

## INTRODUCTION

This handbook has been prepared to provide information about our school to parents of present and prospective students. Both are asked to read it carefully and discuss it with their children. **Much of the information is the same as included in handbooks of previous years, but you are still asked to carefully review all handbook items.** If you desire more information about our school or are considering enrollment for the first time, please contact teacher Lisa Lenz at 308-946-5068 (home) or 402-765-7253 (school).

## PURPOSE

### PHILOSOPHY OF EDUCATION FOR IMMANUEL LUTHERAN SCHOOL

As Christian parents, we have been entrusted with the bringing up of children in the Christian faith so that they willingly serve God and their fellow men. Thus, it is necessary to teach our children skills, knowledge, and proper Immanuel Lutheran School is an integral part of the ministry of Immanuel Lutheran congregation. The purpose of Immanuel Lutheran School is to provide Christian education in partnership with parents so that:

1. Children may be provided with a comprehensive program of education, so that they may develop their talents and skills for responsible Christian living and purpose.
2. Children may be nurtured in the Word and the will of God.
3. Children may in faith learn to know and accept Jesus Christ and grow in their relationship with Him and in service to Him.
4. Children may by God's grace experience a full life on earth and be assured of eternal life.
5. Children may learn to recognize themselves as persons of worth made by God in His image.
6. Children may learn to understand and appreciate their talents as gifts from God.

These purposes shall shape and direct all policies and programs of Immanuel Lutheran School. attitudes. Our first concern is the spiritual growth of our children.

Originally, God created man in His own image, making man the highest creature in all the wonderful creation. Man was blessed physically, mentally, and spiritually. When man chose to listen to and follow the devil, sin entered the world. Through sin, all of us were condemned to pain, sorrow, and eternal death, but our loving heavenly Father promised and sacrificed His Son, Jesus Christ, that our sins should be forgiven and that we might once again join in the Kingdom. It is completely by the grace of God that we are saved.

The school can only assist in the spiritual development of our children; it is essential that spiritual growth be a part of each child's home life. In our fast-paced world, it is all too easy to forget to allow time for Christ to be the center of our family life. The school is willing to offer advice about family devotions, etc. Unless the school is an extension of the spiritual growth of the family, the school and home can create a conflict within the child rather than promote his or her growth in Christ. May we all be led to guide our children so that out of love for God who first loved us, our children learn to show God's love in every thought, word, and deed.

## ADMISSIONS

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

A child must be five years old on or before July 31 in order to be enrolled in Kindergarten.

The doors of Immanuel Lutheran School are open to those who wish to avail themselves of the total educational program of the school.

The financial support of the school is dependent primarily on the congregational offerings, which are contributed by all Immanuel members. Families not members of Immanuel Lutheran Church pay a \$125.00 education fee per child each quarter for the first child and \$75 per quarter for each additional child. This fee may be paid in a lump sum or in monthly installments with the balance paid by the beginning of the third quarter. These families are also encouraged to donate of their treasures for the education of their children as they see fit.

All enrollments will be done by the teacher. The Board of Education will approve the enrollment of children whose parents are not members of Immanuel Lutheran Church.

As citizens of our community, we support the efforts of the public school toward quality education for all, and we appreciate the recognition and cooperation we have had from the local public school. The High Plains Community Schools are staffed by highly qualified teachers and a caring, professional administration. It must be clearly understood that our school must never be thought of as simply a private school or a mere substitute for the public education available. Rather, we are a church-operated parochial school that promotes the Christian faith, as expounded upon in the Book of Concord. In every instance, parental concern for Christian education must be a primary factor in seeking enrollment in our school. Since a Christian Day School such as ours can only be a part of total Christian training, each family, upon enrolling its children in our school, agrees to take an active interest in the church of its choice, attending church and Sunday school regularly.

