



Immanuel Evangelical Lutheran School

Teaching Young Minds.



Preparing Young Hearts.

2015-2016 Parent/Student Handbook

" Train a child in the way he should go, and when he is old he will not turn from it. "

-Proverbs 22:6-

School Staff Directory

School Principal, Grades 7-8 Teacher

Mr. Josh Roth
immanuelsalem@gmail.com
jroth78@hotmail.com
School Phone: 503-371-5473

Grades 5-6 Teacher

Mr. Jason Schleef

Grades 3-4 Teachers

Mrs. Stephanie Roth (8:15-12:00)
Mrs. Gretchen Wasser (12:00-3:15)

Grades 1-2 Teacher

Mrs. Laura Schleef

Kindergarten Teacher

Mrs. Gretchen Wasser

Preschool Teacher

Mrs. Anna Flunker

Clergy of Immanuel Lutheran Church

Pastor Craig T. Wasser
Vicar Justin Pomije
Church: 503-364-8371

Board of Christian Education

Mike Masters - Director
Jason Schaap - Board Member
Ethan Colvert - Board Member

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Mission Statement

Immanuel Lutheran School exists to develop and strengthen discipleship in young people and their families through a quality, Christ-centered curriculum which is based on the Holy, Inspired, Inerrant, Word of God, and prepares students to excel in their continuing education and life.

Vision and Objectives

Through our program of Christian education, we strive to aid families in providing faithful guidance to each child in the maximum development of his/her spiritual, mental, social, and physical God-given abilities.

To assist in achieving it's mission, the school will:

- Actively and continually reach out to the community through our school with the Gospel message.
- Encourage ongoing spiritual growth for students and their families, and instill in them the desire to live and witness their faith.
- Promote opportunities for all members, students, and their families to serve their Lord in the church and school, at home, and in the community.
- Provide a high quality, well-rounded education (spiritual, mental, social, and physical) with standards-based academic expectations for each student in keeping with the individual's God-given ability.
- Maintain a learning environment where the Word of God and the love of our Savior is evident and where students can be successful in a safe, nurturing, and Christian setting.
- Make the school financially accessible to any family, member or non-member, through scholarship and service grants.
- Actively pursue appropriate growth in enrollment, faculty, staff, and facilities.

Supervision and Management

Immanuel Lutheran Church and School of Salem, Oregon, operates this school as a Lutheran Elementary School. Its supervision is under the Board of Education of Immanuel Lutheran Church and School. The Board of Education is comprised of elected members of the congregation, the principal, the pastor, and the congregation's president.

Notice of Non-Discriminatory Policy

In view of the fact that the Bible teaches that "God does not show favoritism" (Acts 10:34), and in keeping with the primary purpose of this school, which is to tell its students the joyful message that Jesus Christ has redeemed all people from sin and its curse and has won full salvation and eternal life for all as a free gift, this school cannot and does not discriminate on the basis of race, color, nationality, or ethnic origin in its policies, athletics, or other school administered programs.

What We Believe

God's Word and its truths are the center of everything we do at Immanuel Lutheran School. Our policies and curriculum are based on the rock of God's Word and the love of our Savior. Below is a summary of the core beliefs of our Church, School, and Synod.

If you would ever like to learn more about these teachings, please speak to the Pastor or Administration.

- We believe that the entire Bible is God's Holy Word and we should not add to it, subtract from it or change it in any way.
- In the Bible the only true God is revealed as three persons and yet only one God: God the Father, who created all things, the Son, Jesus the Savior, and the Holy Spirit, who creates faith in people's hearts.
- God's perfect creation was destroyed when some of his created angels rebelled and deceived Adam and Eve and all people with them. Because of this, all people are by nature eternally separated from God. (original sin)
- God in his amazing love did not want us to be separated from him. Because of his love he sent his own Son who lived the perfect life we cannot and who died and rose from the dead, saving us from the death we deserved.
- God accepted the life and death of Jesus as payment for the sins of all people of all time. Because he did not stay dead, you and I are assured that our sins are forgiven. The benefit of this becomes ours through faith.
- Faith is not a decision, a choice, or something we have earned. It is simply and beautifully a gift from God the Holy Spirit. The Holy Spirit gives us this gift through God's Holy Word and Baptism.
- Baptism is applying water in various ways together with the Word of God. In baptism we are born again of water and the Spirit and salvation is given as a gift. God's Word also tells us that it is for all people regardless of age.
- Having been set free from sin we desire to live lives of thanks for what our Savior Jesus has done. This alone motivates children to obey and respect teachers and their rules.
- We know that no one is perfect and authority and their rules will still be broken. Therefore God directs us to show the child their sin and lead them to confess it to God and then assure them that it is forgiven for Jesus' sake.
- Mark 16:16 says, "Whoever believes and is baptized will be saved."

Parental Growth Opportunities

Parents can also become better informed about the doctrines taught to their children by attending Bible Information Classes offered through the church. We offer two classes during the year, one in the Spring and one in the Fall. The 10 week class is made up of a majority of people who have never gone to church, or who are members of a Christian church who want a refresher on basic Bible teachings. Other growth opportunities may be available. Speak with the Pastor or Administrator for more details.

Religious Instruction

All children attending Immanuel Lutheran School will receive religious training on a daily basis. These teachings will be offered in formal religion classes in an age appropriate manner, as well as with all classes taught from the Biblical perspective. All teachings and doctrines are based on the truths found in God's Word, the Holy Bible, and according to beliefs of the Wisconsin Evangelical Lutheran Synod.

