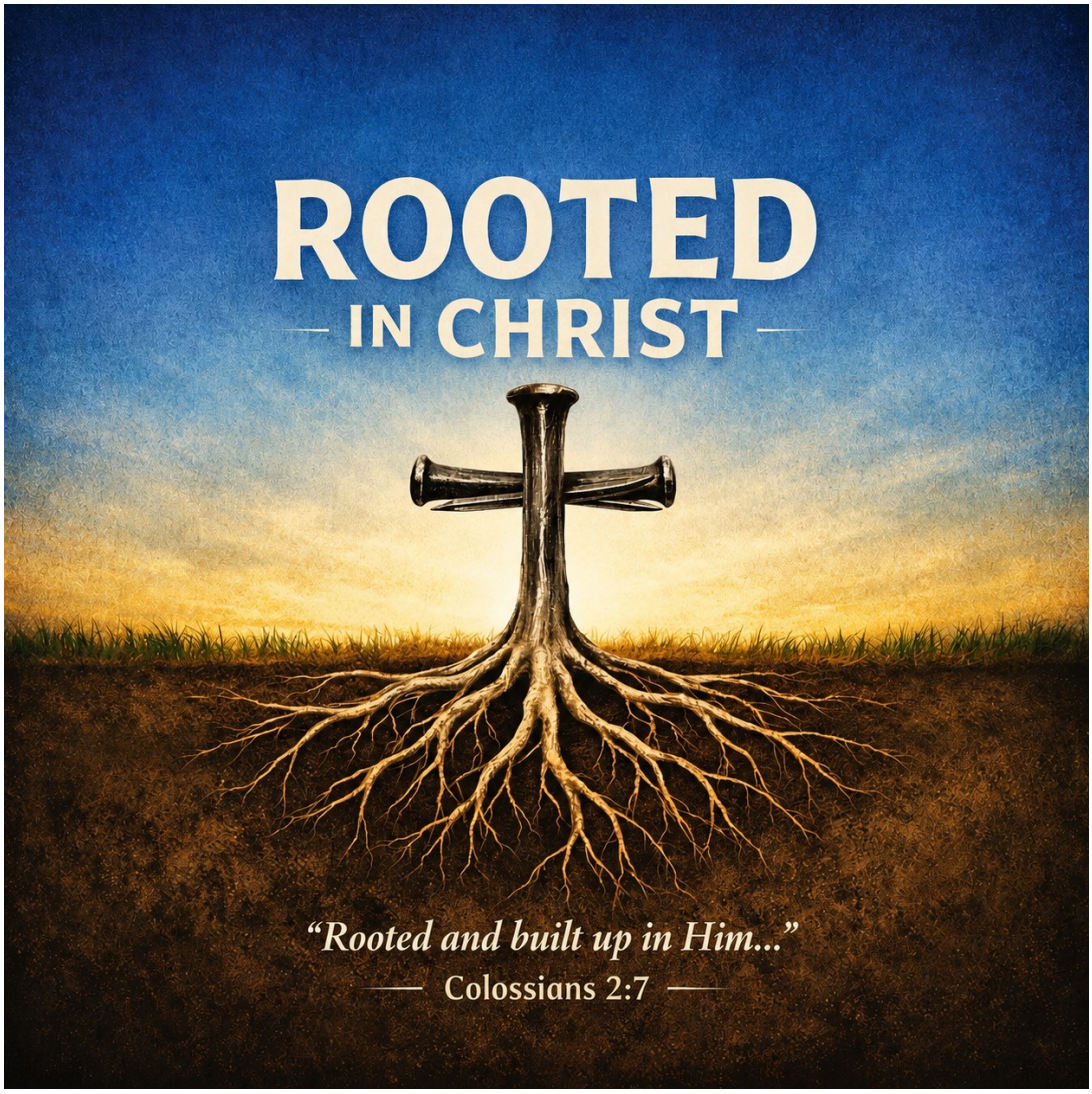
2026/2027 Parent Handbook



Welcome to Immanuel Lutheran School in the name of our Lord and Savior, Jesus Christ.

Lutheran schools touch lives by sharing Jesus Christ with students and families. God's Word is taught, and the principles of God's love are shared. Under God's blessing, we eagerly anticipate another year of blessings of spiritual and academic growth as we share the caring Christ.

God's Word gives us ample direction as to the purpose of the ministry of our church and school.

Matthew 28:20 Teaching them to observe all things whatsoever I have commanded you.

II Timothy 3:16-17 All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.

I John 5:2By this we know that we love the children of God, when we love God, and keep His commandments.

This handbook has been prepared to help you in establishing a closer relationship between home and school. In these pages you will find information which will be of value to you during the year. The handbook is not intended to provide the answer for every question. In fact, some policies or procedures may change during the course of the year. Any changes will be announced in the school newsletter, *the Weekly Warrior.*

Changes to this handbook from the previous year are signified in bold print.

We eagerly look forward to each school year as it gives us the opportunity, on a regular basis, to proclaim the Gospel which is our responsibility, privilege and joy.

Table of Contents

Absences	Page 8
Accreditation Status	Page 5
Admission Policy	Page 5
Attendance	Pages 7-8
Awards	Pages 17
Bus Transportation	Page 17
Cell Phones	Page 15
Chapel Services	Page 18
Child Abuse	Page 18
Classroom Placement	Page 18
Closed Campus	Page 8
Communication	Page 18
Counseling	Page 18
Curriculum	Pages 9-10
Discipline	Pages 12-15
Dress Code	Pages 19-20
Early Dismissal	Page 9
Equal Educational Opportunity	Pages 11-12
Field Trips	Page 20
Fire/Tornado/Active Shooter Drills	Page 20
Health & Safety	
Immunizations	Page 16-17
Medication	Page 17
Home Communication	Page 21
Homework	Page 21
Honor Roll	Page 17
Hot Lunch Program	Page 21
In School Visits	Page 21
Kids Klub	Page 18
Laptop Learning Program	Page 7
Make-up assignments	Page 9
Medical Appointments	Page 8
Mission Statement & Beliefs	Page 4
Non-Discriminatory Policy	Page 6
Parent Teacher Conferences	Page 22
S.A.L.T. & Light	Page 22
Resource Room	Page 10
Report Cards	Page 22
School Choice Vouchers	Pages 6-7
School Closings	Page 17-18
Seclusion & Restraint	Page 15
Search & Seizure	Page 23
Smart Watches	Page 15
Telephone Use	Page 23
Tuition/Fees & Collection	**Pages 6-7**
Vacations	Page 9
Volunteers	Page 21
Washington DC	Page 7
Worship	Page 4-5

MISSION STATEMENT

The mission of Immanuel Lutheran School is to assist parents by providing a Christ-centered comprehensive education so that students live a life of service to God.

OUR BELIEFS

We believe

-the purpose of Christian education is to provide quality education founded in God's Word and guided by the Holy Spirit to cultivate Christian values. We believe marriage means uniting one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25) and God forbids intimate sexual activity outside of a marriage between a man and a woman or same gender.

-all persons are sinful and are in need of renewal by Jesus Christ through Word and Sacrament.

-by instruction in God's Word, the Christian child learns to know the relationship he/she has with God in Jesus Christ and receives strengthening for his/her faith and life through that instruction. God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 2:18-25). Rejection of one's biological sex is a rejection of God's creative work.

-each child is a redeemed child of God through faith in Christ and because of this the Word of God is to be interwoven through the entire education of the child. In keeping with Scriptures, we believe life is sacred and man was created in God's image. For that reason, human life is inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Therefore, we are called to defend, protect, and value all human life (Ps. 139).

WHO WE ARE

Immanuel Lutheran School is owned by Immanuel Lutheran Church. It is supervised by the school board under the authority given by the voters' assembly of the congregation. Six lay people serve as elected members of the board. Non-voting representatives from Redeemer and Zion also sit on the board of education. Two members are newly elected each year. An orientation training meeting with new members is conducted by the principal and current board of education chairperson. The principal and Immanuel's pastors also serve as advisory members of the board. The board meets monthly and provides quarterly reports to the voters' of Immanuel concerning the financial status and general operating conditions of the school. Monthly board of education meetings are open to constituents with the exception of closed agenda items. Constituents, wishing to attend, should contact the principal or board chairperson for board meeting dates, location, and times. Immanuel Lutheran School has been a major part of the ministry of Immanuel Lutheran Church for over 140 years. It continues to be a point of emphasis as the community of Seymour experiences the dynamics of growth.