## SCHOOL CLOSINGS

If the High Plains Community Schools do not have school due to weather, our school will also be closed. This includes later starts and early dismissals. The exception to this is early dismissals due to hot weather. With air-conditioning in our school, we will have full days of school even though High Plains may need to dismiss early. Parents will also receive a text message from the head teacher if school is closed. Parents will also be notified if it is necessary to dismiss school for reasons other than weather.

## CONDUCT AND DISCIPLINE

Good conduct reflects favorably on each individual, his family, and his school. We can use respect for others and Christian love as our guides. When misconduct does occur, as it most certainly will from time to time, it will be dealt with firmly but with love and forgiveness. Please refer to the Discipline Policies and Procedures at the back of this handbook. The teachers will further discuss acceptable classroom and general behavior with students. Integrity, personal responsibility, and respect and caring for others are as important to learn as math or reading. If we act toward others as we would like to have them act toward us, we will have few problems.

## RELIGIOUS LIFE AT SCHOOL

We strive to let our faith shine forth in all our work and daily activities at school. Each day begins and ends with prayer. Religion classes are conducted by the pastor and the teacher. Each Wednesday morning a chapel service is conducted. Everyone is invited to attend these services. Offerings collected are supporting Lutheran Church Missouri Synod (LCMS) missionaries and other causes from time to time.

## RETENTIONS

If a student's work is such that he is not able to function effectively at his present grade level, he may be retained in that grade for the coming school year. This will be done only by mutual agreement of the student's parents and teacher.

## TELEPHONE USE

Students are to have permission before using the telephone. The school's telephone number is 402-765-7253. Students may bring cellphones to school. They are to remain off during the school day and kept in their book bag. They may be used to contact parents with the teacher's permission. Cell phones that are being used without teacher permission will be kept by the teacher until picked up by the student's parent.

## HEALTH

Each student must meet state health and immunization requirements in order to attend school. Physical exams by a doctor are required for every child entering Kindergarten and Grade 7. These exams must be completed by no later than 30 days after entrance into our school. All students who participate in school sponsored sports must also have a physical before the first practice. Parents must also provide a current immunization record for all students. Parents are responsible to report any additional immunizations of your child(ren) to the school.

During the school year, a health screening will be conducted by a health nurse, and referrals will be made for any problems identified. Students who have asthma need to provide a student asthma action plan signed by their physician and have their prescribed inhaler with them on the school grounds at all times.

## IMMANUEL LUTHERAN CHURCH FUNERAL SERVICES

When a funeral service or burial service is held at Immanuel Lutheran Church, school will not be in session. School will be dismissed at noon in the event of an afternoon funeral, and school will not be in session for the day in the event that a morning funeral is held at the church. However, the Board of Education reserves the right to change or adjust the dismissal of school based on each individual circumstance.

## ATTENDANCE

The school day is from 8:00 a.m. to 3:15 p.m., Monday through Friday. The lunch period is from 11:30 to 12:00. Every student is expected to attend school regularly and be promptly on time. Students may be excused from the regular school day and allowed to make up work in cases of illness, in order to keep doctor or dentist appointments, and for other pre-arranged absences that have been approved by the teacher. Whenever parents know ahead of time that a child will be absent, it greatly helps the teacher's planning to know of the upcoming absence.

Although it is helpful if you can avoid school hours as much as possible, students will not be counted absent if they are excused for a doctor or dentist appointment as long as they are present for a portion of the school day.

In accordance with Nebraska Compulsory attendance law, excessive absences excused or unexcused (10 or more per semester) will be reviewed on an individual basis by the head teacher and the Board of Education and may be grounds for suspension.

Generally, students should arrive at school after 7:45 a.m. and be picked up by 3:30 p.m. If it is necessary for someone to arrive earlier or stay later, please make arrangements with the teacher.

