIMINATION POLICY

Immanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate against children because of race, sex, color, handicap, age or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic programs, and other school administered programs.

Employment opportunities are available to men and women equally. We, therefore, do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

ELIGIBILITY FOR ENROLLMENT

The Kindergarten applicant must be five (5) years of age on or before September 1. The First Grade applicant must be six (6) years of age on or before September 1. All applicants from Grades 2 to 8 must show proof of satisfactory completion of the previous grade. Registration forms must be completed and signed by parent or guardian. A registration fee and tuition are required of all students.

Decisions regarding admission for special cases involving discipline, specialized educational needs, or physical needs of the student will be made in the best interest of the student, class, and school environment. This decision will be made by the principal and teacher(s) in consultation with the Board of Christian Day School.

Immunization records must show compliance with state requirements. A statement of health by the family physician must also accompany the application form. If a student transfers in a grace period of no more than 30 days will be allowed to have required immunizations current. A student may, however, be admitted provisionally if he or she has begun the required immunizations and if he or she continues to receive necessary immunizations as rapidly as is medically feasible.

PROBATION POLICY

All new students and students transferring into Immanuel will be placed on a probationary period of six (6) weeks. During the probationary period the pupil must maintain a 70% cumulative grade point average in all subjects, and must not be a discipline problem. At the end of the probationary period, the pupil's progress (both academic and behavioral) will be reviewed by the staff. If necessary, this evaluation shall be presented to the Board of Christian Education. The board shall then make a final recommendation to the parents to either 1) retransfer, or 2) extend the probationary period for another 3 weeks (the extension could be granted to those pupils who are marginal in their schoolwork and are not a discipline problem). The parents shall have the right to be present at the meeting. or 3) Accept student.

REGISTRATION AND WITHDRAWAL

New Student

Parent(s) or legal guardian(s) are required to be present when students are enrolled in Immanuel Lutheran School for the first time. Parent(s) or legal guardian(s) must furnish the school with the following documents:

1. A certified copy of an official birth certificate
2. A current immunization record
3. A copy of previous report card if applicable
4. Copy of Social Security Card

You are asked to request a transfer of school records from the previous school. Required forms need to be completed, signed, and returned to the school office with the required registration fee and tuition fee.

Returning Student

A returning student, one who has attended Immanuel the preceding year, must have the necessary re-enrollment forms completed with all up-dated information and registration fee. Please consult with the school office personnel for these forms.

Withdrawal

Before a student is withdrawn and released from Immanuel Lutheran School, all records -- textbooks, library books, lunch fees, etc. must be clear and final grades averaged. Everything must be paid in full. Withdrawing without prior notice will delay the transfer of records. Please give the personnel time to complete the required steps. Notification in advance will be most helpful.

Minimum State Vaccine Requirements for Texas Children

The chart summarizing the vaccine requirements, exemptions, provisional enrollment and documentation policies are found in the back of this handbook and is updated annually.

To remain enrolled in school, your child must complete the required subsequent doses in each vaccine series on schedule and as is medically feasible and provide evidence of vaccination to the school within 30 days of the first day of school. If, at the end of the 30-day period, your child has not received a subsequent dose of vaccine, he/she is not in compliance and shall be excluded from school attendance until the required dose is administered. (Board of Christian Day School, August 2006)

BASIC CURRICULUM

Introduction

The children in Immanuel Lutheran School are to praise, glorify, and serve God. This aim is served when the curriculum provides the framework to: (1) instruct the child for salvation, (2) enable him to acquire basic skills, knowledge, and attitudes in proportion to his capacities and needs, and (3) help the child use these skills, knowledge, and attitudes in his relationships to God, fellowman, and nature. We believe the curriculum includes all learning activities that are under the auspices of our school.

Religion

Religion is a way of life and is lived with the children throughout the day in all their school activities. As a formal course, the study of religion includes Christian living, Bible study, Bible history, memory work, worship, and confirmation instruction.

Confirmation instruction is a special course in Christian doctrine taught by Immanuel Lutheran pastors and our Minister of Youth and Family Life to the seventh and eighth graders. This course prepares the pupils for communicant membership through the Rite of Confirmation. Though students may forego confirmation in the Lutheran church, all pupils are required to take this course and to complete the prescribed work.

Language Arts

God has made man a social being. As such, man must communicate with others, and others with him. To make this possible, God gave man the power of thought and thought expression (language). The language-arts curriculum is designed to help your child glorify God. Whether the child reads, speaks, or writes, he is developing his God given talents. This fundamental motivation may need to be supplemented in practice by other incentives, but it must remain basic.

The child will be able to interpret written and spoken symbols. He will increase his ability to use these symbols in dealing with others. He will grow in word recognition, correct spelling, neat handwriting, and

oral and written expression. He will grow also in his appreciation of the Bible and contemporary and classic literature and in his ability to choose reading matter wisely.

The Language Arts curriculum includes reading, literature, phonics, grammar, composition, spelling, and handwriting.

Mathematics

When God created the universe He placed its elements in a mathematical relation to one another. God also enabled man to discover and systematize many of these relationships.

The idea of number is a fundamental mathematical relationship. Understanding numbers has helped man to build his cultures, to subdue the earth and have dominion over it. (Genesis 1-28). Though man has used his intellect to establish a number system, the Christian recognizes that this system is God's gift to mankind.