As part of the regular curriculum, all students will be assigned portions of the Holy Bible and Luther's Small Catechism as memory work. All upper grade students will attend Bible Teachings class for instruction in the basic doctrines of God's Word. The class meets during regular school hours. This instruction will be carried out by the Pastor and/or Vicar of Immanuel Lutheran Church.

All children attending Immanuel Lutheran School are required to complete these assignments.

Chapel

Every school week the children will have the opportunity to participate in a special chapel service which is conducted in the church. Immanuel's pastor or vicar will lead the students in these services. We invite all parents, grandparents, and church members to attend for worship and coffee fellowship after the chapel service.

Worship and Sunday School Attendance

Naturally, we are vitally interested in the spiritual welfare of the children in our school. A Lutheran Elementary School education supplements family worship; it does not replace it. Because worshipping in church is an essential part of Christian living, all students and their families are encouraged to attend church services and Sunday school faithfully. Parents are reminded that faithful church and Bible class attendance on their part is essential in setting a good example for their children about the importance of God and his Word in our lives.

Singing In Church

Because worshipping in church is an essential part of Christian living, and because singing in church is an integral part of our school music program, all Immanuel Lutheran School students are strongly encouraged to attend the regular Sunday Church worship services in which their class is scheduled to sing. If you cannot attend the scheduled service, please contact your child's teacher. Class singing schedules will be made available to parents and students at the beginning of the school year.

Mission Offerings

At the chapel services each student has the opportunity to bring a monetary gift to Jesus and thus learn one of the very important principles of Christian Stewardship. The proceeds from these offerings will flow toward a mission endeavor of the WELS that is selected in part by the student body at the start of the year.

Home and School Cooperation

Proverbs 22:6 says, "Train a child in the way he should go, and when he is old he will not turn from it." Since this school is an aid to parents (who have the primary responsibility) in bringing up their children in the nurture and admonition of the Lord, it is vitally important for the home and school to cooperate with each other to the fullest extent. That is why we welcome God-pleasing discussion with our parents on the educational development of their children. Cooperation between parents and the school plays a key role in helping the school carry out its mission. Parents, please see below for ways that you can assist in this mission.

Expectations of Immanuel Lutheran School

Parents and students can expect that Immanuel faculty and staff will:

- Express the joy of carrying out the Gospel ministry at Immanuel.
- Have a servant attitude in their approach to ministry.
- Conduct themselves in a professional manner.
- Be prepared for the classes taught each day.
- Carefully assess each child's individual God-given abilities.
- Encourage each student to work to his or her potential—based upon the gifts and abilities God has given them.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of ILS students and their families.
- Pray for the students and families of ILS.

Immanuel Lutheran School faculty and staff expect that students will:

- Conduct themselves in a manner that demonstrates Christian love.
- Have a willingness to participate, cooperate, and learn.
- Take responsibility for class assignments and projects.
- Challenge themselves to succeed at the highest possible level, using their God-given gifts and abilities to the fullest.
- Complete all assignments on time.
- Go to the classroom teacher when there is a question regarding class work.
- Understand and reflect the joys and blessings of the Gospel ministry at ILS.
- Pray for their parents and the Immanuel faculty and staff.

Immanuel Lutheran School faculty and staff expect that parents will:

- Have their child at school on time each day.
- Attend worship services regularly with their child.
- Encourage their child to use their talents to the best of his or her God-given ability.
- Regularly discuss school with their child.
- Encourage their child to seek help from his or her teachers with questions.
- Discuss their child's progress with his or her teachers.
- Approach teachers with any issues or concerns in an appropriate God-pleasing way.
- Communicate regularly with their child's teachers.
- Share with their child and others the blessings of Christian education.
- Speak well of their child's teacher and Immanuel's other faculty and staff.
- Pray for their child and Immanuel's faculty and staff.

Admissions Policy

Immanuel Lutheran School has been established to provide a Christian education primarily for the members of Immanuel Lutheran Church. All families of Immanuel Lutheran Church are eligible and encouraged to send their children to Immanuel Lutheran School. While the church supports the school through its operating budget, members using the school are charged a reduced amount of tuition for their child's education.

Children of families who are not members of Immanuel Lutheran Church will be admitted into Immanuel Lutheran School on an annual basis.

Students will be admitted according to the following priority:

- Families who are members of Immanuel Lutheran Church.
- Families of other WELS or ELS churches.
- Families who have no church membership.
- Families who are active in their own Christian churches.

All families are admitted based on the school's Admissions Policies and Procedures.

Enrollment Requirements

Students applying for **Kindergarten** must be five years old by September 1st of the anticipated enrollment year. Students applying for or entering **first grade** must be six years old by September 1st of the anticipated enrollment year. A copy of an applicant's actual birth certificate is required and will be kept on file as proof of age.

Students applying for the **Preschool** program must meet the requirement that are laid out in the Preschool Handbook.

As required by Oregon law, students attending Immanuel Lutheran School must have doctor verified, complete, up-to-date immunization records on file at the school. Information regarding all required forms is available through the school administration office.

Classrooms

Immanuel Lutheran School is configured in multi-grade classrooms. Multi-grade classrooms have contributed greatly to our WELS school system's 150 years of academic excellence.

Teachers in multi-grade classrooms are often better prepared and supplied to custom tailor instruction to the needs of individual students than teachers in single-grade classrooms. Multi-grade classrooms are filled with a great range of books, materials, and stimuli that are naturally available to all students, no matter what their age. The teacher can use these resources to deliver excellent small-group instruction for each child. The community of children in a multi-grade classroom is truly unique!