## COMPLETION OF ASSIGNMENTS

Students are expected to have assignments completed carefully and on time. If a student does not understand an assignment when working on it at home or is unable to complete an assignment for some other reason, a parent is asked to send a note of explanation to the teacher. The teacher will be happy to work through the assignment with the student if more instruction is needed. If an assignment is not completed when due and the student has no note of explanation, the student will forfeit recess periods until the assignment is completed. Parents will be consulted if repeated unexcused incomplete assignments occur.

## LUNCHES

Students bring lunches and may bring items to heat up in the microwave ovens. When picking microwave items for lunch, it is helpful if they do not have long heating times. Please provide paper plates for warming items and also utensils. The school will provide these items on occasion when they are forgotten, but we ask that the student provides their own on a daily basis.

## ADMINISTRATION OF MEDICATION

From time to time, students will undoubtedly need to bring medications from home. These should always be in the original container or packaging. Prescription medications need to be labeled with the student's name. If the student will need assistance taking the medication, written directions from the parents should be given to the teacher or sent with the student. We are able to give students Tylenol or Advil as needed if we have prior written permission from their parents. A permission form will be sent home at the beginning of the school year.

## DRESS

Everyone is expected to dress cleanly, neatly, and decently. Girls may wear skirts and blouses or dresses, as well as slacks, jeans, or shorts. Boys may wear appropriate shirts and slacks, jeans, or shorts. Generally, students are encouraged to dress comfortably but still not too casually. If there is some question as to whether a particular article of clothing is appropriate, students should ask their teacher prior to wearing it to school. Students should change to indoor shoes immediately when they enter the building.

## SAFETY

At the beginning of the year, various safety precautions will be discussed with the children. Fire and storm procedures will also be practiced.

Unless special permission is given, no child is to leave the school grounds during the school day. Should a child become ill or be excused for other reasons, a parent or other adult should come to pick up that child.

## INTERSCHOLASTIC SPORTS

Students may be excused from the regular school day to participate as members of junior high athletic teams of area schools in practices and games of those teams.

A student will be permitted to practice but not to participate in the upcoming games if that student's grades fall below a 70% average in any subject or if there is a clear drop in academic performance. Parents may choose to set their own higher standards for participation. Full participation in interscholastic sports may resume when the student's academic performance has improved.

## USE OF CALCULATORS

Students in grades K-6 are NOT to bring calculators to school. The reason for this is that students sometimes come to depend on a calculator rather than learn their math facts. Students in grades 7-8 should have a calculator for use with specified math assignments.

## BOOKS AND SUPPLIES

An effort is made to keep up-to-date, quality textbooks in use in our school. If each student uses and handles his textbooks, laptop, and materials carefully, this not only reflects well on the student, but saves unnecessary purchase and replacement of these materials. Each student will be responsible for the replacement cost of lost or excessively damaged textbooks, laptops, or other school equipment.

## SCHOOL PROPERTY

It is extremely important that we develop and maintain a tradition of caring for church and school property. If there is any careless damage to school property, it will be repaired or replaced at the expense of those responsible. Any damage, whether careless or accidental, should be reported to the teacher right away.

## NOTIFICATION OF PARENTS IN CASES OF ILLNESS, ACCIDENTS, DISASTERS, OR OTHER EMERGENCIES

If it is necessary for a child to be sent home due to illness, parents or other designated individuals will be notified. Children will not be excused due to illness unless picked up by their parents or other responsible adult.

In cases of accident or sudden illness requiring doctor or hospital treatment, an effort will be made to contact parents or other designated individuals before any action is taken by the school. If it is not possible to contact any of these persons, the school will seek appropriate medical assistance.

In cases of disasters caused by storms, fire, etc., parents will be contacted as soon as possible to report the situation and to inform them of the condition of their children.

## ITEMS FROM HOME

Many times toys and other items from home prove to be a distraction for the students. Parents should be aware of toys or other items being brought to school. These items will remain in the student's book bag during class time and should only be played with during recess. If a student has something that may be useful to have at his seat during class time, he should get permission from the teacher before keeping it at his desk. iPods, electronic games, etc. should not be brought from home.

