

Immanuel Evangelical  
Lutheran School  
2017 -2018  
Parent Handbook



*A Program of Classical and Lutheran Education*  
Preschool – 7th Grade

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## **LETTERS FROM PASTORS**

Dear Parents:

One of the gifts from the Reformation was an understanding of the “dual citizenship” of Christians, or as it is often stated, the doctrine of the two kingdoms. The Christian, by virtue of his faith in Christ, is a citizen of the kingdom of God. St. Peter writes:

But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellences of him who called you out of darkness into his marvelous light. <sup>10</sup> Once you were not a people, but now you are God’s people; once you had not received mercy, but now you have received mercy. (1 Pet. 2:9–10, ESV).

At the same time he lives as a Christian in the kingdom of the world. Again it is Peter who reminds us:

Be subject for the Lord’s sake to every human institution, whether it be to the emperor as supreme, <sup>14</sup> or to governors as sent by him to punish those who do evil and to praise those who do good. (1 Pet. 2:13–14, ESV).

Classical Lutheran education has, as its goal, preparation of students for life in both kingdoms. As the Rev. John Hill writes,

“The Christian school serves both the eternal estate in the preservation and teaching of God’s Word, and the temporal estate, in the education of the Christian for a life of vocation in this world” (“Cassiodorus and Luther: Historical Foundations for Classical Lutheran Education”, *A Handbook for Classical Lutheran Education*, p. 45).

I am pleased that you and your child will be part of this Classical Lutheran Education experience at our school. By the grace of God he will be prepared to take his place in the kingdom of this world

with a clear understanding of the Word of God and a firm faith in Christ as his Savior. Thus he can be a blessing to both Church and community. Our Lord once said to those who opposed him,

“Therefore render to Caesar the things that are Caesar’s,  
and to God the things that are God’s.” (Matt. 22:21, ESV).

Through our program of Classical Lutheran Education, we pray that our Lord will enable us to do both.

In Christ,

Rev. Martin T. Schnare  
[altarboylcms@gmail.com](mailto:altarboylcms@gmail.com)  
Home – (308) 762-7745  
Cell – (308) 760-7849

Dear Parents,

Of the many pictures of Jesus that I have seen, one stands out to me. It is the one of Jesus surrounded by children. The parents were bringing their children to Jesus to have Him bless them, but the disciples tried to stop the parents from bringing their children to Jesus. They were saying that Jesus too busy for any of this. But what did Jesus do? He rebuked the disciples and said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven” (Luke 18:16).



“Let the little children come to me,” Jesus said. That is one of the purposes for our school and why you have chosen to send your child to Immanuel Ev. Lutheran School. Your child will come and learn basic skills to prepare them for life in our world. But most important of all is that your child will come and hear and learn about Jesus Christ and what He has done for them for their salvation. This is

what is important: that your child may know Jesus Christ as his or her Lord and Savior, that Jesus died on the cross and rose from the dead to wash away our sins (as our Preschoolers tell us), to forgive us our sins that we may live in heaven with Him someday.

At our school your child will be taught by loving and caring teachers who also love their Lord and Savior, Jesus Christ and find it a great joy to be able to share the Gospel of Jesus Christ with their students. All our children who are enrolled at Immanuel Ev. Lutheran School will receive excellent instruction to prepare them for life in this world and will also continue to learn that Jesus Christ is our Lord and Savior.

We at Immanuel Ev. Lutheran School pledge you our faithfulness in carrying out the work that you have entrusted to us in teaching your child. We ask for your prayers as we work together in the Christian Education of your children. As Jesus said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven” (Luke 18:16).

Blessings,

Pastor Mueller

[doulos63@gmail.com](mailto:doulos63@gmail.com)

Home – (308) 762-9208

Cell – (308) 760-7213

## **PROFILE OF SCHOOL**

### **STATEMENT OF FAITH**

- We believe, teach, and confess that the canonical books of the Bible, the Old and New Testaments, are the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life. (2 Tim. 3:16, 2 Peter 1:21. See FC Rule and Norm.)
- We accept without reservation the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord, as the true and unadulterated statement and exposition of the Word of God. (Matt. 10:32-33, 1 Tim. 1:13, John 3:31-32. See the Preface to BOC.22-24.) The following articles are a summary of the main points of our doctrine. *(References are to the Holy Scriptures and the Book of Concord.)*