SCHOOL RESPONSIBILITY

Immanuel Lutheran School offers up-to-date learning and teaching materials and offers support, encouragement and instruction to live in service to Christ, family, community and the world. Children are taught how to develop and use their abilities in further schooling and in adult life. The educational program includes a balanced, comprehensive and success-oriented curriculum. The program supports a sensitive, caring and supportive learning environment that aids students in developing positive self-esteem and self-worth through a closer relationship with Jesus Christ.

PARENTAL RESPONSIBILITY

The home is and always will be the chief agency for the Christian training of the child. A Christian day school does not relieve parents of their God-given obligation and responsibility. There must be a Christian lifestyle, regular worship and Bible class attendance and a devotional prayer life. If the home and the school are both Christ-centered, the child is receiving the best education he or she can receive anywhere. It is important that the school and the home work together to achieve this Christ-centeredness.

WORSHIP

In keeping with the program of Christian education and training in the church and school, families are expected to attend services regularly. It is counterproductive to have children in our Christian school and not have them attend worship and Sunday school. Teachers will keep record of the child's church attendance and record attendance on report cards and in permanent records. Lutheran congregations in the area have attendance policies for their families who have enrolled at Immanuel. Please be aware of your church's policy. While designated time set aside for corporate worship is vital, we understand that circumstances (illness, out-of-town commitments, etc.) might occur and make on-site worship difficult. To allow for such obstacles, without inflicting repercussions upon the student, ILS will credit online worship as attendance no more than once per quarter in the given school year.

QUESTIONS OR CONCERNS?

First contact the classroom teacher to express your concern or gather school information. Additional information or questions can be directed through the school office. To ease the settling of parent concerns in a Christian manner and without undue classroom disruption, the following procedures are encouraged:

1. If a problem exists, the parent and teacher shall meet at a time other than during the school day. Either party may initiate the phone call or personal contact.
2. No discussion of the problem shall take place in the presence of children, other than the respective parent's child.
3. If the problem is not resolved to the satisfaction of either party, the principal shall be contacted.

ACCREDITATION

Immanuel Lutheran School is accredited by the State of Indiana and holds National Lutheran School Accreditation status.

ADMISSION POLICY

Enrollment and Admissions Process

Registration for new students and re-enrollment of returning students begins the 2nd semester of the current school year. Students entering kindergarten must be five years old on or before August 1 of the year in which school begins. In certain cases, a child's developmental maturity may warrant a delay in enrollment. Such decisions will be made in consultation with the principal, parents, and teachers.

For kindergarten applicants, the following must be submitted: a completed enrollment form, a copy of the child's birth certificate, and immunization records.

A) Kindergarten Applicants

All kindergarten applicants will participate in a screening to assess readiness. Screening appointments may be scheduled through the school office.

B) New Students (Grades 1–8)

All new students must meet with the principal. Academic records, including report card, copy of IEP or 504 (if applicable), must be submitted with the enrollment form. During the second semester, an ILS staff member will conduct a mid-year check-in with each family.

1. Students who are members of supporting Lutheran congregations may be admitted upon successful completion of the above requirements, as space allows and if the school can meet the student's needs. *

2. Students applying from the community may be considered following completion of the above requirements and a successful interview with the admissions committee. This committee includes the principal, a pastor, a school board member, and a teacher from the appropriate grade level. Both the student and a parent or guardian must attend the interview. Prior to the meeting, families will receive a Parent Handbook.

*Admission decisions are based on the school's ability to provide reasonable accommodations and services to meet each student's needs. The best interest of the student is a primary consideration.

All first-year students are enrolled under a probationary period. During this time, the school reserves the right to dismiss a student who does not consistently meet behavioral or academic expectations. Re-enrollment is a privilege, not a right, and the principal reserves the right to deny re-enrollment. If enrollment is denied, the principal will provide a letter stating the reason(s) enrollment is denied, and parents may request a meeting with the admissions committee to discuss the letter

Students are admitted with the understanding that their enrollment is subject to an annual review, during which the school will evaluate academic progress, behavior, and overall alignment with the school's mission and expectations.

C) Returning Students

Students may be re-enrolled after the following conditions are met:

1. All outstanding fees from the previous year are paid in full.

2. A completed re-enrollment form is submitted to the school office.

3. Re-enrollment is approved by the principal.

NON-DISCRIMINATORY POLICY

Immanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available, or administered through its policies, for students at the school.

Financial Support

Per Child (multiple child discounts do not apply)

The base rate of tuition and fees for the 2026/2027 school year are as follows:

Tuition/Registration Fee	$9025.00	All students grades K-8
Technology Fee*	$100.00	All students grades K-8
Washington DC Fee*	$95.00	All students grades K-8
Total Tuition and Fees	$9220.00	

*Fees that are charged to each family per student (grades K-8) on an annual basis. These fees are non-refundable and paid by the parent/guardian.

Tuition will be charged in nine-week increments. Students who enroll or withdraw during a nine-week period will be responsible for tuition for the full nine-week term.

Local Lutheran congregations may financially support the education of their member students. The amount of congregation support is determined by the leadership of each supporting congregation. Congregational tuition sponsorships are set according to the policy of the sponsoring church. Adjusted tuition amounts are subject to review by Immanuel's School Board.

FEE COLLECTION PROCESS

Monthly payments will be based on the estimated total amount due. Once final voucher amounts are provided by the state, monthly payment amounts will be adjusted accordingly.

Families may choose to pay the full estimated tuition amount. If the voucher amount increases, any resulting credit will be applied to the 2027–2028 school year, unless the student is in 8th grade.

FINANCIAL AID

Financial aid may be available for qualifying families through the School Choice voucher program and/or the Scholarship Granting Organization. Families who do not receive a School Choice award or SGO may receive internal financial assistance as determined by the governing board of Immanuel Lutheran School. Church member families may also inquire about internal financial assistance through their individual churches. Families should consult with the school office to determine qualification for a School Choice voucher, or review information provided by the Indiana Department of Education at www.doe.in.gov/choice.

SCHOLARSHIP GRANTING ORGANIZATIONS

The State of Indiana has established a School Scholarship Tax credit of 50% of contributions made to a qualified Scholarship Granting Organization (SGO), which offers scholarships to low and middle income children to attend non-public schools of their choice. Immanuel Lutheran School is a member of the Lutheran Scholarship Granting Organization. Families who qualify may seek additional aid through the SGO. Community member families may seek SGO aid through the principal of Immanuel Lutheran School. Families may be eligible to receive an SGO and a Choice Scholarship as discussed below. Money from the Scholarship Granting Organization may be available for tuition, registration fees, outdoor education, and technology infrastructure costs (50% of the technology fee). Scholarship Granting Organization money is not allowed to pay for a student's personal laptop, Washington D.C. trip, or a congregation's assessment for its own member students. Scholarship Granting Organization money is funded by Immanuel Lutheran Church members.

SCHOOL CHOICE VOUCHERS

Immanuel Lutheran School participates in the Indiana Department of Education School Choice program. Families must comply with all School Choice requirements to be eligible to receive state monies available through the School Choice program and our Scholarship Granting Organization. Since the voucher is less than the full tuition amount per child, excess costs must be paid by the family or sponsoring congregation.

The following stipulations apply:

* Applications for School Choice Scholarships are not recurring, and a new application must be submitted by September 1 of each school year.

* In the event a student transfers during the year or is expelled, the School Choice Scholarship is school specific and cannot transfer to another school.

* At no time will the congregational assessments and state voucher exceed the tuition cost of educating a student. Parents/guardians may be responsible for additional fees or tuition beyond the Choice Scholarship amount.

* Voucher money will only be applied to expected parent fees, not congregational assessments.

* Community member families qualifying for a voucher will be accepted based upon the admittance interview* and number of seats available.

