

IMMANUEL LUTHERAN SCHOOL



PARENT HANDBOOK

IMMANUEL LUTHERAN SCHOOL
111 11TH STREET NORTH
WISCONSIN RAPIDS, WI 54494

“So then, just as you received Christ Jesus as Lord, continue to live in him, *rooted and built up in him*, strengthened in the faith as you were taught, and overflowing with thankfulness.”

Colossians 2:6-7

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WHY A LUTHERAN SCHOOL?

In order to carry out the command of Jesus, “Teaching them to observe all things whatsoever I have commanded you...” Matt. 28:20), the members of Immanuel Lutheran Church of Wisconsin Rapids have established and maintain this school. These members believe the school to be essential in carrying out God’s command regarding the Christian training of our children. They also want to assure themselves and their children of the blessings God has promised to those who give their children a Christian education.

God commands:

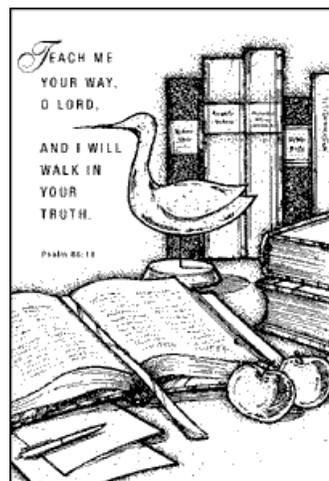
“Ye fathers, provoke not your children to wrath but bring them up in the nurture and admonition of the Lord.” Eph. 6:4

“These words, which I command thee this day diligently unto the children.” Deut. 6:6-7

God Promises:

“Train up a child in the way he should go; and when he is old, he will not depart from it.” Prov. 22:6.

“All thy children shall be taught of the Lord, and great shall be the peace of the children.” Is. 54:13



Immanuel Lutheran School exists because our concerned forefathers believed that the Christian Day School was the most effective agency to carry out the joint obligations of parents and church toward their children’s Christian education. We are even surer of this today!

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OUR GOALS

God has given Christians a most unique responsibility:”...to train a child in the nurture and admonition of the Lord...” so that he/she will grow up and remain in Christ. Christian education is a congregational as well as a parental responsibility. It is through this concept that Christian education can most effectively be carried out, and as a result, the home, school, and church can fulfill their responsibilities in this important and necessary task.



Let the little children
come to me....

LUKE 18:16

The chief task is to lead children to Christ, the center of Christian life and education. The child is made a saint through faith and is saved and will live with Christ in heaven. God made all things. He guides and controls them and He demands that His creatures honor Him as Lord and Savior in everything that is done. Instruction in God’s Word will enable God’s children, through faith, to see, love, and serve God and their fellow man without exception.

The educational process consists in teaching the whole child, reaching and serving each individual, and developing the potential of each child to the fullest. If children are to develop mature, wholesome, Christian personalities, many needs must be met. Immanuel Lutheran School is committed to the development and growth of various aspects of the child’s life: physical, mental, emotional, social, and spiritual. Spiritual development is the central and controlling influence in meeting the child’s needs.

With this understanding, the distinctive goals of Immanuel Lutheran School, in addition to the usual goals of education, are that the child:

...sees that he/she is a sinner and needs a Savior. The child should develop the habit of self-examination in the light of God's Word and experience daily sorrow and repentance for sin.

...fulfills his/her Christian responsibilities in all his/her relationships, living the redemptive life in Christ as a witness to the world of his/her heavenly hope.

...identifies him/herself as a child of God, a member of Christ's body, and as such, grows in self-understanding and self-acceptance; expresses his/her love through service to fellow human beings; and relates responsively to His whole creation as he/she lives in the Christian hope.

...uses God's Word as the source and guide of his/her Christian faith and life and regularly and spontaneously practices communion with God in public and private worship.

...understands and controls his/her emotions, basing his/her thoughts and actions on the knowledge of his/her relationship to God as a redeemed child, and experience a security through a firm reliance on Him.

...expresses his/her Christian faith in all civic-social relationships.

...develops his/her physical, mental, social, emotional, and spiritual potentialities to the fullest.

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IMMANUEL LUTHERAN SCHOOL **A BLESSING: A CHALLENGE**

Immanuel Lutheran School is one of over 2000 Lutheran Schools operated by the congregations of the Lutheran Church - Missouri Synod. These schools serve over 250,000 students and are taught by over 8000 teachers. Immanuel Lutheran School is closely associated with other Lutheran schools of the North Wisconsin District of the Lutheran Church - Missouri Synod.

Immanuel Lutheran School includes grades K-8 and its graduates are recognized by local high schools. Immanuel Lutheran School maintains a comprehensive curriculum and conforms to many, if not all, standards required for all other schools. However, Immanuel has these additional distinctive characteristics:

1. Lutheran teachers professionally trained in Lutheran schools who view their position as a calling, not a career or a job.
2. Christian children from Christian homes.
3. Controlled by a Lutheran congregation through the Ministry of the Day School.
4. A curriculum permeated by a Christian philosophy including the daily nurturing of the faith life of each child.

Immanuel Lutheran School has operated continuously since 1884. In 1984 Immanuel celebrated the centennial of the school, counted its many blessings of the past, and set challenging goals for the next century. Immanuel Lutheran School maintains a present enrollment of about 125 students with 10 teachers. The present facilities include the 1949 section with additions in 1964, 1990, and 1999. The total facility includes 12 classrooms, learning center, computer lab, library, large gymnasium, assembly hall, cafeteria and kitchen, storage areas, and a large church/school office complex. Educational and social activities of other congregational agencies are also held in these facilities.

The school is operated by Immanuel Lutheran Church through the Ministry of the Day School with final authority resting in the congregation. The principal serves as executive officer of the school, and with the help of the faculty, is responsible for carrying out its policies and recommending desirable changes.

Immanuel Lutheran Church assumes part of the financial support for the school. Since each member of the congregation feels a personal responsibility for the Christian education of all children of the parish, a part of all the contributions is used to operate the school. A tuition fee for members and non-members is established by the Ministry of the Day School and the Board of Directors. It is important to note that the tuition of all families attending Immanuel Lutheran School is subsidized to varying degrees by the congregation.

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APPLICATION & ENROLLMENT POLICIES

Immanuel Lutheran School feels the need to provide a Christian education for all children of any interested family.

