

Immanuel Lutheran
School Handbook

2016 - 2017

Dear Friends in Christ:

Welcome to the 2016-2017 school year at Immanuel Lutheran School! Hopefully these summer months provide some opportunity for rest for our students and their families.

This school handbook remains largely unchanged from last school year. We ask that parents would review this document in its entirety.

We look forward to serving your family by providing an opportunity for your child to grow intellectually and spiritually in a context saturated with the historic Christian faith. We hope the education they receive here might not only provide them with advanced skills in the ordinary academic disciplines, but especially convey to them the truth of Christ and His Word – that they might live lives of faith, being transformed by Christ through the renewal of their minds. With God's help the education they receive here will last beyond their lifetime.

If you have any questions at this time or throughout the year, feel free to contact me by phone or email.

Blessings, in Christ,

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1. One thing's needful; Lord this treasure
Teach me highly to regard;
All else, though it first give pleasure,
Is a yoke that presses hard.
Beneath it the heart is still fretting and striving,
No true, lasting happiness ever deriving.
The gain of this one thing all loss can requite
And teach me in all things to find true delight.

2. Wilt thou find this one thing needful,
Turn from all created things
Unto Jesus and be heedful
Of the blessed joy He brings.
For where God and Man both in one are united,
With God's perfect fullness the heart is delighted;
There, there is the worthiest lot and the best,
My One and my All and my Joy and my Rest.

3. How were Mary's thoughts devoted,
Her eternal joy to find
As intent each word she noted,
At her Savior's feet reclined!
How kindled her heart, how devout was its feeling,
While hearing the lessons that Christ was revealing!
For Jesus all earthly concerns she forgot,
And all was repaid in that one happy lot.

4. Thus my longings, heavenward tending,
Jesus, rest alone on Thee.
Help me, thus on Thee depending;
Savior come and dwell in me.
Although all the world should forsake and forget Thee,
In love I will follow Thee, ne'er will I quit Thee.
Lord Jesus, both spirit and life is Thy Word;
And is there a joy which Thou dost not afford?

5. Wisdom's highest, noblest treasure,
Jesus, lies concealed in Thee;
Grant that this may still the measure
Of my will and actions be,
Humility there and simplicity reigning,
In paths of true wisdom my steps ever training.
Oh, if I of Christ have this knowledge divine,
The fullness of heavenly wisdom is mine.

6. Naught have I, O Christ, to offer
Naught but Thee, my highest Good.
Naught have I, O Lord, to proffer
But Thy crimson-colored blood.
Thy death on the cross hath Death wholly defeated
And thereby my righteousness fully completed;
Salvation's white raiments I there did obtain,
And in them in glory with Thee I shall reign.

7. Therefore Thou alone, my Savior,
Shalt be All in all to me;
Search my heart and my behavior,
Root out all hypocrisy.
Restrain me from wandering on pathways unholy
And through all life's pilgrimage keep my heart lowly.
This one thing is needful, all others are vain;
I count all but loss that I Christ may obtain.

PREFACE

THE MAIN PURPOSE OF THIS BOOKLET IS TO PROVIDE PARENTS WITH A SOURCE OF INFORMATION ABOUT IMMANUEL LUTHERAN SCHOOL. THIS BOOKLET WILL ANSWER QUESTIONS WHICH PARENTS MAY HAVE ABOUT THE OPERATION AND POLICIES OF THE SCHOOL. BY KNOWING THE GOALS AND DIRECTION OF THE SCHOOL, WE AS A CHURCH MAY BEST SERVE THE NEEDS OF GOD'S CHILDREN.

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WHY WE ARE HERE

God has given His Church the task of teaching His truth to all people so that the world might receive salvation through Jesus Christ.