The mathematics curriculum will help the child appreciate the meaning and value of numbers and how it is to be used in serving God and man and it will establish skills in the basic processes and in problem solving. It will develop understanding of measure and the principles underlying common business transactions. It will also help the child gain skills in understanding mathematical data found in reading and in making correct judgments based on such data as well as helping them to become better citizens.

Social Studies and History

The Scriptural commands to "rule the earth" (Genesis 1:28) and to "love your neighbor" (Matthew 22:39) are especially applicable to social studies and history. Students will learn about their environment, neighborhood, community, county, state, country, and the world we live in. The interactions between societies and the events that caused major changes are studied and students will discover how God's hand was working through each timeline. Patriotism, respect for the military, and a study of influential leaders add depth and understanding of world and national issues. The curriculum includes history, geography, economics, government and current events.

Science

Science at Immanuel Lutheran begins, continues, and ends with God. With the psalmist we say: "The heavens declare the glory of God, and the skies proclaim the work of His hands." (Psalms 19:1). Science helps the child to see God as He has revealed Himself in His creation. His love, wisdom, power, and glory are seen in all living creatures, in the order of nature, and in the variety and awe for the Creator and Preserver. The curriculum includes training in the scientific method, opportunity for personal scientific experiences, and both biological and physical elements.

Computer

Beginning in Kindergarten, students are taught the basics of word processing, spreadsheets, drawing, electronic communication, presentations, web-based research, and web design. Formal instruction in computers begins in the 4th grade.

Health, Safety, and Physical Education

Man is God's highest creation. But man's body, carefully fashioned by God is no longer perfect. The fall into sin changed that. Still, the body is an awe-inspiring creation, one that leads the Christian to say: "I will praise You, because I am fearfully and wonderfully made; Your works are wonderful, I know that full well." (Psalms 139:14) The health, safety, and physical education curriculum at Immanuel Lutheran includes health services and health education, safety instruction, and physical and recreational activities. It uses the classroom, gymnasium, and playground. The program seeks improved

social relationships characterized by concern for others, fair play, and sportsmanship. It seeks an understanding of body growth, function, developmental processes; a wholesome attitude toward safety, hygiene, and personal appearance; and a healthy mind free from tensions.

Fine Arts

The fine arts curriculum at Immanuel Lutheran helps to supply the child with a means to glorify God. Though separate instruction is given in art, music and band, each of these areas is correlated with other phases of the school program.

Outdoor Education

Outdoor Education is a required part of the 6th grade curriculum. Students spend three days at Camp Lone Star and participate in spiritual, academic, and camping activities.

ENRICHMENT CURRICULUM

The curriculum of Immanuel Lutheran School includes the school's total program for pupils. Elements of the curriculum here classed as "Enrichment" are an important part of our school life. They provide the child with learning experiences that usually cannot be offered effectively within classroom limits.

These activities include student participation in:

PSIA: grades 1-8	Field trips
Spelling bees: grades 1-8	Band program: grades 5-8
Choral groups: grades K-8	Cheerleading: grades 7 & 8
Hand-bell choirs: grades 4-8	Assemblies
Athletic teams: grades 5-8	Accelerated Reader program: grades K-8

ACADEMICS

Report Cards

Report Cards are issued every six weeks. Grades are reported on a number system. (See Report Card itself for more detail.) Kindergarten reports are based on the development of each individual student. Final Report Cards are mailed after all bills are paid.

Grading Scale

A - Excellent93-100%	D – Poor70-74%
B - Good84-92 %	F – Failurebelow 70%
C - Fair75-83 %	

Academic Honor Roll Criteria

Students in grades 1-8 may qualify for Academic Honor Roll. To qualify for the Distinction Roll a student must receive all A's, (93 or above) for the six week's. To qualify for the Honor Roll a student must not receive any grade below 84% and no more than 4 grades between 84-92%. Academic Honor Roll grades will be calculated on the Thursday before the last week of school to give the staff time to prepare certificates. Other grades will still be entered through the last day of school.

Valedictorian/Salutarian Policy

The top five 8th grade students will be ranked in order according to the averages of the 6 weeks period grades from the student's 5th-8th grade years. During the 8th grade year, the averages from the 1st thru 5th Six Week periods and the mid-term of the 6th period will be used. The highest ranked student shall be the valedictorian and the next highest will be the salutarian.

The valedictorian and salutarian must have been enrolled at ILS at least two full years to be eligible

for these honors. All grades recorded on the report card will be considered for ranking.

In case of a tie, co-valedictorians or co-salutatorians shall be named. Policy adopted by BCE, May 4, 1999.

Progress Reports

Reports are emailed weekly and grades are always accessible on RenWeb.

Eligibility

Students are ineligible to participate in sports, cheerleading, band competitions, spelling bees, field days, or PSIA if they have an average lower than 70% in any of the subject areas when grades are checked each Wednesday at 4:00 p.m. Students are also considered ineligible if they are serving an in-school suspension for discipline purposes.

Ineligible students may not practice or play for one week. Ineligible students may not ride the bus or sit with the team for games (BCDS September 12, 2013).

Reports to Parent(s)

It is the policy of Immanuel Lutheran to view the education of your child as a cooperative venture of home and school. Reports are made regularly to parents as to the growth of the child in various phases of school and personal life.

Report cards are issued six times a year. These reports are supplemented with scheduled parent-teacher conferences, electronic communication, and online access to grades. Through this communication the home and school life of the child can be discussed, weaknesses and strengths studied, and plans for cooperative action proposed. If the parent wishes to confer with the teacher, he is urged to make an appointment.