At Immanuel Lutheran School the enrollment is limited to sixteen students in Kindergarten. There is a limit of twenty-two pupils per classroom in grades one through eight. The number of grades per room is determined by total enrollment in the classroom.

Curriculum

Immanuel Lutheran School offers a challenging curriculum that is comprehensive, developmentally appropriate, and sequentially consistent. The curriculum is designed to provide a well-rounded education: spiritual, physical, academic, and social.

Textbooks used by Immanuel Lutheran School, in most cases, are secular in nature. This allows the teachers to help students learn to distinguish between Biblical truths and worldly philosophies and theories.

Subjects offered include (on a grade appropriate basis):

- Christian Faith and Living
- Communication Skills: Reading, Writing, Speaking, and Listening
- Mathematical Skills
- Science
- Social Studies
- Technology
- Fine Arts (Art and Music)
- Physical Education

Grades and Grading

Our grading system follows the percent and letter system:

95-100%	A	I	Incomplete
93-94%	A-	N	Needs Improvement
91-92%	B+	U	Unsatisfactory
87-90%	B	S	Satisfactory
85-86%	B-		
83-84%	C+		
79-82%	C		
77-78%	C-		
75-76%	D+		
71-74%	D		
70%	D-		
<=69%	F		

Families are strongly encouraged to look over their children’s graded work with them, and contact the teachers with any questions they may have. Parents will also be given a login and password to the school’s online grading system at the start of the year. Teachers, likewise, will be communicating with parents on a regular basis. With these practices in place, the grades on a student’s quarterly report card will come as no surprise. Parents are asked to attend a conference with their child’s teacher at the end of the first and third quarters.

Standardized Tests

Standardized achievement and/or intelligence tests are administered annually to grades three through eight to determine student, class, and teacher strengths and weaknesses. The Terra Nova 3rd Edition test is used throughout the schools of the WELS at this time. The school will use these results to aid in evaluating student and curricular progress. Test results will also be reported to parents.

Homework

A certain amount of homework is necessary and can be expected. Each teacher will communicate with families regarding their homework policies and expectations. Students will be required to do memory work associated with Bible study, hymn study, and other academic course work. Parents can be supportive by providing a scheduled study time and place for their child, and overseeing completion and organization of homework.

Home Visits

Teachers make annual home visits to the parents of children in their classrooms. These home visits are carried out to create a closer relationship between home and school and between parent and teacher. Teachers will make these visits before the new school term, after making appointments with the parents.

School Calendar

An official school calendar will be distributed in June for the next school term. Immanuel Lutheran School exceeds the minimum state required hours of education for all grade levels. Copies of the school calendars that will include listing of class days, in-service days and days off during the school year are always available in the school office or on the school website.



Code of Conduct

God tells us in Ephesians chapter 4 to "Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God." In following this principle, as well as Oregon state law, the following guidelines have been established in regards to expectations for behavior at Immanuel Lutheran School.

Misconduct on the part of students is not acceptable and undermines the integrity of the educational and spiritual mission of Immanuel Lutheran School. While it is not possible to list all circumstances that may be considered misconduct, the following are some examples of behaviors that are not acceptable.

Bullying: "Harassment, intimidation or bullying" means any act that:

- Substantially interferes with a student's educational benefits, opportunities or performance;
- Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation;
- Has the effect of:
 - Physically harming a student or damaging a student's property.
 - Knowingly placing a student in a reasonable fear of physical harm to the student or damage to the student's property; or
 - Creating a hostile educational environment, including interfering with the psychological well-being of a student; and
 - May be based on, but not limited to, the protected class status of a person.

Cyberbullying - The use of any electronic communication device to harass, intimidate, or bully.

Sexual Harassment - The act of making sexual advances or requests that unreasonably interferes with a person's education or creates a hostile or offensive school-related environment. Such circumstances may include verbal, nonverbal, and/or visual harassment, as well as any unwelcome physical touching.

Menacing - Any act which is intended to place a student in reasonable fear of imminent serious physical injury.

Hazing - Any act that recklessly or intentionally endangers the mental or physical health or safety of a student as part of initiation or a condition of attaining membership or affiliation with any school related group.

Discrimination - Committing any of the above acts based on, but not limited to, the protected class of a person. (Refer to the Immanuel Lutheran School non-discriminatory policy).

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In the event a person feels that he/she is a victim of misconduct, the following steps will be taken:

1. If an incident occurs, it should be reported immediately to the principal or other proper school authority.
2. An investigation of the incident will take place to find a God-pleasing resolution. Once the investigation has been completed, all involved parties will be notified.
3. In an act of Christian love and discipline, any student/staff found to have engaged in misconduct will be counseled in order to express contrition over their sin and confess trust in Jesus as their Savior who has given them full forgiveness through his grace. (Create in me a pure heart O God...Do not cast me from your presence or take your Holy Spirit from me. Restore to me the joy of your salvation and grant me a willing spirit to sustain me. Psalm 51:10-12) In addition, they may face one or more of the following: (1) parent conference, (2) detention, (3) suspension, (4) removal from the school, and/or (5) referral to the police.
4. All actions taken will be at the discretion of the school leadership and done in an age appropriate manner. The final decision is the responsibility of the school leadership, and will be done in light of what is best for the individuals involved, for the integrity of the school and its climate, and in accordance with God's mission for us on earth.
5. In keeping with God's command as given in the 8th Commandment, similar steps may be taken in the investigation and discipline of those who are found to bring false accusations of others.

