



Immanuel Lutheran
Church School Child Care

***Immanuel Lutheran Church, School & Child Care Mission Statement:
Immanuel exists to honor and glorify God as we:
Equip the saints, reach the lost, and praise the Lord.***

**Immanuel Lutheran Church, School,
& Child Care
13445 Hampton Road
Brookfield, WI 53005
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Parent/Student Handbook 2024-2025

Mission & Ministry Council

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This attempt to bring Immanuel Lutheran School to you on paper can only serve as an introduction. Nothing can replace spending time in school with us. You will feel the nurturing atmosphere can observe our efforts to enhance the educational growth of each precious child of God. We invite you to contribute to our success through participation in the many volunteer opportunities and special events. Your presence will impact your child in ways the school alone can never achieve! We value your presence.

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Welcome!

Immanuel Lutheran School provides an education for children in a warm Christian atmosphere by caring, committed Christian teachers. Immanuel is part of the largest Protestant Christian school system in the U.S. – The Lutheran Church-Missouri Synod- with over 2,500 schools at the preschool, elementary, secondary, and collegiate level. For over 100 years our Lutheran schools have helped children prepare for life in this world while growing in their understanding and faith in Jesus as their Savior from sin. God gives to us all the gift of forgiveness through the life, death, and resurrection of His Son, Jesus Christ. God shows this to us in the Holy Bible; this is the source of our understanding of our identity and of the relationship between God and man.

Immanuel Lutheran School offers the opportunity for children to receive instruction and training in five specific areas of development: 1) Spiritual 2) Academic 3) Physical 4) Social 5) Emotional

God has created each child as a unique person in His image. Our curriculum is not simply academic teaching but is also an effort to nurture Biblical identity and Christian relationships, both with God and with each other. Our prayer is that students leaving Immanuel have grown close to the Lord, with a connection to Him strong enough to withstand the world's challenges.

Immanuel Lutheran School operates as an educational mission of Immanuel Lutheran Church and is governed by the policies of Immanuel Lutheran Church.

Immanuel Lutheran School is accredited through National Lutheran Schools Accreditation (NLSA) in accordance with requirements established by the State of Wisconsin and the Parental School Choice Program (PSCP).

PURPOSE

The purpose of Immanuel Lutheran School is to glorify God by transforming children into Christ following servants.

PHILOSOPHY

As an important ministry arm of Immanuel Lutheran Church, our school helps fulfill the congregation's functions of education, worship, evangelism, fellowship, and service. To this end, our teachers will instruct the children in the light of God's Word, and aid in their growth and development spiritually, behaviorally, and academically:

Spiritually:

At Immanuel, each child is seen as a unique creation of God created for the purpose of bringing Him glory. By the power of the Holy Spirit, the children will come to know God in Christ through His Word and Sacraments. As their faith is nurtured in God's Word, they will come to understand the demands of God's law, and be comforted by the saving Gospel of Jesus. Surrounded by teachers who rejoice in their salvation through prayer, worship, and praise, the students and families will be encouraged to do the same.

Behaviorally:

Living as part of the body of Christ, the students and teachers will know that they are redeemed sinners and beloved children of God. They will demonstrate a better understanding of others and their needs as they witness to one another by their examples and actions. They will respond to others with love and forgiveness, inside and outside of the Immanuel school community. Teachers will encourage Christian compassion and love for all people, and will strive to maintain a classroom atmosphere of love and joy. God's Word will serve as the standard for identity, everyday living, and by His grace we will be empowered as a school community to speak and act against evil and injustice, and to be responsible citizens of God's world.

Academically:

The children of Immanuel will be provided a daily comprehensive program of quality education in all subjects that will prepare them for service to God and people throughout their lives. With the help and guidance of teachers who are academically prepared to teach from a Christian viewpoint, they will develop their God-given talents and skills for further schooling, for use in their adult lives, and for living responsible lives in service to Jesus and others. As each student's uniqueness is recognized, they will be encouraged to achieve their full potential in all subject areas and extra-curricular activities.

STATEMENT OF NON-PROFIT STATUS

All contributions to the Immanuel Lutheran Church, School and Child Care are tax-deductible. Immanuel is a 501c(3) non-profit under the Lutheran Church, Missouri Synod, with articles of incorporation and a federal tax identification number.

Eligible Educational Expenses Policy

This policy is written for the purpose of establishing the eligible educational expenses policy of Immanuel Lutheran School as required under Wisconsin statutes 118.60(7)(am) and 119.23(7)(am) and Wisconsin administrative code PI 35.10 and PI 48.10 for private schools participating in Wisconsin's private school choice programs.

The eligible education programming expenses of Immanuel Lutheran School includes all direct and indirect costs associated with educational programming, before and after school care, extracurricular activities and programs, transportation, facilities, equipment, insurance, development, and management, as well as any additional expenditures that are deemed by management to be reasonable and necessary for Immanuel Lutheran School to achieve its educational mission as explained above.

ENROLLMENT POLICIES AND PROCEDURES

The link for on-line registration is found online at www.immanuelbrookfield.org.

Families wishing to register students must ensure that all students, preschool-8th grade, are completely daytime toilet trained and able to consistently use the bathroom independently. Immanuel does not have a school nurse or extra personnel to assist students in using the bathroom or cleaning accidents. The use of diapers and/or pull-ups is not permitted at school. When a child soils him/herself at school, a parent will be called and will need to come to school to clean up the child. The process for admissions is as follows:

First, the enrollment form is accurately filled out by the parent online, including a tuition payment agreement and a tuition deposit is paid. If the family is in the Private School Choice Program (PSCP), the registration fee is waived and the tuition agreement is signed indicating the funding will come from the PSCP.

All student applications into the PSCP are accepted online in open enrollment windows regardless of seats available. An error on an application can invalidate the application and exempt a student from the

program. Second, the financial information is examined for adherence to the requirements set in WI legislation and sufficient proof provided where required. Finally, residence is proven by the family and the administrator reviews all documentation for qualification in the program. Documentation is filed in the administrator's office. The PSCP admissions checklist, provided by Wisconsin Department of Public Instruction, is used to review each application.

Students are granted funding in the order applications are received if seats are available and requirements set by PSCP and the Wisconsin Department of Public Instruction are met. When seats are not available a lottery is held and students who do not have a seat are placed on the waiting list. Families are notified within 60 days of application by mail of acceptance, waiting list status, or denial.

Families wishing to appeal a decision of a rejected application may take their concern to the principal by sending a written request and defense of application within five business days of notification of the rejection. The written request will be taken into consideration by the principal and senior pastor. A final decision will be made and communicated to the family.

All incoming students are given a placement test which will help us determine grade placement. The parent is notified of acceptance and grade placement.

All students who are new to Immanuel Lutheran School are enrolled under probationary status. All new students enrolled at Immanuel Lutheran School on or before the first day of school will be under probationary status for one trimester at the start of their first year. All new students enrolled at Immanuel Lutheran School after the first day of school are under a probationary status for the first 60 school days of their enrollment. If a student on probationary status does not comply with the policies and procedures of Immanuel Lutheran Church, School and Child Care the student may be subject to expulsion.

Immanuel Lutheran School complies with the Wisconsin state law regarding admission policies. Local school districts have their own policies. Immanuel's policy states that a child must reach the required age for each grade level by September 1.

Physical Examinations must be current in grades 5-8 and are required for participation in athletics. See athletic handbook for applicable requirements.

Immunization Records must be current and on file for all students who are enrolled in Immanuel Lutheran School. State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of the first day of school. This requirement may be waived only if a properly signed health, religious, or a personal conviction waiver is filed with the school. The school is required by law to deny children admission to school and to report to the State District Attorney's Office the names of parents/guardians who do not comply with these requirements.

All students, including their parents/guardians and guests, accepted into Immanuel Lutheran School are expected to comply with all rules, policies and procedures of Immanuel Lutheran Church, School and Child Care. Parents/Guardians must comply with the Parental Involvement Agreement signed upon registration. If students, parents/guardians and/or guests do not comply with Immanuel Lutheran Church, School and Child Care rules, agreements, policies and procedures, suspension and expulsion may result (see discipline policy).

CLASSROOM PLACEMENT

The principal of Immanuel Lutheran School determines placement of children in classes and will communicate that information to parents/guardians before the start of school. Immanuel Lutheran School does not permit parents/guardians to choose their child's teacher, classmates, and/or program of instruction.