### **ARTICLES OF DOCTRINE**

- We believe, teach, and confess that there is only one divine substance (essence), which is named and is God and three distinct and co-eternal Persons of this one divine essence: the Father, the Son, and the Holy Spirit (the Holy Trinity). (Deut. 6:4, 1 Cor. 8:4; Matt. 3:16-17, Matt. 28:19, 2 Cor.13:14, Gal. 4:6. See AC I)
- We believe, teach, and confess that since the fall of Adam all who are born according to the course of nature are conceived and born in sin, so that they are unable by nature to have true fear of God and true faith in God; and this inborn sickness and hereditary sin is truly sin and condemns to the eternal wrath of God all those who are not born again through Baptism and the Holy Spirit. (Ps. 51:5, Rom. 5:12-14, Eph. 2:1-3, Rom. 8:7, Gen. 8:21, 1 Cor. 2:14, Matt. 15:19. See AC II)



- We believe, teach, and confess that Jesus Christ is true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary; that He lived a sinless life, did His miracles, shed His blood in His vicarious and atoning death, rose from the dead in the same body that was crucified, ascended to the right hand of the Father, and will personally return in power and glory to judge both the living and the dead. (Is. 7:14, Matt. 1:20-25, Luke 1:31-35, John 1:1- 18; Heb. 4:15, John 20:30-31, Heb. 2:17, Heb. 9:12, 2 Cor. 5:19-21, Acts 10:40-41, Acts 1:9-11, Matt. 25:31- 32. See AC III)
- We believe, teach, and confess that we receive forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith in Him, apart from any merit, works, or decision of our own, when we believe that Christ suffered for us and that for His sake our sin is forgiven. (Rom. 3:21-26, Rom. 4:3-5, John 3:16-19, Eph. 2:8-10. See AC IV.)
- We believe, teach, and confess that we cannot obtain this saving faith by our own reason or strength; therefore, God has instituted the preaching ministry, that is, He has given the Gospel and sacraments, so that through these the Holy Spirit works faith when and where He pleases in those who hear the Gospel. (Rom. 10:14-17, 1 Peter 1:23, Titus 3:5, John 20:21-23, Matt. 26:27-28. See AC V.)
- We believe, teach, and confess that this saving faith is bound to bring forth the good fruits of a Godly life, and that it is necessary to do the good works commanded by God. (Ps. 51:10, Rom. 8:9, 2 Cor. 5:17, Gal. 5:22-23, Eph. 2:10, Eph. 5:18-20. See AC VI.)
- We believe, teach, and confess that there is one holy Christian and Apostolic Church, which is the assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the

Gospel; it is enough for the true unity of the Church that the Gospel be preached in conformity with a pure understanding of it and that the sacraments be administered in accordance with the divine Word. (Eph. 4:4-6, John 8:31-32, 1 Cor. 1:10, Acts 2:42, 1 Cor. 12:12-13, Gal. 3:26-28, 1 Cor. 10:16-17. See AC VII & VIII.)

- We believe, teach, and confess that Baptism is necessary, that grace is offered through Baptism, and that infants and children should also be baptized, for in Baptism they are offered to God and become acceptable to Him. (Matt. 28:19-20; Mark 16:16; Acts 2: 38-39; Mark 10:13-15; John 3:5-6; Matt. 18:6; Rom. 6:3-5; 1 Pet. 3:21. See AC IX.)
- We believe, teach, and confess that the bread and wine of the Lord's Supper really are the true body and blood of Christ, which are there distributed and received by all who commune. (Matt. 26:26-28; Mark 14:22-24; Luke 22:19-20; 1 Cor. 10:16)
- We believe, teach, and confess that God created the world from nothing by His Word in six natural days (Gen. 1:1-2:4, Ps. 33:6, Heb. 11:3, 2 Peter 3:5-6; 1 Tim. 6:20-21); that He created man as male and female and blessed them with marriage and family (Gen. 1:26-31, 2:18-25; Eph. 5:22-6:4); that He will raise the bodies of the saved and the lost in the resurrection, those who are saved unto eternal life and those who are lost to eternal damnation (John 5:28-29). For more information, you may read the entire Book of Concord on the internet at: <http://bookofconcord.org/>

## **MISSION STATEMENT**

***In faithfulness to the doctrine of The Lutheran Church–Missouri Synod, Immanuel Evangelical Lutheran School exists to promote the Gospel of Jesus Christ and equip students with a spiritual, moral, and academic foundation to prepare for a life of service to God, their families, and community.***

## ***PHILOSOPHY***

“Train up a child in the way he should go; even when he is old he will not depart from it.” (Proverbs 22:6 ESV)

Dr. Martin Luther: "Nothing at all will help us but taking the Word of God seriously and preserving it diligently for ourselves and our posterity, especially through the maintenance of good schools and education of youth."