Discipline

It is not only the right but also the duty of parents to use loving discipline in the raising of their children. The Lutheran Elementary School teacher, when acting on behalf of the parents, has the same right and duty.

Our students, in accordance with God's command to "Honor your father and mother", owe obedience and respect, not only to their parents, but also to all teachers whom the Lord has placed over them.

Individual teachers have different classroom rules and are expected to communicate those rules to the students and to the parents. Teachers expect parental support for the classroom rules and for consequences administered when those rules are broken.

Teachers will make every effort to treat every student fairly in accordance with God's Word. Proper use of law and gospel will be used to help the student realize their sin, repent of it, and be assured of their forgiveness through their Savior Jesus.

On the other hand, all students attending Immanuel Lutheran School must submit to the wholesome discipline of the Word of God (Ephesians 6:4), and must also submit to reasonable consequences by the teacher in cases of serious transgression. Again, parental support is expected and appreciated. Students who see the teacher and parent working together for their welfare tend to respond better to discipline administered by the teacher.

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Attending Immanuel Lutheran School is a privilege. The administration of the school reserves the right to suspend any student who proves to be incorrigible, despite patient admonition and reasonable consequences, and whose attitude or conduct tends to have an adverse spiritual or moral influence upon the other students in the school. Suspension may be initiated by the Principal and becomes effective immediately for a period not to exceed three school days. The suspension can be lifted at the discretion of the Principal, but only after he has consulted with the parents and has received assurance that the offense will not reoccur.

Expulsion can be ordered only by the Board of Education, and only after every other attempt to help the parents and the student have failed. Expulsion will remain in effect for the remainder of the school year, when the matter may be submitted to the Board for their review and recommendation.

Note: Due to the severity of a given offense, the Board of Education reserves the right of expulsion to be used prior to the use of an extended suspension from school.

Disciplinary Procedures

As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

In the event that a student at Immanuel requires discipline, the following process will be initiated:

1. The infraction is brought to the student's attention.
2. The incident is documented by the teacher.
3. By means of personal counseling, the teacher and student work together to achieve resolution. This may result temporarily in extra duties or the loss of privileges for the student. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
4. Parents may receive a phone call, hand-written note, or e-mail message from the teacher indicating concern for the student's behavior and inviting parental involvement.
5. Ongoing infractions may result in student conferences with the Principal. A teacher or administrator may request a parent conference in which behavioral issues are identified and solutions are discussed.
6. A student may need to serve detention as part of the disciplinary process. Detention will be held on Tuesdays from 3:30-4:30pm. The teacher and parent/guardian will communicate as to when the detention will be served.
7. A student may be suspended for continued violations of school rules. The types and quantity of violations are taken into consideration. A suspension may be served at home or in the school as directed by the administration.
8. If a student persists in his/her lack of cooperation as indicated by an unwilling spirit, rebellious behavior, or unacceptable attitude, the parents will be asked to withdraw the child.

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Complaints that may arise are to be dealt with outside the regular school hours and, as a rule, should be directed to the teacher involved. If a proper settlement is not reached, the matter may be taken to the Principal, the Pastor, and finally the Board of Education, and in that order. These are procedures that are outlined in Scripture (Matthew 18:15-20) and better guarantee that acceptable resolutions to differences of opinion are reached.

School Financial Policy

Immanuel Lutheran School, through its Principal, the Board of Education, and the IELC&S congregation's other elected officers, has adopted and uses a set of policies and procedures for the effective financial management of the school. The most pertinent aspects that affect students and their families are summarized here, but parents and guardians are encouraged and expected to always communicate openly with the Principal or his designated representative(s) concerning school financial matters.

ILS is most definitely **NOT** a for-profit enterprise, but relies heavily on God-pleasing stewardship of the financial resources available to continue to provide ongoing educational and related services. Charges to and payments from its students and their families are important to ILS' mission, therefore payment terms, conditions and practices are to be fair, firm, reasonable, and orderly. A high-ethical attitude is expected from and toward ILS with respect to its finances.

Tuition and Fees

Students enrolled in grades one through eight who are not members of Immanuel Lutheran Congregation are charged a tuition amount that closely matches the actual cost of educating their child(ren). Members of Immanuel Lutheran Congregation are charged a reduced tuition amount because of their added responsibility to support ILS through their regular church offerings.

A variety of tuition payment plans (and discount programs) are offered by ILS. Parents/guardians of students may apply for financial assistance. Contact the Principal to learn more about payment plans and assistance.

In addition to tuition, all students are charged a registration fee annually. For students from Kindergarten through grade 8, a comprehensive fee is charged that encompasses costs including technology fees, field trips, classroom supplies, yearbook, and athletic fees. The comprehensive fee rate depends upon the grade level of the student.

For current tuition, fee, and discount program rates and information, please contact the Principal and/or review the published rate schedule available in the school office and on the School's web site.

Other Services

ILS typically provides other non-educational services for the benefit and/or convenience of its students and their families. After School Care is one example. Participation in non-educational services is voluntary; however, participation is contingent upon prompt payment of charges for any services rendered. See these individual sections for more information.

Billing and Payments

ILS relies on two primary means to communicate charges to and receive payments from school families. First, each parent/guardian shall meet with the Principal to discuss and arrange payment of charges for their student(s) upon enrollment. During the meeting a "Tuition Agreement" form is prepared, is signed by the parties, and is retained in the School's records. Second, once arrangements have been made and an ILS account has been established for the family, ILS will provide monthly account statements which detail any and all charges, discounts, and payments received. In order to reduce the cost and effort involved in preparation and distribution of statements, monthly statements may only be distributed to families with unpaid balances on their account.