A. GUIDE TO DETERMINE ENROLLMENT

1. Members of Immanuel – parents are assessed a tuition fee and are expected to be active members of the congregation and contribute generously to the congregation’s general fund, bearing in mind the annual per-pupil-cost for operating the school. Parents will want to remember the special blessings of the Christian Day School when making contributions.
2. Community – parents pay the annual tuition fee.
3. Members of sister congregations – At present, St. Luke’s Lutheran Church has an enrollment agreement with Immanuel whereby St. Luke’s congregation supports the tuition fee for each child. St. Luke’s members are asked to contribute a stipulated amount per child to their congregational budget. Parents who are members of other sister congregations may get some help from their congregations and remit the balance of the tuition fee themselves.
4. Members of other churches and/or denominations – parents pay the annual tuition fee.

B. AGE REQUIREMENTS

A child must be five (5) years of age on or before September 1 to be enrolled in Kindergarten.

C. IMMUNIZATIONS AND MEDICAL EXAM

The regulations of the State of Wisconsin require all children entering school for the first time to receive a complete physical and dental examination. All students must have proof that their immunizations are current. Any student not having all of his/her immunizations will be suspended from classes until proper arrangements have been made to receive the needed immunizations. Forms are provided by the school.

D. APPLICATION AND ACCEPTANCE

Applications for enrollment are available in the school office. The principal will process the application. Students who come from other schools must present a transfer of records or a copy of their last report card. Additional records will be requested from the transferring school.

Immanuel Lutheran School is not equipped to handle children who need specialized care. This includes those who are physically or mentally impaired and those with extreme disciplinary problems. These children are referred to schools which are designed for special needs children.

E. CHANGES OF STATUS

It is important that school records are accurate and current. Parents can help by reporting changes of address or telephone numbers punctually. Births, deaths, divorces, marriages, etc., are also a part of the record system. You may convey this information through the school office. When transferring from Immanuel, kindly give advanced notice so that a transfer form can be prepared for the new school.

F. NONDISCRIMINATORY POLICY

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 base of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Immanuel Lutheran School also believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunity be available to men and women equally. This is also prescribed by Title IX of the Educational Amendments of 1972. We, therefore, do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

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FEES

Immanuel Lutheran School is a parish school in that it is a non-profit organization. The cost of operating the school is funded by Immanuel Lutheran congregation, and also supported by tuition and education fees.

- 1. REGISTRATION RE-ENROLLMENT FEE** – A \$75.00 non-refundable pre-enrollment fee is required of each student during the annual re-enrollment period. This will be credited to the following years tuition. The payment agreement sheet will explain all fees in detail.
- 2. TUITION** – For members of the congregation and Community members – determined annually by the Ministry of the Day School. Community tuition is based on the school’s cost per child for education. This fee is due the beginning of each quarter, semester, or it may be paid monthly (10 months). All accounts must be current before a student will be permitted to begin another semester at Immanuel.

Wisconsin School Choice program participants do not pay tuition or any fees as part of the program.

A tuition assistance fund is available for those who are experiencing financial difficulties. Tuition assistance can be applied for by completing a TADS application that is available on line at www.tuitionaid.com

Another preferred option for tuition payment is the Joyful Response program through LCEF. You do not have to be a member of Thrivent to take advantage of this automatic withdrawal system and there are no additional costs to use the program. More information is available at Registration.

3. **FINES** – Library fines are assessed for late return of books and videos and lost books. Fines are also assessed for lost and damaged textbooks.
4. **SCRIP PRE-PAY FEE** All families are encouraged to use the Scrip fundraising program. Any family who has not earned \$100 in Scrip profit by the end of the school year will be charged a \$50 Scrip assessment fee.
5. **COUGAR KIDS** (Before and after school care) A non-fundable annual \$30.00 family registration fee is charged to help offset operating expenses. For information on current hourly rates for care, please contact Cougar Kids at 423-0272 ext 27.
6. **BAND** – Since our band program is a contracted program, a lesson and band fee is charged for those participating.

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CURRICULUM MATTERS

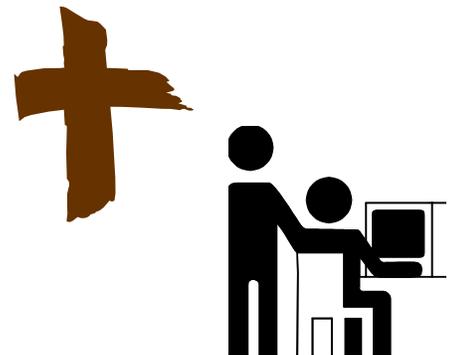
A. COURSE OF STUDY

Immanuel Lutheran School offers a complete course of study, Kindergarten through grade 8, correlated with those of the Lutheran Church - Missouri Synod (Integrating the Faith), the State of Wisconsin, the local school district, and the local congregation. The course of study is in accord with all the principles set forth in Holy Scripture and can in no way be contrary to them. The Curriculum is designed to emphasize the basic branches of learning so that the students will be prepared to continue their education with success after leaving Immanuel Lutheran School.

The faculty is constantly striving to secure and use the most efficient methods and media for instruction. Therefore, the staff attends a variety of conferences, workshops, and in-service programs. In addition, the faculty and the Ministry of the Day School have completed several self-study projects of the school programs. The school was awarded the “Award of Excellence in Christian Education” by the North Wisconsin District and the U.S. Department of Education “Exemplary School Award” in 1988. In 1993 and 2000 the school was granted national accreditation by the National Lutheran School Accreditation (NLSA) program.

The detailed Course of Study prepared and revised annually by the faculty for Immanuel Lutheran School is available in the school office and includes the following subject areas:

1. Religion: Bible stories, Bible Study, catechism, memory work, Christian hymns, church history, liturgy & worship. (Instruction for confirmation is a Wednesday evening program taught by the pastor.)
2. Mathematics: Modern and traditional approaches to arithmetic, algebra, geometry, and related areas. Accelerated Math is used in grades 3-8. Algebra I is taught in the 8th grade making it possible for students to take advanced math classes in high school.



3. Language Arts: Reading, phonics, language usage, grammar, spelling, speaking, composition and writing, literature, handwriting. Accelerated Reader is used in grades 1-8. Exploratory classes in Foreign Language are available for grades 7-8.