## PROCEDURES FOR IDENTIFYING SPECIAL STUDENT NEEDS

Informal identification of special student needs will be done by a student's teacher. With parental consent, the school will assist with making arrangements with the local public school district or other appropriate agency if formal testing of the student is required to assess a student's special needs and to plan procedures for meeting those special needs.

## LIBRARY USE

Students are encouraged to use the library to read and use library and reference books. The library maintains a large number of Newberry and Caldecott Award winners. These books are classified using the Standard Classification System. Each student also has access to World Book Encyclopedia online through Nebraska Access ESU 7. Each year at least 25 new titles per teacher are added. Students are aided and encouraged to check out books on a regular basis. Students are not to take home or keep at their desks any books that have not been checked out. Each student is to help keep the library areas neat and orderly.

## GUIDANCE

Guidance and/or counseling services can be provided at Immanuel Lutheran School by the resident pastor per student, parent, or teacher request. These guidance and/or counseling services are open to all Immanuel students and their families.

## TESTING AND REPORTING OF STUDENT PROGRESS

All involved are concerned with a student's progress, including the student himself, his parents, and his teacher. Individual progress reports (report cards) will be issued at the end of each quarter. Parent-teacher conferences will be scheduled during the first quarter. WE WILL TRY TO HAVE AS MANY OF THESE CONFERENCES AS POSSIBLE ON THAT SPECIAL DATE. Please feel free to make arrangements at any time to visit with the teacher.

Each fall and spring our students in grades 2-8 take the MAP test - Measures of Academic Progress. This test measures a student's level of achievement, pointing out strengths and weaknesses in math, reading, and language arts. Science may also be a tested area. Reports will be sent home to the parents following each testing period.

## FUND RAISING

The school is primarily funded by the congregation's treasury, but the students and families do assist. Our families are very successful at the Polk Tractor Pull lunch stand and in selling Christmas cards and gift items in the fall. There may also be special projects from time to time for special equipment or supplies.

## COMPUTER EQUIPMENT

Our school has two Dell computers in the upper grade room and one computer in the lower grade room that have been purchased primarily with funds raised by Christmas card sales. Students in grades K-8 will also have Chromebooks for their use. It is our objective to give our students exposure to computers, word processing skills, and internet skills and to make some areas of instruction more interesting and educational through the use of the computers.

## PHYSICAL EDUCATION

Organized physical education activities will be planned for at least 2 periods during the week. Students will also be able to use the gym or play outdoors during the other recess periods.

## DISCIPLINE POLICIES AND PROCEDURES

### RESPONSIBILITY STATEMENT

Immanuel Lutheran School will strive to provide a ministry of discipline which is in harmony with God's Word and in accord with insights and knowledge of child behavior so that students may grow in understanding and in skills of Christian discipleship.

### DISCIPLINE PHILOSOPHY

1. The staff of Immanuel Lutheran School (teachers, pastor, volunteers, and principal) believes that:
2. God loves all students.
3. Each student is included in Romans 5:12, "All have sinned", but also included in I Timothy 1:15, "Christ Jesus came into the world to save sinners."
4. The students will frequently act sinfully; therefore, while the staff, as adult fellow-sinners may dislike the action, the sin, the staff will always love the person, the sinner.
5. The students should practice respect for each other and for property of the church and school.
6. The students must work in unity and harmony so that the highest quality education can take place at school.
7. Each student is entitled to the respect of fellow students and his teachers.
8. Each teacher is entitled the respect of the students and of fellow staff persons as well as the parents.
9. The parents should support the actions of the teacher, or other authority, in a discipline situation.
10. Habitual misbehavior should be communicated to the parents.
11. The teacher should at all times be in control of the classroom and of him/herself.11. Students can and must be taught to be responsible for their actions.
12. Whenever possible, the students will be allowed to experience the just and natural consequences of their actions.
13. Students of different grades and maturity levels have differing needs and requirements regarding disciplinary action.