Tuition charges billed monthly (if that payment plan applies) accrue on the first day of the month. Other charges accrue as of the date specified for the program (non-monthly tuition, After School Care), or as communicated by ILS for other activities and programs. Payments received will be credited to accounts as of the date received at the School office.

Monthly account statements are prepared and issued on the first day of each calendar month. They are distributed to parents/guardians via postal mail, email, or in person at the School—according to arrangements made within the Tuition Agreement. The amount due is shown on the statement and is due and payable as of the statement date. In no event shall the availability of the statement (or lack thereof) be reason to change the customary due date (the first of the month). Open balances less than zero (credit amounts) will be applied to future statement charges, if they occur. Please communicate with the Principal to arrange for a refund of any credit amount that will not be applied to future charges.

Payments may be made by cash, personal check, bank issued check, or money order. Questions or concerns about the statement charges, payment details, etc. must be brought to the attention of the Principal or his designated representative(s) promptly.

Refunds and Pro-rated Tuition

Registration fees are non-refundable. Tuition and comprehensive fees paid for months that a student does not attend due to transfer to another school or expulsion from ILS are refundable. Partial month tuition/fees are not refundable.

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Students who enroll after the school year has begun will be charged the (full) registration fee and monthly for tuition and comprehensive fees. A partial month's tuition is charged at the full monthly rate. For the purpose of calculating pro-rated tuition, comprehensive fees, and any refunds, Preschool is considered to be a nine-month schedule - September through May; Kindergarten through grade 8 are on a ten month schedule - September through June. Alternate tuition payment plans may be approved (or required) by the Principal.

Overdue Payments, Finance Charges, and Returned Check Fees

Parents/guardians are responsible for making payment on their accounts in a timely manner - payment for the amount due should be received at the School within 15 days after the statement date, and not more than 30 days later. In addition, parents/guardians are required to ensure that non-cash payments made are tenderable and adequately funded by their financial institution. Cash payments should not be mailed - and cash payers at the school should request and receive a receipt from ILS at the time of payment.

Unpaid balances more than 30 days past due are considered late. Unpaid balances more than 60 days past due will incur finance charges. Parents/guardians who anticipate having to make a late payment must inform the principal in order to avoid reminder notices and/or late fees. Amounts more than 60 days past due will be assessed a finance charge of 18% APR, with a minimum monthly finance charge of \$3.00.

Checks denied funding by ILS' bank incur additional charges and fees that will be charged back to the parent/guardian. ILS may add such charges to the parent's/guardian's statement, which become due and payable along with any previous unpaid balance.

Egregious non-payment of account balances may be cause for the School to take actions such as denial of or restriction from participation in optional services offered, mandatory modification of the Tuition Agreement payment plan with adherence to its provisions in order to maintain enrollment, etc. ILS' Principal will most certainly work diligently to assist families in need, however communication is key - parents/guardians must not simply ignore their financial responsibilities. As a last resort, uncollected debts may be referred to collection services and student(s) expelled.

Computer Use and Technology Fees

Students in grades 7-8 have the privilege of using Google Chromebook computers as a part of every school day. 3rd-6th grade students will also have use of laptop computers in their class. At the start of every school year, students and their parents/guardians will be required to sign a computer use agreement. The costs of the technology is paid by parents/guardians as a part of their comprehensive fee.

Financial Support

Immanuel Lutheran School provides financial support to families in need in the form of a scholarship fund. The fund comes from donations of members of Immanuel Lutheran Church for the purpose of aiding families who want a Christian education for their family, but cannot afford it.

Each year, families are required to submit the required paperwork and documentation for review by the Immanuel Scholarship Committee. Scholarship awards will be given based on available funds each year. The decisions made by the committee are final.

Dress Code

We expect our students to adhere to the principle that their bodies are a temple of the Holy Spirit and as such should be kept clean, healthy and modest in appearance. Short shorts, cut-off shorts, mini skirts, spaghetti straps, tank tops, halters, tube tops, (no exposed midriff) muscle shirts, undershirts worn as outer garment, etc. are considered inappropriate. Advertisements on T-shirts, hats, and jackets that promote tobacco, alcohol, musical groups, violence, gang influence, or satanic connotations are not allowed. Hats, hoods, and bandannas will not be worn inside buildings. Socks must be worn at all times, with the exception of approved ladies dress shoes. Weather-appropriate outerwear is also required. Students may not wear pierced jewelry other than earrings. Students hair styles and colors should also reflect a Christian appearance and should not cause offense to others. Unnatural hair colors and styles that cause such offense are not allowed. Decisions regarding appropriate dress at school will be made by the faculty and final decisions are left to the Principal and/or School Board. We appreciate the cooperation of parents to help in promoting a healthy image of our school, our students, and our God.

Student Records

Student records include academic achievement, report cards, test scores, medical records, and other necessary information. These records are confidential, but parents/guardians and members of the school staff may make inspection. They are not available to non-school personnel without express written consent of the student's parent or legal guardian.

Parents are responsible for ensuring that student records are kept up-to-date with valid emergency contact numbers and names of persons authorized to pick up children.

In the event that there are court imposed restrictions concerning custody of a child, parents and legal guardians must make sure a copy of the court documents are on file in the office before the first day of classes each year of enrollment. It is necessary for the school to have this documentation in the student's record for proper release of information, grades, records, etc.

Open Houses

The school is open to your visit anytime during the academic year. Advance notice is appreciated. Official open houses are scheduled for various dates through the year. Refer to the school calendar for those dates.