FINANCIAL SUPPORT AND FEES

All members of Immanuel congregation contribute toward the support of their school by regular church contributions. While there is no minimum amount, it is expected that all Immanuel families, whether they have students in the day school or not, will reflect their gratitude for God's love in the way they contribute. The school is one of the programs the entire congregation supports. The school is also supported by tuition and third source funding. Delinquent Day School Accounts will be handled in accordance with the procedures established by policies explained below.

All money, checks, payments, etc must be brought to the school office unless specifically requested by a teacher for a field trip, special project, etc.

EDUCATION INVESTMENT PAYMENT POLICY

School fees and tuition are essential for the continued operation of Immanuel Lutheran School. When registering your child(ren), you are required to choose a payment plan. All monies are to be paid according to one of the three options. Financial assistance is available thanks to generous donations to the financial aid fund. The application form is available in the school office.

In the case of a student multi-family household, for tuition purposes, the registering parent is considered the tuition guarantor. The guarantor assumes all financial responsibility associated with their child(ren)'s education at Immanuel Lutheran School. Furthermore, it is understood that registration at Immanuel Lutheran School is on a school year basis. No student will be guaranteed enrollment for the following school year, unless the parent/guarantor enters into a new tuition agreement with Immanuel Lutheran School.

Payment Options

- Option I Single payment plan - Due on or before July 1. If payment is not made in full by July 1 and a payment option is not selected, a fee of \$100 will be charged to the family.
- Option II Two payment plans - 50% due on or before July 1 and 50% due on or before January 1. If payment is not made on the due dates, a fee of \$100 will be charged to the family.
- Option III Monthly payment plan - Payments budgeted over 10 months beginning in July. Payments can be made either on the 1st or 15th of the month. Payments can also be divided into bi-monthly payments made on both the 1st and the 15th of the month. All monthly payments are automatically deducted from a checking account and cannot be paid in the office.
- Option IV School Choice or Special Needs Scholarship Program - see principal for requirements

Returned Payment Fee

Any payment returned unpaid for any reason will result in a \$25 fee. This includes, but is not limited to, insufficient funds and closed accounts.

Late Payment Policy

All families must be current (two payments ahead and all outstanding fees paid) to start school, to begin the second or third trimester, and to graduate. Current can include having made acceptable arrangements with the school.

Tuition Deposit

A nonrefundable \$400 family tuition deposit will be collected before students are officially enrolled for the fall unless the family is participating in the Private School Choice Program. Once a class is determined to be "full" registrations will no longer be accepted.

Lost, Damaged, or Unreturned School Property

If any student has lost, damaged or failed to return school property the family will be charged a fee equal to the value of the items.

Payment of Accounts - Cafeteria, Child Care, Extracurriculars

Immanuel Lutheran School families must have a zero balance or a payment plan that has been approved by the school administrator on all cafeteria, child care, and any extracurricular accounts in order to participate in any non-academic activities of Immanuel. This includes, but is not limited to, sports and student council.

Credit Card Fee

When a credit card is used for payment, a 3% processing fee will be added to the amount to be paid.

Automated Payment Processing Form

Immanuel Lutheran Church, School and Child Care will send home an automated payment processing form with each family at the beginning of each year. Accurate completion of this form is mandatory and it must be returned to the business office by September 1 of each year. This form should be completed with an up to date credit card to keep on file. The credit card is only charged when a balance is due on a student's account for library, cafeteria, athletics, child care and other extracurricular activities outside of academic necessities covered by tuition or the PSCP.

SCHOOL POLICIES AND PROCEDURES

SCHOOL HOURS

Classes begin promptly at 8:00 AM. Students in grades preschool - 5th dismiss at 3:00 PM each day. Students in grades 6th - 8th dismiss at 3:10 PM each day. Families with students in middle school and lower grades will pick-up all of their children at 3:10 PM. On several days during the year classes will be dismissed at 11:30 am. These are indicated on the school calendar. If someone other than a parent is picking up your child(ren), notify the school office as well as your child's teacher(s).

3K & 4K morning sessions run from 8:00 until 11:00 AM, and the afternoon sessions run from 12:00 PM until 3:00 PM. Parents/guardians/students may access the school building/classrooms at 8:00 AM each school day. Teachers have staff devotions and meetings in the morning until 8:00 AM and are not available to supervise children and/or meet with families without a prior appointment before 8:00 AM. Families arriving early can wait outside or in the hallway by the gym until 8:00 AM.

Early drop-off doors (gym doors) open at 7:15 AM for students in 4K-8th grade. Students in 3K are not permitted to attend early drop-off in the gym. Students in grades 4K-8th arriving before 7:45 AM are supervised in the gym until 8:00 AM. At 8:00 AM students are released to their classrooms. Please note - students are not walked to their classroom. Students dropped off between 7:15 AM and 8:00 MM will sit in the bleachers and read a book or work on homework quietly. They are not permitted to move about the gym, play, use phones or other devices. Students who do not follow the rules or the directions of the morning gym monitor(s) will not be allowed to participate in this free service.

Students arriving prior to 7:15 AM have the option of utilizing child care. Child Care enrollment and all applicable fees will be charged to families using child care.

School ends at 3:00 PM for students in the afternoon 3K-5th grade and 3:10 PM for students in 6th-8th grade. All students not picked up from school by 3:20 PM will be taken to Immanuel Child Care and parents/guardians will be charged according to policy. Child Care rates, fees, and policies are listed on the website, www.immanuelbrookfield.org. If a parent/guardian does not pick up their child(ren) by 3:20 PM and refuses to pay Child Care fees per policy, the child/family may be subject to disciplinary measures up to and including suspension and/or expulsion. Additionally, staff may contact police and/or child protective services for children who can not attend child care due to lack of payment and are not picked up by 3:20 PM. Families who do not pick up their child(ren) by 3:20 PM may be subject to disciplinary action up to and including expulsion and contact may be made with police and child protective services.

DROP OFF & PICK-UP TRAFFIC PROCEDURES

Parents must park in the upper (northern) lot near Hampton Avenue if they accompany their child into the building in the morning. Cars must not be left unoccupied in the lower lot from 7:00 AM until 8:00 AM for any amount of time. Drivers must pull up to the curb and drop their children at the curb in the lot by the office and field house. Parking is not permitted in the office/field house lot during the school hours. For the safety of everyone, children must not be released from their car in the large parking lot outside of the office unless the driver is pulled up to the curb. Drivers must not double park, drive in a way that endangers the safety of others, speeds, stops the flow of traffic, or is otherwise reckless and disruptive. Not following school policies and/or directions of staff, unsafe driving, disregard for the safety of others, and recklessness will not be tolerated and are grounds for expulsion.

Parents dropping off children at Child Care between 7:00 AM and 8:00 AM are asked to use the parking and entrance behind the building.

After school, Immanuel uses a “horseshoe” pick-up system that has been developed in partnership with Brookfield Police Department. Several staff members will be directing traffic. Adults picking up children must follow staff directions and procedures so that we can keep all children safe. Cars will enter the horseshoe from 135th Street. Children are allowed to be picked-up on the outside of the horseshoe - a staff member will direct you to an open spot. Children are not permitted to walk between the cars or into the parking lot. If parents wish to walk into the school they must park in the upper lot near Hampton Ave. If the horseshoe is full, cars must get in a waiting line in the center of the lot and wait for an opening - do not leave your car. Students may not walk to their parked car in the upper, lower, or back lots. Students may not walk/bike home from school without explicit permission from school administration after speaking with parent/guardian. Students not picked-up by 3:20 PM will proceed to the child care for supervision and parent/guardian will incur all applicable fees (see above). A diagram of the pick-up system for after school is available in the office and is distributed to parents at the beginning of the year. Not following school policies and/or directions of staff, unsafe driving, disregard for the safety of others, and recklessness will not be tolerated and are grounds for expulsion.

ATTENDANCE

Immanuel Lutheran School follows all state laws regarding hours of instruction and school attendance. Regular and punctual school attendance is important to the progress of your child. Excessive absences or tardiness interfere with a student’s learning, directly affect a child’s achievement, and teach a poor pattern of life behavior. Chronic absences and/or tardiness disrupts the learning experience for the entire class. Frequent tardiness, leaving school early, or unexcused absences for any reason may be grounds for dismissal or being unable to re-enroll the following year.

Under Wisconsin’s Missing Child Law 948.23(3)(b), Immanuel Lutheran Church, School and Child Care requires parents/guardians to notify the school office by 8:00 AM on any morning their child is not in attendance. Absences can be reported by calling 262-781-7140 or by sending an email to attendance@immanuelbrookfield.org. The school office will email and/or call the student’s primary contact if the child is not present at school.

Arrival to school after 9:30 AM or departure before 1:30 PM constitutes a half-day absence.