Working together, the Christian home and the Christian school can best achieve the goal of guiding the precious children of Jesus, thus preparing them well for citizenship on earth. Your child's teacher and principal are making every effort to know your child better. We are teaching skills and providing experiences which will help your child develop a happy, wholesome personality. Above all, we are deeply concerned with helping you "bring up your child in the nurture and admonition of the Lord". We feel it is an honor and privilege to assist you in this God-given command. May God bless our cooperative and prayerful efforts.

Tutorials

If a student is failing at the end of any three week period, the parents and teacher will discuss the need for tutorials.

Promotion and Retention

Kindergarten promotion is based upon the child being developmentally ready for first grade. Criteria for such a decision is based upon academic development, social skills, fine and gross motor skills, work habits, and teachers' observations. Achievement test results will also be considered when making a final decision.

To be promoted in grades 1-3, a student shall for the year attain an average of 70 or above in reading and in mathematics.

To be promoted in grades 4-8, a student shall for the year attain an average of 70 or above in mathematics and in language arts, which is a combination of reading/literature, grammar, phonics, and spelling. In addition an overall average of 70 or above shall be attained in all recorded report card grades. Confirmation, religion, and memory grades will be counted toward promotion or retention.

Students will not be allowed to participate in graduation ceremonies if all bills are not paid in full. A child who is not promoted will not be allowed to participate in the graduation ceremonies. A student will

not be retained more than once in grades K-8.

Assignments

Students are required to complete all assignments. Assignments will vary from teacher to teacher and from subject to subject. While much will be completed at school, some assignments by their very nature require they be done at home. When it is necessary that students bring assignments home for completion, we request the parent's cooperation. While studying styles vary, our time-guideline is the grade level multiplied times ten minutes. This guideline refers to written-type work, not actual studying for tests.

Homework

Homework is the additional practicing of skills taught in the classroom. It is assigned at the discretion of each teacher and is to be useful for the mastering of the skills taught. Students are required to complete all assignments. The amount of time a student spends on homework is to approximately the "grade level times ten." This guideline refers to written work, not studying or practicing an instrument.

Late Work

Our students are expected to turn in their assignments on time; however, sometimes an assignment does not get finished. Students will not be given full credit for late work. Missing work will be recorded as a 0 (zero) until the work is turned in. The teacher will decide what deduction is given according to the circumstances. The following guidelines will be used:

First through second day late: 30% off Third day late: 0%

Example: Assignment is due when teacher requests during Math class. Student is not done = 30% deduction (Day 1). Student turns in assignment the next day = still only 30% deduction (Day 2). Assignment turned in *after* Math class on Day 2 (beginning of Day 3) = 0 credit given.

Students who miss classes are allowed extra time to turn in work assigned. Generally, this time is equal to the number of days missed. For classes that do not meet daily, students are given the same extra time counting each school day, not class day. Students who miss a class because of a school activity are responsible to complete the work from the missed classes. Teachers are not required to give extra time to complete assignments in these cases but are expected to communicate with and assist students who miss because of a school activity (i.e. band, sports, field trips). The teacher has a final judgment for each situation.

Special Services

The classroom teacher, principal, or other interested party identifies a student who has special needs and recommends that the student be evaluated by a qualified professional. The classroom teacher will implement the recommendations given by the evaluator when applicable.

Attendance/Absences

In order for high academic growth to take place, regular attendance is important. Students are required to be in attendance 90% of the school year. More than a 10% absence rate will require a decision whether or not the student has sufficiently completed the required curriculum. This decision is made in consultation with the principal, teacher(s), and parents. The BCDS must be informed of the decision.

Excused absences include sickness, death of a family member, medical appointment, or family-related activities. The absence must be supported by a written note, email, or telephone call from a parent as far in advance as reasonable.

School-related absences include field trips, 4H events, spelling bees, athletic competitions, band

events, PSIA, and any school related activity. School-related absences do not affect perfect attendance.

Unexcused absences result from no communication from the parent by the end of the day after the absence.

Tardies will be recorded if a student arrives in the classroom between 7:50-8:00 a.m. in grades 1-8. Students are expected to arrive at school between 7:20 a.m. and 7:45 a.m. School begins at 7:50 a.m. with attendance and lunch count. Arriving after 7:50 a.m. disrupts the flow of the morning routines and interferes with instructional time for all students. Three or more tardies will be discussed with the parent by the principal and teacher.

Absent Students are considered ½ day absent when they arrive between 8:00-11:30 a.m. or leave between 11:30 a.m.-3:15 p.m. A full day of absence is counted if the departure is between 8:30 a.m.-11:30 a.m. and the student does not return.

Perfect Attendance is awarded to any student who is neither absent nor tardy.

Students must be in attendance the second half of the school day in order to participate in a school event on the same afternoon or evening. Exceptions may be made only with the principal's permission.

NON-ACADEMICS

Dress Code

- Neat and modest
- Shoes at all times
- Back strap on sandals
- No cleats
- No undergarments visible
- No tank tops, spaghetti straps, or strapless garments
- No cleavage visible
- No flip-flops
- Mid-section of body covered at all times
- No tobacco, alcohol, drug-related or objectionable symbols/slogans
- All clothing is to be free of holes or tears
- Fingertips + three inches is the allowable length on shorts, dresses, skirts, and slits
- Tops worn with leggings/tights must be three inches beyond fingertips
- Earrings on girls only
- Other body piercings covered
- Tattoos covered

Hair is to be worn out of the eyes or not lower than the bottom of the eyebrows. For boys, it is not to be longer than the earlobe on the side or longer in the back than the top of a collared shirt. Extreme hairstyles that do not conform to community standards are distracting and not allowed.