Emergencies and Illness

If your child is injured or should become ill at school, the teacher will give temporary care and the parent will be notified. If the parent/guardian or emergency contact person cannot be reached, the school will call the family physician. The school must be notified of any unusual health problems.

Children should not come to school if an illness is contagious or prevents them from participating in normal school day activities. If an illness prevents a child from coming to school, please call to inform the office of any absence. A child should not return to school until he/she is well.

School Closings

If it becomes necessary to close school for the day, there will be appropriate announcements made over area radio and television stations and at our school website www.immanuelsalem.com. Immanuel Lutheran School emergency closings will most often **coincide with the Salem/Keizer School District**. Any late opening or school closing announced for the Salem/Keizer public school system will apply also to Immanuel Lutheran School.

It may also be necessary to cancel school when the rest of the school district does not. In this event, contact will be made from the school to inform each family. This will be done in the most timely manner as possible.

In case of prolonged and highly contagious epidemics the Board of Education and School Administrator have the authority to cancel school.

School Telephone

As a rule, students will not be allowed to use the school telephone. Students are expected to plan ahead to avoid the necessity of calling home during the school day. Calls to make plans to stay for after-school activities, or calls to make plans with friends and classmates for non-school activities will not be allowed. Please make all personal arrangements before coming to school.

Students will not be called from the classroom to answer the phone except for an emergency. If a parent needs to call the school to speak to the student or the teacher, please make calls before classes, during noon recess, or after school hours to avoid disrupting classes.

For the policy and guidelines for cell phone use at school, please see the Cell Phone/Electronic Device Policy.

Lost and Found

All unclaimed articles found at school will be turned into the school office where the legitimate owner may claim them. At the end of the year, unclaimed articles will be donated to a charity.

Daily Schedule

- **School hours for grades one through eight are from 8:15 AM to 3:15 PM.**
- **Half-day sessions for Kindergarten are from 8:15 AM to 11:30 AM.**
- **Preschool classes run from 8:15 AM to 11:15 AM.**
- **The school building doors will be opened daily at 7:50 AM.**

Children will be allowed to enter their classrooms after 7:50 AM to prepare for the school day. Children arriving at the school before 7:50 AM or who have not been picked up by 3:30 PM will participate in our aftercare program. Parents will be billed monthly at an hourly rate determined by our Board of Education. If this is a service you would like to participate in full-time please contact the Principal. Also, refer to the After Care portion of the handbook.

There will be no play on the playground allowed either before or after school since there will be no supervision of the playground at that time.

Classes are dismissed at 3:15 PM. Children are expected to leave immediately unless they have classroom duties to perform or are waiting for transportation. All students should leave the school no later than 3:30 PM., unless they are attending aftercare.

Students **may not** leave the school grounds during school hours without written permission from parents.

Transportation

Immanuel Lutheran School does not provide any transportation of students to or from school. Parents/guardians are responsible for the transport of their own children; however, drivers are encouraged to work together to meet student travel needs.

Use of bicycles by students for school transportation is limited to travel to and from the school. Students who ride bicycles to school are required to leave their bikes locked in a designated school area upon arrival. Skateboards or skates of any design used to transport students to and from school will not be allowed to operate on the school grounds.

Lunch

Students are asked to bring their own lunch to eat at school. A refrigerator and microwaves are provided by the school. Parents are encouraged to make good choices in what they send with their children to ensure they receive the necessary nutrition and maintain a healthy energy level at school.

Student Medication

Teachers and staff will not give any medication, including prescription or over the counter products, to a child without written and dated permission from a parent/guardian. For prescription medications, copy of the physician's instructions for the medication must be included with the permission form.

All medications must be in a properly labeled prescription bottle from a pharmacy or doctor's office, or in the case of non-prescription products, in the original, labeled container. The medication should be brought to school by the parent or guardian.

Possession of illegal medication or illegal drugs will cause immediate suspension of the student and consideration of expulsion by the Board of Education.

Field Trips and School Related Activities

Students will be taken on field trips from time to time. The students will be asked to share the expenses involved in such trips paid through the school comprehensive fee. If any additional costs are needed, a note will be sent home to families.

The 7-8th grade Team Building trip is not paid for by this fee, and will require extra expense.

All students are expected to attend such trips as part of the school day. Parents are encouraged to assist on these trips as drivers and chaperones. All parents assisting in transportation must have proof of insurance on file in our records.

Field trips and other school related activities may at times require students to travel outside the school building. Permission forms will be used for these activities.

Since at any school related event each student, chaperone, and teacher is representing Immanuel, their behavior should match what is expected of them at school, the behavior of a redeemed child of God. We want to follow the command of Christ to "let your light shine before men, that they may see your good deeds and praise your Father in heaven" (Matthew 5:16). Any problems may result in the loss of such opportunities in the future.

Parental permission must be given for any student to be taken off the school grounds; consequently, permission slips must be signed and on file before a student is allowed to participate in a field trip.

Co-Curricular Activities

Students of Immanuel Lutheran School may participate in the co-curricular activities offered by the area athletic leagues as well as the Pacific Northwest Principal's Conference. Some of these activities are weekend activities held in the state of Washington. Athletic teams compete locally in soccer, basketball, and track. Other activities that may be offered are the following: Soccer Jamboree and Tournament, Geography Bowl, Choral Festival, Science Fair, Basketball Skills, Basketball Tournament,

Forensics/Drama, Art Fair, Spelling Bee, Environmental Camp, Math Bowl, Olympics, and Softball Jamboree and Tournament. Activities will be promoted as available. Participation in these events is a privilege, and will may be withheld due to poor academic performance or behavioral issues.