- a. "Go ye therefore and teach all nations, baptizing them in the name of the Father, Son, and Holy Ghost, teaching them to observe all things whatsoever I have commanded you." (Matthew 28:19-20)
- b. "Ye Fathers provoke not your children to wrath; but bring them up in the nurture and admonition of the Lord."(Eph. 6:4)
- c. "These words which I command this day, shall be in thine heart, and thou shalt teach them diligently unto thy children." (Deut. 6:6-7)

CONFESSIONAL SUBSCRIPTION

As a ministry of Immanuel Lutheran Church, our school operates under the principal of unreserved adherence to all the canonical books of the Old and New Testaments as the inspired Word of God and the only rule of faith and life. We also declare unreserved adherence to all the Symbolic Books of the Evangelical Lutheran Church as found in the Book of Concord of the year 1580 as a true exposition of the Word of God. Therefore no doctrine shall be taught in this school which is in any way at variance with the Holy Scriptures and these Symbolical Books.

CLASSICAL LUTHERAN EDUCATION

Immanuel operates under a classical or traditional approach to learning. We believe that those educational methods and principles which have stood the test of time are the most effective in advancing a child's intellectual development. We hold that grammar, logic, and rhetoric remain the framework of a solid education in the instruction of all subjects. The liberal arts serve as a tool-set for the mind which allows children to become capable of processing information effectively and making intelligent decisions in life.

Immanuel uses traditional curriculum and conveys knowledge to children in effective and time tested ways. Direct instruction, repetition, and memory work are emphasized.

Furthermore, all that is taught at Immanuel is taught from the context of a Biblical Christian worldview. We recognize that if an area of learning is not brought into the context of Christ and His Word, it will be learned through the eyes of the Old Adam. Thus, we examine all matters of life in the context of the fall into sin and the salvation afforded through the death and resurrection of Jesus Christ.

Please note the framework for education contained in the document titled "Marks of a Classical and Lutheran School" found at the conclusion of this handbook.

OBJECTIVES

- a. Preach and teach the Gospel of Jesus Christ.
- b. Provide a distinctively Lutheran and systematically rigorous education to our students.
- c. Inculcate a thoroughly Lutheran ethos for our children to learn in.
- d. Love each other and teach our children to love.
- e. Enable children to fully use and develop his/her God-given talents to grow spiritually, mentally, socially, and emotionally as he/she grows physically.
- f. Equip children through training and instruction to be of service to all men in all walks of life, as critical thinkers and problem solvers.
- g. Reach out as the body of Christ to bring the Gospel to the home, the parish, the community, and the world.

CURRICULUM AND ADMINISTRATION

A. Control of the School

1. Board of Education

Immanuel Lutheran School is under the jurisdiction of the Board for Parish Education, supervising the training of the children of the congregation. Thus, they assist the pastor and principal in the supervision of the Day School and make rules and regulations in respect thereto. The members of the board inform the trustees of various needs of the school, safeguard the health and safety of the children, and bring the school to the favorable attention of the members of the congregation and the general public.

2. The Pastor

As the spiritual overseer of the congregation, the pastor also serves as overseer of the congregation's school. He will guide the spiritual matters within the day school and will show concern for the instruction of God's children. He will see to it that all teaching and curriculum conforms to God's Word. He will look out for the spiritual well-being of teachers, staff, and students.

3. The Principal

The Principal of the school oversees the daily operation of the school. He will see to it that discipline is well maintained among the student body and that the temporal affairs of the school are being cared for. It is the principal's duty to implement and carry out the policies set for the school.

B. Worship

A Christian's life should be one of continual worship of our gracious Lord. The school provides opportunities for the child to participate in weekly chapel services during the year. Parents and other community members are invited to join us for chapel.

Since the religious instruction and program of the school are an integral part of the congregational life, it is extremely necessary that all students attend divine services regularly and faithfully at Immanuel. Parents are strongly urged to attend divine services with their children. No stronger example can be given than the example provided by a child's parents. Condoned absences from the worship services are an admission that God's law, as it is taught in our school, need not be kept. Such an admission will be contrary to the conscience of your child, who has been taught and believes "He that is of God hears the Word of God."

C. Religious Instruction

The instruction of a child in the Christian faith is our main task. Instruction in orthodox Lutheran doctrine and practice takes precedence over all other academic disciplines, programs, and initiatives.