4. Social Studies: Community life, geography, history, current events, anthropology, citizenship.

5. Science: Physical, earth, plant and animal life, environmental studies, first aid, health, beginning fundamentals of physics, chemistry, and biology, lab work, ecology, alcohol and drug education, sex education, safety.

6. Fine Arts: Singing, instrumental music, appreciation, notation, drawing, painting, construction, dramatics.

7. Physical Education: Bodily strength and skills, rhythms, organized single and team games, fitness, and calisthenics.

8. Technology: Computer assisted instruction, keyboarding, data-processing, spreadsheets, word-processing, power point, publishing, use of the internet.



B. EXTRA CURRICULAR ACTIVITIES AND SERVICE GROUPS

A variety of extra-curricular activities is made available to the students of Immanuel Lutheran School. Membership in school organizations and/or school teams is dependent upon acceptable scholarship and Christian conduct.

1. Choirs: Classroom choirs: Grade K-5 choir; sing for chapel, Sunday worship services and special programs.

2. Band Instrumental Instruction: Grades 4-8
Instruction/rehearsal once per week (Usually Thursday)
Special Fee is assessed
Perform for Christmas and Spring Concert and spring competition

3. Handbell and Choirchime Choir: Grades 5-8
Play for school chapel and church worship services
Rehearse before school once per week (Tuesdays)

4. Safety Patrol: Grades 5-8
To assist students in safe crossing of streets, bus lines, and safe conduct in the school building.

5. Worship Area Aides: Grade 8
To prepare the worship area for chapel services each Wednesday morning.

6. Student Council: Grades 5-8
To plan and carry out various events for the student body.
Members are elected by the students.

7. Forensics Team: Grades 4-8
Students compete in spring competition



8. Math Team: Grade 6-8
Gifted math students compete in regional contests.

9. Literature Club / Newbery Club: Grades- various grades
Meet once a month to read/discuss/write reviews on various books

10. School Athletic Teams:
 - a. Soccer – Gr. 5-8 boys and girls
Practice/play after school in fall
 - b. Volleyball – Grade 5-8 girls
Practice/play after school in fall
 - c. Basketball
Grade 4 boys & girls
Grade 5 boys & girls Practice after school
Grade 6 boys & girls Play as scheduled
Grade 7 boys & girls
Grade 8 boys & girls
 - d. Track - Grades 5-8 boys and girls
Practice after school – meets held as scheduled



C. RULES AND REGULATIONS FOR IMMANUEL ATHLETES

- a. Christian conduct should be displayed at all times. While winning is an important goal, the development of Christian leadership and principles are more important.

- b. Inadequate classroom work and/or school behavior is the basis for determining eligibility.

- c. Inadequate classroom work and/or school behavior is to be determined by the classroom teacher(s) based on the child's ability and level of performance or responsibility. When this determination has been made, a meeting between the Athletic Director, the player, and his/her parents will be held to determine a plan of action to be taken to improve the situation and the length of the ineligibility. The principal and teacher(s) may attend this meeting if deemed necessary.

- d. The principal or Athletic Director will inform the respective coach(es) or leaders of those students who are ineligible.

- e. Athletes are expected to be at every practice. Practice is a very important part of everyday life, and especially athletic competition. Practice helps to improve and be better at anything we do. If an athlete is injured or not feeling well and cannot participate in practice, he/she should still attend if possible. Learning can still take place by observation.

- f. Athletes are expected to give complete effort and attention to all coaches during practice. Practice is not playtime. Playing time will be determined by the coaches based upon practice attendance, practice attitude, and effort displayed throughout the practice sessions.

An effort should be made to insure the participation of all players in games. However, coaches who spend many hours of practice time with the players have to make decisions as to who will play more and who plays less, based on attendance and participation as well as their observation of the effort, improvement of skill level, and overall contribution to the team. The following guidelines are recommended for each coach:



1. The reason for games is to demonstrate and perform skills learned in practice.
 2. Players should be allowed to play as much as the flow of the game allows.
 3. If a team consists of less than 200% of the players needed (i.e. volleyball 11 or less; soccer 21 or less; basketball 9 or less) each player should be allowed a reasonable amount of playing time – approximately 25% of each game minimum.
 4. If a team consists of 200% or more of the players needed, players should be allowed a reasonable amount of playing time (i.e. approximately 25% of every two games the team plays.)
 5. When 6th, 7th, and 8th grade teams enter tournaments, it is the coaches determination as to who and how much each player plays. Again, as many as can should play, but tournaments are played to win, not just participate.
- g. Each player is expected to support the team and his/her teammates at all times.
- h. Players are expected to conduct themselves in an exemplary manner at all times, but especially when traveling to and playing at another school's facility.
- i. If a player knows he/she will be unable to attend a practice session or game, the coach should be notified well in advance – at least three days – preferably a week or more. Any emergency absence would be exempt from this rule.
- j. Missing practice for any reason will change the athlete's playing status for the next contest. If your absence is excused you may play, but participation will be altered.
Excused Absences: Family emergency, personal health, or unavoidable problem, if approved by the coach (and A.D. if necessary). This is usually a difficult decision – therefore practice attendance is expected.
Unexcused Absences: Detentions, choosing to go to something else, or anything considered to not be a display of commitment to the team. These excuses can again be hard to judge, therefore, practice attendance is expected. Unexcused absences should be discussed between parents and coach (and A.D. if necessary).
- k. In order to play in a contest on a school day, athletes must be in school that day, all day. (Exceptions would be short absences such as dental appointments, funerals, etc.) For week-end or non-school day contests, coaches will need to determine playing status as some coaches may not be aware of absences.
- l. It is the player's and parent's responsibility to maintain the uniforms and have them cleaned before turning them in at the end of the season.

D. SPECIAL EVENTS

1. Lyceum Programs: Assembly programs are planned occasionally for all or part of the student body. The aim is to provide programs which will enrich the curriculum and expand the horizons of the child's mind.
2. Outdoor Education: Fifth grade students experience four days of outdoor education classes at Camp LuWiSoMo near Wild Rose each May as part of the regular curriculum. Outdoor classes are conducted in science, math, English, art, religion, and other curricular areas. The program also includes trips to the DNR forestry station and the state fish hatchery. The cost of the program is assessed to each student.

The fourth graders spend two days in fall at the Environmental Station operated by the University of Wisconsin, Stevens Point.