Chapel Dress Code – All students Kindergarten through Eighth Grade

Out of respect for our Lord through the worship setting, girls are to wear dresses, skirts, or slacks and boys are to wear shirts with collars on chapel day. No jeans are allowed on days students attend chapel.

Backless shoes are allowed for girls in grades 5-8 on Wednesday, chapel day. **No flip-flop style shoes are to be worn.** A flip-flop is defined as a flat-soled sandal held loosely on the foot by a Y-shaped strap passing between the first and second toes and around either side of the foot.

VIOLATORS - Violators will be allowed to telephone for a change of clothes. If clothes are not at school within an hour, a change of clothing will be provided by the school.

Students in grades 5-8 must wear designated P.E. uniforms for P.E. **P.E. uniforms are not allowed to be worn during the school day. Students will wear their P.E. uniforms for athletic practices. P.E. uniforms are black shorts and a gold Knights t-shirt. Shorts must extend a minimum of three inches below the student's fingertips.**

Sign-out and Sign-In

When parents need to take their children out of school for part of a day, notice in writing must be sent to the teacher. The teacher must also be informed at the time the child leaves. The person responsible for signing out the student must first sign the "Sign Out Sheet" in the school office and pick up the child from the school office. The student must be signed-in when returning to school.

Telephone

Students may use the school phone only with teacher permission. Students may use the phone for forgotten PE clothes, homework, instruments, or lunch only before 8:00 a.m. It is allowable for students to use the phone for a forgotten athletic uniform or for a change in schedule. Cell phones may be used only with teacher permission.

Public Display of Affection

Any public display of affection deemed inappropriate by the supervising teacher is not allowed.

Health and Safety

Everything possible will be done to safeguard your child's health while he is at school. If your child becomes ill at school, you will be notified. Students will be sent home with a temperature near 100 degrees. For the protection of your child and others, we ask that you keep your child at home if he shows signs of illness. Please inform your child's teacher of any special problems he might have. Children must be fever free for 24 hours to return to school.

All medication will be administered at the school office by a staff member. Written authorization from the parent is required. Prescription medicine should be in the original container and will be kept in the school office or refrigerator. The staff will not supply any non-prescription medications such as aspirin for the children. First aid will be administered as deemed necessary. Cough drops are to be held and distributed by the classroom teacher.

Vision Testing for Grades K, 1, 3, 5, 7 & New Students

Hearing Testing for Grades K, 1, 3, 5, 7 & New Students

Scoliosis Testing for Grades 5 & 8

Playground Activities

The teachers are on duty on the playground whenever children are there. Every effort is made to protect the child while he is on the playground. However, he is encouraged to gain independence in taking care of himself when with a group of his own age. No child will be permitted to leave the playground without permission. Students not able to participate in play activities must have a proper excuse from home. Students are to leave school immediately after school is dismissed unless they are participating in an activity which is supervised by a teacher. Playground use after school is permitted with an adult present.

Accident Insurance

Student Accident Insurance is provided to every child attending Immanuel Lutheran School. A brochure is provided at the beginning of the school term and throughout the year. For details, please consult the master policy on file at the school office. Claims should be submitted within 30 days from the date of a covered injury. Students are not covered by any other policy.

Field Trips

No students will be allowed to attend a field trip with another class. Field trip guidelines, policies, and itineraries will be set by the individual teacher.

Lunch Program

Immanuel Lutheran serves nutritious Type A meals. All meals, extra milks, and extra meat servings and extra sides are prepaid. A monthly menu is provided each student at the beginning of each month. These menus

are also published in the local newspaper by the week.

Children from families whose income is at, or below the government guidelines are eligible for either free or reduced price meals. To apply, an application must be filed, signed, and returned to the school office for processing. These application forms may be picked up at the school office.

- No soda is to be brought to school for lunch.
- Parents are not to send/bring fast food lunches into the cafeteria for their children during the lunch hour.
- Lunch bills must be kept current. Reminders are sent. No credit is given for lunches.
- All meals must be served with milk. Juice is not a substitute; the student will be charged. Students allergic to milk may substitute juice only with a doctor's note. Milks not accepted by the student cannot be credited.
- Student lunches are not allowed to be heated in the microwave.

Athletic Directors Award

- 1) The student must have participated in at least 2 sports offered during their eighth grade year.
- 2) The student must have been eligible at least 8 of the 10 eligibility periods of the year.
- 3) The student consistently exemplifies a Christian attitude during games and in practices and attends church and Sunday School regularly.
- 4) The principal, athletic director and staff members who coached will have input.
- 5) The student has not been a discipline problem in the athletic or educational programs.
- 6) The award is normally given to a male and a female. Ties are acceptable. There may be years when only a male or female will receive the award.

GENERAL INFORMATION

Chapel

Chapel services are conducted regularly in the church by our pastors, teachers, and students. Occasionally pastors from other Missouri Synod Lutheran congregations in the area are invited as guest leaders. Chapel offerings are taken and designated for various mission type ministries. These designated offerings will be published and distributed to the parents and students. Offering envelopes are provided by the school. Parents are invited to attend whenever possible. These services are scheduled for Wednesdays at 8:15 a.m.