WASHINGTON DC

The eighth grade annually travels to Gettysburg, PA and to Washington, D.C. in May. To alleviate the cost of this trip (avg. cost = **$1,500/person)**, each family will pay a **$95.00 annual deposit per child due by October 1st.** During the seventh grade year, families have the option of paying the balance needed for the trip (due by October 1st of the eighth grade year) or fundraise with the class to earn the necessary amount. Should a student leave Immanuel before his/her Washington trip or decide not to attend, money deposited in the account by the family may be reimbursed. Due to the incurred expenses, reimbursements must be made before January 1st of the eighth grade year. Requests after January 1st will not be honored. Money acquired through fundraising cannot be refunded at any time. Additional money remaining in a student's account may be transferred to a sibling or a parent attending as a chaperone. It cannot be transferred to other relatives or students. The transfer must be requested by May 31. Parents attending the trip as chaperones must have all other balances paid (exception lunch fees) before attending the trip. Chaperones must pay the full cost of the trip by February 1. More specific details regarding the trip may be found in the junior high handbook and will be shared with the families at the start of the seventh grade year.

LAPTOP LEARNING PROGRAM

Students in grade seven begin the laptop learning program. They are given a laptop for school use. The laptop may remain in the student's possession during school and out of school hours. Immanuel will retain all laptops during the summer months. Students will be reissued their same laptop when entering the eighth grade. Laptops are the property of Immanuel Lutheran School and users are subject to the guidelines of the Laptop Learning Program student use policy. Before laptops are issued to any student, a before-school "Learning with Laptops" meeting must be attended by both the student and his/her parent who will sign their acknowledgement and agreement with the expectations and responsibilities outlined in the program. Parents of all students (grades K-8) will pay a deposit toward the laptop each year in attendance at Immanuel. The **2026/2027 fee is $100.** $100.00 is kept in the child's account toward the purchase of his/her laptop to be received in seventh grade. The fee is due by the first day of school. After the first day of school, a $10.00 late fee will automatically be assessed. Parents may purchase the laptop (up to one week) following their child's eighth grade graduation for the cost of the laptop, less all deposited money toward its purchase. Non-purchased laptops will remain the property of Immanuel Lutheran School and used to create mobile laptop labs in other grades.

ATTENDANCE

ARRIVAL & DISMISSAL

The school day extends from 8:20am until 3:15 pm. Those who arrive after 8:20am will be marked tardy.

Morning bus room supervision begins at 7:45 AM. When arriving at school in the morning, whether by bus or by car, students must go directly to the bus room (small gym) prior to 8:00 AM. Students arriving after 8:00 AM go directly to their classrooms.

Students who are not participating in morning tutoring sessions, extracurricular activities, or Kidz Klub should not arrive prior to 7:35am. Students arriving between 7:35am and 7:45am, will need to sit on the bench outside the office where visible by the principal or office staff.

At the end of the school day, students will be dismissed according to the dismissal schedule in effect at the time. Dismissal times begin at 3:15 PM. Afternoon supervision ends at 3:50 PM. Parents should make every effort to be on time in picking up their children at the end of school or after school activities. Parents picking up their child should enter the car line, park in the school lot along Walnut Street, or in the church lot at Oesting and Jackson Streets. Curbside parking is reserved for injured students. Parents picking up their children should not park along the Oesting/Oak Street curbs or anywhere on Chestnut Street. It creates congestion, confusion, and presents a sense of privilege**.** If a student cannot be picked up promptly by 3:50 PM, the services of Kids Klub (524-2585) should be utilized. All students, except those who may be riding late buses, those who may be remaining for special activities or those enrolled in Kids Klub, should leave the school grounds by 3:45 PM. Students remaining for after school activities should go directly to the designated area for that activity when school is dismissed.

MEDICAL APPOINTMENTS

Medical appointments during the school day are discouraged. Every effort should be made to schedule appointments after school. When appointments are necessary during the school day, written passes from the doctor are requested. Prior notification of medical appointments is appreciated.

ABSENCES

Regular attendance is a vital factor in any student's academic progress. The responsibility for attendance rests with the parent. We request that all absences be excused by a telephone call by 9 AM the day of the absence. A phone call will be made each morning to parents who have not phoned in their child's absence.
Teachers shall record each student's attendance pattern throughout the school year, noting full-day and partial-day absences, as well as any late arrivals (tardy).

Absences are defined as follows, If a student:

Arrives by 9:00am = student is counted for a full day.
Arrives by 10:00am = student is counted for ¾ day.
Arrives by 11:30am = student is counted for a half day.
Arrives by 2:00pm = student is counted for a ¼ day.

Leaves after 2:30pm = student is counted for a full day.
Leaves after 11:30am = student is counted for a half day.

Students shall be counted absent for reasons such as vacations, sickness, funerals, etc. While absences for a funeral are recorded as an absence, they do not penalize the child for perfect attendance awards. Students will not be considered absent when missing school due to school-sponsored activities. Nor will they be penalized for leaving during the day for a doctor's appointment and returning, as long as a doctor's note is provided and the absence is no longer than 1 1/2 hours**.**
If a student is absent 20 consecutive days, given the Department of Education guidelines, he or she will be excluded from the voucher program, if applicable. If a student is absent 15 or more days in one quarter, the board of education will be informed and a decision concerning retention or release will be made.

CLOSED CAMPUS

Students are not allowed to leave the school before regular dismissal time except in the case of illness or emergency. Students must have written or verbal permission from a parent to leave school. Students are not permitted to leave the school grounds before school begins in the morning or during lunch without parent permission.
Parents desiring to have their child dismissed from school prior to the normal departure time for a justifiable reason are required to notify the school ahead of time by a written notification or by a phone call to the school office and the classroom teacher. No student will be released to an unidentified person.

EARLY DISMISSAL

Students are expected to remain at school until dismissal time. The office shall maintain a record of the early departure and record such information on each student's official attendance record. Students needing to leave early or those arriving late must have a parent or guardian "sign in" at the office upon departing and arriving.

MAKE-UP ASSIGNMENTS AND TESTS

A student who is absent from school, whether such absence is excused or unexcused, is expected to independently make up any work missed during the absence. All students will be given the opportunity to make up work missed due to absence in accordance with the following guidelines:

1. The student shall contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Teachers will provide a time schedule (number of days absent) for completion of work missed due to absence (rule of thumb - one day to make up work for every day absent).
3. Tests missed due to an excused absence can be taken at a reasonable time mutually agreed upon by teacher and student.

VACATIONS

Immanuel Lutheran School discourages students to take an extended vacation while school is in session. Teachers are not obligated to give assignments in advance for students taking extended vacations.

CURRICULUM

RELIGION

Religion is an integral part of our curriculum and the foundation of our school day. Salvation through Christ our Savior is woven into all subjects' areas. The Good News of forgiveness for all who believe in Him is stressed in all relationships. Students learn of their Savior through Lutheran doctrine, memory courses, chapel experiences and their teachers. All students are required to take religion class and attend chapel worship. All students in grade 8 are required to receive Confirmation instruction. All religion classes taught each day are from the Lutheran perspective. All students are expected to participate in these classes.

Other areas of learning are

Language Arts	Reading skills, literature, writing, grammar, spelling and handwriting
Mathematics	General math and algebra
Science	General science, life science and physical science
Social studies	General social studies, geography, history (Indiana history for grade 4)
Health	Health education in grades K-8,
Computers	General computer skills in grades K-8

PHYSICAL EDUCATION

To work and play together as Christians is an integral part of our educational agenda. Students must also have a written excuse not to participate in physical education class. A student who is unable to participate in P.E. should not participate in any after school athletic functions. All students in grade 6-8 are required to wear a physical education uniform. Uniforms are available in the school office. The first uniform each year is included in tuition pricing. All students must also be outfitted with a pair of clean or new gym shoes to be designated for indoor use only. Students not properly outfitted for gym class will be downgraded.

ART

Art is a part of each classroom curriculum in grades K-5. Students in grades 6-8 must choose an art elective to be taken one year at the junior high level.

MUSIC

The purpose of music education at Immanuel Lutheran School is to provide students with the opportunity to study sacred & secular music through general music classes and in various ensembles. Detailed information regarding those ensembles and their expectations can be found on the school website.

ELECTIVES

Each year the 6-8 grade students will have an opportunity to sign up for electives for one period of the day. Offerings may vary from year to year. Students are required to take one year each of computer science, art, and music. Each elective will be offered twice per week and all students will remain in their homerooms on Mondays for a homeroom period. With the exception of certain activities and classes, all subjects taught during the elective time will be graded with a percentage score. Please consult your teacher concerning questions of grading.