Students unable to attend school due to illness (including leaving school early) are not permitted to participate in or otherwise attend after school functions including sporting events. For example, a student leaving at noon with a fever is not to show up for the basketball game that afternoon as a spectator or player. Exceptions to this policy will only be allowed per the principal’s or athletic director’s discretion, for extenuating circumstances.

After 10 absences a parent conference will be scheduled with the principal to resolve issues causing excessive absences. More than 18 absences during the school year may result in the need to repeat a grade, suspension, and/or expulsion.

Students not in the school by 8:00 AM (according to school clocks) will be considered tardy. Tardiness due to medical appointments is considered **excused provided a doctor’s/dentist’s note accompanies the returning student**. All other tardies are unexcused. All tardy students must report to the school reception desk near the main school entry to check in. Tardiness carries the following consequences:

- 1st-4th day tardy in one trimester– An email will be sent home through Sycamore.

- 5th day tardy in one trimester – An email will be sent home along with a phone conference with the School Administration.
- If there are 6 days tardy in the same trimester a student will be issued a detention for the following morning, before school for 30 minutes beginning at 7:15 AM.
- A 7th day tardy in the same trimester will result in the student serving another detention the following morning, before school for 30 minutes beginning at 7:15 AM and a mandatory meeting with the School Administration.
- If a parent feels that being late for school is completely the parent's fault, then that parent can choose to pay a fine of \$10.00 in lieu of their child(ren) serving the detention.
- Students will serve the morning detention with the School Administration.
- An Out of School Suspension will be given for the day following the 8th and subsequent days tardy in one trimester. Additional disciplinary penalties up to and including suspension and expulsion may be given for more than 8 days tardy in one trimester.

Any student leaving for an appointment during the school day must be signed out in the office by a parent or guardian before leaving and upon return. In an effort to maximize learning, students are not called down to the office before an adult arrives to pick them up. Medical appointments are considered excused absences provided a doctor's/dentist's note accompanies the returning student.

ABSENCES

At times, students may be absent for a variety of reasons. Sometimes students become ill, families take vacations, book appointments, or unforeseen events occur at times when school is in session. We realize that this is often unavoidable, but we request that the parents contact the principal, teacher, and office (attendance@immanuelbrookfield.org) in advance with the anticipated dates of absence whenever possible. **Teachers will not supply assignments in advance for students absent during school days as lessons planned may change while the child is away.** Students are responsible for work missed during such absences from school. Deadlines for such makeup work must be discussed with the individual teachers. Generally, a day is given to make up work for each day of school missed. No credit will be given beyond these deadlines.

When a student is absent for multiple consecutive school days due to mental health concerns, physical health concerns, serious illness, hospitalization, or other serious situations, the parent/guardian is required to meet, in person, with the principal to determine if Immanuel is able to safely accommodate the student's needs, develop a re-entry plan that facilitates clear communication and a smooth transition for the student back into the school environment as well as to reasonably ensure the safety of all students. Research indicates that students who have a smooth transition back into the school environment following an extended absence are less likely to require repeated hospitalization and experience less anxiety thereby reducing barriers to learning. A re-entry plan may include, but is not limited to, a signed doctor's excuse/release on appropriate letterhead, a hospital discharge plan/summary emailed to the principal directly from the clinic/hospital, a plan for full or partial attendance, a plan for completing missed classwork, a plan for meeting the student's social, emotional, and health needs at school, a plan for ensuring safety of the student based on the reason for absence (for example, does the student have a broken leg and need the elevator?), parent permission for the health care provider/counselor/therapist to speak to the principal and/or school counselor, and the like. We seek a strong family, school, community collaboration to the benefit of students, staff, and the overall educational environment. This required meeting must take place before the student returns to school. At times, a student develops an impairment that Immanuel is unable to safely accommodate. In these cases, Immanuel will communicate this to the parent.

MENTAL HEALTH CONCERNS

When a student experiences and/or shares mental health concerns at school, the school will communicate these concerns with parents immediately. Likewise, parents/guardians are expected to report student mental health concerns with the school so that we can pray for and support the student to the best of our ability. In addition, we must do all that we can to reasonably ensure the safety and well being of all students. When a student reports issues that include, but not limited to, self-harm, suicidal ideation or plan, and the like, Immanuel requires that the parent/guardian pick up the student within 30 minutes of contact with the parent/guardian and the student may not return to school until the parent/guardian provides a signed doctor's excuse/release on appropriate letterhead or a hospital discharge plan/summary emailed to the principal directly from the clinic/hospital and meets with the principal.

HABITUAL TRUANCY

Wisconsin law defines a habitual truant as a student who is truant for part of all of five or more days of each term during which school is normally held. These students may be referred for legal action according to state law (Wisconsin Statutes 118.51(1)(a) and 947.16). As required by law, the school will contact proper authorities when necessary.

SCHOOL COUNSELOR

Immanuel is blessed with a school counselor. Our school counselor teaches social emotional learning lessons in every classroom every week. In addition, our school counselor provides regularly scheduled small group and one-on-one student counseling as needed and/or based on the student's service plan. At times, our school counselor also helps students to solve problems that may pop up from time to time at school - including, but not limited to, peer to peer conflict, problem solving, or anxiety. The school counselor may refer a family to outside services when needed.

MANDATED REPORTING OF ABUSE/NEGLECT

Per state law (48.981(2)), all staff members are mandated reporters of abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment to county child protective services agency immediately when they have "reasonable cause to believe that a child who is seventeen year of age or younger and know to them in a professional or official capacity may have been/had been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

WELLNESS POLICY

Immanuel Lutheran School recognizes the positive relationship between good nutrition, an active lifestyle and the capacity of students to learn and develop. Immanuel's school environment is aligned with healthy goals to positively influence students' beliefs and habits as well as to promote health, wellness, and good nutrition. As required by Wisconsin Child Nutrition and WIC Reauthorization Act of 2004 and the U.S Department of Agriculture's 2016 wellness policy guidelines, the principal will implement and ensure compliance with this policy by leading the review, update, and evaluation of this policy. The principal will invite stakeholders from the list below to participate in the development, implementation, periodic review and update of this policy no less than once every three years. This triennial assessment will include the extent to which Immanuel Lutheran School is in compliance with this Wellness Policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. Immanuel Lutheran School will inform families and the public about the content of and any updates to the policy through the school website.

- Administrator
- Classroom teacher
- Physical education teacher
- Parent
- Student
- Health care professional

LUNCH/MILK/SNACKS

Healthy snacks are allowed at the morning recess/break period. As with lunches, families must provide food that is healthy and follows the guidelines as noted in this policy. High sugar foods (soda, candy bars, snack cakes, etc.) are not permitted and interfere with a student's ability to focus in school. **Students are not permitted to drink soda or sugary drinks at school for lunch and/or snack.** Students must order the hot lunch from school or bring a cold lunch from home that meets the USDA SmartSnack standards. Students are not permitted to receive lunch via DoorDash or any other delivery service, take out and/or fast food delivered to school, or the like. Water is the only beverage permitted in the classroom during the school day (outside of milk for lunch/snack). For pre-kindergarten, milk is purchased at the beginning of the school year for the morning snack. Guests, parents, grandparents, etc are not permitted to join the class for lunch during the school day.

Students may bring their lunch in a labeled sack or lunch container. Milk is available daily for purchase. **Immanuel does not provide refrigeration, heating, or hot water for student lunches.** If a child brings lunch to school, they are not to share their lunch with other students due to potential food allergies.

The school lunch program is offered through a contract with *Fresh & Safe* and the National School Lunch Program-USDA. All meals provided by *Fresh & Safe* meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. Please refer to the [USDA meal pattern requirements \(https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart\)](https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart). A school lunch is available for purchase Monday through Friday. **A school lunch includes milk for \$4.50. A reduced price meal is available for \$0.40 if a student qualifies for the program. Separate milk is \$0.55.** Applications for free and reduced hot lunches are provided at the beginning of the school year and can be obtained in the school office at any time during the year. School lunch accounts are private for each family and accessed by parents through the password protected school information system regardless of whether the lunch account is paid by the parent or through the free/reduced lunch program.

If a child is taking a school cafeteria lunch, he or she may not bring snacks or other food of any kind into the room during the lunch period. This rule is strictly enforced in accordance with National School Lunch-USDA rules.

If a student did not pre-order lunch for the day or bring a cold lunch from home, an alternative lunch will be provided. This alternate meal will meet USDA nutrition guidelines. **A charge of \$4.50 will be assessed to the family's Cafeteria account for each alternate meal.** Cafeteria accounts are accessible via Sycamore by parents using a password to access privately.