Church and Sunday School Attendance

We urge all students at Immanuel Lutheran to attend public worship and Sunday School. Those who do not have a home church are cordially invited to attend Immanuel Lutheran Church and Sunday School. Worship services are held each Sunday at 8:00 and 10:30 a.m., Sunday School begins at 9:15 am. A record of church attendance is kept by the classroom teacher and recorded on the report card.

School Hours

School begins at 7:50 a.m. and dismisses at 3:15 p.m. **Parents are expected to promptly pick up their children at dismissal time. Students not picked up will be brought inside at 3:30.** Day Care is available through our Early Childhood Center's program for after school care.

Transportation

Immanuel Lutheran operates buses for the transportation of our pupils. Bus routes are determined before the opening of school and we attempt to make it most convenient for the majority of the students. The parents pay a fee for bus transportation. Pupils are under direct supervision of the bus driver and unacceptable behavior can result in the loss of this service. (See Bus Passenger Policy)

Car Loading and Unloading-These rules apply before and after school

1. No loading via the north glass doors.

2. Cars approach in a single line. K-4 load in front of the school, 5-8 load in the back.
3. Parents may park and meet students in the front entry.

Change of Address or Telephone

It is very important that we have your correct and current address and telephone number. Please advise the school office of any changes.

Lost or Damaged Materials

Children are allowed to take home textbooks, library books, etc. Student textbooks must be covered and kept covered. Parents assume responsibility for lost or damaged school property and materials.

School Annual

Each student receives an annual, or yearbook, paid for through the Registration Fee.

Smoking/Tobacco Products

Students, of course, are not permitted to smoke or use smokeless tobacco. We also do not allow smoking by anyone in the school buildings. Tobacco products are not allowed at school.

Pocket Knives, Laser Lights, or Toys

Students are not allowed to bring pocket knives, laser lights, or toys to school. Items will be confiscated and returned to the parents.

Gum Chewing

Students are not allowed to chew gum while at school.

Lost and Found

We urge students to have their belongings clearly marked with their names. Lunch kits, sweaters, coats, gym clothing, and school supplies should be marked since these seem to be lost most frequently. Items found are taken to the school office. After a period of time these articles are donated to a charitable organization if not claimed.

Fire and Disaster Drills

Fire and disaster drills are practiced through the year.

Cell Phones

Cell phones are collected each morning by the homeroom teacher and must be turned off between 7:20 - 3:15. Phones may be used only with teacher permission.

Messages and Notes for Children

We do not call students to the telephone except in emergencies. Send a note each time a student is to go home with someone else, or vary his/her established routine. If you must get a message to the student during school hours, please call the office. Please do not use student or faculty cell phone numbers.

Gifts/Deliveries

Gifts, flowers, balloons, etc. are discouraged. Any deliveries will be held in the office until the end of the school day.

Visitor Guidelines

Visitors are welcomed at Immanuel. We ask that the following guidelines be observed:

1. All visitors should notify the school office in advance and should report to the office upon arrival on campus. You are also asked to check out at the school office for security reasons.
2. During the class day please limit your visits with a teacher to coincide with their conference period.

3. We do not encourage students to bring guests to school to attend classes.
4. Any exceptions to the above should be addressed to the principal.

School Pictures

A professional photographer is contracted each year for individual and group pictures. The pictures are sold to the students for the enjoyment of exchanging and having photos for the family. Notices of these takes will be given in advance.

Emergency Dismissal

In the event of an emergency such as ice, snow, or other adverse weather conditions, school may be dismissed early or canceled. Parents will be notified using RenWeb/Parent Alert. Immanuel Lutheran also announces these decisions by means of the radio and TV stations. Please listen to KTEX FM 106.1, KVUE channel 24, Austin or KXAN channel 36, Austin for the most current information. Immanuel will follow with the public school schedule when weather conditions warrant a change.

School Parties

Classroom parties for grades 5-8 are sponsored by the room mothers/fathers for Christmas and end of the year only. Parties for grades K-4 are at teacher's discretion. Please do not ask the teacher to have a birthday party at the school. You may provide treats for your child's birthday. Invitations may be handed out as long as they are to all members of the class and should be handed out at the classroom teacher's discretion.

Room Mothers/Father

Room Mothers/Fathers are selected each year to help the classroom teacher, the school administration, and the Parent-Teacher-League to disseminate important information and request parent help. The room mothers/fathers are also in charge of the school parties.

Office Information

Please feel free to call our school between the hours of 7:30am and 4:00 pm. Teachers may be contacted through the office and they will return your call as soon as they are able. Remember they are obligated to their class most of the day. Please refer to the section "Telephone" elsewhere in this handbook.
Telephone - (979) 542-3319

School Colors/Mascot

Immanuel Lutheran's school colors are Black and Gold. The athletic teams are known as the Immanuel Lutheran Knights.

Parent Teacher League

The PTL supports the school programs, students, parents, faculty, and staff by organizing events that raise funds, educate, and encourage. The group is organized by parent volunteers elected to the offices of president, secretary, and treasurer.

STUDENT, TEACHER, PARENT RELATIONSHIP POLICY

The normal channel for complaints concerning students, parents or teachers shall be from complainant to parent/teacher to principal to Board Chairman to Board. Every effort will be made to satisfy the complainant at the earliest possible stage.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual concerning teacher or parent, the Board or Board member shall refer this complainant back to the parent or teacher. The administrator shall be informed of the problem or complaint. The steps on our Parent/Teacher Problem Policy will then be followed.