STANDARDIZED TESTS

Standardized tests are administered annually**.** Students in grades 3-8 take the ILEARN tests. As results are received they are shared with the parents. Results of the testing program help determine a possible modification in curriculum and instruction techniques. Students in grade 2 take the IREAD test. If a student does not pass, he/she will take a second IREAD test during the summer.

NWEA

The Northwest Evaluation Assessment is administered to students in grades K-2 during the fall and winter. It may be administered during additional times for any student at the request of the teacher. This is an online adaptive test in the areas of reading, language usage and math. Test results are shared with parents. Growth is measured between test periods and individual improvement goals are determined by the teacher, student, and parent.

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CLASSROOM VIDEOS AND STREAMING CLIPS

Videos and streaming clips shown in the classroom are to have educational worth and supplement the curriculum that is taught. So students are not exposed to questionable language or acts, videos used as entertainment for classroom parties must contain a "PG" rating. Youtube videos or DVDs containing questionable language or acts will not be shown for any reason. (See Laptop User Policy for additional information on appropriate use of online services.)

TITLE 1

Title 1 is a Government Program which pays for tutoring for eligible students. Teachers in grades K-5 are asked to rank their classes in math and reading. These rankings are used to provide tutoring for the lowest ranked students who live in the school districts which are allowed.

RESOURCE ROOM

The Resource Room teacher monitors the education of the students with IEP's. Once a year, the parents, the teacher(s), the principal, and the TOR (Teacher of Record), meet to review the past IEP goals and set new goals

The committee also meets to review and set the accommodations for the student. The teacher of the student with an IEP is asked to write quarterly comments concerning the growth of the student as measured against the IEP goals and attend the annual IEP meeting. The Resource Room teacher may meet with students individually in order to assist the student reach the annual goals. The Resource Room teacher also monitors that the student is receiving the accommodations that have been designated for the student in the classroom and on State tests.

The Resource Room teacher also monitors the education of the students with a 504. These students have documentation that allows them to receive accommodations in the classroom. Some of the students also receive individual sessions to improve their reading and math skills. The parents and the Resource Room teacher meet at least annually to discuss the student's growth. The teacher's input is often solicited. The Resource Room teacher also monitors that the student is receiving the accommodations that have been designated for the student both in the classroom and on State tests.

The Resource Room teacher meets with parents or teachers who are concerned about the academic growth of a student. The needs of the student are discussed and a plan to assist the child is developed and followed. This plan may include meeting with the Resource Room teacher in a group or individually. Parents who are concerned of their child's academic progress may contact the resource room teacher via the office or through email.

ATHLETICS

Immanuel Lutheran School provides interscholastic athletics as another way to promote and demonstrate the mission of the school. Sports offered at Immanuel include volleyball, basketball for girls and boys, cheerleading, cross country**,** tennis, and golf. Students are also given the opportunity to participate in Seymour Middle School or Trinity Lutheran High School programs not offered at Immanuel Lutheran School.

ATHLETIC POLICIES

Please consult the Athletic Handbook for any information on the policies or procedures related to the school's athletic programs.

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational and extracurricular opportunities will be made available to all students without regard to color, race, nationality, religion, sex, ancestry, age, status of being homeless, order of protection status, actual or parental status, or any descriptor that is not in conflict with the teachings of the Lutheran Church Missouri Synod. Moreover, Immanuel Lutheran School will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex.

HARASSMENT OF STUDENTS PROHIBITED

HARASSMENT, INTIMIDATION, BULLYING

As Christ taught us to love one another as ourselves (Mark 12:31), no person, including any school personnel, volunteers, coaches**,** or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race, color, nationality, sex, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Immanuel Lutheran School will not tolerate any harassing, intimidating, or bullying, whether verbal, physical, or visual, by school personnel, volunteers, coaches, students or student's family members that creates an intimidating, hostile, or offensive educational environment (i.e., name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics penned above. Similarly, threatening or intimidating behavior directed toward a teacher or staff member is not tolerated and subjected to disciplinary action as noted on pages 12-15.

1.SEXUAL HARASSMENT DEFINED

Sexual harassment of students is prohibited. Any person, including school personnel**,** volunteers, coaches, or student, is engaging in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

A) Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of students' success; or
B) Has the purpose or effect of:
    a Substantially interferes with a student's environment, or
    b Creates an intimidating, hostile, or offensive environment, or
    c Deprives a student of aid, benefits, services, or treatment, and
    d Makes submission to or rejection of such conduct the basis for decisions affecting a student.

The terms "intimidating," "hostile," and "offensive," include conduct that has the effect of humiliation, embarrassment, or discomfort. (i.e., touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

2. BULLYING DEFINED

A bully as one who <u>continually</u> intimidates others with an effort to gain power at the expense of others.

Bullying of school personnel, volunteers, coaches **or** students is prohibited. When dealing with incidents regarding bullying, school administration *(school administration; here-to-fore, may include teacher and/or principal and/or pastor)* will deal with bullying incidents on a case-by-case basis. In addition, school administration will adhere to their bullying policies (see discipline & conduct below).

Bullying that occurs on school property or at a school-sponsored event will be dealt with by school administration. Bullying reported by Immanuel Lutheran Church personnel to school administration will be documented.

ENFORCEMENT

Students are encouraged to report incidences of harassment, intimidation, and bullying, or any other prohibited conduct to the teacher who reports to principal, assistant principal, and/or pastor. Bullying incident reports may be made to the teacher, administrator, or via the school website. Incidences of harassment, intimidation, bullying, or any other prohibited conduct made to school personnel, volunteers, or coaches, should be reported to school administration, athletic director, and/or pastor. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

GRIEVANCE PROCEDURE

All personnel and student(s) should notify the principal if they have a complaint regarding the violation of their rights as outlined by Title IX. School administration will attempt to resolve complaints promptly and equitably. The grievance procedure is outlined as follows:

A person who wishes to invoke the grievance procedure may do so in writing to the school administration first or school board if complaint involves the principal. The school board may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s), guardian(s) of the student.

School administration or school board will investigate the complaint and strive to resolve. Education executive of the Indiana District will be informed immediately. If school administration requests an outside team to investigate, the Education Executive shall be notified and asked for input regarding the makeup of that team. The regional Title IX coordinator may serve on that team.

If the complainant is a student, school administration will notify his or her parent(s), guardian(s) so that they may attend any investigatory meetings in which their child is involved.

The complaint and identity of the complainant will not be disclosed except:

As required by law or this policy
As necessary to fully investigate the complaint
As authorized by the complainant

Within a reasonable time period of the reported incident, school administration or outside team, shall file a report of their findings with the School Board of that school and Superintendent of Lutheran Schools (Corp #9230). If law enforcement is involved, the investigation by law enforcement must be completed before the team convenes.

DECISION

School administration will make known the written decision to the complainant within a reasonable time period.

APPEAL

The principal will inform the complainant that within five (5) school days after receiving the decision, the complainant may appeal the decision to school administration by making a written request. Within ten (10) school days, school administration shall affirm, reverse, or amend the decision by school administration or outside team or re-convene the team to gather additional information. Within (5) five school days after the reconvening of a team, the team shall inform school administration of their findings. School administration shall reconvene a meeting with the complainant to inform him or her of their findings.

DISCIPLINE & CONDUCT

Our school recognizes each student is an individual child of God and as such, each student must be dealt with on an individual basis. Those in authority are to approach each child with Christian concern and respect, aware of individual personalities, needs and emotion. The school also recognizes the worth and value of various means and methods of discipline, and therefore, trusts the discretion of the individual teacher in the employment of such means and methods within the framework of Christian love.

Our staff and school board expect the full cooperation of parents regarding the matter of corrective discipline in our Christian day school. The goal of our discipline is self-discipline, a discipline motivated by the love of Jesus Christ. With the guidance of the Spirit, we seek to teach the children to lead Christ-centered lives. Each teacher is in charge of the discipline of his classroom. Problems that need further attention are referred to the parent(s) and/or principal for adjudication, and if necessary, to the board.

- Students have the responsibility of avoiding any behavior that is detrimental to their own or other students' achievement of educational goals.

- Students must cooperate in maintaining reasonable orderliness in the school and classroom, take reasonable care of books and other instructional aids, and encourage a climate where learning is cherished.
- Students have the responsibility of showing respect for the knowledge and authority of teachers and support staff.
- Students must obey reasonable directions, use acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.