The school believes that memory work is of great value in the instruction of the child and requires the child to learn assigned portions of the Memory Book. Each teacher will expect the pupils to learn and recite a required memory lesson each day.

D. Secular Subjects

Our program of studies includes the Spalding language arts curriculum, the Saxon Math program, Shurley Grammar, Latin, the Apologia Science Curriculum, the Story of the World History series, handwriting, health, physical education, music, and art. We employ resources from Concordia Publishing House, Memoria Press and other publishing houses which provide sound academic resources. We strive for academic excellence in all areas and challenge our students to learn and grow to the best of their abilities. All areas will be taught in light of a Biblical Christian worldview.

E. Physical Education

Physical education is part of a well-rounded education program. Each child is required to participate in all activities unless he is sick or recovering from an injury. In that case, the child is required to present a dated note to the teacher, signed by the doctor explaining the reason why the child cannot participate.

F. Field Trips

Classes from time to time will take trips away from school. These trips are a part of the school's program and students are expected to attend. A permission slip will be sent home prior to each trip with

necessary information including date, time, cost, and destination. All permission slips are to be returned with a parent signature indicating whether or not the student will participate. If the parents choose for the student not to participate, the student will be marked as absent.

MILK AND LUNCH PROGRAM

Immanuel Lutheran School asks all children to bring a lunch to school each day. The parents have volunteered to produce one hot meal a week. Arrangements for these meals will be made by the school.

Microwaves are available in the kitchen for students and teachers to warm up student lunches on assigned days.

Immanuel Lutheran School participates in the Federal Milk Program. This program enables us to give milk to students at a reduced price. Parents and students should decide the number of cartons of milk they will drink every day. Payment for milk will be made for the school year based on the rate set by the school board.

HEALTH AND SAFETY

A. First Aid and Injuries

In case of an accident at school, emergency first-aid will be administered to the best of the ability of those present. Should an accident appear to require immediate attention by an EMT or physician, the school staff will attempt to contact parents as each situation dictates. If there is a question as to whether or not an accident requires professional attention, parents will be notified to aid in that decision.

B. Medication

No medication (including aspirin or cough drops) will be administered without a written request from the parents or doctor. When medication is to be given, the teacher should be given a note (from the doctor if possible) telling the dosage, the time it should be given, the name of the medication and possible side effects. ALL MEDICATION should be given to the classroom teacher and administered under the teacher's supervision.

C. Fire, Tornado, and Safety Drills

In accordance with state law and for the safety of the students, our school holds monthly fire drills, except during periods of extended cold weather. Tornado drills and school safety drills are also held during the year.

ENROLLMENT

A. Racially Non-Discriminatory Policy

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

B. Fees

Immanuel Lutheran School is funded by Immanuel Lutheran Church as a vital part of Immanuel Lutheran Church's ministry. A current copy of the book fee schedule is available in the school office. A 10 month payment option is available.

SCHOOL AND HOME RELATIONS

A. Cooperation and Communication

Cooperation of the parents and staff is essential to achieve the goals set for the school. In order to have the child's education well balanced, the parents should feel free to consult with the teacher about the progress and welfare of their child.

B. Conduct and Discipline

The proper atmosphere in your child's school is crucial for effective learning to take place. This learning can be hindered when conduct is not orderly. Good conduct is expected of all who attend our school.

Since this is a Christian School, we have Christ as the unseen Guest in the classroom at all times. He is the example and guide to our behavior. He would expect the child to show respect to the teacher and pastor. According to the fourth commandment, God has required that we respect those in authority over us.

In view of this, discipline will and must be administered when need arises; therefore, the teacher will administer the proper discipline for the situation at hand.

Parents who enroll their child(ren) in Immanuel Lutheran School, do so with the understanding that they are in full agreement with the following statements:

1. All children enrolled at Immanuel Lutheran School will conform their attitudes and behavior in keeping with Christian doctrine, particularly as it is taught in the Ten Commandments and explained in Luther's Small Catechism; and

2. All children enrolled at Immanuel Lutheran School are there to learn and make productive use of their time.

Therefore, it may and will be necessary for the classroom teachers, principal, pastor, and Board of Education to take the necessary steps in administering discipline to ensure that the proper atmosphere exists for learning to take place.