The solution guidelines are as follows:

The first step toward solving a student, parent/teacher problem shall be dialogue between the student or parent and the teacher. Every effort should be made to solve the problem at this point.

If satisfaction is not met, the second step shall include a meeting with the student, parent, teacher, and the principal. Every effort in this second step should be made to solve the problem at this point.

If satisfaction is not met, the third step shall include a meeting with the student, parent, teacher, principal, and the Board Chairman. Every effort in this third step should be made to solve the problem at this point.

If no satisfaction is apparent after step three, the matter shall be given to the Board of Christian Day School/Early Childhood Center for their immediate attention.

Addendum:

The Administrator shall contact the Board of Christian Day School Chairman, Vice Chairman, or other Board member within a 24 hour period after the incident or complaint has come to the Administrator's attention, if the Administrator deems the situation critical enough to warrant a report to the Board.

DISCIPLINE POLICY

STATEMENT OF CLASSROOM MANAGEMENT AND EFFECTIVE DISCIPLINE

Immanuel Lutheran School is a Christ-centered school. All discipline, therefore, should follow Christian principles based on the proper balance of Law and Gospel.

. The student needs to learn to do those things that are pleasing to God, and to refrain from doing those things that are displeasing to God.

. The student needs to learn to help others, not hurt them by word or deed.

. The student acts out of love of God (the Gospel), not out of fear of God or a desire to escape punishment (the Law).

. Acknowledging our sinful human nature, we realize that the Law must be a part of our discipline program.

The primary purpose of classroom management & discipline is to help the child learn self-control. To accomplish this, we must teach students which types of behavior are expected and which are not allowed. Discipline should never be used in a vindictive manner or to simply demonstrate authority or display anger. Good classroom discipline and effective instruction go together. Uncontrolled student behavior can disrupt instruction and can prevent it from being effective. On the other hand, instruction that is not effective is an invitation for the student to misbehave. Effective instruction is the number one way to prevent discipline problems from occurring.

At Immanuel Lutheran School we expect the school day to be well organized and predictable. We expect the discipline to be consistent.

We believe effective instruction is a joint responsibility of the teacher, student, principal, parent, and Board of Christian Day School. Therefore we commit ourselves to the following responsibilities:

- I. The Classroom Teacher will
 1. Prepare a purposeful lesson.
 2. Begin and end class on time.
 3. Devote the class period to the curriculum scheduled.

4. Return papers promptly.
5. Respect each student as an individual learner who may need special help or encouragement.
6. Maintain a positive attitude.

II. The Student will

1. Be seated at the student desk.
2. Have books and materials ready.
3. Have assignments properly prepared and on time.
4. Be respectful of teachers, fellow students, and property.
5. Encourage one another.
6. Maintain a positive attitude.

III. The Principal will

1. Provide teacher and student with necessary materials.
2. Monitor the classroom activity periodically.
3. Teach as time and opportunity permit.
4. Affirm the teacher and student.
5. Be available to students and teachers for advice and encouragement.
6. Maintain a positive attitude.

IV. The Parents will

1. Send the child to school on time (unless there is sickness or extenuating circumstances - parent will call school and notify us of the reason) and see that the child goes home by 3:30 (except for school activities).
2. Monitor child's homework and school progress.
3. Be aware of all policies in the school handbook and support them.
4. Speak first with the child's teacher if there is a problem or misunderstanding.
5. Affirm the ministry of Immanuel Lutheran School.
6. Maintain a positive attitude.

V. The Board of Christian Day School/Early childhood Center will

1. Have all school policies in a policy manual and see that every family is aware of them.
2. Support the teaching staff by insisting that parents bring any problem or misunderstanding to the child's teacher first.
3. Be a role model for parents and staff by their spiritual commitment to Christian growth.
4. Assist the principal in carrying out the policies of Immanuel Lutheran School and thereby affirm his ministry in this congregation.
5. Intervene in situations where - after all steps have been properly followed - a solution to a problem has not been reached.
6. Maintain a positive attitude.

The following are among the possible corrective measures teachers may employ:

Time out (isolated in the room, another class or office)

Walking during a recess

Counseling

Conference with parent

Behavior essays

Work assignments at school or home

All parent-teacher conferences are to be documented as step one procedure.

ANTI-BULLYING POLICY

Immanuel Lutheran School does not tolerate bullying in any form. We are committed to ensuring a safe, caring, and above all, Christian environment which promotes personal growth and positive self-esteem for all. God's word speaks to us regarding our interactions with others:

***Ephesians 4:29, 31-32** – Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*

***1 Thessalonians 5:11** – Therefore encourage one another and build each other up, just as in fact you are doing.*

***Colossians 3:13** – Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.*

A definition of bullying –

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus, 1993).