The school board obligates and authorizes the members of the administrative and teaching staff of the school to administer necessary corrective discipline so that such rules and regulations are adhered to by the students, and to do as would reasonable and prudent Christian parents.

Behaviors such as hitting (assault), bullying (see Equal Educational Opportunity), intimidation, and extremely offensive language are violations of respect for our fellow Christians. When students sin against each other, a teacher, or a staff member, using such means within a one-year school period, disciplinary action will be taken and reviewed on a case by case basis.

Level 1 offenses will be handled within the classroom, with the classroom teacher. Under teacher discretion of repeated offences, disciplinary actions may be elevated to level 2.

Level 2 offenses will be documented with the classroom teacher and reported to school administration for disciplinary action.

****Repeated offenses refers to multiple occurrences with the same teacher in a given day or class period.**
In an effort to define disciplinary problems these definitions are set forth.

Level 1

- **General Disobedience: neglecting to follow established rules, disregarding the instructions or requests of teachers/staff members**
- **Lying: the act of telling an untruth or withholding truth so that harm is done to another or to the liar, or to gain advantage deceitfully.**
- **Cheating: the act of taking another's knowledge to improve grades or gain status or willfully giving knowledge to another with no effort on their part.**
- **Disrespect: A student not treating others according to (A) and (B) as listed below:**
    - **a) each student treats another as a Christian brother or sister (Love thy neighbor as thyself);**
    - **b) each student treats adults (parents, teachers, pastors, etc.) with the honor accorded them with both age and status (The Fourth Commandment).**
- **Disruptive Behavior: Behavior which results in the loss of instructional or study time in the classroom due to a student's inability to settle down.**
- **Dress: Clothes (or lack of) which the teacher feels is unbecoming a young Christian man or woman. The school dress code is found in the school handbook.**
- **Swearing: The use of God's name in a manner not acceptable to Lutheran Doctrine (beliefs).**

Level 2

- **Any Level 1 behavior that is repetitive in nature or demonstrates an extreme level of severity.**
- **Violence: Willfully hurting another person or living thing (includes emotional bullying). Bringing knives, guns, explosives, or other items that can cause harm fall in the category of violence.**
- **Vandalism: Willfully defacing or destroying property. Bringing knives, guns, explosives, spray paint, lighters or other items that can cause destruction fall in the category of vandalism.**
- **Vulgar Language: Language not accepted in the normal use of everyday language according to an accepted dictionary, or language used with intent to embarrass.**

- **Drugs (including alcohol & tobacco): Any illegal drug or the use of medication that is not authorized by a physician, parent, and/or supervised by a teacher.**
- **Sexually explicit behavior: Acts or language which make a mockery of the gift God gave to marriage.**

Classroom teachers may manage behavior and consequences as needed in the classroom. When behavior correction needs the support of school administration, the infraction will be documented and the following policy as adopted by the Board of Education will be enacted. Consequences include:

1) Warning, review of student expectations
2) student-teacher conference, loss of privileges, noon detention, or combination.
3) Office referral, after-school detention
4) Principal/Parent Conference, in-school suspension
5) Out of School Suspension, Board of Education Conference
6) Board of Education Conference, Release
7) Expulsion

***Students with special needs may have an individualized behavior program in place, while still working within the boundaries of the discipline policy.**

The following chart lists consequences for each infraction . Where several consequences are listed, the appropriate consequence is determined by the severity of the action:

Offense	1st	2nd	3rd
General Disobedience	1	2	2 *after-school detention
Lying	2,3	2,3,4,5,6	5, 6, 7
Cheating	2,3	2,3,4,5	5, 6, 7
Violence	2,3,4,5,6,7	2,3,4,5,6,7	5, 6, 7
Vandalism	1,2,3,4,5,6,7	2,3,4,5,6,7	5, 6, 7
Vulgar Language	1,2,3	2,3,4,5	5, 6, 7
Swearing	1,2	2,3,4,5	5, 6, 7
Disrespect	1,2	2,3,4,5	5, 6, 7
Disruptive Overt Behavior	1,2,3	2,3,4,5	2, 3, 4, 5, 6, 7
Drugs	3, 4, 5, 6, 7	3,4,5,6,7	6, 7
Sexually Explicit Behavior	1, 2, 3	2,3,4,5,6	5, 6, 7
Dress	1,2	2,3,4,5,6	5, 6, 7

OBSCENITY

Obscene profane or vulgar language that is written, verbal, or expressed by gestures by school personnel, volunteers, coaches, students, and student family members will not be tolerated. A student who participates in any such activity will receive immediate disciplinary action that may include but is not limited to detention, after school detention, parent notification or referral to the principal.

THEFT

Theft is a violation of the law and will not be tolerated. A student involved in theft may be suspended and referred to the school board of possible expulsion. Law enforcement agencies will be notified. Full restitution will be required of the student and/or family.

VANDALISM

Any student involved in an act of vandalism or malicious mischief against school or church property, or the property of other students or school employees may be suspended and referred to the school board for possible expulsion. Law enforcement agencies may be notified. Full restitution will be required of the student and/or family.

Seclusion & Restraint

Immanuel Lutheran School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to ensure that all students and staff are safe in school, and that students who may have behavior crisis are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the

A copy of the Immanuel Lutheran School seclusion and restraint plan may be found on the school website (www.immanuelschool.org) or in the school office.

DRUGS, ALCOHOL, AND TOBACCO

Any student who sells, gives, uses, possesses, or is under the influence of illicit drugs, narcotics, alcohol, tobacco products or paraphernalia at school or any school-sponsored activity will be suspended and will be referred to the school board for possible expulsion. In the event of illegal activity, local law enforcement will also be notified. School personnel, volunteers, coaches, and student family members, are not to be under the influence of illicit drugs, narcotics, or alcohol at school or any school sponsored events. Schools are drug free zone and Immanuel is a smoke free environment. Smoking is not permitted on the grounds or in the building.

NUISANCE ITEMS

Items brought to school which are not part of the necessary or required school supplies or material shall be considered a nuisance and will be confiscated by the teacher and may or may not be returned to the parent (examples: fidget items/spinners**,** water guns, radios, CD players, electronic items, playing or trading cards, toys etc). Personal audio equipment is not permitted at school. Personal wireless devices fall under the "Bring Your Own Device" (BYOD) to school policy.

CELL PHONES

Realizing cell phones can cause disruption if used or ringing during the school day, cell phones are not permitted. Privacy can be in jeopardy as many phones may take pictures and such threat is always a possibility. Should they be needed for after school activities, the student should turn-in his/her cell phone to the office or his/her teacher upon his/her arrival in the morning**.** Phone use is also NOT permitted before school, while waiting for the 8:00 bell to ring. Any phones seen during early arrival times, will be confiscated and given to the office or classroom teacher. Being aware of the policy, students found with cell phones during the school day will receive an after school detention, the phone will be confiscated and returned only to his/her parent. Upon the second infraction, the phone will again be confiscated, returned to his/her parent, and he/she will receive a half day suspension.

SMART WATCHES

Much advanced technology has occurred in wrist watches. Understanding there are differing degrees of capabilities among Smart watches and technology advances are made daily, it is important to take proactive measures. ALL Smart watches, worn by students, will be stored in the same manner a phone is stored. Students will turn it in to his or her teacher in the morning and it will be given back to the student during preparation for departure. Some potential communication devices have capabilities of a Smart phone; therefore, we would be remiss not to treat them as such.

INTERNET, E-MAIL, TEXTING, SOCIAL NETWORKING

School personnel, volunteers, coaches, students and student family members are responsible for using common sense, ethical standards, and good manners when online or texting. Technology use must evidence our Christian faith, teachings, and principles. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. School personnel, volunteers, coaches, students and student family members are reminded that regardless of where their posting originates, and text, photographs or videos they post which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited. Students who post or send such messages may face disciplinary action. "We should fear and love God so that we do not tell lies about our neighbor, betray him, slander him, or hurt his reputation, but defend him speak well of him, and explain everything in the kindest way" (The Eighth Commandment, Luther's Small Catechism, 1986, page 13).

FIREARMS/WEAPONS

Students who bring any firearms or other weapons to school will be suspended and will be referred to the school board for possible expulsion. Law enforcement agencies will be notified.