Immanuel Lutheran School does not participate in the USDA School Breakfast Program, therefore, breakfast is not offered at school at this time. Families are encouraged to provide their children with nutritious breakfast each morning before school to fuel their child until snack and lunch.

All food and beverages sold during the school day outside of the school meal program shall meet or exceed the [USDA Smart Snack standards \(https://www.fns.usda.gov/tn/guide-smart-snacks-school\)](https://www.fns.usda.gov/tn/guide-smart-snacks-school).

Immanuel encourages foods offered on the school campus meet or exceed the USDA Smart Snack standards including those provided at celebrations, classroom parties, and classroom snacks provided by staff or family members. Non-food celebrations are preferred. Immanuel Lutheran School will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by the USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule - see link above.

Wellness Goals

- Nutrition education is woven into Immanuel's physical education curriculum as well as other classroom subjects such as science and language arts.
- Immanuel is committed to providing a school environment that promotes students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout the school, classrooms, and the school website.
- Children and adolescents will participate in physical activity every day. Immanuel provides students with a physical education class, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. Immanuel also provides opportunities for daily recess outdoors (weather permitting) and movement breaks in the classroom through the school day. In addition, Immanuel provides organized sports in grades 5 through 8.
- Immanuel arranges a lunch schedule that provides adequate time for serving, eating, and clean-up following the meal in a safe and calm environment.
- Immanuel provides drinking fountains and water bottle refill stations throughout the building.
- Immanuel encourages non-food items be provided to celebrate birthdays or other special events.

The lunch time for each grade is established prior to the opening of school. Students are required to eat lunch unless there is a parental or medical note on file that excuses them from eating for a set date(s). If a child has any food allergies, please obtain an allergy form from the school office for your doctor to fill out and return to the school office. Lunch menus are available on the website, sent to families through Classdojo, and are sent home with students every month. During snack and meal times, students are taught and expected to observe the common rules of etiquette, courtesy and table manners.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) [found online](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov*

This institution is an equal opportunity provider.

Recently the USDA issued new National School Lunch requirements that include the display of a poster indicating our agreement with gender/identity beliefs that are counter to a Christian worldview. This is currently being challenged in court, however, we are still required to display the poster. Immanuel's response below is also posted with the offending poster.

Immanuel Lutheran Church, School and Child Care is a LCMS Lutheran organization that believes and teaches that God's plan for humanity is to make human beings as male or female. That the two distinct genders are each genetically unique and irreplaceable in God's plan (Gen. 1:26-27). God's plan is for genetically made men and women to marry and create children, thus forming the family, which is God's first church. No effort to feed hungry people through secularly funded programs changes God's commands or our obedience to that plan or to the teaching of that plan (1 Cor. 6:9-10).

Many federal laws, rules, court rulings, and prior practice recognize our religious liberties and we fully claim those rights. Immanuel Lutheran Church, School and Child Care is a member of the Wisconsin Council of Religious and Independent Schools (WCRIS), which has been protecting our religious liberty since 1974, representing nearly 800 schools statewide. WCRIS is the official state chapter of the Council for American Private Education (CAPE), which has affiliates in 36 states.

UNPAID MEAL CHARGE POLICY

The Immanuel Lutheran School lunch program has a fiscal responsibility to stay in compliance with Federal Guidelines. It is the responsibility of the parent/guardian to be sure funds are available for use in their students account. However, we recognize that on occasion, parents may forget to deposit lunch money. Families with overdue balances will be contacted via email. If payment is not made within seven days of email, the student will be fed an alternative meal. Therefore, as a courtesy to our students, they will be allowed to charge meals in the following limited circumstances.

1. School students are allowed meal charges up to a cumulative limit of -\$20.00 per family.
2. Once the limit is reached, parents/guardians will be notified of the debt and available options for repayment. Immanuel Lutheran School will use all available resources to contact the parent/family to resolve the issue quickly, including (but not limited to) sending paper notices home with your student, email and verbal notification.

3. An alternate meal will meet dietary guidelines of the USDA.
4. There will be a \$4.50 charge for the alternate meal.
5. Immanuel Lutheran School families need to have all fees, including lunch, paid or have a payment plan that has been approved by school administration in order to participate in any non-academic activities including, but not limited to, sports and student council.

BIRTHDAYS & SPECIAL EVENTS

In accordance with Immanuel's wellness policy (see above), birthdays and special events will be celebrated without food or with limited food items. We encourage parents to provide the class with a birthday pencil or small item should they wish to share something with the class to celebrate their child's birthday. This policy allows all students to safely participate fully regardless of health and/or allergy limitations. If parents/guardians want to provide something to celebrate a birthday or special event they must first check with the teacher and are encouraged to provide a non-food item(s) which will be dropped off with the teacher before school starts in the morning. Parents/guardians are not permitted to drop off/have delivered food or other items for birthdays or other special events during the school day. Items dropped off during the school day will be kept in the office and delivered to the teacher after school. Immanuel works hard to maintain focus on learning at school and classroom disruptions will be kept to a minimum.

FUNDRAISING

Immanuel Lutheran School averages a certain amount of income from its fundraisers and writes that amount into the budget to support school costs. Why have fundraisers? Tuition charged per student does not cover the entire cost of educating a child, creating the need for additional income. The congregation generously subsidizes the education of every student, so our fundraisers are designated for special causes such as building upgrades, tuition assistance, and field trips. Our fundraisers include: Race for Education, book fairs, spring plant sale, and congregation auction, along with PTL: fall volleyball tournament, basketball tournament, and spring volleyball tournament. As fundraisers come along, we encourage you to get involved, enlist the support of your relatives and friends, and help us to keep costs down while improving the quality of our program and facility.

SCRIP

These are the same gift cards you see at the store. You're probably familiar with giving them as a gift, but you can use them on your own spending and earn. ShopWithScrip offers physical gift cards for over 700 retailers. The Scrip program is a special and excellent fundraising program, and by regularly participating in it you equally help yourself and the school. Specifically, buying Scrip means buying gift certificates and gift cards that you can spend as cash at many local stores and merchants, and even online in some cases. Using Scrip costs you no extra money. \$100 of Pick 'N Save scrip costs you \$100, and buys you \$100 of groceries. Immanuel is able to buy the Scrip cards at a discount, so by selling it to you at face value, we make a small profit on each and every dollar. You may have this profit applied toward a family's tuition account. You may also donate it to Immanuel's account, enabling families with financial need to also benefit from Immanuel's Christ-centered education.

FIELD TRIPS

Throughout the school year, classes may be leaving the Immanuel campus to learn beyond the walls of the classroom. The cost of these field trips is covered in the tuition payment for students, therefore no extra money will be required at the time of the educational field trip to cover the student. Chaperones may be required to pay admission or other fees as charged by the destination - teachers will communicate this to the chaperone before the field trip. Parents/Guardians will be asked to sign a permission form for each field trip that allows the child to participate. **Field trip chaperones and all volunteers are required to pass a background check through Protect My Ministry prior to attending a field trip.** Please refer to Immanuel's Volunteer Handbook for all applicable policies. Please note, this background check is different than the Raptor system we use for checking in to the building and requires all chaperones and/or volunteers to submit two forms - the volunteer handbook form found on the last page of the Immanuel Volunteer Handbook and the background check form provided by Protect My Ministry. Both of these forms are available in the office and must be submitted at least 7 days in advance of any volunteer opportunity including that of field trip chaperone. If a parent is chaperoning the field trip, Immanuel does not allow for any siblings or other people to come along with the chaperone. We want the chaperone to give full attention to the students in their group. Please refer to our Volunteer Handbook for more information on chaperones.

VOLUNTEERS AND VISITORS

Parents/Guardians are always welcome to visit Immanuel Lutheran School. We are blessed through partnership with our families and the gift of time and talent that each of our volunteers brings to Immanuel. The school administration is committed to providing teachers with advance notice of guests in the classroom. This is done not only as a courtesy to the professional teaching staff but also to ensure that the educational process is not disrupted. To volunteer or visit, please schedule an appointment with the teacher and/or administration in advance of your visit. If a parent/guardian finds it absolutely necessary to meet with their child and/or call him/her during the school day, the parent will first talk with the principal and the principal will check the child out of school and get the child from the classroom. This is to maintain academic focus for all students in the classroom. **All volunteers who may be in charge of minors must pass a background check through Protect My Ministry. The background check forms can be obtained in the office and completed forms will be returned to Immanuel's Business Administrator in the office at least 7 business days prior to volunteering in any capacity. Please refer to our Volunteer Handbook for more information and guidelines.** Immanuel's Volunteer Handbook can be found in the office, on our website under Forms, and through the link on the Lion Life school newsletter.