Immanuel Evangelical Lutheran School is a vital part of the mission of Immanuel Evangelical Lutheran Church and the Lutheran Church–Missouri Synod and is one of over 1,800 Lutheran Church–Missouri Synod (LCMS) schools, serving more than 200,000 students nationwide. We have a comprehensive program of quality education based on a classical approach, including the proclamation of Jesus Christ as Lord and Savior. Our school is a place where God's Word and the Christian faith are related to all subjects to help each child become a mature Christian adult.

## ***SCHOOL STANDARDS***

- ***Excellence*** in all things: academic, physical, social, moral, spiritual.
- ***Truth*** in all things: personal, academic, theological.
- ***Love*** to all people: with respect, compassion, and mercy.
- ***Honor*** to all in authority: especially parents, teachers, pastors, and the Board of Christian Day School.
- ***Faithfulness*** in every responsibility: relationships, possessions, reputation, faith, and worship.

## ***SCHOOL ADMINISTRATION***

The Board of Christian Day School is responsible to the congregation for the operation and maintenance of the school. The

Board establishes all policies regarding the administration of the school. The Head Teacher, in cooperation with the faculty, is responsible for the execution of all policies and guidelines established by the Board of Christian Day School.

Your inquiries about the church or school are welcome, and we will assist you in any way possible. You are also invited to attend the Board meetings and to be part of the agenda upon request to the Board Chairman.

### **GRIEVANCE GUIDELINES**

The purpose of the Grievance Guidelines is to build and sustain the love which God commands us to have toward our neighbor and to improve our school. Ephesians 4:25-27, 31-32 is especially significant for this purpose: *“Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil.”* (ESV)

Likewise, these guidelines will help us from James 4:11-12: *“Do not speak evil against one another, brothers. The one who speaks against a brother or judges his brother, speaks evil against the law and judges the law. But if you judge the law, you are not a doer of the law but a judge. There is only one lawgiver and judge, he who is able to save and to destroy. But who are you to judge your neighbor?”* (ESV)

We expect all matters of concern to follow the general outline of Matthew 18:15-17: *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.”* (ESV)

Matthew 18 directs us first to the person with whom we have the concern. The most effective means toward resolution is to initiate honest and open communication. In most cases the concern is quickly resolved and a stronger relationship is often an added benefit.

If unresolved, we may ask for intervention and support from the next level of authority. Every effort will be made to bring about communication between the parties involved leading to resolution and Christian reconciliation (Matthew 5:23-24).

The order of authority in any concern is: first and foremost, the person with whom we have a concern as noted above. Otherwise, the following order should be observed:

1. the Teacher
2. the Head Teacher
3. the Board of Christian Day School

It is the responsibility of the Head Teacher to help facilitate this process and bring about reconciliation.

### ***CONTACTING HEADTEACHER OR CLASSROOM TEACHER***

If you need to get in touch with the Head Teacher or your child's teacher, please call the school office. All phone calls will be returned as quickly as possible, generally after school.

Jill Mueller – Head Teacher

Home – (308) 762-9208

Cell – (308) 760-8219

### **ORGANIZATION**

### ***WORSHIP AND BIBLE STUDY OPPORTUNITIES***

Immanuel Evangelical Lutheran Church – 1015 Box Butte, Alliance

- Saturday Divine Service at 7:00 p.m.

- Sunday School and Adult Bible Study 9:00 a.m. with Divine Service at 10:30 a.m.
- Mid-week School for Preschool – 4<sup>th</sup> grades and Confirmation Classes 5<sup>th</sup> - 8<sup>th</sup> grades are offered Wednesday evenings.
- Evening services are held Wednesdays during Advent and Lent at 7:15 p.m.
- Vacation Bible School is held the first week of June.
- Adult Instruction classes are offered for those who desire to join Immanuel Evangelical Lutheran Church or learn more about us.
- There are other Bible study opportunities throughout the year. See Church Office for more information.  
Church Office (308) 762-4663  
immanuelevlcms@gmail.com

### ***BOARD OF CHRISTIAN DAY SCHOOL***

The Board of Christian Day School elected by the voters of Immanuel Evangelical Lutheran Church, governs the school. Board meetings are open to the public. However, if you wish to speak at a meeting, you must contact the chairman prior to the meeting to be included on the agenda. To obtain contact info for the board members, contact the Head Teacher.