Each teacher, in consultation with and approval of the principal, will be responsible for determining what steps will be taken for disciplining behavior that is disruptive to their classroom. The principal will, in consultation with the pastor, staff, and Board of Education, determine what practices will be observed by all students. Each teacher may also issue a detention when other measures have not been successful in producing the desired behavior, or when the behavior of any student is such that the teacher feels that an immediate detention is required.

Any parent may contest any discipline given to their child by contacting the teacher involved. If the issue cannot be resolved to the satisfaction of either the parent or the teacher, the parent or the teacher may request that a meeting be held with the pastor or principal. (If the teacher is the principal, then the Chairman of the Board of Education and the pastor should be requested to meet). If the situation is such that all parties are not yet in agreement, the parent, teacher, or principal may request that it be presented to the Board of Education, whose decision will be final.

C. Treatment of School Property

The child will be required to reimburse the school for the loss of, as well as for any willful or careless damage to textbooks and other resources. Pupils will also be held responsible for any school property which is deliberately or carelessly defaced, damaged, or marred.

D. Behavior at School Events

Each year field trips, tours, parties, programs, and etc. that the school sponsors are counted as school days. Therefore, the pupils are required to attend or be counted as absent for the day. Pupils must follow regular school policy and rules. All personnel in charge on these days - drivers, chaperones, teachers - have equal responsibility. The pupils are to respect and follow their directions. All discipline policies are in effect for all school related activities whether on or off Immanuel Lutheran School grounds.

E. Nuisance Items

Comic books, handheld gaming devices, squirt guns, MP3 players, Ipods, and the like should not be brought to school since they can become a problem. Cell phones that are brought to school should be turned off and stored in student backpacks during school hours. Individual teachers may include items not listed that they consider a distraction to their classroom. Electronic devices will be confiscated by teachers if used during school hours.

F. School Uniforms / Personal Appearance

Day school students are encouraged to wear their uniform on an everyday basis and are required to wear their uniforms on Wednesdays, on field trips, and on other special days throughout the school year as requested by the school.

Preschool students (3K & 4K) are also encouraged to participate in the uniform policy.

Uniforms for boys:

- Light blue polo shirt (long sleeve or short)
- Navy blue pants (or shorts weather permitting)

Uniforms for girls:

- Light blue polo shirt (long sleeve or short)
- Navy blue skirt (navy shorts underneath for modesty) or skort
- Navy blue leggings or tights underneath skirts (for warmth)

For all:

- Navy blue sweaters, either zipped or pull over for warmth, as needed.
- Black or navy shoes, socks, & belts.

Immanuel Lutheran School requires that all pupils wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process.

Because a person's appearance and dress affects one's attitudes and performance, students are to dress appropriately in keeping with Christian modesty and good taste, including cleanliness and neatness. Therefore, we recommend that modesty, cleanliness, and neatness be under consideration at all times. Tank tops, spaghetti straps, mesh shirts, spandex clothing, etc. may be worn ONLY under or over other appropriate clothing. Any questions or clarifications should be directed to the principal. Students may wear shorts from May 1st to September 30th. We suggest that parents send

a pair of long pants and a sweatshirt along to school, so your child can change if the weather turns cold.

Examples of violations are:

Modesty:

1. Skirts or shorts too short for the wearer.
2. Clothes too tight for the wearer.
3. Bare midriffs.
4. Questionable wording on clothes and patches.
5. Clothing which contains visually intense or distracting graphics or art work.

Cleanliness:

1. Dirt-stained or grass stained clothes.
2. Old, shabby jeans.
3. Frayed cuffs.

If a student comes to school in improper attire they will be asked to call a parent to bring suitable attire. We ask parental cooperation in this matter. Thank you! Repeated disregard to personal appearance will be cause for disciplinary action.