To help ensure the safety of our students and staff, our doors are locked during the day and all parents/guardians, volunteers, visitors, church members, and/or vendors/contractors must use the door buzzer system at the front office entrance. Anyone gaining access to our facility during the school day must check-in with our front office and present a valid driver's license or state issued identification which will be run through our Raptor System. The Raptor System allows us to perform instant sex offender checks as well as to ensure that everyone is accounted for in the event of an emergency. The Raptor System will print a sticker that all visitors and volunteers must wear while in the building. If the visitor does not have valid identification, the administrator or designee will be called to assess the situation. Law enforcement and first responders will bypass this check-in procedure when responding to an emergency situation.

RECESS WEATHER GUIDELINES

Recess is a regular part of the school day for every grade. Please ensure that your child(ren) are appropriately dressed for the weather including proper footwear. Immanuel will utilize the basic weather app available on iPhone with "Brookfield" set as the location when determining whether recess will be held outdoors or not. Immanuel's policy for outdoor recess is based on windchill:

- air temperature of 10 degrees or higher and no windchill = full outdoor recess
- air temperature of 0 to 9 degrees with no windchill = shortened outdoor recess
- air temperature of 0 to 9 degrees with a windchill of -1 to -5 = half of normal recess outdoors
- air temperature of **below** 0 degrees = indoor recess

SCHOOL LIBRARY

Library time is scheduled each week for all classes. Our volunteer librarians read to the students and assist them in finding reading material suitable to their interests. Books may be checked out for one to two weeks at a time, depending on grade level. Volunteer help is always necessary and appreciated in the library. Volunteers help in restacking books, adding new books, and assisting children in finding selections. Please refer to the Volunteer Handbook for volunteer guidelines. All volunteers must pass a background check before volunteering.

WORSHIP/CHAPEL/FAITH FAMILIES

Immanuel Lutheran School is an extension of Immanuel Lutheran Church, a member of the South Wisconsin District of the Lutheran Church-Missouri Synod. Our Christian faith directs relationships, policies and procedures at Immanuel, and is an integral part of our curriculum. Immanuel directly teaches and nurtures a Lutheran Christian worldview. All students at Immanuel attend weekly Chapel services, and are encouraged to attend church regularly. You are always welcome to attend Immanuel Lutheran Church activities and services. See our website for information (www.immanuelbrookfield.org).

Church Services: *Train up a child in the way he should go, and when he is old he will not depart from it* (Proverbs 22). As an integral part of good Christian training, all children are expected to attend church services, both on Sunday and the special services regularly. Sunday School or Bible Class attendance is encouraged. Church and Sunday School attendance are taken regularly in the classroom and noted on the report card. Attendance is counted for all Sunday worship services at Immanuel and/or another congregation. Parents are reminded that faithful church and Bible class attendance on their part is valuable to their own spiritual welfare, as well as supporting the educational and spiritual efforts of the school.

Chapel Services: Special children's services are conducted for the children during the course of the year. Chapel services take place in the sanctuary. Offerings for designated missions are received at these services. The chapel services are not designed to take the place of regular Sunday mornings, or special services such as Advent, Lent, etc. Generally, chapel begins shortly after school starts on Wednesdays and a cordial invitation is extended to all parents and friends to worship with the students.

Faith Families: Immanuel students are assigned to a Faith Family consisting of students from various grade levels. They sit with their Faith Families in the sanctuary on some of our Chapel Days and also participate in several special Faith Family activities throughout the school year. Each Faith Family is headed by an Immanuel teacher or staff member.

SCHOOL CLOSURE

If school needs to be closed or the start time delayed we will post notices as soon as possible on TMJ 4, ClassDojo, and the Immanuel Lutheran Facebook page. To maintain the number of instructional hours required by state law, Immanuel may institute a "virtual instruction" day in the event that school closes for any reason. This will be communicated via ClassDojo and the Immanuel Lutheran Facebook page. Remote attendance is required on virtual instruction days as they are counted like a normal school day for attendance purposes. In the event of a virtual instruction day, teachers will post directions for accessing classwork on ClassDojo.

VIRTUAL INSTRUCTION DAYS

In order to maintain the number of instructional hours required by state law Immanuel may institute **virtual instruction days** in the event that school closes for any reason. These days will be communicated through ClassDojo and Immanuel Lutheran School's Facebook page. All classwork assigned on virtual days is required and will be graded. Families are required to submit attendance for their child(ren) on virtual days. Teachers are available via email or ClassDojo during school hours on virtual instruction days.

PARENT SUPERVISION OF CHILDREN

Parents may not allow their children to be unsupervised anywhere on school property at any time. Parents that come to school to meet with teachers, to attend to matters in the office, or to attend a school function outside of the regular school day are responsible for the supervision of their children.

SCHOOL ATHLETICS

Physical Education Classes: Physical Education classes are a required component of the curriculum. Only under a physician's advice should a child refrain from participating in the physical education class. A note from a doctor is required for a student to be excused from PE for a specific time. Each grade level holds its own formal physical education classes during the week. Grades 4-8 are also required to have a special gym shirt. One shirt is included in school tuition and additional shirts are sold in the office. Students will need a change of shorts or sweats, socks and clean gym shoes. A gym locker will be provided to students in grades 5-8. Please advise your child(ren) on proper hygiene including showering daily at home and daily use of deodorant.

Immanuel Lutheran Athletic Handbook: Handbooks will be made available to athletes at Immanuel beginning in fifth grade. Cross Country in the fall is open to all students beginning in kindergarten. Otherwise, competitive sports begin in fifth grade. Immanuel competes primarily against other Lutheran schools. All athletes need to sign and maintain compliance with the athletic handbook in order to participate.

ACADEMIC ELIGIBILITY FOR ATHLETICS

Please refer to Immanuel's Athletic Handbook for detailed information about eligibility, participation and the policies that guide our athletic program. Immanuel Lutheran School believes that God has blessed each of His children. It is our sincere desire that each child realizes the full potential of his gifts. Sometimes in the interest of reaching the full academic potential, difficult decisions must be made by staff and parents for the child. Though extra-curricular activities are an integral part of the program at Immanuel, they must not become a hindrance to the academic achievement of the child. Hence, it is the child's responsibility to maintain an acceptable level of achievement in the core curriculum at Immanuel in order to retain the privilege of participating in these "extra" activities. The upper-grade teachers and the principal will

evaluate students with less than a “C” average (GPA 2.0) at mid-quarter and end of quarter. A decision will then be made as to whether the student will be placed on probation for 2 weeks or be made ineligible for extra-curricular activities. Only in the extreme circumstances will a student be made ineligible without probation. Each evaluation will be done on an individual basis with an attempt to balance attitude, academic ability, and family considerations. Students can also be made ineligible or be put on probation by the principal if the behavior of the student is not consistent with that expected of an Immanuel Lutheran School student.

COMMUNICATION

We recognize that parents/guardians are the primary educators of their children. Positive, clear and consistent communication between parents/guardians and teachers is an essential ingredient for success in school. Successes and challenges that a student faces will be communicated to parents/guardians. In addition, we expect that our families also communicate with staff members about issues concerning their children. We are thankful for the opportunity to partner with families in prayer, provide resources, and/or guide families to appropriate resources when needed.

Parents/guardians are strongly encouraged to maintain contact with the teachers, communicate questions or concerns before they turn into major issues, and avoid emotional responses to concerns before discussing the matter with school personnel.

Faculty members may be contacted via school phone or email when parents and/or students have questions or concerns. Return phone calls and emails will be made upon the teacher’s availability, normally within 24 hours or 1 school day. Teachers will not speak on the phone or answer emails when they are teaching a class or supervising children. Teachers are not responding to phone or electronic messages outside of school hours.

We communicate with families in a variety of ways:

- Parent/Teacher Conferences are scheduled near the end of the first trimester. Parent/guardian attendance at this conference is required. If a parent/guardian is unable to attend the scheduled conference time, they will contact the teacher to reschedule at a mutually agreeable time within 2 weeks of the original conference time. These conferences give parents and teachers the opportunity to discuss progress and areas of growth and/or concern. The conferences also allow parents/guardians to ask questions and formulate a plan to help maximize student performance.
- Report Cards are available via Sycamore each trimester
- Student folders, student work, assignment notebooks
- E-mail
- Sycamore - Documents, calendars, grades (call school office for your access information)
- ClassDojo - Your child’s teacher will provide login information
- Immanuel Lutheran Facebook page
- Lions Life school newsletter is sent via email every other week
- Classroom newsletters

CONFLICT RESOLUTION

Immanuel Lutheran Church, School and Child Care is guided by Matthew 18:15-16 when addressing concerns and/or conflict. *“If your brother sins against you, go and 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.”* Take concerns directly to the person involved in an effort to resolve positively.