### ***STAFF***

All teachers are preferably members of the Lutheran Church-Missouri Synod. They trust in Jesus Christ as Lord and Savior and accept our Statement of Faith. All teachers hold a minimum of a Bachelor's degree and a Nebraska Teaching Certificate. Our teachers have distinguished themselves for professional excellence and Christian commitment. Teachers will have 166 hours of professional development throughout the school year.

## ***CLASSICAL CURRICULUM***

With Christ at the center, Immanuel Evangelical Lutheran School is a classical school providing quality education in all academic subjects. Classical education values all branches of learning. Expectations are high, discipline is strict, and memorization is vital. The classical curriculum cultivates in the students the ability to think broadly, deeply, and creatively.

The classical curriculum concentrates on the humanities, is teacher directed, and is rich in content. Students are held to high expectations. It is based on reason and employs the model of the ancient Greek Trivium:

- ***Grammar*** - knowledge, memorization
- ***Logic*** - understanding, questioning
- ***Rhetoric*** - application, creativity

We believe this curriculum provides students with the tools for learning and generates within them a love and enthusiasm for learning as well as the discipline to accomplish it.

### ***Grades K-Seventh – Grammar Stage***

- ***Religion*** - God's Word is the heart of our curriculum. A survey of the entire Bible is completed in the grammar stage. In addition, we memorize many Bible passages and Luther's Small Catechism.
- ***Language Arts*** (Reading, Literature, Spelling, Grammar, Handwriting, and Composition) - Spalding's *The Writing Road to Reading* is the basis of our language arts program. The objective of the Spalding program is to help all children learn to speak precisely, spell accurately, write proficiently, and read fluently with comprehension. Spalding is combined with a literature program and Shurley Grammar.

- **Mathematics** - Saxon Math is an incremental approach that provides students a solid foundation in the language and basic concepts of math.
- **History** - Focusing on Western Civilization, history studies follow a chronological survey: Creation, Egyptian Period, Greek-Roman Period, the Middle Ages, Renaissance, Reformation, American and Nebraska History.
- **Geography** - A thorough study of the continents where the goal is to connect geography with the history, culture, and economy of the land. This includes mapping skills, continents, oceans, states, and countries learned through a variety of activities.
- **Science** - In the early grammar stages, the students study physical and life sciences. They are then introduced to a general systematic study which includes the scientific method, designing experiments.
- **Latin** – Through the study of Latin student gain discipline, build an understanding of language structure, and enhance their English vocabulary.
- **Music and Art** - Students are instructed on three levels: creative, analytical, and instructive. Drawing lessons are the foundation of the art curriculum. In music, children are given many opportunities to sing, hear, and appreciate quality music. We believe that through these fine arts, the children develop observational skills and an appreciation for masterpieces by artists and composers.
- **Physical and Health Education** - The ancient ideal of “a sound mind in a sound body” is rooted in the view that the truly educated person has learned to manage his life physically, mentally, and morally. Therefore, basic physical and health education is taught in all grades weekly.



- **Library** - The purpose of the Immanuel Evangelical Lutheran School Library is to support the school curriculum. Our goal is to encourage students to read fine literature and teach basic library skills.

## ***HOMEWORK***

Homework is a daily and critical part of our curriculum. It is used as a constructive exercise for mastery of the subject, as well as an opportunity for parents to be actively involved with their children in their studies. Memorization is a key component of our curriculum, and it is strongly recommended that time be taken each night to cover any materials that need to be memorized.

Parents are an important part of each child's education, and your interest and involvement are vital. Since homework is essential for the learning process, parents should ensure it is completed and brought to school on a daily basis.

Homework/Sick Guidelines-Parents may pick up homework at the end of the day the student is ill. Students will have an equal number of days to complete assignments as they missed. For example, if a student misses two days, he will have two days to complete assignments.

## ***WORSHIP***

Faithful church and Sunday School attendance is expected of both children and their parents. Families having no church home are invited to join us in worship and share regularly the blessings of the Gospel. Parents and family members are also invited to join us for school chapel.

## ***BIRTHDAYS AND PARTIES***

Birthdays and Baptism birthdays will be recognized in the classroom. If your child wishes to share a treat with his class, we

will set aside a time to enjoy it. Please contact your student's teacher for a master list of food allergies prior to bringing treats.