G. Bikes

Students who ride bikes are asked to place them in the designated area. No bikes are to be used during school hours, or loaned to other students. Parents are responsible for seeing to it that their children are properly instructed in the necessary precautions and procedures when riding their bikes to and from school. Parents are encouraged to provide helmets when their children ride bicycles.

H. Arrival at School

Teachers are generally present in their classrooms from 7:00 AM but no child is to arrive before 7:30 AM. Our teachers need some time to settle into their classroom for the day. If circumstances occur which prevent students from riding the bus at the regular time or parents from bringing a student at the normal time, parents are to make arrangements with another school family for bringing the child to school. There is no playing on the school grounds before school starts because there is no supervision. Upon arriving at school, students are to go to their own classroom. Students may go to another room only with permission. Time before school should be used to complete any unfinished work or to begin new assignments.

I. Leaving During School

Pupils who need to leave the school grounds during the school day must have a written permission slip from their parents as well as the permission of the teacher. Whenever such permission has been granted, full responsibility for the pupil's welfare rests with the parents.

J. Classroom Interruptions

The school building telephone number is 920-387-2158. Children should be called to the phone only in an emergency. The teachers will forward any necessary messages to the children. Children may use the phone with the teacher's permission only during recess or before and after school.

K. Emergency School Closings

Our school has adopted the policy that since our school is in the Mayville School District, we will close our school only when the Mayville School District decides to close school for snow and inclement weather. Please listen to the radio in the morning for the announcement. Immanuel Lutheran School will not be listed to avoid confusion.

On days that the Mayville School District's calendar does not coincide with the Immanuel calendar, please wait for the announcement via email. When in doubt, please call or email for more information.

L. Absence or Tardiness

Because absence and tardiness hinder the complete development of the child and fosters undesirable activities that do not show good self-discipline, we discourage any absence from school. All absences require a written excuse or a call from the parent as to the nature of the absence. In the case of an illness extending over 5 days, a written note should be returned from the doctor. If the parent knows the child is going to miss a few days of school, a note should be sent prior to his/her absence so that work could be completed before the absence.

M. Busing

We will do our best to secure busing service for your child, but we cannot guarantee that busing will be available to your child. Since the public schools offers busing to our students, it is our responsibility to enforce their rules. Our school subscribes to their rules and believes they should be followed. Each parent and student should read the school district's rules and make a full effort to follow them each day. All misconduct can cause the student to lose the privilege to ride the bus.

The students of our school have their best opportunity to witness their faith on the bus. Their conduct and words tell others about their faith in Jesus Christ.

PUPIL PROGRESS

A. Testing Program

Each year the students are given an achievement test to determine progress and areas of needed improvement.

B. Report Cards

Report cards are issued quarterly. Parents are urged to give special attention to these reports and feel free to contact the teacher if questions arise.

C. Grade Scale

The following grade scale is used for Kindergarten through Eighth Grade by Immanuel Lutheran School.

100	94	84	74
99 A	93 B+	83 C+	73 D+
98	92	82	72
97	91	81	71
96 A-	90	80	70
95	89 B	79 C	69 D
	88	78	68
	87	77	67
	86 B-	76 C-	66 D-
	85	75	65

D. Honor Roll Criteria

A Honor Roll: Those students who have for all academic subjects an A-average (95%) or above with no grade less than a B-.

B Honor Roll: Those students who have for all academic subjects a B average (88%) or above with no grade less than a C-

E. Parent/Teacher Conferences

At the end of the first and third quarters parents are scheduled to come to school in order to discuss the pupil's progress. Parents are encouraged to schedule other conferences with the teacher at any time. The student can only benefit from close communication between the parent and the teacher. Encouragement, not flattery or commiseration, will do much to help your child over some of the rougher parts of his/her school life. Encouraging a child to overcome difficulties when possible or enduring them until they pass may not be as easy as letting him/her avoid them, but encouraging such traits in the child will reap many rewards later in life.