3. Field Trips: Students are taken to various points of interest in the area under the supervision of the teachers and room mothers. These trips include the cheese factory, cranberry bogs, maple syrup farm, dairy farm, government buildings, steam trains, circus, factories and mills, planetarium, plays, trips to Wausau, Green Bay, LaCrosse , etc. Expenses for admission and bussing are paid by the students. An 8th grade class trip is planned for the 8th graders in June.
4. Student Pictures: Pictures of each child are taken in Fall. Packets are made available to parents and children with no obligation to purchase.
5. School Fundraisers: All students and families of Immanuel Lutheran School are encouraged to participate in a variety of school wide fundraisers. Magazine Drive, Auction, FunFest, Golf Outing, Pancake Supper, Market Day and Scrip Program. The proceeds are used to purchase necessary equipment and programs not included in the school budget such as: AV equipment, technology programs, athletic equipment, library books, library magazines, lyceum programs, music materials, etc. Prizes are awarded to the children based on sales. Your complete cooperation is appreciated.
6. Class Parties: Each class has several parties during the year. Parents provide treats and plan the party. Students may bring treats on the occasion of their birthdays or may donate a special gift to the classroom.
7. Christmas Pageant: The students of the school present a special Christmas pageant scheduled for an afternoon and evening before school is dismissed for the Christmas break. All students participate in this pageant.
8. Spring Program: A special dramatic/musical program or special emphasis program is presented by the students of the school in the spring of each year.
9. Graduation: Commencement exercises take place in the gym at the close of the school year. 8th graders who have successfully completed the course of studies will receive their diplomas and special awards (“Servant in Christ” award and “President’s Award for Academic Excellence”).
10. School Picnic: The last day of school is celebrated with a picnic at Robinson Park from 11:00 a.m. to 2:30 p.m. The picnic includes games, a pot-luck meal, chapel service, and awarding of report cards and attendance certificates

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SCHOOL SERVICES

A. GUIDANCE:

Every school must provide some guidance at various levels of a child’s development. Immanuel Lutheran School, however, has the Word of God as a distinct advantage in providing help in this area.

Cumulative records are kept for each child. These records include health, family, academic records, and standardized test results.

Effort is made to adapt the child to the school environment and the school curriculum to the individual child.



The following standardized tests are administered to help provide effective guidance:

1. Achievement Tests – administered to all students in grades 2, 4, and 6 to determine student, class, and teaching strengths and weaknesses. The 8th graders take the state assessment test.
2. Cognitive Ability Tests – administered to students in grades 1, 3, 5, and 8 to help determine natural ability.
3. WKCE Examination is given to 8th Grade to evaluate student performance on a state test.
4. Diagnostic Tests – administered to help determine the specific needs of a child. The STAR Math test is given to students in grades 3-8 to determine his/her math level. Students also take the STAR Reading tests to determine level of reading.

B. HOT LUNCH

A hot lunch program is administered in cooperation with the State and Federal government programs. Adequate, well-prepared meals are offered by the school cooks each day. Milk is provided with the noon meal and is also available for milk breaks and for those bringing cold lunch. We do not use lunch tickets. The lunch account for each child is controlled by the hot lunch computer program. Parents submit money to each child's account and the computer subtracts from the balance each time a child has a lunch or milk. Lunch money can be given to the teacher any day. Application for free or reduced price lunches can be obtained from the school office. Those students bringing their lunches are reminded not to bring pop or soda or food from a fast food establishment.

C. LIBRARY

A central library with many fiction and non-fiction volumes, reference materials, and current magazines is provided. Volunteer librarians are on duty to assist the children and supervise the library facilities. The library is open as scheduled. In addition, each room is equipped with a small library. Each year new books are purchased by gifts and earnings from various fundraiser activities.

D. AUDIO-VISUAL AIDS/COMPUTER LAB

The school has a variety of audio-visual equipment available for use by the teachers and students. As new equipment becomes available, funds from fund-raising projects help purchase equipment as needed. Immanuel Lutheran School is also equipped with a state-of-the-art computer lab. In addition to the lab, all classrooms have several computers all connected to the central server and internet. Students are very familiar with computers and their programs by the time they graduate.

E. TELEPHONE

Office and classroom telephones are to be used only by the staff. In case of student emergencies, students may use the office phones with teacher permission. Arrangements for after school activities should be made between the child and parents BEFORE leaving home in the morning, rather than during the day over the school phones.

Teachers and students are not to be called to the phone during the school hours except in emergencies. The school secretary will relay important messages at convenient times or you may leave a message on the teacher's voice mail.

F. THE INTERNET

Students are encouraged to use the internet for research purposes. All students and personnel must sign the "Acceptable Use Policy" before using the computers. Teachers are also encouraged to communicate

with parents through the internet. Parents are asked to share their email addresses with the teachers. Parents can also receive newsletter information on Immanuel's web site – www.immanuelrapids.com, or by contacting the school principal to be placed on the weekly email distribution list.

G. SCHOOL BOOK STORE

The school does not operate a supply store. However, Bibles, catechisms, and gym clothes can be purchased anytime in the school office and on registration day. For gym clothes, see the athletic director.

H. TRANSPORTATION

Students who live more than two miles from school are eligible for free bus transportation. Arrangements are made with the Wisconsin Rapids Public School Transportation Department for bus schedules. They will contact the parents with the schedule information. Students in other school districts will need to contact their district transportation directors for schedules to Immanuel. Children who ride the bus are expected to behave courteously and cooperate with the bus driver, or the privilege will be suspended.

I. SCHOOL NEWSPAPER

The school newspaper The Cougar Chronicle is published three times a year by the students and staff. News and pictures of school activities are included.

J. FEDERAL PROGRAMS

Immanuel students are offered the services of the federal government Title programs. These programs provide remedial reading and speech programs as well as library materials and teacher professional development activities. Depending upon the program required and as allowed by law, student services may be received here at Immanuel or at the appropriate public school location.

K. LOST AND FOUND

Lost and Found items are located in a basket near the gym. Students are encouraged to check the basket often. Please label all clothing, especially gym clothes, boots, and jackets. Each year, a large box of unclaimed clothing is sent to Goodwill.



L. WEEKLY NEWSLETTER – Cougar Newsline

A weekly newsletter from the office containing all the latest news, announcements, and schedule of activities is published every Friday and emailed to all families. Please check your “in” box on your email. This is our best way to communicate our schedule of activities with parents. You may also log on to our web page at www.immanuelrapids.com.