A parent/guardian who has a concern will follow these steps:

1. Make an appointment to meet in person with the teacher involved at a mutually agreeable time. The principal or other support personnel may attend this meeting.
2. If no resolution occurs, the parent will inform the teacher of his/her intention to meet with the principal. Then make an appointment and meet with the principal regarding concerns. The teacher involved may be required to attend this meeting.
3. If no resolution has yet been achieved, a meeting will be made with the teacher, principal, parent, and pastor.

4. Immanuel requests that concerns be directed to the individuals specifically involved at each step before sharing information with participants at the next step. We hope these steps will help resolve matters by providing a Scripturally sound way to proceed.
5. In line with this procedure, parents may not request specific teacher(s) for their child(ren). If a parent has a conflict with a teacher, he/she will address that concern with the teacher directly and seek a resolution. Classroom placement decisions are made by the principal and communicated to parents.

Teachers schedule conferences near the end of the first trimester with all parents. Please note that conferences are scheduled back-to-back so if more time is needed a second conference time can be requested. All Immanuel teachers are eager to meet parent needs, and will schedule conferences at other times as requested.

Families, students, and employees of Immanuel Lutheran School are the public face of our organization. We are blessed to partner together in ministry and, as such, will make every effort to resolve all conflict in a Biblical manner, protecting the dignity and rights of all parties involved. In accordance with this policy and Wisconsin Statute 942.01, parents/guardians, students and their associates/families may not defame in any way and/or publicly post defamatory/derogatory statements, images and/or messages about Immanuel Lutheran Church, School and Child Care, their representatives, members, and/or employees. If/when a conflict occurs, it is expected that all parties involved will follow the conflict resolution steps noted above. Should a family/parent/guardian/student defame and/or publicly state and/or post online negative statements/images regarding Immanuel Lutheran Church, School and Child Care they will be subject to disciplinary measures including, but not limited to, suspension and/or expulsion.

TESTING AND PERMANENT RECORDS

Students applying to Immanuel are required to take a placement test before final admission decisions are made. (See admissions procedures) Immanuel gives general aptitude tests to determine class and grade placement as well as to inform the teacher of curricular strengths and areas for growth. The Wisconsin state test, Forward Exam, is administered in the spring and MAP testing is administered throughout the year in Grades K-8. The results of these tests are used by teachers to guide instructional planning as well as to inform curricular decision making. Students who receive a tuition voucher from the state of Wisconsin are required to take tests required of public school students (i.e. the Forward Exam).

All testing information, student records and health records, etc., are kept in the office in a permanent student folder to aid in counseling the student. Per state law, parents may view their own child's permanent school record but they may not remove any part or take the file with them. Student records are sent directly to the student's next school when Immanuel receives an official request directly from the receiving school.

TRANSFER POLICY

Families are asked to consider the well-being of the child first when transferring a student from one school to another. The principal will not accept students if he or she determines that changing schools is not in the best interest of the student.

Families wanting to transfer to Immanuel Lutheran School should call the school to set up an informational meeting and tour with the principal and/or other staff members. To complete a transfer, families are to first place an on-line inquiry (www.immanuelbrookfield.org). After a family is accepted, transferring students will be given a general aptitude test. Grade placement will be based on past academic achievement and results on the aptitude test.

If a family wishes to transfer out of Immanuel Lutheran School, to another school, parents are asked to give the school written notice. Tuition charges will continue until written notice of withdrawal is provided. All accounts must be brought current before records will be released. These accounts include, but are not limited to, hot lunch, tuition, fees, and athletic charges.

ACADEMICS

Immanuel Lutheran School operates as an alternative to public education, a place where a rigorous curriculum surpassing state standards is taught in the midst of a loving Christian environment. We are not in competition with the public schools, but rather similarly provide for the academic needs of students while intentionally allowing our Christian faith to influence everything we do. We meet spiritual needs that are not part of the educational aims of public schools.

CURRICULUM

As saved and redeemed children of God, we approach everything we do at Immanuel from a Lutheran Christian worldview. Bible study and application of faith to life are part of the daily curriculum, and all subjects are taught from a Christian perspective. The curriculum consists of the following subject areas: Religion, Reading, Language/Grammar/Writing, Spelling, Handwriting, Music, History, Geography, Art, Science, Mathematics, Computers/Technology, Physical Education, and Spanish. Any questions about specific curriculum can be directed to the classroom teacher who will be glad to show you what students are learning and which resources are used to facilitate learning.

GRADING SCALE & REPORTS

Immanuel reports academic progress through parent/teacher conferences at the end of the first quarter, regular communication via email and/or in person meetings, quarterly report cards, and Sycamore.

Immanuel Lutheran School Grading Scale

Percentage	Letter Grade(3rd-8th)
94-100	A
93	A-
91-92	B+
85-90	B
84	B-
82-83	C+
75-81	C
74	C-
72-73	D+
65-71	D
60-64	D-
0-59	F

HOMEWORK

Homework serves to teach good study habits, reinforce skills taught in the classroom, teaches responsibility and prepares students for upcoming lessons. At times, assignments are intentionally designed as homework in order to further strengthen learning. Homework might involve structured practice, long-range assignments, projects, book reports, studying for exams, etc.

Teachers will intentionally teach students in grades 2-8 how to use an assignment notebook for daily work as well as long-term planning of larger assignments and post homework assignments on ClassDojo. Parents have the responsibility to oversee that homework is completed and ready to be turned in when it is due. In addition, they have the responsibility to communicate any concerns regarding homework to their child's teacher. While a variety of activities exist that may interfere with a child doing homework, parents are entrusted with the task of teaching their children to keep their studies a top priority. Parents are encouraged to provide a special study area in the home and set a particular time that homework activities can be done. Parent participation in homework activities can be an excellent way of promoting school and home relationships.

Each teacher will assign homework as appropriate to the respective grade levels. Homework is due when the teacher says it is due. This may be at the start of class, by the end of class, the next day, one week, etc. Please see the Immanuel Middle School Syllabus for the 6th-8th grade late work policy.

The amount of homework will vary from day to day and child to child. Research shows that students who read for 20 minutes and review math facts every day achieve at significantly higher levels than those who do not engage in daily practice. **Every child learns, studies, and works at a different speed; we cannot guarantee that our homework guideline below will be exactly how long completion takes for each child.**

Average Homework Length

Grades 5-8	1 – 1.5 hours	Grades 2-4	20 – 40 minutes	Grades K-1	15 minutes or less
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If you notice your child working far longer on a regular basis, please speak with his/her classroom teacher about the situation.

Homework is not optional; academic achievement will fall if homework is not done or only partially completed. Additionally, homework is most relevant when done in a timely manner, so we hold students to an expectation that homework is completed and submitted when the teacher indicates it is due.

POLICY ON PROMOTION

Students will be promoted to the next grade after the following are completed:

1. State examination scores are proficient in comparison to the current grade level.
2. Academic performance from core curricular grades is proficient.
3. The student's current grade teacher recommends, based on the student's academic performance, that he or she be promoted to the next grade.

Policy on Promotion from 4th to 5th Grade

Students will be promoted from 4th to 5th grade after the following are completed:

1. Assessment scores are proficient in comparison to the current grade level.
2. The student achieves a 2.0 GPA in 4th grade.
3. The student's 4th grade teacher and principal agree, based on the student's academic performance, that he or she be promoted to the 5th grade.

Policy on Promotion from 8th to 9th grade

Students will be promoted from 8th to 9th grade after the following are completed:

1. The student achieves a 1.9 GPA in 8th grade.
2. The student's 8th grade teacher and principal agree, based on the student's academic performance, that he or she will be promoted to the 9th grade.

MUSIC EDUCATION

We have a structured music program in Grades 3K-8. Skills covered are listening, sight reading, movement, music theory, and music appreciation. Choirs and classes occasionally sing at programs and worship services which provides an opportunity for students to share their talents and participate in worship. Families are required to bring their children to Immanuel when the students are scheduled to sing. Students receive a grade for attending the performance and/or worship services in which they are scheduled to sing. Exceptions may occasionally be made by contacting the music teacher in advance. The singing schedule can be found in the Lion Life newsletter and online at www.ImmanuelBrookfield.org.