D. Athletic Code

Athletic events at Immanuel Lutheran School are an extracurricular event for the students that attend Immanuel. Thus there are expectations of those students that participate. One of the expectations is maintaining appropriate grades in the academic subjects. A student will be eligible for athletic events if they have at least a 70% average and no F grades on their interim reports or report cards. A student that fails to meet these requirements will be suspended from athletic events (games, tournaments, practices, scrimmages, etc.) for one week. Re-evaluation will take place the following week.

Addendum: Marks of a Classical and Lutheran School

1. The School confesses and incorporates a commitment to the Gospel of our Lord Jesus Christ in all aspects of its educational mission as it is taught and confessed in the inspired sacred Scriptures and the confessional writings of the Evangelical Lutheran Church.
 - a. This faith commitment is explicitly articulated in the school's charter as expressed in the constitution and bylaws of the sponsoring congregation or governing body.
 - b. This faith commitment shapes -and is reflected in – the school's faculty, staff, instructional program, educational philosophy, and worship life.
 1. Faculty and Staff confess and reflect this commitment in their personal faith, worship life, and professional service to the school.
 2. A Lutheran, Christian world-view shapes, integrates and unites, the instructional programs of the school – its courses of study, educational resources, and priorities.
 3. Catechesis – teaching of the faith with confession and prayer – is central in the instructional life of the school on all grade levels in accord with the school's confessional commitment.
 4. Worship life uses and teaches the historic forms of liturgy and hymnody as they express and convey the gifts of the pure Gospel in Word and Sacrament.
2. The school demonstrates a commitment to a classical approach to curriculum and instruction within the framework of its confessional, Lutheran character.
 - a. The school's curriculum and instruction is shaped on all levels by a pedagogy that nurtures the basic language skills – grammar, logic, rhetoric – to progressively equip learners to carry out successfully their own inquiries into what is true, good, and beautiful.
 1. These skills are taught and exemplified by instructional strategies that are informed and shaped by levels of student intellectual maturity and aptitude – grammar in the lower grades; logic, and rhetoric added at learning-appropriate higher grades levels.
 2. All faculty and staff are committed to the classical approach in education and exhibit an enthusiastic willingness to grow in their understanding, skills, and appreciation of this approach to pedagogy.
 3. Each member of the faculty demonstrates being an enthusiastic ongoing learner in their assigned teaching areas of responsibility in and out of the classroom.

4. The school's governance possesses and implements ways and means for the continuing education of its staff in the classical approach – appropriate to the levels of the school's educational program.
- b. The scope and sequence of the schools curricular and co-curricular programs are normed by the goal to raise up a virtuous, educated person for heavenly and earthly citizenship – the life of faith in Christ and loving service to neighbor in the offices of one's vocation.
 1. The courses of study to be mastered by students are shaped by the significant fund of information to be passed on to the next generation for responsible citizenship in the Church and world.
 2. The basic subject areas of English language skills (reading, spelling, vocabulary, and writing), Latin, mathematics, history, science, geography, literature, music, art, physical education, and theology form the primary courses of study on all elementary levels of instruction.
 3. The higher language skills of dialectical thinking and analysis, and then later, rhetorical uses of language (written and oral) are exemplified by instructors on all levels but then, integrated into strategies for student mastery in the higher grades 7-12.
 4. Instruction in Latin, even in the early grades, is integrated into the strategies of teaching linguistic grammar and syntax and serves as a foundation for increased mastery of English and other foreign languages.
 5. The upper grades instructional program (grades 7-12) will reflect an increasingly sophisticated exposure and mastery of the primary resources of the literature of the Western Canon (The Great Books) that are age appropriate.
3. The school's institutional governance establishes and expresses clearly articulated rules, regulations, and responsibilities that are in harmony with God's revealed orders of creation -for students, parents, and school staff.
 - a. The school has written faculty, parent, and student policy manuals and has secured appropriate commitments.
 - b. Staff, parents, and students give ample evidence to their knowledge and compliance of the school's policies for conduct and responsibilities.

4. A regular evaluative strategy is in place to continually evaluate all aspects of the school's performance in light of its confessional commitments with established ways and means to implement improvement.

Adopted unanimously by the Board of Directors of the CCLE
April 27, 2006

Revised: January 29, 2010