School Safety

Immanuel Lutheran School is a safe school. Students not only will be safe in their Savior's arms, but they will also feel safe in all school-related activities. With safety in mind, the school has developed a safety plan for the school, including emergency procedures. The school doors are also locked each day at 8:15 am.

Words and actions of a harassing or threatening nature toward or against others, even in jest or among friends at Immanuel Lutheran School will be considered serious and consequences will be administered accordingly. A student who expresses a threat of harm or violence in any fashion against another student, faculty/staff member or against its facility will be subject to suspension by the Principal. The term of suspension will be determined on a case by case basis. Parents will be notified and the report will be registered with any other necessary public authorities. The Board of Education will then determine if any further action is necessary.

Oregon law (ORS 339.350) requires that a school notify parents of students whose names appear on a targeted list (hit list) or when a student makes threats of violence or harm. An attempt to notify by phone or in person will be made within 12 hours of discovery of the threat; written notification will be sent within 24 hours.

All violations of federal or state weapons laws will be immediately reported to the Principal and mandated action(s) up to and including removal from enrollment for a period of not less than a calendar year will accordingly be carried out (ORS 339.250). Such expulsions shall be reported to Board of Education and to the appropriate proper police contact agent.

Aftercare

Immanuel Lutheran School offers the service of after school care. The purpose of the program is to help families who are not able to pick their children up from school at the end of the school day. Aftercare begins at 11:30 for Preschool and Kindergarten students., and at 3:30 after each school day for all other students. Rates are \$5 per hour from 11:30-3:30, and \$4 per hour until 5:30 pm, when the rate will increase to \$8.50 per hour. Families will be billed for a full hour after five minutes of an hour has passed. Aftercare bills will be included on a family's monthly statements, and will also follow the schools financial policy.

Since this program is an extension of Immanuel Lutheran School, all rules and expectations are the same as that of the school day. Discipline may be issued for behavior that does not meet those expectations. If problems continue to exist, the right to attend may be refused at the direction of the school administration and/or the school board. The school reserves the right to cancel the program on dates for any reason.

Attendance and Tardy Policy

Students are to attend school regularly and are to be on time. The teachers strive to develop each child's abilities as much as possible, and absence from school reduces learning opportunities. Even though all missed work is made up, the student has lost the benefit of the regular firsthand classroom and activity.

Students who are tardy 10 times in a quarter will be given an afterschool detention. If any student accumulates 3 tardy detentions in one quarter, an in-school suspension of 1 day will be given.

In cases where a student is absent more than 20 days in one school year, the Board of Education and administration will review the case of the student. If necessary, the student may be required to attend additional days set by the Board and Administration.

If a student is ill and will not be in school, the teacher should be notified before the school day begins. If this is not possible, contact through a signed note or phone call is required. Parents should make arrangements for homework if their child will miss an extended period of time. Parents should immediately notify the school if their child has a communicable disease.

We urge parents to make doctor or dentist appointments for non-school hours; however, we will excuse a child from school who has a written permission note or whose parent has contacted the teacher. Parents are urged to plan vacations around the school calendar. Parents should notify the teacher in writing as soon as possible if they plan to take a child out of school for a vacation or other activity. This knowledge will allow the teacher to develop a homework plan with the student and parents in advance.

Cell Phone/Electronic Device

Student possession of cell phones/electronic devices at Immanuel Lutheran School is allowable subject to the following guidelines.

Though allowed, cell phones/electronics may become a tempting distraction to students. With this in mind, the administration and the Board of Education request that if parents choose to allow their children to possess cell phones/electronic devices at school, please establish an understanding with them that, during school hours, all cell phones/electronic devices must remain turned off and in book bags. While in the school building, students are not allowed to have cell phones/electronic devices in their possession.

Additionally, Immanuel Lutheran School prohibits the use of all communication devices that, in its opinion, have limited or no educational value or their use creates learner distraction and disruption. Immanuel reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

Students shall be personally and solely responsible for the security of their cell phones/electronic devices. Immanuel Lutheran School shall not assume responsibility for theft, loss, or damage of a cell phone/electronic device, or unauthorized calls made on a cell phone. To prevent damage, theft, and discipline, students are encouraged to turn in their devices and phones to their classroom teacher at the start of the day.

Use of Cell Phones on School Grounds

A student may use a cell phone/electronic device on school property only in cases of emergency, and/or any instances that they have direct permission from their teacher.

Disciplinary Action

If a student chooses to bring a cell phone to school, the student and his or her sponsor are responsible to ensure all guidelines are followed. Disciplinary action will be as follows:

- **First Violation:** The cell phone/electronic device will be confiscated and given back at the end of that school day.
- **Second Violation:** The cell phone/electronic device will be confiscated and given to a parent/guardian at the end of that school day.
- **Third Violation:** The cell phone/electronic device will be confiscated and given to a parent/guardian at the end of that school day. The student will be banned from bringing any electronics to school for the remainder of the week.
- **Fourth Violation:** The cell phone/electronic device will be confiscated and given to a parent/guardian at the end of that school day. The student will be banned from bringing any electronics to school for the remainder of the quarter.

Repeated offenses may also result in other discipline, such as loss of classroom privileges, detentions, or suspension. These punishments will be given at the discretion of the Administration and/or School Board.