Invitations to private birthday parties may be distributed at school as long as all children in a class are invited. Otherwise, please mail your invitations.

All parties at Immanuel Evangelical Lutheran School will be Christ-centered parties in keeping with our Mission. There will be no Halloween costume party. A celebration of the Reformation, Christmas, Valentine's Day, and Easter celebrations will be organized by each classroom teacher. Parties will vary at the preschool level.

### ***VISITORS***

Parents are always welcome in the classroom. Due to our rigorous curriculum and schedules, the fewest number of interruptions is ideal to maintain the learning environment. Consequently, we request your visit be scheduled in advance with the teacher and/or Head Teacher. All visitors must sign-in at the office before proceeding to the classroom.

## **ADMISSIONS AND PROCEDURES**

### ***REGISTRATION PROCEDURE***

Parents seeking to enroll children at Immanuel Evangelical Lutheran School must register their child by completing the necessary paperwork. This includes an authorization of release of educational and health records for each student. Any student without all necessary paperwork on file will not be allowed to attend school until the paperwork is current.

Immanuel Evangelical Lutheran School offers a classical, Lutheran curriculum. We welcome children from all backgrounds who might benefit from this school; however, we are not staffed to serve children with unusual behavioral problems or severe learning or physical disabilities.

Parents of all students must read the Parent Handbook and return a signed copy of the Immanuel Evangelical Lutheran School Parent Agreement Form. All new students are subject to a one semester probation period. Spiritual, academic, and behavioral objectives must be met for enrollment to continue. Failure to meet these standards may result in dismissal.

Immanuel Evangelical Lutheran School reserves the right to place students in the appropriate instructional level as determined by standardized tests, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student.

Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord.

Due to limited class size members of Immanuel receive first priority for registration until the date announced. After this time, enrollment will open to the general public on a first-come-first-registered basis.

### ***REGISTRATION REQUIREMENTS***

Immanuel Evangelical Lutheran School requires that any student desiring to enroll be toilet trained and meet the age requirements listed below.

- ***Kindergarten*** – Students must be five years old by July 31 of the current academic year. This meets the state law for the State of Nebraska.

### ***MATERIALS NEEDED FOR REGISTRATION***

- Copy of current immunization records, if not on file
- Copy of birth certificate (new students)
- Proof of physical examination performed within 6 months prior to enrollment (kindergarten and new students)

- Proof of visual examination performed within 6 months prior to enrollment (kindergarten and new students.)
- Current address/contact information for parent(s) and/or guardians.

### ***TUITION AND FEES***

Tuition is due on or before the first day of each month. After the fifth day of the month, a \$30.00 late fee will be charged. Any check returned by the bank must be reimbursed. All monthly rates are to be paid as identified in the signed Financial Agreement.

#### ➤ ***Application Fees***

- Preschool \$50
- K-7th \$100

#### ➤ ***Tuition***

- Preschool (Tues/Thurs AM) \$80
- PreKindergarten AM (Mon/Wed/Fri) \$90
- PreKindergarten PM (Mon-Thurs) \$110
- K-7<sup>th</sup> \$2,700.00

### ***FINANCIAL AGREEMENT***

The Board of Christian Day School will suspend any student/s from school if tuition and fees are not paid by the last day of each month. Should the late tuition be paid or satisfactory arrangements be made with the Board of Christian Day School, the student/s will be reinstated without prejudice.

If tuition remains unpaid at the end of the school year, a student's enrollment for the following year will be marked as "pending" and will not be allowed to attend school until the previous year's tuition has been paid in full. Any unpaid tuition and fees are subject to collection through legal means.

## ***SCHOOL HOURS***

- ***Preschool Tues/Thurs 8:30 - 11 am***
- ***PreKindergarten AM (M,W,F) 8:30 - 11 am***
- ***PreKindergarten PM (M-Th) 12:15 - 3 pm***
- ***Kindergarten – Seventh Grade***
  - Monday – Thursday - Class begins at 8:15 am and ends at 3:15 pm.
  - Friday - Class begins at 8:15 am and ends at 2:00 pm.
  - Student Instruction hours: 1071.5 hours  
Days: 171 days
- ***Late Arrival*** – Any student that arrives late to school must check in at the office.
- ***Early Dismissal*** - Any student leaving school early must check out at the office and will only be released to a parent/guardian at that time.