M. COUGAR KIDS - BEFORE AND AFTER SCHOOL CARE

Immanuel Lutheran School sponsors a before and after school child care service (Cougar Kids) for K-grade 6 students attending Immanuel Lutheran School. Before school care is available from 6:00-8:30am. After school care is available from 3:30-5:30pm. Students can be enrolled on a regular or part-time basis. Parents weekly specify hours of care needed for the coming week. Cougar Kids is self-supporting and fees are set accordingly. A non-fundable annual \$30.00 family registration fee is charged to help offset operating expenses. For information on current hourly rates for care, please contact Cougar Kids at 423-0272 ext 27.

N. IMMANUEL LUTHERAN CHILD CARE CENTER

Offers care for children ages 2 1/2 (and potty trained) through age 5 from 11:30am-5:30pm Mondays – Fridays during the school year. Immanuel Lutheran Child Care Center is a state licensed facility offering Christian based care in a safe, nurturing, and educational environment. Immanuel's Child Care Center also serves as wrap around care for the 4K program. For more information or to register your child to attend, please contact Dian Schlichtmann at 423-0272 ext 20.

WORSHIP

A. JESUS IN THE HOME

The home is really where children learn the most with parents as teachers. In Duet. 6:5-7 God says, “Love the Lord your God with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” This is an awesome responsibility. The suggestions below may help you in making your home the workshop of the Holy Spirit.

1. Make sure Jesus is in your home. Daily devotions and Bible study will strengthen your faith.
2. Be conscious that Christ desires to be present in your home, and He is, whether invited or not. Pictures and plaques are good reminders of His presence.
3. Share with the members of your family the workings of God in your life.
4. Live in the power and victory of Easter knowing that in Christ you can conquer all the petty conflicts and tensions of family living.
5. As Christ has forgiven you, always be ready to forgive the members of your family.
6. Speak words of love that will edify and not tear down.
7. Talk with your heavenly Father as a family, bringing all the cares and concerns of the home to the throne of grace.
8. Be faithful in attending the worship services as a family.
9. Teach your children the gift of GIVING of yourself – time, talents, and treasure – to God and to others. Jesus gave His ALL for us, HIS LIFE.
10. Join other Christian families in family activities here at school and church, parenting classes, and Bible Studies where together we may grow in knowledge, understanding, love, and service.

And some more ideas to consider:

1. Plan for your child’s present and future health.
2. Provide and enforce a balanced diet. A good breakfast is most important.
3. Provide supervised and spontaneous recreation.
4. Become involved in your child’s recreation.
5. Know your child’s teacher
6. Take your child to church, museums, library, concerts, ball games, fair, instead of sending him/her with someone else or alone.
7. Monitor TV programs the child watches and the time consumed by watching TV.
8. Encourage your child to share information about school and play activities. Develop a portfolio for each child.
9. Know what is required of your child at school.
10. Attend PTC gatherings.
11. Check homework regularly.
12. Praise and perhaps reward accomplishments such as good papers, tests, projects, chapel participation, competitive academic opportunities (forensics, geography bee etc.) or sports participation.
13. To encourage reading and follow-up by parents, know what and how much your child reads.
14. Give priority to your child’s responsibilities such as signing and returning teacher notes.
15. Provide time and a quiet place for your child to read and study.
16. Attend classes on parenting when possible.





B. CHAPEL SERVICES

A children’s chapel service is held every Wednesday at 8:50 a.m. in Kuechle Hall. These services are conducted at the child’s level and are designed to provide worship and learning experiences for the child. At no time are chapel services to be considered as a substitute for the regular Sunday worship. Chapel services are lead by local pastors, a variety of Christian leaders and Immanuel teachers and their classes.

C. CHAPEL OFFERINGS

Weekly envelopes are given to each student for the school year. The envelopes are numbered for the weeks of the month and are to be brought to the Wednesday chapel service. Records of the contributions are kept and sent to the parents in January. These contributions support many mission and care projects throughout the world. This is an excellent way to begin to teach children the worship of giving.

D. CHURCH ATTENDANCE

God asks all of us to worship Him in all we do and has set aside special time when we can all come together to worship Him. Our parents and children are expected to attend Sunday worship services regularly. A family that prays and worships together stays together. This is one of the most important things you can do for your child...do not neglect it! Church attendance records are kept and recorded on the report card.

E. SUNDAY SCHOOL

Even though your child is enrolled in the day school, your child is also encouraged to participate in the Sunday School program offered by the church. This program also supplements your Christian training. Parents are invited to attend Bible classes during the Sunday School hour.

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HOME AND SCHOOL RELATIONS

All children of parents who desire a Christian education for their children are welcome at Immanuel. It is the desire of the faculty to work with parents and walk together in ONENESS of spirit and purpose. For the good of the child, parents are requested to uphold the instruction given in school. Whenever the school pulls one way and the home another way, the child suffers.

Immanuel Lutheran School is here to help you bring up your child, especially in the love of Jesus Christ. If for some reason a problem develops, please discuss the matter with the teacher with whom the problem exists. In Christian love, please do not gossip or spread false rumors with other parents, but go directly to the teacher. The principal should be contacted if the first step fails. If consultation with the principal fails to solve the problem, please contact the chairperson of the Ministry of the Day School.

A. FELLOWSHIP AND IMMANUEL SUPPORT ACTIVITIES

A large part of the Immanuel experience is in the relationships that are formed. This occurs within the student body and among the parents and teachers. There a variety of opportunities throughout the year to come together in fellowship with one another and in support of our school. We always welcome parents to be participants in the activities, and we encourage your involvement in the implementation of these activities. They take many man hours to carry out, and everyone’s support and participation is vital.

B. REPORT CARDS

Report cards are issued quarterly. They contain the appraisal of the child’s academic work by the letter system:

A= 93-100 % B= 84-92% C= 74-83% D=65-73% F=0-64%

An evaluation of effort, attitudes, and conduct is also included. Further information is given on the card.

C. HONOR ROLL

Students who do well academically are recognized for their achievement. An honor roll has been established for grades 5-8. **Highest Honor** includes those students with a 4.0 average. **High Honors** is for those who score 3.5-3.99, and **Honors** goes to those who score 3.0-3.49.