Band: The Lutheran High School Association of Greater Milwaukee (LHSAGM) offers band lessons to 5th-8th grade students enrolled at Immanuel. Lessons are given at Immanuel during the school day. Each student enrolled in band is charged a set fee for lessons. This organization provides music at various school functions. Band students are also eligible to participate in "Saturday Band" at Milwaukee Lutheran High School. This is a combined band of grade school students.

Choir: Students are in choirs throughout their experience at Immanuel as each grade sings together through music classes, worship services, and musical programs.

Plays & Musicals: Another area in which students participate at Immanuel is the area of drama. In the fall and spring of the year, a production is given by the students. The primary students perform a musical in the spring and the upper grade students have a musical in the fall. The type of production may also vary from year to year. Students have the opportunity to act, sing, assist in stage work, building sets, makeup, or any one of the jobs required to put on a production.

TECHNOLOGY ACCEPTABLE USE POLICY

Technology serves as an essential educational tool at Immanuel and all students in grades 4-8 are required to have a laptop at home to use for homework. Chromebooks with access to Google apps are recommended for students. **Students are not permitted to use or wear/hold on themselves personal laptops, smartwatches and/or other “smart” devices, and cell phones while at school.** While we make every effort to ensure that student property is safely stored and used at school, Immanuel recommends that students keep their personal technology at home and accepts no responsibility for the loss, theft, or damage of personal property brought to school by a student and/or loaned to a student. Filtered internet access is provided in compliance with Children’s Internet Protection Act (CIPA) regulations for each student during the school day to be utilized according to the teacher’s direction and in full compliance with all applicable rules and policies of Immanuel Lutheran School.

Technology use is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Inappropriate use of the laptop computer will result in confiscation of the student’s computer and/or removal of technology privileges. Students must comply with teacher direction regarding use of the computer and the machine must be safely put away when not in use. Students may not share laptops - they must use their own or the one assigned to them through the school. Immanuel provides students with access to technology systems connected to the school’s network and/or applications. This includes, but is not limited to, the school’s internet, Google Apps for Education (GAFE), various educational accounts provided to students, and computer equipment. Any misuse, loss or damage of Immanuel’s technology will be charged to the parent/guardian of the student. The creation, use or access of social media and/or social networking is prohibited at school.

Through GAFE, educational site subscriptions, and other tools our students achieve the following primary goals:

- See the computer as a tool that improves the quality of our work.
- Learn to use the computer in a God-pleasing way.
- Discover ways to use the internet and technology tools to spread the Gospel.
- Understand and properly use input/output devices of a computer: mouse, keyboard, scanner, digital camera, printers, storage devices.
- Demonstrate skill in manipulating files on a computer, including proper access, manipulating, sharing, and collaboration techniques.
- Understand and use word processing and spreadsheet skills.
- Produce multimedia presentations to share information, using a variety of age appropriate applications.
- Design and produce digital video projects and web pages.
- Demonstrate skill in finding useful information via the internet, and understanding how to give appropriate credit for sources.

Internet use is carefully supervised, and proper Christian use of technology is taught. Student use of Immanuel Lutheran School’s internet may be electronically monitored at any time. Immanuel Lutheran School reserves the right to monitor, access, remove and disclose any message or document created, archived, stored, received, deleted, looked at or sent with a student’s school GAFE account and/or through use of school technology. Students have no expectation of privacy with any account that has been distributed by Immanuel Lutheran School. Users must respect and protect the privacy of others by:

- Using only specifically assigned accounts. Students may not attempt to gain access to another’s GAFE or other accounts.
- Only viewing, using, or copying passwords, data, or networks to which they are authorized.
- Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

- Observing all school Internet filters and network security practices.
- Not using technology in such a way that it is disruptive or harmful to the teacher, students, or classroom environment.
- Not using school internet, GAFE accounts, or devices at any time to engage in any illegal act or to visit online gambling, pornography, or other inappropriate websites.
- Not playing games, downloading and/or streaming music and/or videos unless directed to do so by an Immanuel Lutheran School teacher or administrator.
- Reporting security risks or violations to a teacher or network administrator.
- Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserving, protecting, and sharing these resources with other users.
- Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.
- Not downloading and/or installing programs/apps or changing school issued chromebook configuration or settings that are not authorized by an Immanuel Lutheran School teacher or administrator.

Users must respect and protect the intellectual property of others by:

- Following copyright laws (not making illegal copies of music, games, or movies).
- Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

- Using technology at the appropriate time in the appropriate manner.
- Communicating only in ways that are kind and respectful.
- Reporting threatening or discomfoting materials to a teacher or administrator.
- Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not using the resources to further other acts that are criminal or violate the school's code of conduct.
- Avoiding spam, chain letters, or other mass unsolicited mailings.
- Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Consequences for Violation

Student use of information technology systems is viewed as a privilege, not a right. Information technology resources may be used for education research, communication and collaboration consistent with the educational goals and objectives of Immanuel Lutheran School. Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the school's discipline policy up to and including suspension or expulsion depending on the degree and severity of the violation. Use of Immanuel's technology resources for any illegal activity will be subject to appropriate disciplinary action and Immanuel Lutheran School will cooperate with any criminal investigation and prosecution that may result from such activity.

Supervision and Monitoring

The use of school owned information technology resources is not private. School teachers and principal and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Teachers and administration reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The school reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The school also reserves the right to limit the time of access and use.

Google Apps for Education and Other Educational Accounts

Immanuel Lutheran School may provide students with Google Apps for Education (GAFE) accounts. GAFE accounts are intended for educational purposes only. Parents/guardians are responsible for their student's behavior outside of school. Students are responsible and accountable for their own online behavior at all times.

Immanuel Lutheran School may also utilize software applications and web-based services that are operated by third parties. These services may include, but are not limited to, Google, IXL, Khan Academy, Kidblog.com, RazKids, Zoom, Flipgrid, and other similar programs that facilitate the education of our students.

Under the federal Children's Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under 13. The law permits Immanuel Lutheran School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. The Technology Acceptable Use Policy will constitute consent for Immanuel Lutheran School to provide a student's first and last name, school issued/managed email address, and username to the online services.

CODE OF CONDUCT

Students, parents/guardians, families, and guests are expected to conduct themselves in a manner that reflects the Christian values of Immanuel Lutheran Church and School. Immanuel staff reserves the right to search desks, lockers, backpacks, purses, and the like at any time for any reason. Students may be subject to disciplinary action, up to and including suspension and/or expulsion from school for any of the following. Students may also be subject to disciplinary action up to and including expulsion if parents/guardians, other family members and/or guests engage in any of the following.

1. Engaging in conduct counter to our Christian values and Biblical worldview.
2. Engaging in insubordinate and/or disorderly conduct. Examples of insubordinate and/or disorderly conduct include, but are not limited to
 - a. violating dress code.
 - b. leaving campus without proper parent/guardian notification being given to the school. We are a closed campus.
 - c. misbehavior on school-provided transportation.
 - d. use of personal cell phones, smart devices including smart watches, and/or other electronic devices.
 - e. recording or photographing any person or school event, classroom, or other school sponsored activity without permission of the principal.
 - f. misbehavior and/or willful acts that disrupt normal operation of the school community; use of abusive or profane language and/or treatment.
 - g. disrupting class and/or preventing teaching.
 - h. failing to comply with the lawful directions of a staff member or designee.
 - i. being disrespectful toward a student, teacher, staff member, or other school/church employee.
 - j. bullying student, teacher, staff member, or other employee or designee.
 - k. lying, forgery, trespassing, defamation, cheating/plagiarism, altering records, gambling
 - l. use of gum at any time; food and/or beverages at unauthorized times/places.
 - m. bringing toys, cards, other playthings to school, as they pose a distraction from our purpose here. Exceptions are left to teacher discretion (i.e. show & tell).
 - n. engaging in overly affectionate behavior on campus at any time.
 - o. failing to submit a required signature when requested.
 - p. creating a hazardous condition.
 - q. possession of inappropriate property. Cell phones and other devices must be kept in the student locker/backpack unless authorized by a staff member. Backpacks, lockers, and the like may be searched by Immanuel staff.
 - r. failure to comply with school imposed consequences.
 - s. defamation of Immanuel Lutheran Church, School and Child Care, it's employees and/or designees.
3. Engaging in conduct that endangers the safety, morals, health, or welfare of self or others. Examples of such conduct includes, but is not limited to
 - a. unauthorized presence on school property, surveillance and/or observation of students without permission of Immanuel leadership during school hours, events, functions, and the like.