## ***BEFORE SCHOOL PROCEDURE***

Students will use the south door by the school office to enter. Only those students who have made prior arrangements with teachers are allowed in the classroom before school. No students will remain unsupervised in the hallways. Please be mindful that children must be supervised at all times. Please do not drop off your student before 7:55 am.

## ***AFTER SCHOOL PROCEDURE***

Any individual coming to pick up a child must be listed on the School Registration Form that is filed in the school office. If an individual is not registered, a note to the child's teacher at the beginning of the school day notifying them of who will be picking the child up is required. A child will not be released to any adult who has not been authorized to pick up a child. Please be prepared to show identification.

## ***NON-DISCRIMINATION POLICY***

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

## **SCHOOL GUIDELINES**

### ***SCHOOL RULES***

- ***Be Respectful*** - Students will honor and obey pastors, teachers, parents, and others in authority. Students will show care and concern for the safety and space of others. Students will show proper care for the property of the church and school. Students will set a Christian example in word and deed.
- ***Be Responsible*** - Students will be responsible for their behavior and learning expectations set by the school and the classroom teacher.
- ***Be Safe*** - Students will practice good health habits and observe proper safety routines.

### ***SCHOOL SAFETY***

- ***Visitor Log*** - All visitors to our school are required to sign in and sign out at the office. If you are taking your child out during the school day, please sign the log in the office before your child is dismissed from the classroom.

### ***CLASSROOM RULES***

- ***Listen Carefully*** - “He who has ears to hear, let him hear!” Matthew 13:43b
- ***Be Obedient*** - “Let every soul be subject to the governing authorities. For there is no authority except from God, and

the authorities that exist are appointed by God.” Romans 13:1

- ***Respect People and Property*** - “Therefore, whatever you want men to do to you, do also to them.” Matthew 7:12a
- ***Do Your Personal Best*** - “Diligence is man’s precious possession.” Proverbs 12:27b
- ***Keep A Place for Everything and Keep Everything in its Place*** - “Let all things be done decently and in order.” I Corinthians 14:40

## ***DISCIPLINE GUIDELINES***

As parents and teachers, we accept the challenge to "train up a child in the way he should go." (Proverbs 22:6.) Cooperation between the home and school in the interest of the child is a necessary component of education. In Christian education, the home, the church, and the school must work together closely. In handling behavior problems, the following measures may be taken:

***1. Teacher and Child*** - The teacher will work with the student to develop confession and absolution and to apply appropriate consequences for misbehavior (such as time out, loss of recess, detention, separation from other students, a visit to the Head Teacher’s office and/or a call to the parents).

***2. Child, Teacher, Parents and/or Head Teacher*** - If the problem is not resolved in step one, either the parents or Head Teacher are included to help bring about correction, confession, and forgiveness.

***3. Child, Teacher, Parents, and Head Teacher*** - If the efforts of step two have not brought about a resolution of the conflict, the Head Teacher will meet with teacher, parent(s), and child to resolve the issue. If successful, confession and forgiveness are in order. If a resolution cannot be achieved at this point, suspension or dismissals are viable options at the discretion of the teacher, Head Teacher, and The Board of Christian Day School. We further understand that in cases of flagrant misbehavior (e.g. bullying, rank disrespect, lying, cheating, stealing, spitting, hitting, kicking, profanity, physical

violence, irreverence), steps two and three may be employed immediately.

### ***REPORT CARDS AND CONFERENCES***

Report cards are issued every quarter, beginning with Kindergarten. The first report card will be given at the Parent/Teacher Conference in the fall. All other report cards will be sent home with your child, unless other arrangements are requested by the school or the classroom teacher.

Conferences are held each year to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers may schedule additional conferences as needed.

### ***Grading Scale***

93-100	-	A
85-92	-	B
76-84	-	C
68-75	-	D

### ***ACADEMIC PROBATION***

Students who fail in one or more subjects are placed on academic probation. The Head Teacher, teacher, parents, and student must meet at the beginning of the next grading period. Following this, weekly progress reports will be issued.

If the student is still failing in one or more subjects by midterm, an additional meeting must be held. Two consecutive grading periods of failing grades may result in expulsion.

### ***LUNCHROOM GUIDELINES***

Immanuel Evangelical Lutheran School will not offer a hot lunch program at this time. Each student will bring a lunch from home. We strongly encourage healthy lunches and ask that children refrain from bringing soda. We invite parents to join us for lunch any day of the week. Students sit with their assigned groups at lunch.