D. PARENT – TEACHER CONFERENCES

A formal parent-teacher conference period is arranged for parents after the first quarter. This allows for questions and discussions related to the report card and all areas of the child's growth and development. Plans for cooperative action are proposed. As requested conferences are held during the third quarter, and may be initiated by either the teacher or parent. Additional conferences at other times of the school year are arranged as desired by either parents or teachers. Questions or concerns that may occur between formal conferences should not be disregarded. Notes, e-mail, and phone calls to teachers will relieve much of the concern.

Even in a Christian environment like Immanuel Lutheran School, differences of opinion occur from time to time. Should parents of an Immanuel student have a situation where they have a disagreement with a policy or a teacher, the following measures should be taken:

- ✓ The parent(s) and teacher discuss the situation in a Christian manner in an attempt to work out a solution.
- ✓ If there is no resolution of the problem after a meeting (or meetings) with the party concerned, the parent should contact the principal for his input.
- ✓ If there is still a concern by the parent after meeting with the principal, the matter should be brought to the attention of the chairperson of the Ministry of the Day School who may then bring it to the attention of the entire board. (Point 2 must have been followed before the board becomes involved.)
- ✓ If the first three points have been followed, and the parent still feels the concern has not been resolved, the final recourse is for the parent to take the situation to the Immanuel Board of Directors.

E. VISITING THE SCHOOL

Parents are welcome to visit the classroom anytime with this one request. The parent should call the teacher or the principal, preferably a day or so in advance, in consideration of the teacher and any particular classroom situations which might make a visit impossible. A special visitation day is planned for all parents during Lutheran Schools Week in March.

F. INTERIM REPORTS

Interim reports are sent home with the students in the middle of the quarter in grades 3-8. These reports are especially helpful for those students who may be experiencing some grade difficulty, or for those who may have slipped a bit. These are not official report cards and are not recorded.

G. HOMEWORK

The challenging program at Immanuel Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing immediate goals, but it is a helpful habit for future education, which is becoming more and more demanding. The amount of homework depends upon the study habits of the child. Parents can help by providing encouragement and a quiet place to study.

If your child is unable to complete his/her assignments, for any reason, kindly send an explanatory note so that he/she may make up the work at a later time. This may or may not carry consequences of a lowered grade. That is left to the discretion of the teacher. If assignments seem consistently



burdensome, the teacher would appreciate such information so that the problem can be alleviated.

H. HOME VISITS

In order for the teacher to better understand the child, it is helpful that the teacher sees the child in his/her home environment. Teachers will plan to visit the homes of their students in August to discuss the class curriculum, expectations, and school activities with the child and parents.

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HEALTH AND SAFETY

A. ILLNESS

To minimize the danger of spreading diseases, a child having symptoms of a contagious infection should be kept at home. Should signs of illness arise while the child is at school, the teacher or school secretary will contact the parents who need to arrange transportation home. Parents should pick up their child at the school office or at the classroom.

B. FIRST AID

It is understood that teachers or the secretary will administer first aid in case of minor injury. In cases of serious injury, the parents will be contacted, and if need be, the rescue squad would be called. All teachers are certified for performing first aid and CPR.

The emergency contact information is filed in the school office for handy reference when someone must be called for help. Please notify the school office of any changes that must be made on this sheet as the year progresses.

C. IMMUNIZATIONS

The State of Wisconsin requires that all immunizations must be current before a child may be admitted to school. Contact the school office for a list of immunizations needed for each grade level.

Please check your records carefully. Any student not having all of his/her immunizations will be suspended from classes until proper arrangements have been made to receive the needed immunizations.

D. MEDICATION

The teachers may not dispense any medicine, even aspirin, etc. If a child needs medication during the day, a parent and doctor permission form must be submitted giving clear instructions as to time and amount of medicine to be taken. Forms are available from the school office or teacher. The school secretary will store all medicine and the child will need to go to her to take the medicine. The teacher or secretary cannot be held liable for forgetting to remind the child to take his/her medicine.

E. SAFETY

Considerable traffic on Oak Street demands caution in the interest of child safety. The Safety Patrol is stationed on the corners of Oak and 11th and Prospect and 11th. Children and adults need to be instructed to obey the Patrol and cross only at the corners when the Patrol has given permission. A city crossing guard is stationed at Oak and 8th Street. Parents and children are not to jay-walk across 11th or Oak Street before and after school. Please use the crosswalks at the end of the block.

FIRE DRILLS will be held monthly. The local fire department will inspect the building for fire hazards. Teachers will be instructed how to turn in an alarm. Drills will be varied so students have several options for escape. The fire drill procedures are posted in each room.

TORNADO DRILLS will be held during the tornado season. Each class is assigned a safe area in the building. The alarm for tornado will be by using the intercom system. Exit instructions for fire and tornado drills are posted near the door of each classroom.

HAZARDOUS MATERIAL: Most of the asbestos has been removed from the building. The areas that remain (tile floor in the cafeteria and a few pipe elbows) are maintained and records are kept in the office. Other hazardous materials may be spilled and released into the air from some industries in the school's area. When such serious pollution occurs, the local environmental agency will instruct us to what procedures we need to follow. (12-99)

SUSPICIOUS STRANGERS: In order to prevent strangers from entering the building, all school doors will be locked during the school day with the exception of the doors near the church/school office. All visitors are asked to check into the office when entering the building. When strangers are in the building, the staff should carefully approach the stranger and ask if he/she could be of any help. If the stranger seems suspicious, the office should be notified to call the police and to pass on the "suspicious stranger in the building" code. At this point teachers will lock their rooms, turn off the lights, take their children into a corner of the room where they cannot be seen from the door, and quietly pray, read a story, or do some quiet activity. If there is time, pull the shades. Rooms can get back to normal after an all-clear announcement has been made. If any violent act should occur, we only ask that God would help us. The teachers and staff would try their best to protect the children in their care and when possible, try to escape to safer territory as quickly and safely as possible. A common meeting place will be Immanuel Lutheran Church on the corner of 8th and Prospect. (12-99)

WEAPONS: When a person brings a weapon (gun, knife, etc.) to school, the weapon will be confiscated, the police may be called, and the person will be held in the office for questioning. If the incident involves a student, the principal, parents, and the Ministry of the Day School members will determine if the child shall be suspended or expelled from school. Each case will be determined by the severity of the case. (12-99)

BOMB THREATS: In the event of a bomb threat to Immanuel Lutheran School, the students will be evacuated quickly and in an orderly manner and taken to Immanuel Lutheran Church on the corner of 8th and Prospect Street. The police department will be notified immediately and all precaution will be taken to inspect the school thoroughly and declared safe before any students or staff will be permitted to reenter the building. Students involved with a bomb threat will be suspended or expelled immediately and further action will be determined by the Ministry of the Day School. (12-99)

REPORTING CHILD ABUSE: When a teacher or staff member suspects that a child is a victim of abuse, that staff member is required by law to report this abuse to the principal and contact the Social Services Department of the county (421-8600). The Social Services Department will handle the case from that point on.