Responsibilities –

Students, staff, and parents must work together to ensure a safe, caring, and Christian environment. We will treat each other with respect and confidentiality will be upheld by all parties. The following are specific responsibilities:

Students –

- Resolve issues in a Christ-centered way
- Speak to a teacher with details of bullying events
- Students who witness bullying will intervene if able, report the incident to a teacher, and complete a description of the incident using the “Bullying Witness Statement Form”

Staff –

- Act as a Christ-like role model
- Teach and expect appropriate behavior
- Listen to and verify reports of bullying
- Protect victim from further harm
- Identify patterns of behavior and take corrective action
- Act to stop behavior from persistently reoccurring
- Make referrals to additional resources when needed

Parents –

- Let your child know bullying is not tolerated in any form
- With staff support, encourage students to resolve the situation themselves
- Seek to understand the perspective of all involved regarding the issue
- Communicate concerns to teacher and principal including the following information:
 - Where and when the incident took place
 - Description of the incident
 - Witnesses and their grade levels
 - Any evidence (notes, emails, texts, photos, etc)
- Support staff efforts form resolution

Administration –

Provide in-service training to staff on how to reduce bullying
Set expectations for staff regarding monitoring, documentation, and actions taken with bullying.
Hold teachers accountable for being the front line of defense against bullying by reviewing bullying lesson plans, making classroom visits, and teacher observations and evaluations.

All involved parties –

Forgiveness and reconciliation - With Christ as our example, ILS expects that forgiveness will be sought, given, and received. Our goal is for the students and families to achieve reconciliation.

Reporting, documentation, and consequences

By definition, bullying is a repeated event. As such, incidents of bullying will be addressed firmly.

A behavior notification form will be completed for acts of bullying identified by staff members. A copy of the form will be sent home and a parent must sign the form to be returned to school the next day. This copy will be retained at school in the discipline file.

Progressive **consequences** will be administered based on the specific behavior and the number of offenses. Examples of consequences include, but are not limited to: privileges removed, detention, suspension, and expulsion.

Identification Stage/Tracking Student Behavior: Before bullying is confirmed, a pattern of behavior must be established. Staff members will make note of the negative behavior in order to track the potential bully behavior. The school discipline policy will be followed at this level.

Response Level 1: Upon issuance of the first behavior notification form, the principal will meet with the students involved. The principal will also contact the parents of all students involved.

Response Level 2: Upon receipt of a second behavior notification, the principal will additionally meet with the student offender and parents, within 3 days of the offense. The principal will inform the school board. Further defined consequences will be determined at this time.

In order to effectively monitor students and for the safety of the student body, teachers will report information regarding behavior concerns with other staff members.

BEHAVIOR REPORTING (First – Eighth Grades)

Acceptable and unacceptable behavior deserves attention. Parents will be notified automatically at the end of each day if their child received a poor or good behavior report. These and other reports will come from the teacher via a face-to-face visit, telephone call, email, text, or written note. The absence of automatically generated RenWeb report means the child didn't do anything out-of-the-ordinary to cause a teacher to record his behavior.

A negative Behavior Report may be recorded when a student exhibits repeated unacceptable behavior. These behaviors include:

- | | | |
|---------------------------------|---------------------------|---------------------|
| Not following directions | Running in hallways | Excessive talking |
| Inappropriate laughing/sneering | Derogatory notes/pictures | Teasing/put downs |
| Inappropriate language/behavior | Eye rolling | Interrupting |
| Consistent tardiness | Name calling | Misuse of materials |
| Wandering | Mocking | Chewing gum |

Cell phone misuse

Disrespect of school property Lack of class materials

These LEVEL ONE reports will result in ONE to FOUR DEMERITS in the RenWeb recording system. The student will receive two days lunch isolation for each demerit. When a student reaches five demerits, he receives two days of classroom isolation. A student who receives two days of in-school suspension will also be suspended from extracurricular activities for the same length of time (athletic/cheerleader practices and games).

LEVEL TWO reports result in automatic FIVE DEMERITS. Offenses include: Arguing/Backtalk, inappropriate gestures, taunting, refusing to work, open defiance, cheating, lying, throwing objects, hitting, spitting, and kicking. Discipline: Two days in-school suspension. A student who receives a two day in-school suspension will also be suspended from extracurricular activities for the same length of time (athletic/cheerleader practices and games).

LEVEL THREE is the accumulation of TEN DEMERITS or behavior warranting issuance of a DETENTION. Students who receive a detention will be suspended from extracurricular activities until the detention is served.

DETENTIONS

Detentions will be issued to students in grades 4-8 if the following are exhibited by the student:

- Fighting: physical contact out of anger between students
- Swearing: using God's name in vain
- Obscenities: use of vulgar language, gestures, pictures, photos, or symbols
- Stealing: having another's property in your possession or admitting to having it
- Cheating: copying/giving answers to/from another; plagiarism
- Disrespect: displaying an attitude, gesture, expression of non-compliance
- Arguing: strong verbal disagreement resulting in disruption
- Vandalism: intentionally damaging another's property

Any staff member or support staff member may issue a detention if the behavior falls under one of these categories.

First violation: One hour detention after school, a call from the principal to the parent, five days lunch isolation.

Second violation: One hour detention, parent/principal/teacher/student conference, two days In-school Suspension. Principal reports action to the Board of Christian Day School.

Third violation Corporal punishment. (CP is administered by the principal only and only after parental contact is made) or 1 day suspension. (All work must be completed but counted as a zero for the day), parent/principal/teacher/student conference.

Principal reports action to the BCDS.

Fourth violation Two day suspension; (All work must be completed but counted as a zero for the day); parents and student presence requested at the next BCDS meeting; expulsion is possible with BCDS decision.

The Board of Christian Day School is the appeal Board.

Adopted by The Board of Christian Day School, December 3, 1991.

Amended January 13, 1993, Amended September 14, 1998.