## ***LIBRARY***

Each student may check out one or two books at a time. Failure to return library books will remove the student's privilege to check out books. If a book is still missing after a month, a note will be sent home with the book title and its price, so that you may reimburse the school. This is done so that your child will be able to check out books again. It is the policy of Immanuel Evangelical Lutheran School that books with significant damage must be paid for upon return. Failure to make satisfactory arrangements will result in all of the following: 1) the student will have his library privileges suspended; 2) Immanuel Evangelical Lutheran School will note all unpaid fees in the child's permanent record until they have been paid.

The Library is under the supervision of the Head Teacher and the Board of Christian Day School. Book needs are prioritized after consultation with the school faculty. The library reserves the right to pass on or to return any book donations.

## ***ATTENDANCE AND TARDY POLICIES***

Regular and punctual attendance is absolutely necessary for the benefit of your child. If your child will be absent please contact the school before 8:00 a.m. and leave a message with your child's name, grade, and reason for absence. This is for the security of your child. In the event of prearranged absences, please provide written notification to your child's teacher. If any student accumulates five (5) unexcused absences in one quarter, the child will be deemed "habitually truant" and will be reported to the proper authorities.

After three instances of tardiness during a semester period, the teacher will contact the parent to inquire into the reason for the tardiness. Every three instances of tardiness during the semester will count as an unexcused absence for reporting purposes on a child's report card and for attendance awards.

When a student has missed 10 days of school during a semester (whether excused or unexcused) the child's progress will be

reviewed by the child's teacher, parents, and the Head Teacher. Areas to be looked at will include: grades, completion of all homework, participation in class activities, as well as any on-going health concerns of the child.

Following this review, a decision on any necessary course of action to be taken will be made by the Head Teacher with input from the teacher.

### ***DRESS CODE***

At all times, students will dress in clothing that is clean, neat, and without holes. Clothing must be manageable and appropriate for the season and the activity. Students will wear outdoor apparel to and from school only, not in the classrooms. The length of shorts or a skirt should extend beyond the fingertips of the student. Flip flop shoes are not allowed to be worn. Every student must have a pair of tennis shoes for P.E. that will be left at the school.

Any violation of this dress code will result in a phone call home to have appropriate clothes that meet the dress code delivered to school. Students are responsible for their own clothing.

Each child's clothing, lunch box, tote bag, etc. should be labeled. It is suggested that a child's name not be visible from the front for the student's own safety.

### ***TOYS AND ELECTRONICS POLICY***

Toys cannot be brought from home unless the classroom teacher has given permission to do so. Cell phones, video game systems, iPods, and any other similar electronics are not allowed. If a child must bring a cell phone to school it must be turned off and left in the child's backpack. Immanuel Evangelical Lutheran School is not responsible for lost cell phones or electronics. If such toys or electronics are brought to school, they will be confiscated and parents must meet with the teacher or the Head Teacher to reclaim them.

## ***CALLING HOME***

Phone calls to a parent may be made in emergency situations but must be approved by the teacher.

## **HEALTH AND SAFETY**

### ***IMMUNIZATIONS***

Nebraska statutes mandate certain immunizations for all students in public and private schools. We urge you to check with your physician to ascertain if your student is appropriately immunized as required by statute. Generally, the following is required: Proof of proper immunization is required by law and must be presented on the State of Nebraska Official Record of Immunization (yellow card) at the time of enrollment. School staff will review all student records to verify mandatory immunizations. For exceptions to the immunization law, contact your physician. If an immediate outbreak should occur in our area (Box Butte County) your unvaccinated child may be asked to refrain from attending school until 12 days after the last reported case. Immunization records must be on file with Immanuel Evangelical Lutheran School before your child can attend class.

### ***HEALTH REGULATIONS AND MEDICATIONS***

Immanuel Evangelical Lutheran School suggests annual check-ups. We also urge parents to share any medical concerns with the classroom teacher (i.e. allergic reactions, asthma, etc.)

Daily medications cannot be administered unless accompanied by a written request from a physician and signed by a parent. Medications must be in the original containers. OTC medicines will not be administered without a prescription. Students may never have medications in their possession. All medications must be kept by the school and distributed only by qualified staff.

In case of an accident, First Aid will be administered and, if necessary, parents will be contacted as soon as possible. In the case of a more serious accident, further medical help will be obtained by

the school and the parents will be contacted immediately. We will try to the best of our ability to follow the prioritized instructions provided on each child's information card.