NON-CUSTODIAL PARENT CONFLICT: In cases where a non-custodial parent wants to get in contact with the child or to remove him/her from the school, the principal needs to be contacted. If the non-custodial parent is disruptive or violent, the police will be called. Under no circumstances is any child permitted to leave the building with the non-custodial parent. A copy of the court order papers of all custodial children must be on file in the office. Teachers need to know the custodial situation of each of the children in the class and be trained in handling these conflicts.

INTERNET: The Internet is available in the computer lab and classrooms. An "Acceptable Use Policy" contract must be signed by all students and parents. When students are on the internet, they are supervised by a teacher. An internet filter is placed on the system.

HARASSMENT: It is the policy of Immanuel Lutheran School to deal promptly and honestly with any potential situation that may involve any type of harassment. In brief, our policy states,

Harassment consists of persistent and unwelcome conduct, whether verbal, non-verbal, or physical, that is based on a person's status, such as sex, color, race, ancestry, national origin, age disability, marital status, veteran status, or other group status. It is not considered harassment, of any sorts, for staff or leadership to take appropriate corrective measures to enforce reasonable performance and/or conduct standards. Staff is defined as teacher, pastor, librarian, cook, secretary, parish administrator, etc.

If you feel that you are being harassed, you are encouraged to tell the offending party that you object to the conduct. If you feel that this cannot be done then go on to step two of these expectations. We are all bound by our obedience to the Lord of the Church to follow the procedures which Jesus Himself set forth in Matthew 18:15-18, where it says, "If your brother sins against you, go show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."

Keep records noting what happened, dates, times, places, names of witnesses, and any other pertinent information. This information is to be shared with the adult immediately in charge (teacher, principal, parish administrator, senior pastor, etc.), of the offender. That person is responsible for reporting the incident to the senior pastor.

If the offending party's unwelcome conduct continues, or if you witness harassing behavior, or you believe that this policy may have been violated, you are to report (written or verbal) the incident to the adult immediately in charge (teacher, principal, parish administrator, senior pastor, etc.), of the offender. That person is responsible for reporting the incident to the senior pastor. If the senior pastor is the alleged offender, the incident is to be given to the circuit counselor and/or the elders.

The senior pastor is responsible for establishing an investigation process and timeline, and the communication of the same to the eldership. The eldership will ensure that the investigation takes place and that a conclusion is reached with both the investigation and conclusion being documented.

A full copy of this policy is available from the school office upon request.

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GENERAL SCHOOL POLICIES

A. SCHOOL YEAR

The school year shall contain 175 school days, with exceptions approved by the Ministry of the Day School. Immanuel's schedule follows that of the Wisconsin Rapids Public School as closely as possible. A complete school calendar is issued each year and distributed with the registration materials.

B. THE SCHOOL DAY

Classes meet daily from 8:45 a.m. to 3:40 p.m. It is important that students arrive on time, but need not be at school before 8:25 a.m. Those children riding the bus may enter the building before 8:25 and go directly to the cafeteria and wait for the 8:25 bell. Those children not riding the bus will need to wait outside until the doors open at 8:25. A before-school and after-school child care service (Cougar Kids) is provided for the children who need to be at school earlier than 8:15 a.m. or need to stay later than 4:00 p.m. (See Page 11)

C. ABSENCE

Barring illness or emergencies, children are required by law to attend school each day. All absences are to be reported by calling the school office (423-0272) between 8:00 and 8:45 a.m. A written note provided to the teacher upon the child's return to school is expected. Anyone absent for more than two hours will be marked at least ½ day absent. Exceptions will be made when dental or doctor appointments are held during

the noon hour and no academic time is lost. Excused absences include: illness, impassible roads, religious observance, quarantine, remedial health treatment, and sickness or death in the family. Visiting relatives, vacations, truancy, shopping etc. are unexcused absences. Students missing more than 10 days of school may be considered truant. Any student who is aware of an impending absence is required to contact the teacher so that the work can be completed before being absent. Being absent from school hinders academic learning.

D. TARDINESS

A child who is more than one hour late to class is counted as being absent for the half day. If tardiness cannot be avoided, it is better to be tardy than absent. Tardiness should also be explained in a note to the teacher signed by the parent. Anyone arriving late or leaving early must also sign in/out in the school office.

E. LEAVING SCHOOL GROUNDS

Students who for some reasons other than emergencies need to leave the school grounds during any time of the school day must have the written permission of their parents as well as the permission of the classroom teacher. Whenever such permission has been granted, full responsibility rests with the student and the parents. Parents must come to the classroom or school office to pick up students. For the sake of safety, students may not leave the school building and wait for their parents outside.

F. BICYCLES

Bicycles may be ridden to school and parked in the bike rack. Bikes may not be ridden around the school grounds before, during, or after school hours. Parents need to review bicycle safety rules with their children. Students who disregard bicycle safety will not be permitted to ride them to school. All bicycles must be “walked” on the school grounds at all times. Skateboards and roller blades may not be used on school grounds.

G. SCHOOL WORK – ASSIGNMENTS – MAKE-UP WORK

The children are given opportunities in school to complete much of their school work, however, about ½ to 2 hours of homework may be required. Assignments should be done on time, be neat, and accurate. Be sure students have a quiet place to study – no TV, radio, or headphones. Children are asked to make up their work as soon as possible after an absence. Two days for each day absent should be sufficient time to get all the work handed in. If a child experiences excessive amount of homework each night, then talk to the teacher for help. If a student/family knows about an anticipated absence, the school work should be completed before the absence.



H. DETENTION – SUSPENSION – EXPULSION

The teacher is to be regarded as a God-appointed guardian while the child is in his/her care. This implies that the student is to obey and respect his/her teacher in the same way as he/she would respect his/her parents according to the 4th commandment. In the absence of such an attitude and behavior, reasonable punishment may be given to the child. Spanking will not be used by the teachers. In cases where the teacher is not able to obtain proper behavior from the student, the teacher will report such misbehavior to the parents. If this does not produce the desired results, the matter will be referred to the principal.