### THE DISCIPLINE PROCESS

Just as Jesus Himself had to exercise discipline, teachers can expect to be confronted with situations that demand disciplinary action. Teachers will follow the guidance of God's Word as found in Matthew 18 in administering discipline, and they will follow the example of God's Son, as He showed love through His actions.

The teacher will tolerate actions acceptable for specific levels of growth and maturity, but will stop behavior that is contrary to God's will or that infringes on the right of others to receive the best education possible.

A student's spiritual maturity, self-respect, and respect for others will serve to control some inappropriate actions. Therefore, the first line of disciplinary action usually will lie between student and teacher.

Following the example set by the Master Teacher, Jesus Christ, the staff of Immanuel, in exercising authority over a child, will not use any of the following:

Verbal abuse:

- A. Demeaning or belittling comments
- B. Ridicule or insults

Physical abuse:

- A. Striking a student
- B. Inflicting bodily injury

The following "**Steps**" will serve as a guide in the disciplinary process.

### **STEP ONE: TEACHER AND STUDENT**

1. The teacher will communicate to the student that he is misbehaving, and, if necessary, the teacher will tell the student why the misbehavior is undesirable or unacceptable. The following action options may be used:
  - A. Verbal warning
  - B. Separation from the group
  - C. Removal of a privilege
  - D. Other natural consequences
  - E. Informing parents
2. In situations of repeated misbehavior or misbehavior of sufficient gravity, the teacher will document the problem, citing date, time, parties involved, and a brief summary of the incident.

### **STEP TWO: TEACHER AND PARENTS**

The teacher will keep parents properly informed without having to report every infraction to them. However, when the teacher feels that the behavior warrants it, the parents will be informed and further action will be discussed. Any of the following options may be followed:

1. Any of the actions in Step One, with more stringent consequences.
2. Parent conferences
3. Corrective action as mutually agreed by the parents and teacher.

### **STEP THREE: TEACHER, PARENTS, AND PRINCIPAL**

1. The other staff members, including volunteers, will keep the principal apprised of both positive and negative behavior situations in the school.
2. The principal will be informed immediately in all instances of danger to any student, of any illegality, any injury, or any property damage.
3. When the situation between student, teacher, and parent has reached an impasse, or is of a nature to involve another judgment or counsel, the principal will become involved. The principal will review the case with all parties involved and take action that seems best for the student, his/her peers, the parents, and the teacher. Repentance, forgiveness, and positive change are the ultimate goals. The following action options may be used:
  - A. Any of the options in **Step One** and **Step Two**.
  - B. **In-School Suspension:** Removing the child from the classroom and placing him/her in a place of isolation where the regular classroom assignments will be completed. This action shall be considered in situations of a more serious nature such as, but not limited to, the descriptions below:
    1. The child persistently maintains the unacceptable behavior.



2. The child has committed a crime affecting the people or property of the school: vandalism, robbery, assault, drug possession, etc., but has expressed sorrow and repentance.
3. The child indicates that associating with classmates will cause problems for the child, the classmates, the teacher, or any other staff person.
4. The duration of the suspension will depend partly on the student's reaction and willingness to make changes.
5. Documentation of the incident(s) leading up to the suspension will be filed in the child's cumulative folder.
6. Parents will receive a written notice of the suspension. Appeal processes will be included in this notification. See "APPEALS PROCESS"
7. Suspension is done to benefit the student, and should not be done in a vindictive manner.
8. The student is expected to maintain all class-work during the suspension.

C. **Expulsion:** When every effort to bring about positive results has met with failure, the student will be expelled from school and left in the care of the parents and or guardians. The expulsion process is the same as the suspension process listed above, with the exception of the time limitation. Expulsion is final and permanent.