FOOD, CANDY, and GUM

Students are not allowed to chew gum at school. To avoid temptations, students should not bring gum to the school. Eating food or candy other than at lunch is prohibited, except at athletic events, room parties, and organized snack times. Offenders of this rule will serve a noon detention**.** The Wellness Policy is available in the school office or the ILS website. Changes to the current policy will be communicated through the *Weekly Warrior.*

HEALTH AND SAFETY

DISEASE

The school strives to guard the health of the pupils. To minimize the danger of spreading disease, a child showing signs of illness (sore throat, rash, etc) should be kept at home until the condition is corrected. The same applies to children who have a severe cold or cough. We also encourage that a child stays home until he/she has been without a fever for 24 hours. If your child has contracted a communicable disease (lice, chicken pox etc), state law requires that you notify the school office of this fact. Students returning to school after a communicable disease are required to submit a doctor's note giving permission for him to return to school.

IMMUNIZATION

State law also prescribes certain immunizations to be given at various ages. When a child enrolls in a school for the first time or any subsequent time at any level, his parents must show the school he has complete immunization records prior to the beginning of the school year. If the child attended kindergarten, proof of immunization will be transferred from his/her kindergarten to Immanuel.

Minimum immunization requirements for children enrolled in school (subject to change).

5 doses of diphtheria-tetanus-pertussis (DTP), tetanus-telanus-acellular (DIaP) or pediatric diphtheria-tetanus vaccine (DT) or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday. Four doses of oral polio vaccine (OPV) or inactivated polio vaccine (IPV) in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday. 2 Measles (rubeola vaccine, on or after the first birthday 1 mumps vaccine on or after the first birthday. Rubella (German measles) vaccine on or after the first birthday. Three doses of hepatitis B vaccine (completion of series takes 6 months.)

Every child residing in Indiana shall be immunized against measles, mumps, and rubella MMR (measles, mumps, rubella). The first dose should be given after 12 months of age. In Indiana the second dose must be given before the child enters kindergarten or first grade if the child is less than 7 years old and by 6th grade if the child is 7 years or older. In addition to all other previously required vaccines, all children grades 6 through 8 must have one dose of Tdap (tetanus, diphtheria, and acellular pertussis), one dose of MCV4 (meningococcal vaccine) AND two doses of Varicella (chickenpox vaccine) *or* documented date of disease (month and year). These vaccines will be a requirement and your child must have them completed prior to entering the 2026/2027 school year. Students who do not have an immunization record on file by the first day of school are subject to a temporary school suspension until the information is secured. Please contact your family or the health department for a complete immunization schedule.

MEDICATION

Teachers are not allowed to dispense prescribed or over-the-counter medication. Parents of children taking medication will need to make arrangements in the school office. The administration requires that all medication be accompanied by a written note describing the medicine, giving the reason for taking it, times for the medicine to be dispensed, and the duration of the treatment. If the medication is prescribed, it must be in the original container or be accompanied by the physician's order. Long term medications should include a physician's order and a permission slip to be kept in the student's file.

All over-the-counter medicines are to be kept in the office. Students may carry medicine for chronic illnesses such as asthma. Students will not be given cough drops, from the office, without permission from the teacher.

FIRST AID AND INJURY

The school office will administer first aid in cases of minor injuries. In the case of major injuries or what is thought to be a serious injury, parents are notified and an ambulance may be called.

MISCELLANEOUS

AWARDS

Several academic and activity awards and honors are available. We also try to recognize as many students as possible for their various achievements whether it is here at school or away from school. This normally is done in a school assembly or through morning announcements.

Ron Wunder 8th Grade Music Award: To receive the Ron Wunder Award, students will be required to complete 3 years in a single ensemble. Students who achieve 3 years in multiple ensembles would receive verbal recognition for each ensemble in which they achieved this.

GRADE 8

The valedictorian and salutatorian awards are based upon semester averages from grade six until the end of the first semester of grade 8. The Presidential Academic Awards are given to students achieving a 90% subject average in all curricular areas in each grade from 4th grade thru the first two quarters of 8th grade. In addition, students must pass the math and English state assessment on the most recent state assessment available**.** The High Academic Achievement Award is presented to 8th grade students who attained the rank of High Honor Roll in all quarters of their 6th grade thru fall semester of their 8th grade year. The Christian Citizenship Award is presented to one boy and one girl of the 8th grade who has shown outstanding Christian character. This award is determined by the class. All tuition and fees must be paid in full before a graduate is permitted to participate in graduation commencement exercises.

HONOR ROLL

Students in Grades 5-8 are recognized for academic success. In averaging all subjects in the quarter, a minimum 97% average must be achieved to attain high honor roll status. In averaging all subjects in the quarter, a minimum 93% average must be achieved to be named to the honor roll. All curricular areas will be used in honor roll calculation. The following overall average percentages must be achieved in ALL curricular subjects to realize honor roll status: 97% high honor roll and 93% honor roll. A 3% increase in the overall (all classes) average from the previous marking period to realize academic improvement. No "F" grades are permitted. The names of the individuals on the honor rolls are published in the school news and in the local paper.

PERFECT ATTENDANCE AND PERFECT CHURCH ATTENDANCE

Perfect attendance for each quarter and for the year is recognized.

BUS TRANSPORTATION

Immanuel Lutheran School makes use of the Seymour Community School transportation system. A large percentage of our students avail themselves of this service. Bus transportation is a privilege and the students are expected to show their appreciation by proper Christian behavior and cooperation; misconduct may result in a loss of riding privilege or administrative action. Questions about the bus schedule, procedures, bus discipline, and the like may be directed to the administrative offices of the school district (812-522-3340).

SCHOOL CLOSINGS OR DELAY

Generally, Immanuel Lutheran School follows the Seymour Community Schools. However, due to the low number of students riding the bus and the awareness that most parents are required to attend work, ILS reserves the option of having school on days SCSC might be closed. Decisions of this nature are made in consultation with other non public schools. Students who are unable to attend due to weather conditions, on days SCSC is closed and ILS is in session, will not be counted as absent. Closings and delays will also be posted on the schools' web site at www.immanuelschool.org. Parents will also be notified of closing via our School Messenger Parent communication system.

CHANGE OF ADDRESS, PHONE, FAMILY AND HEALTH RECORDS

Parents are asked to notify us immediately when a change of address and/or phone number occurs so that we can keep our roster and mailing list up-to-date. Also notify the school office if there is a change of family relationship, health-related items, immunizations, sickness, etc.

CHAPEL SERVICES

One of the finest experiences a Christian can have is to worship together with other Christians and share the joys of a common faith and belief. Chapel services are held on the first day of a school week at 8:30 AM. Students are encouraged dress "dress for church" or wear ILS logo shirts on chapel days**.** The purpose of this service is to offer students a formal opportunity to worship and praise God as a school family. Parents, relatives and friends are always welcome and urged to attend. Christians are commanded by the Lord to return a fair share of His gifts to Him. Children too, have the opportunity to give and should be taught to give regularly through their chapel offerings. Chapel offerings go to various mission projects.

CHILD ABUSE REPORTING

Abuse cases may be a result of physical abuse, sexual abuse, neglect, emotional abuse, and others. State law mandates teachers to report suspected cases of child abuse to the Child Protection Services of the County Department of Public Welfare. Procedures and guidelines will be followed, as able, to ensure a prompt, professional treatment of the reported case.

KIDZ KLUB

Kidz Klub will provide after school care from 6:00 AM-7:45 AM and 3:30 PM—6:00 PM. If your child will not be picked up after school until after 3:50 PM, you should use the services of Kidz Klub. Contact the Kidz Klub (524-2585) for more information.

CLASSROOM PLACEMENT

The school seeks to place each student in an environment where he or she can achieve academic success and be assured of a quality Christian education. Our intent is to offer heterogeneous groupings that are organized in the best interest of each child. While we seek parent input, we believe that our teachers have the best insight in grouping students together for the best learning opportunities. Parent input must be provided to the principal before the last day of the current school year. As such, we must entrust the school with making the final determination of classroom placements for each child. The final placement is made after consideration of academic ability, achievement, classroom size, boy and girl distribution, behavior, student personality, special needs, parent requests and other factors. We attempt to group students in classrooms to provide a good mix of students in each room based on the above factors.