School Supplies

The books and supplies issued to the students at Immanuel Lutheran School are on loan and remain the property of the school. The school will therefore retain school texts and all consumable workbooks after use and/or completion by the students.

ANY student-caused damage to or loss of books, equipment, desks, and other school supplies/property during the school year will result in a charge to the student equal to replacement cost of the item.

Each student in grades three through eight will need a personal copy of the New International Version (NIV) Bible.

In addition to these materials, the school will also develop a list of various materials needed by the student for each school year. These materials are the responsibility of the student and his/her family, and not of the school. This list will become available each summer for the upcoming year, and will be shared with each family during home visits. The list is also available on the school website.

School Pictures

School pictures are taken once each year in the Fall. Student portraits are available for purchase, but no family is obligated to purchase any pictures.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student

serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

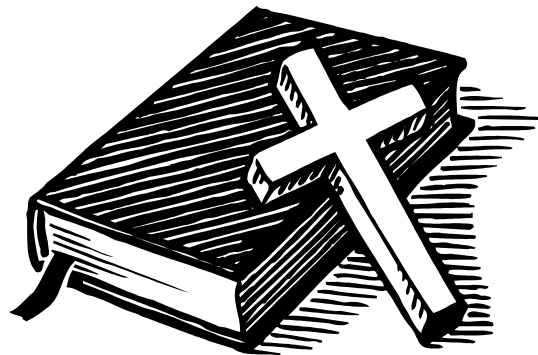
The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Immanuel Lutheran School annually notifies parents of the above FERPA rights via a registration day handout, inclusion in the Parent Handbook, or as an attachment to a school newsletter.

Expressing Concerns

Any concerns or complaints that may arise are to be dealt with outside the regular school hours and, as a rule, should be directed to the teacher involved. If a proper settlement is not reached, the matter may be taken to the Principal, the Pastor, and finally the Board of Education, and in that order. These are procedures that are outlined in Scripture (Matthew 18:15-20) and better guarantee that acceptable resolutions to differences of opinion are reached.



Immanuel Lutheran School

Supply Lists 2015-2016



KINDERGARTEN

- 1 regular backpack, labeled with student's name
- 3 #2 pencils
- 1 eraser
- 15 small glue sticks
- 1 bottle Elmer's glue
- 1 box of 24 crayons
- Colored pencils
- Markers (washable)
- pencil box
- 1 large box facial tissue
- 2 sandwich sized Ziploc baggies
- 1 pair scissors (Fiskars)

GRADE 1 - GRADE 2

- 12 #2 pencils (plain wood)
- 1 - box 24 Crayola crayons
- Colored pencils
- Washable, **Classic** Crayola Markers (Wide)
- 1 - 4 oz. bottle Elmer's Glue
- 12 glue sticks
- 1 pair scissors, labeled
- 1 rectangular eraser, labeled
- 2 plain folders with brass fasteners
- 2 - 2 pocket folders
- 2 spiral notebooks (wide-ruled)
- 1 pencil box
- 1 ruler (12in/30cm)
- 1 box of quart-sized, zipper closed, plastic bags
- 2 large boxes of facial tissue
- 1 - (10 pack) plastic sheet protectors
- Button-down old paint shirt, labeled
- 1 tub Lysol disinfectant wipes
- 1 backpack, labeled inside

Mrs. Schleef will label all folders and notebooks. Thank you!

GRADE 3 - GRADE 4

- 12 #2 pencils (plain wood please)
- 1 yellow highlighter
- 1 pencil box
- 1 rectangular eraser, labeled
- 1 box of 24 crayons
- 1 box colored pencils
- Washable, **Classic** Crayola Markers (Wide)
- 1 watercolor paint set (8 count)
- 1 pair of scissors, labeled
- 1 - 4 oz. bottle Elmer's glue
- 3 glue sticks
- 1 ruler (12 inch/30 cm)
- 3 - 2 pocket folders
- 4 plain folders with brass fasteners (one green please)
- 2 spiral notebooks (wide rule)
- 2 pkgs. Loose leaf paper (wide rule)
- 3 boxes of facial tissue
- 1 tub of Disinfectant Wipes
- 1 backpack
- Bible (NIV translation please)

GRADE 5 - GRADE 6

- 12 #2 pencils with erasers
- 4 red pens
- 2 erasers
- 2 glue sticks and 1 bottle Elmer's glue
- 1 box colored pencils
- 1 box crayons (24 count)
- Markers (washable)
- 1 pair scissors
- 3 large boxes facial tissue
- 300 sheets loose paper (wide ruled)
- 2 2-pocket folders
- 2 spiral notebooks (wide ruled)
- Two 1-inch 3 ring binders
- 1 ruler (12in/30cm)
- 1 protractor
- 1 compass
- 1 backpack
- 2 packs of Disinfectant Wipes
- 1 pack of 3x5" notecards
- Bible (NIV translation please)
- 1 pair of earbuds (headphones)

GRADE 7 - GRADE 8

- 4 blue/black pens and 2 red pens
- 2 highlighters (yellow or orange)
- 2 erasers
- 1 protractor
- 1 compass
- 1 box colored pencils
- 12 #2 pencils with erasers
- 1 glue stick and 1 small bottle Elmer's school glue
- 1 ruler (12in/30cm)
- Loose-leaf paper (college ruled - please keep in a 3-ring binder or folder - will need to be replenished periodically)
- Two 1-inch 3 ring binders
- 1 pair scissors
- One 2-pocket folder
- 3 large boxes of facial tissues
- 1 regular backpack
- Bible (NIV translation please)
- 1 pair of earbuds (headphones)



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