### ***SCHOOL WELLNESS POLICY***

In order to promote wellness in our classrooms, please keep your child home if he has vomited during the past 24 hours, has had an above-normal temperature, or has severe coughing. A child must be fever-free for 24 hours before returning to school. We want to keep other children from being exposed to contagious illnesses.

### ***NO NIT POLICY***

Immanuel Evangelical Lutheran School has a "No Nit" Policy for head lice and/or nits. If a student has lice and/or nits, parents will be notified to take their child home for treatment. The Head Teacher monitors each case, and carefully follows contacts of the student. The Head Teacher is available to work with the family and provide any necessary information or teaching. The student will not be allowed back to school until after the first treatment is done. Parents will be notified if three or more children are diagnosed with nits and/or lice.

### ***COLD WEATHER POLICY***

Students will have outdoor recess on any day the wind chill/temperature is above 0°. Please make sure your child is dressed in warm clothing during cold weather. Snow boots or overshoes, gloves, hats, and coats should be worn. All students are expected to participate in recess unless excused due to health restrictions. Due to the limited size of our staff, a written request from your family's doctor is required if a student is to stay in for recess.

If your child does not have boots, please send an extra pair of shoes with them so that they can play in the snow.

### ***SAFETY DRILLS***

The Head Teacher and classroom teacher will conduct all required safety drills as required by the state fire marshal.

## ***SCHOOL CLOSURES***

All unscheduled school closures will be announced on the A.M. radio station and on the church & school's facebook page immediately upon announcement from the Board of Christian Day School and then an automated text will be made to each family to inform them of the closure and expected re-open date and time.

## **LEGAL NOTICES**

### ***CIVIL RIGHTS STATEMENT***

Immanuel Evangelical Lutheran School admits students of any race, color, national or ethnic origin to all of the rights, privileges, and programs, and activities generally accorded or made available to students of the school. Immanuel Evangelical Lutheran School does not discriminate on the basis of gender, disability, race, and color, national and ethnic origin in administration of the educational policies, admission policies, financial aid, and other school-administered programs and employment practices. This includes any federal funds for which Immanuel Evangelical Lutheran School may receive.

### ***CHILD ABUSE REPORTING REQUIREMENTS***

**State of Nebraska provided by**

**The Nebraska District of the Lutheran Church—Missouri Synod**

**Updated: October 29, 2009**

The following statutes set forth the mandatory reporting of child abuse requirements under Nebraska law. If you have questions about these statutes, please contact an attorney.

**28-710 Act, how cited; terms, defined.**

(1) Sections 28-710 to 28-727 shall be known and may be cited as the Child Protection Act.

(2) For purposes of the Child Protection Act:

(a) Child abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

(i) Placed in a situation that endangers his or her life or physical or mental health;

(ii) Cruelly confined or cruelly punished;

(iii) Deprived of necessary food, clothing, shelter, or care;

(iv) Left unattended in a motor vehicle if such minor child is six years of age or younger;

(v) Sexually abused; or

(vi) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions;

- (b) Department means the Department of Health and Human Services;
- (c) Law enforcement agency means the police department or town marshal in incorporated municipalities, the office of the sheriff in unincorporated areas, and the Nebraska State Patrol;
- (d) Out-of-home child abuse or neglect means child abuse or neglect occurring in day care homes, foster homes, day care centers, group homes, and other child care facilities or institutions; and
- (e) Subject of the report of child abuse or neglect means the person or persons identified in the report as responsible for the child abuse or neglect.

**28-711. Child subjected to abuse or neglect; report; contents; toll-free number.**

(1) When any physician, medical institution, nurse, school employee, social worker, or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, he or she will report such incident or cause a report of child abuse or neglect to be made to the proper law enforcement agency or to the department on the toll-free number established by subsection (2) of this section. Such report may be made orally by telephone with the caller giving his or her name and address, shall be followed by a written report, and to the extent available, shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect of the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information which in the opinion of the person may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator of perpetrators. Law enforcement agencies receiving any reports of child abuse or neglect under this subsection shall notify the department pursuant to section 28-718 on the next working day by telephone or mail.

(2) The department shall establish a statewide toll-free number to be used by any person any hour of the day or night, any day of the week, to make reports of child abuse or neglect. Reports of child abuse or neglect not previously made to or by a law enforcement agency shall be made immediately to such agency by the department.

**Nebraska Health and Human Services Abuse/Neglect Hotline 1-800-652-1999**  
**<http://www.hhs.state.ne.us/cha/chaindex.htm>**