Suspension from school may be used when the severity of the offense is great. The length of the suspension may vary, again depending upon the severity of the offense. Following a suspension, parents must accompany the child to school for a conference with the teacher and the principal.

Expulsion may occur after three suspensions or when the behavior is considered to be such that he/she should no longer be a part of the Christian community of the school, or when damaging other students' Christian standards. A child may be expelled only after the Ministry of the Day School has studied the issues and has recommended expulsion. Parents may appeal the decision by contacting the chairperson of

the Ministry of the Day School. Expulsion may also occur if the parents do not pay the fees required by the school, prolonged unexcused absences, and acts of immorality.

I. PERSONAL APPEARANCE – DRESS CODE

Since good grooming and cleanliness are virtues which still are important for succeeding in our society, it is expected that students wear clothing which is neat and clean in appearance. It is also important that each student is conscientious about cleanliness of his/her body. Dirty hair and skin and body odor are not only unhealthy, but tend to alienate a person from his/her classmates.

Since modesty and humility are basic Christian virtues. Fads in clothing, hair style, and jewelry which focus attention to oneself and may be offensive to others or gang related, should be avoided. If there is a question on this matter, please contact the teacher or principal first instead of challenging the school policy. Parents are encouraged to assist children in exercising good Christian judgement in reference to neatness, cleanliness, and choice of clothing.

Some guidelines:

1. Certain basic health and safety requirements must be met.
2. General appearance should reflect modesty, neatness, and cleanliness.
3. Footwear and other clothing that may damage property must be avoided. Shoes should not leave black marks on the floor. For safety reasons, all shoes and sandals must have a back or heel strap. Beach sandals and flip-flops are not permitted.
4. Clothing should be in good repair – no holes. Shirts and jeans must have a finished edge (hemmed). Pants must be worn with a belt at the waist, not inches below. Tear-away pants (snaps) are not permitted.
5. Unusual and conspicuous appearance (fads in clothing, hair styles, body piercing, jewelry, or gang related clothing) should be avoided.
6. Lettering on T-shirts or sweatshirts advertising alcoholic beverages or unchristian messages will not be permitted. Teachers reserve the right to make judgements.
7. When wearing tops and pants, no exposed skin should ever be seen in the midriff area (even with arms raised), Tank tops (by themselves) are not permitted.
8. Neat shorts may be worn during hot weather between April 15 and October 15. Nylon-type sport shorts may be worn. Drawstrings are strongly encouraged. No short shorts.
9. On chapel days- Wednesday – students are encouraged to “dress up”.
10. **GENERALLY... IF ANY CLOTHING IS QUESTIONABLE, DON'T WEAR IT TO SCHOOL.**
11. Gym Clothes:



- a. All students in grades K-8 must wear gym (soft sole) shoes that do not make black marks when playing in the gym.
- b. Boys and girls in grades 4-8 need the following uniform for gym classes:
 - White Immanuel T-shirt
 - Maroon Immanuel gym shorts
 - White gym socks
 - Gym shoes that do not make marks

The required clothes are to be kept in the lockers at school and must be worn for each gym period. Grades will be lowered for failure to wear the proper gym uniform. Uniforms may be purchased on registration day or anytime from the Athletic Director.

- c. Towels are provided for showers. All students in grades 4-8 are encouraged to shower after each gym period or athletic event.
- d. Gym clothes may NOT be worn in the classroom.

Parents will be notified of any violations of the above guidelines.

J. EMERGENCY CLOSING

In case of bad weather or other emergencies, the cancellation of school will be announced on radio station WFHR (1320 AM) or WGLX (103 FM) and on television channels 7 and 9 as early as possible. Immanuel cancellations for bad weather follow the same schedule as the Wisconsin Rapids Public Schools as announced by the district superintendent. An individual announcement specifically for Immanuel may or may not be made, so please follow the Wisconsin Rapids directives.

K. BEHAVIOR

Learning cannot take place in an atmosphere of disorder or disrespect. Misbehavior is not overlooked and is treated as sin and looked upon as a need for guidance which is given according to individual needs in a loving Christian way. Each teacher exercises supervisory responsibility over his/her classroom and the entire student body as the need arises.

The following general rules apply to behavior

- a. If the action offends someone or is not God-pleasing, don't do it. Students should conduct themselves as Christian boys and girls, respect each other and the property of others, and have pride in themselves and others at all times.
- b. Do not disturb. The amount of noise permissible depends upon the situation. There is to be no running or shouting in the building at any time.
- c. Gum chewing is not permitted in the building at any time. Its misuse is disruptive and creates a maintenance problem.
- d. Nuisances are to be left at home. Water guns, noisemakers, laser pointers, etc. will be confiscated and not returned.
- e. School property is to be respected. Damages will be assessed to parents.
- f. There is to be no snowballing at school or on the way to and from school. Children are expected to wear appropriate foot coverings in wet and cold weather.
- g. Smoking, drinking alcoholic beverages, using drugs, and chewing tobacco are not permitted on school grounds.
- h. Sack lunches may be eaten during lunch time only. Candy and other food stuff should be left at home. Pop and energy drinks are not allowed. Fast food meals are strongly discouraged.
- i. Games that are potentially dangerous to the child will be banned from the playground or gym.
- j. Children are not to retrieve balls from the neighbors' yards or from the roof. Teachers or supervisors will designate one child to get the ball from the neighbors and custodians will retrieve balls from the roof.
- k. Students should not congregate in halls and restrooms.
- l. Cell phones and pagers are the responsibility and liability of each student. They are to be turned off and left in the student's secured area during school hours. These items will be confiscated for any misuse.

L. MONEY

Children should not bring large amounts of money to school. If large amounts of money need to be brought to school, the child may deposit the money with the school office for safe keeping. The school is not responsible for lost property or money.

A FINAL WORD

We hope you have read this handbook carefully and relayed some of the information to your child(ren). Our rules, regulations, and policies are guidelines for our Christian coexistence. We pray that we can all cooperate and live in Christian harmony as we work together in bringing our children the most important gift we have to offer – an education with Christ at its center. We ask for God's continued blessings in this challenge.