### **APPEALS PROCESS**

1. The parents will notify the principal in writing within three days that they desire to appeal the decision.
2. A hearing committee will be formed, including the members of the Board of Education, the pastor, the principal, and the involved teacher.
3. The parents will present their appeal, which will include their suggestions of alternative action, to the committee.
4. The committee will consider all aspects of the case.
5. The committee will make a decision:
  - A. Uphold the suspension or expulsion
  - B. Other corrective action
  - C. Innocence – No action taken
6. The determination of the committee shall be final.
7. A record of the process and information shall be filed in the student's cumulative file.
8. A copy of the committee's action will be mailed to the parents.

### **Concluding Remarks**

Immanuel Lutheran School is, by God's grace and blessings, a setting where sinners minister to sinners, and yet, where saints abound. God has given us, through His Son, the blessing of knowing that when Christians work in love and forgiveness, they are doing His will.

Christians make mistakes and, in a moment of weak faith, do and say things that later may be regretted. At that time the benefits of living in grace become evident. Christians forgive each other and move on toward a fuller life in Christ.

Immanuel's staff and leaders work to allow the Holy Spirit to use them as instruments to lead the Immanuel family closer to God's Son, Jesus Christ.



### REQUIRED SUPPLIES for Grades 4-8 students:

#2 pencils (you may also bring mechanical pencils)  
two or three ball point pens (no red ink)  
dry erase markers (i.e. Expo) and an eraser or sock  
12" ruler (Standard/Metric)  
compass and protractor for grades 6-8  
calculator that will find square roots for grades 7-8 ONLY  
small box of crayons  
scissors  
bottle of glue and 4-6 small glue sticks or 1 large glue stick  
1 spiral notebook (70 sheets) any color/design for grades 4-8  
Small binder and loose leaf wide ruled paper  
3 pocket folders  
package of highlighters  
small headphones or earbuds for your laptop  
1 pencil/supply organizer to keep on your desk (optional)  
3 tissue boxes to be shared with the classroom throughout the year  
1 package of copy paper (to be used for you math homework paper)  
NO BOTTLES OF WHITE-OUT, PENCIL SHARPENERS, OR SCENTED HAND SANITIZERS  
Students may choose to have some items not listed for their personal use. It is best if each student has all the supplies he or she needs or wants. Borrowing supplies, especially things like crayons and markers, is discouraged. Having your name on your items is helpful.

### All STUDENTS K-8:

\*1 package Dixie cups **or** 1 package napkins **or** 1 package paper plates **per family**  
\*1 Clorox Wipes **per family**  
\*Water bottle (that can be closed) to have at their desk for water throughout the day  
\*P.E. shoes  
\*Indoor shoes to be kept at school (Students will change shoes when they enter the building each morning.)

\*\*\*It will help if you check with your children regularly during the school year to make sure they still have all the necessary supplies.



### REQUIRED SUPPLIES for Grades K-3 students:

Below is a list of supplies students in grades K-3 will need. If you want to send plenty of extra items (pencils, glue sticks) Mrs. Bankson will store them for you until you need them in your desk. Please mark each item with your name or initials using a permanent marker. Please mark each of your markers so that if one gets lost, we can return it to you. Mrs. Bankson will supply paper for assignments for grades K-3, but you may have a notebook or art book for drawing in your desk. Also, see the note for all students K-8 on the previous page.

Box of markers - not thin (NO PERMANENT MARKERS PLEASE)

Ruler – 12" (Standard/Metric)

Lots of Pencils – regular size, NO MECHANICAL, sharpened if possible

Pencil erasers

Box of crayons

Large eraser

Scissors - choose a pair that is comfortable for you and easy to use

12 count colored pencils

Set of watercolor paints (Kindergarten/new students only)

2 pocket folders

Small headphones or earbuds for your laptop

Bottle of Elmer's Glue

Glue sticks ( 6 - 8 small)

3 boxes of tissue - we will share these in the lower-grade room

Package of 4 dry erase markers