COMMUNICATION AND COOPERATION

Active cooperation and communication between parents, teachers, students and principal is necessary for the proper development of the child. Parents are welcome and are encouraged to visit the school for conferences on matters pertaining to their child's progress and welfare. We believe that much good comes from the personal contact of parent and teacher and teacher and parent. Misunderstandings and misconceptions can usually be avoided in this way. Parents seeking clarification on classroom operation and problems that invariably arise should contact the classroom teacher immediately.

Parents are urged to communicate to the teacher any unusual or disturbing incidents which may occur in or out of school and which may be causing the child's attention or learning attitude to be affected.

The board of education is always interested in hearing from you, the parents. Should you require the assistance of the board of education, as a courtesy, please follow the proper chain of command. Concerns must be addressed with the classroom teacher first. Should the need be felt, then express your concern to the principal. After discussion with these parties, feel free to contact the board of education.

COUNSELING SERVICES

Immanuel Lutheran School is committed to developing each student's spiritual, academic, physical, and emotional well-being. As part of that commitment, Immanuel has employed a licensed social worker. Our licensed mental health professional has experience working with children, navigating confidentiality, and building relationships essential to successful outcomes. Services may include classroom guidance lessons, brief and solution-focused individual sessions, small group support with students, family meetings, and teacher resources. Parents with questions, concerns, or an interest in receiving services for their child may contact our counselor by contacting the school office.

CUSTODY NOTIFICATION

Please inform the school office and teacher(s) concerning any special parental rights and privileges. Legal documentation must be provided when making special requests concerning parental rights.

DAMAGES AND VANDALISM

Immanuel Lutheran School and all of the materials, equipment, facilities, etc., belong to the members of Immanuel Lutheran Church. Misuse or abuse of these facilities creates greater expense in maintenance and upkeep for everyone. This expense is eventually passed on to the owners (parents). It is hoped that a feeling of ownership would develop where all of the students would take great pride in their school and would treat these facilities and materials with great respect and care. Any unnecessary hard usage or damage to books, desks, chairs, or any school property or equipment will not be tolerated.

DRESS CODE

It is recognized at Immanuel Lutheran School that cleanliness, personal appearance, and proper dress are important in setting the pattern of school and Christian conduct, and there is a correlation between appearance, attitude and behavior.
It is also recognized that Immanuel Lutheran School believes in the maintenance of individuality in students, as well as the need for general guidance to aid students in their educational development. Subject to the educational process, appearance of students at school is a responsibility that rests primarily with the parents and the students. The school becomes involved within that student body, affects directly the attitude, culture, safety, health, behavior, and learning environment to be found within the school. Since it is our belief that God wonderfully and immutably creates each person, male or female (pg. 3), each student is to dress in conformance with one's biological sex. Using the restrooms and changing/locker rooms must be in accordance with one's biological sex. Students are expected to follow the dress guidelines that are part of the Parent Handbook. In most cases, failure to meet the guidelines will result in contacting the parent/guardian to correct or make aware of the offense. The principal reserves the right to interpret any regulations to the dress code and is the final authority in matters concerning the dress code. In addition, the principal must approve all special dress days.
The staff of Immanuel Lutheran School strives to be consistent in enforcing the dress code. If a student wears an inappropriate item one day and is not corrected, this is not justification to continue to wear the item.
When the measuring of clothing is necessary, the student will measure the article observed by the teacher or office staff. At no time will the staff of Immanuel measure clothing on the student.

<u>Shoes</u>

1. Shoes must be worn at all times, and shoelaces must remain tied.
2. All shoes must have a full back. Clogs are not permitted. Sandals are not permitted except for special occasions as approved by the principal.
3. Students provide athletic shoes for P.E. classes.

<u>Shirts</u>

1. All shirts must contain sleeves that cover the shoulders and must be long enough to cover the midriff at all times, even when reaching or being active.
2. Shirts must be of a modest cut and fabric. Undergarments should not be visible or noticeable.
4. Clothing graphics not permitted include clothing with messages advertising alcohol, drugs, violence, or any other suggestive, distasteful, or un-Christian messages.
5. Oversized shirts or sweatshirts will not fall below bottoms like shorts or skirts.

Pants

1. Pants or jeans must fit properly and no rips, cuts or tears above the knee.
2. Writing on the backside of any bottoms is not permitted**.**
3. (**grades 5-8)** Leggings may be worn if bottoms are covered even when reaching or being active.

Shorts

1. Shorts are permissible. Shorts should have at least a 3-inch inseam.
2. Spandex, cutoffs, and boxer shorts are not permitted as shorts. Undergarments should not be visible or noticeable.
3. Tennis skirts are permissible with built in shorts containing at least a 3-inch inseam.

Skirts and dresses

1. Skirts and dresses should be mid-thigh or longer.
2. Dresses for school and extra-curricular activities must be modest. Clothing with spaghetti straps, strapless designs, or cut-out areas are not permitted.

General Appearance & Accessories

1. **Body art** and body piercing (other than the ears) should not be visible. Both male and females can wear other jewelry as long as it is safe and not a distraction. For example, hoops or dangling earrings are permitted, but only with caution and discretion, as they must be removed during recess and school activities to ensure safety and avoid distractions.
2. Spray deodorant or body spray should not be used in locker rooms.

Procedure for not following dress code:

The dress code infractions will be documented, a parent will be contacted, and the student will not be allowed to return to class until the dress code infraction has been resolved with change.

As teachers assume the role of parent while students are within their care, reasonable judgments are made and decisions are practiced. The act of dressing appropriately for outside temperatures is one area where reasonable judgments are made.

Weather Guideline

50 degrees and above	No coat necessary and shorts may be worn.
49 degrees - 33 degrees	Arms and legs must be covered, but coats are not required.
32 degrees - 21 degrees	A coat must be worn, legs and arms covered of course. A "coat" is defined as a second layer that was not being worn in the school, but was put on for the purpose of going outside. It is preferable that it be an actual coat, but heavy sweatshirts and jackets have been allowed.
20 degrees and below	We do not go outside.

Note-these are actual degrees, not wind chills! However, if the wind chill is "bone-chillin" cold-we use our discretion regarding the amount of time we stay out.

FIELD TRIPS

Field trips may be conducted at various times throughout the year. These will be under the supervision of the classroom teacher. Parents may be asked to help supervise the activity. Parental consent forms must be completed by the parent and returned to school before the child may participate in a field trip. "Blanket" field trip forms may be used to cover all trips during the current school year. These forms will be included in **your** summer packet or available in the school office. Phone calls can not be used as a substitute for these forms. Buses will be used for field trips whenever possible. However, in unique situations when buses are not used, drivers need to be notified of their liability in the event of an accident. Preferably, all field trips are to be educational in nature. Preparation for the field trip is important. Expected behavior, dress, costs, and the schedule should be shared with all involved. The parent is responsible for any admission costs, lunch costs, and transportation fees. Children are to wear clothing appropriate for the occasion, and should conduct themselves in such a way that manifests their Christian background. Their behavior should be a credit to their Lord, their school, and themselves. The privilege of participating in a field trip may be denied for lack of a consent form, poor behavior, etc. The teacher and/or the principal reserve the right to withhold the privilege of participating in a field trip from any student, with just cause. Chaperones must be briefed on what is expected of them. Chaperones are considered teacher aides and will be directed as such. If a class returns after the school day dismissal time, it is the responsibility of the teacher to see that all children have a way home and have left for home before the teacher leaves for the day. Student cell phones and electronic devices are not permitted on day- long field trips.

FIRE, TORNADO, AND ACTIVE SHOOTER DRILLS

Monthly fire drills are required by state law and should be taken seriously. Students need to cooperate and follow teacher directions. Tornado and active shooter drills are conducted according to state compliance measures.

HOME COMMUNICATIONS

Weekly newsletter updates, the *Weekly Warrior,* are sent electronically via email listed on Sycamore. It is sent on Thursdays and contains pertinent information relative to the upcoming week. The *Weekly Warrior, and daily announcements are posted on the school website.* Classroom web pages are posted weekly so you are aware of the happenings within your child's classroom. Junior high test schedules are found on our school website. Weekly assignments are posted to classroom web pages. **Monthly lunch menus will be printed and distributed to each child via their classroom teacher.**

IN-SCHOOL VISITS

Prior to the start of school, a visit between the teacher and the student's family will occur. One visit per student will be arranged and held at school. These visits provide an opportunity for teachers to explain their methods and procedures for their classroom, homework policies, classroom discipline procedures, materials needed, etc. It will also give parents a chance to inform the teacher of any unique characteristics the child might have. Teachers will make contact with families in late July to arrange the visit.