EXPULSION POLICY

"A student may be expelled if the student commits any of the following offenses on school property or while attending a school-related activity on or off school property:

- * committing an assault Section 22.1(a)(1), Texas Penal Code.
- * handling or being under the influence of marijuana or alcoholic drink.
- * behaving in a manner which contains the elements of the offense of retaliation against any school employee.
- * engages in conduct punishable as a felony listed in Title 5 Penal Code and the principal or designee has reasonable belief that the student has engaged in the conduct. (murder, kidnapping, sexual assault, indecency with a child, injury to a child, elderly or disabled person, abandoning or endangering a child, deadly conduct, terrorist threat, aiding a person to commit suicide, and tampering with a consumer product.)
- * brings to school a firearm as defined by federal law under the Texas Penal Code. (gun, starter gun, frame of a gun, firearm muffler, explosive device, illegal knife such as a knife with a blade over 5.5 inches)
- * uses a hand instrument designed to cut or stab another by being thrown; dagger, dirk, stiletto, poniard, bowie knife, sword, pocket knives, spear, or a club.
- * behaving in such a way as to contain the elements of aggravated assault, sexual assault, or arson. (Texas Penal Code) "
- * acquires a fourth detention along with a decision by BCDS to expel.

STUDENT RIGHTS AND RESPONSIBILITIES as found in the

Immanuel Lutheran School Code of Honor

Out of a desire to honor God,
I commit to a lifestyle
which reflects trust,
honesty, and respect for
my peers, authority, and all property.
I acknowledge this lifestyle
does not condone lying,
cheating, stealing, and other dishonorable acts.
Committing to this code demonstrates my respect for
my faith, my family, my school, and my community. So help me God.

The Code of Honor is not only at the core of our discipline system it is also the foundation of our school community. The Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Code. The system will be as successful as the members of the community are willing to hold one another accountable.

MOTIVATION FOR THE CODE OF HONOR

At the heart of our purpose is the sincere hope for a truly Christian community. For this purpose to be realized, the members of the community must commit to follow the two greatest commandments as expressed

by Jesus Christ in Matthew 22:37, 39. The first is "to love the Lord your God with all your heart and with all your soul and with all your mind." The second is "to love your neighbor as yourself." These two commands have called our school community to formulate the Code of Honor as the inspiration and core of an honorable lifestyle. The desire at Immanuel Lutheran School is that its members individually and corporately strive to walk worthy of the calling to faithfully follow Christ.

Sexual Harassment/Sexual Abuse

Employee-Student Sexual Harassment or Abuse:

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. Sexual harassment of students by employees can be discrimination on the basis of sex under Title IX. A School official who has authority to take corrective action on the school's behalf and who has actual notice of teacher-student sexual harassment or abuse.

Sexual Abuse by Employees:

When an administrator learns of facts or a pattern of inappropriate sexual behavior by an employee under his or her supervision that plainly pointed toward the conclusion that the employee is sexually abusing a student, the administrator shall take appropriate action.

Student-Student Sexual Harassment or Abuse:

When gender-based peer harassment takes place in a context subject to the school's control, and that school exercises substantial control over the harasser, it shall take appropriate action in light of the known harassment.

The school shall not directly discriminate on the basis of sex when addressing peer sexual harassment.

Sexual Harassment By Students:

Students shall not engage in sexual harassment toward another student or a school employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment/Abuse By Employees:

School employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Reporting Requirements:

Any school employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

An employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or the Title IX coordinator.

Investigations:

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed. Any reports of sexual harassment that are not minor shall be referred to the Title IX coordinator.

Oral complaints shall be reduced to writing to assist in the School's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Notice to Parents:

The School shall notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor. The School shall notify parents of any incident of sexual harassment or sexual abuse by an employee. Notice shall include providing the parents with a copy of FNCJ.

Protection from Retaliation:

The School shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

Complaint Process:

For the purposes of the following complaint process, "days" mean calendar days.

Level One: A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, designee, or the Title IX coordinator for students. The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process.

The initial conference with the student ordinarily shall be held with a person who is the same gender as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office for Civil Rights.

The principal or designee or the Title IX coordinator shall co-ordinate an appropriate investigation, which ordinarily shall be completed within seven days of the initial conference. The student or parent shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to a person who is the subject of the complaint.

Level Two: If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint.

BUS PASSENGER POLICY

Bus Passenger Policy...

1. All passengers are expected to conduct themselves in a Christian manner, and to be appropriately dressed when riding any bus.
2. Substance use/abuse will not be allowed and will result in a student being dropped from the bus route and forfeiture of any bus fees. Passengers on extracurricular trips may be barred from riding the bus for any period of time that the Board of Christian Day School deems appropriate.
3. Tobacco usage will not be allowed by any bus passenger.
4. Disruptive behavior by any student on any regular route or extracurricular trip will be reported to the school office. Parents will be notified to correct the problem. If the disruptive behavior is repeated, the student may be barred from riding the bus until the parents advise the school office that the problem has been taken care of. If problems persist, the student may be dropped from the route and the bus fees paid by the parents will be forfeited to the school.
5. Any student requesting a pick-up or a drop-off in any area other than the designated pick-up/drop-off spot,

must provide the school office with the request in writing including parental signature no less than one (1) day before the change.

6. In case of emergency, parents may contact the school office by phone to request a change in the pick-up/drop-off spot.
7. Requests for pick-up/drop-off changes will be honored if such changes do not substantially deviate from the standard route.

The Board of Christian Day School will have the final authority in any disputes arising from the interpretation of any section of this policy.