HOMEWORK

Homework is an integral part of the education of students at Immanuel Lutheran School. Homework is an opportunity for students to demonstrate their capabilities and further their educational growth. Parents and teachers working as partners can provide assignment direction, encouragement, and good study conditions but it is the student who must complete the assignment and be active in the learning process. Homework allows students to practice, apply, extend, and enrich classroom learning. The teaching partnership of home and school will give students the clear message that educational excellence is a high priority goal, not only during school hours, but at home as well. Students are expected to prepare their work neatly, accurately, completely, and to submit their assignments on time. Students are given opportunities to complete many of their assignments in school. In cases where a child seems to bring home a large amount of work, parents should arrange to discuss this condition with the classroom teacher. All make-up work must be done to the satisfaction of the homeroom teacher. Teachers may provide homework, in advance, for students who take vacation during the school year; however, they are not required to do so.

Jr High Students: Students are encouraged to do their homework at appropriate times. This does not include times during another teacher's class or during instructional time. Students are not permitted to work on assignments from another class unless the student has already attended that class for the day and the work for the current class is completed.

Cheating: Performing honestly on work follows God's commandments and builds strong character. There is a difference between helping someone with an assignment and giving a person the answers. Students are encouraged to do their own work and keep their eyes on their own paper during a test. Plagiarism is a form of cheating. Teachers do instruct students on the proper methods of citing all resources including online. The unauthorized use of AI for completing assignments is cheating. Students caught in the act of or determined to be cheating will receive a zero on the assignment.

VOLUNTEERS

Media center volunteers, coaches, field trip chaperones and substitute teachers are to complete a volunteer background check. Screenings are according to the volunteer policy. They are required to complete training according to the ILS volunteer training policy. Field trip drivers must submit a valid driver's license, proof of insurance, and a field trip driver application two weeks prior to the field trip..

INSURANCE

Immanuel Lutheran School provides student accident insurance for all students of ILS. This insurance is a secondary policy which provides coverage for all students injured on school property or during school-sponsored events. Questions or inquiries may be directed to the school office.

LIBRARY SERVICES

Classes may have regularly scheduled times in the school's library. Return all books and other materials as indicated. Also, the Seymour Public Library's Discovery Bus has a schedule for stops at the school throughout the year.

LOST AND FOUND

Lost and found articles of clothing, shoes, books, lunch boxes, and other items are kept and displayed in school areas during the year. Eyeglasses, watches, and other jewelry items may be claimed in the school office.

LUNCH PROGRAM

Our school participates in the National School Lunch Program administered through the State of Indiana Department of Education. *The USDA and the State of Indiana are equal opportunity providers and employers.* The purpose of the lunch program is to provide well-balanced meals at a reasonable cost and to promote healthy eating patterns involving nutritious foods. Daily menus are printed and sent home in advance in the *Weekly Warrior.* To promote proper hygiene and eating habits, students are discouraged from exchanging or sharing lunch items. Cost of a student lunch is $4.00. Those requesting a second main entrée will be charged $2.25. Adult meal cost is $5.50**.** As students are allowed to bill "extras" to their lunch account, this often surprises parents who are unaware their child is creating such a bill. Students owing $25.00 or more will be placed on restricted lunch until the balance falls under the $25.00 per child mark. Should you wish for your child to be allowed to purchase "extras" on a CASH ONLY basis, please notify the office so cafeteria personnel may be informed**.** All lunch money should be remitted to the office, or may be paid on-line via the Immanuel website. Ala carte breakfast items will be sold before school until 8:00 a.m., and students must remain in the cafeteria while eating breakfast. Ala carte snacks are available after school. Snacks and drinks should not be taken on the bus. Due to safety concerns, only 5-8th grade students are permitted to use microwaves.

STUDENT BROUGHT LUNCHES

To ensure teachers and staff have adequate time to eat, please be sure all student-brought lunch items are "kid friendly" and ready to eat. Students bringing a prepackaged lunch from home must be able to microwave his or her own food, if needed.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first quarter (other conferences may be scheduled as needed). Schedules will be arranged for these conferences. Parents are asked to come to the school and discuss with the child's teacher the progress the child is make. These conferences promote understanding in the home/school relationship, strengthen the mutual interest of the parent and teacher in the child's welfare, give the parent information about the child's progress and assist the parent and teacher in finding ways to work together for the good of the child.

S.A.L.T. and Light (Serving and Learning Together in Christ) (Matthew 5:13-16)

S.A.L.T. and Light was organized to bring support to parents, staff, and students in its quest to fulfill the school's mission. S.A.L.T. and Light supports parents, staff, and students through events such as student celebrations, digital education, teacher encouragement, and family opportunities. The organization is comprised of at least two teachers, three parent volunteers and one school board member.

PARTICIPATION AT SPECIAL EVENTS

Students are expected to participate in all school special events such as Christmas services, fairs, class trips, concerts, etc. These events are considered to be part of the regular school program (exceptions to this would be when sister congregation members have special events occurring at their churches). Grades may be affected by attendance. Absences from these events should be made to the person in charge of the event.

PLAYGROUND AND RECESS

Students in grades K-5 are provided with at least one recess period per day, supervised by staff members. Students are encouraged to use this time to visit and play with friends and classmates, practicing Christian sportsmanship on the playground. Students are encouraged to treat fellow playmates with respect and in Christian love.

ONLINE GRADES

Immanuel Lutheran School does post grades via an online grade book called Sycamore Education. Grades for all students (3rd thru 8th grade) are posted and available for parent viewing via their home computer. Teachers are responsible to update grades at least once per week. Student grades are password protected. Passwords will not be given to students, but are given to all parents (grades 3rd-8th). If fees (except lunch) are not current by May 1, access to Sycamore Education will be revoked until fees are up-to-date.

REPORT CARDS AND MID-QUARTER REPORTS

Report cards are issued quarterly. Midterms are given for all 3rd through 8th grade students. Parents should monitor report cards carefully and contact the child's teacher should concerns arise. These reports should be signed and returned to the classroom or homeroom teacher. Honor Rolls are awarded in grades 5-8. High Honors, Honors, B and Academic Improvement are awarded based on an overall percentage average. All courses are used to determine overall percentage. Honor Rolls are determined after each marking period and pasted in the *Weekly Warrior* and in the local newspapers.

Grading Scale:

The present reporting system gives percentage grades based on the following percentage scale:

A	100-96	C	73-76
A-	93-95	C-	71-72
B+	89-92	D+	69-70
B	84-88	D	66-68
B-	81-83	D-	60-65
C+	77-80	F	59-

Honor roll categories are as follows:

High honor roll*	97 % + average
Regular honor roll*	93% + average
Academic improvement	+%3 overall average from previous marking period
*No F's allowed	

RESTROOM

Teachers allow for periodic restroom breaks throughout the day; students are encouraged to use the restroom at the specified times. Self-control, discipline, and proper hygiene are essential in the restrooms; too many accidents occur as a result of improper behavior. **All enrolled students must be fully potty-trained prior to their first day of attendance. Students are expected to recognize their need to use the restroom and do so independently. In the event of a toileting accident, students must be able to clean themselves. Parents or guardians will be notified if an accident occurs during the school day. Repeated toileting accidents will result in a meeting with parents and school administration.**

SEARCH AND SEIZURE

Schools may conduct reasonable searches that are motivated by reasonable suspicion; such search may be targeted toward a specific student or students. School officials may search student lockers and desks since lockers and desks are the exclusive property of the school. The school officials, too, may search student clothing and book bags under a "reasonable" suspicion.

TELEPHONE

Teachers may be contacted before or after school or a message may be left with the secretary that a return call should be made. Except in emergency situations, parents should not call the school asking their child to call home. Students may not use the phone unless they have permission from their teacher. We encourage arrangements for after-school activities on the part of a student are made before the child leaves home in the morning. Similarly, arrangements to be picked up after school activities should be made ahead of time. Responsibility lies with the student to find out in advance when that activity will be over.

VISITORS

Visitors will enter through the Oesting Street doors. All visitors to the school must report to the school office upon entering the building. Parents must prearrange visits to the classrooms. Lunch time visitors are always welcome after checking in at the office.