- b. leaving the classroom or other space without staff permission, hiding in spaces inside or outside of the building, presence in unauthorized areas
 - c. refusing to promptly comply with the lawful directions of any staff member
 - d. theft, loss, or destruction of personal or school property
 - e. mistreatment or inappropriate use of technology or school property
 - f. violating the civil rights of others.
 - g. harassment and/or discrimination. Harassment or intimidation of, or discrimination toward, any members of the school community on the basis of race, color, creed, national origin, age, religion, gender, disability or any other grounds is not permitted. Students/Guardians/Guests may not commit harassment, which includes, a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing and/or demeaning.
 - h. Sexual harassment, activity, and/or inappropriate touching; indecent exposure.
 - i. hazing
 - j. using, possessing, selling and/or transferring drugs, alcohol, tobacco, and/or tobacco-like products such as vaping materials
 - k. inappropriate using, sharing, or distributing prescriptions or over the counter drugs
 - l. carrying or storing medication by a student on their person/locker without explicit school permission and appropriate forms signed by parent/guardian and submitted to the office.
4. Engaging in violent, disruptive and/or threatening conduct or making threats of any kind. Examples of such behavior include, but are not limited to
- a. committing or threatening to commit a physical or emotional act of violence on self or others.
 - b. causing physical injury/bodily harm to self or others.
 - c. fighting or unwanted physical contact.
 - d. play fighting, threatening, bullying, and/or intimidating others regardless of intention.
 - e. possessing, displaying, using or threatening to use a firearm, mock firearm, weapon, or dangerous object of any kind.
 - f. committing arson.
 - g. setting off a false alarm or making a threat. This includes, but is not limited to, setting off a false fire alarm, calling 911 and/or discharge of a fire extinguisher without valid cause or making a destructive threat. Parents/guardians will be responsible for any and all fees, charges, or damages incurred should a student choose to engage in said behavior and/or cause damage through any such actions.

NON-HARASSMENT & ANTI-BULLYING POLICY

As part of the mission of Immanuel Lutheran Church and School:

- We graciously embrace each other in our worship, study and service;
- We equip others through mutual respect, reflection and encouragement; and
- We allow ourselves to be engaged by Jesus through Christian attitudes and behaviors.

In each of the above statements, it is a core belief and practice that harassment and/or bullying in any form from any staff, student, or family members will not be allowed. If harassment and/or bullying is reported it will be examined and proper disciplinary actions will be taken which may include suspension or expulsion of students.

Harassment is defined as unwelcome and offensive behavior in the form of words or actions on the basis of race, sex, color, age, physical, emotional, or mental disabilities, parental status, or political affiliation. This behavior is degrading and hurtful, and it is not God-pleasing.

Bullying is a behavior. Bullying, in the context of school, is defined as unwanted, aggressive behavior among students that involves a power imbalance. The bullying behavior is repeated over time and can take many forms, such as physical bullying, verbal bullying, social/relational bullying, and/or cyber bullying. Bullying behavior is aggressive and includes:

- An imbalance of power - such as, but not limited to, physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition - Bullying behaviors happen more than once over a close period of time.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose repeatedly (<https://www.stopbullying.gov>).

The following information has been developed in an effort to differentiate between bullying and other peer conflicts. There are four main categories of related behavior: friendly teasing, hurtful teasing, peer conflicts, and bullying.

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Bullying
<ul style="list-style-type: none"> ● equal power ● neutral ● purpose is to be playful ● joins relationships ● funny to both parties 	<ul style="list-style-type: none"> ● unequal power ● sensitive topic ● purpose is to upset ● excludes ● sarcastic 	<ul style="list-style-type: none"> ● equal power ● occurs occasionally ● accidental ● negotiations & options ● relationship is valued ● effort to resolve 	<ul style="list-style-type: none"> ● imbalance of power ● occurs repeatedly over close period of time ● intentional ● seeks to gain power ● victim is vulnerable ● no remorse ● no effort to resolve

Examples of these behaviors include, but are not limited to:

- Friendly teasing: One student comments to another student that he should turn his jersey inside out because his favorite team lost last night.
- Hurtful teasing: One girl comments to another girl that she looks chubby in the outfit she is wearing.
- Peer conflicts: Two students have a disagreement on the playground about which one will be the pitcher in kickball.
- Bullying: One student repeatedly threatens another student that if he walks down a specific hallway he will get beat up. Another example is one student repeatedly calling another student a derogatory name regarding his/her body size.

Immanuel Lutheran School will not tolerate bullying or harassment and such actions may result in suspension and/or expulsion from school. Parents who suspect harassment of a child by a teacher, staff member, or another student are encouraged to report the behavior immediately.

Reporting Incidents of Suspected Bullying

It is everyone's responsibility to report incidents of suspected bullying that occur at school whether you are the target or a bystander. Students have several options when reporting incidents:

- All incidents of suspected bullying must be reported to a staff member as soon as possible
- Students are encouraged to speak to their classroom teacher
- Middle school students may email a staff member
- Students may ask to speak with the school counselor, principal or assistant principal
- Students may write a note and give it to the teacher or any staff member

Procedures to Address Reported Bullying

Immanuel Lutheran School strives to nurture a school environment where all students are valued and safe. All bullying behavior will be investigated. The investigation may include the following actions:

- Incident Report Form (available on Sycamore, in most classrooms, school counselor's office, and school office) completed by those involved and given to a staff member
- Staff members will report incidents of suspected bullying to the principal and school counselor
- Meeting with the principal and/or school counselor
- Inform parents of all parties involved
- Family conference with administration
- Referral - professional counseling services
- Suspension
- Expulsion

- As required by law, the police department will be notified at any point when criminal intent is suspected or when the situation warrants such action.

DISCIPLINE POLICY

Concern, accountability, and forgiveness are at the heart of our discipline philosophy. Our approach is one of fairness, firmness, and consistency grounded in Christian love. We apply the Law and Gospel aspects of Scripture to disciplinary situations. The Law relates to helping students to see their sin, admit their error, and repent (being sorry and committing to change). The Gospel is the awesome news of forgiveness that we Christians can share with each other as God showers it upon us. We encourage students to admit their mistakes, and we consistently apply consequences to train students to do what is right. *Our staff members do not administer corporal punishment.* In extreme behavior cases, students may be suspended or expelled.

Discipline, understood in the wider sense, is teaching, or instruction. Christian discipline, therefore, would be concerned with the total effort of making disciples of Christ equipped with the means for a successful personal life adjustment. In the narrower and popular sense, discipline is thought of as a control gained by enforcing obedience or order. In a Christian school, the Love of God as portrayed in the Bible is the guiding factor in disciplining our children. Rules are curbs and guides but the motivating power for Christian behavior must be the love of God in Christ. "We love God because He first loved us", and he that loves God loves his neighbor, also.

When discipline cases arise, and measures must be taken, it is done also in Christian love, with the purpose of restoring the offender to a right relationship with our Lord, school, and peers.

Immanuel Lutheran School reserves the right to dismiss students if parents and school cannot agree on a plan of education and/or discipline for a student.

GUIDELINES FOR DISCIPLINE

1. God expects all His children (young and old) to conduct themselves in a Christian manner at all times.
2. All children in the school are to act as children of God, and are to try earnestly to follow His commandments.
3. Good classroom discipline is a prerequisite to effective teaching. In order that every student be given the greatest opportunity for learning, a reasonably quiet and attentive atmosphere must be maintained. Loud talking and other behavior that is not conducive to learning should not be tolerated. It is hoped that the love of Christ as stated above would constrain every student to be considerate of fellow class members and their teachers.
4. Teachers will try to handle most problem cases. Close cooperation between parents and teachers is required.
5. If, however, a student is in need of correction, the teacher will rely on the Word of God--the Law and the Gospel, as well as the school code of conduct. In cases where behavior, attitudes, or disruptions persist or have become intolerable, suspension or expulsion from the school may result.
6. Endangering of life, health, safety and willful destruction of property, or any actions or behavior that would include the above stated actions would be considered a serious misdemeanor and subject to possible probation and/or expulsion. A partial list would include the possession of firearms, incendiary devices, tear gas, knives, other weapons, alcoholic beverages, controlled substances, defacing or destruction of property, self-inflicted injury or a student judged to be a threat to self or others. Such actions can warrant immediate suspension by the principal or pastor. It is hoped that students are mindful of the fact that their bodies are the temples of the Holy Spirit, and that none of them would ever get involved in any of these situations.

DISCIPLINARY PENALTIES

Students, guardians, family members, representatives, and/or guests who are found to have violated the school's Code of Conduct may be subject to the following penalties, either alone or in combination, as decided by the administrator and/or his/her designee. The parent/guardian, family members, representatives, and/or guests who are found to have violated the school's Code of Conduct may cause their student(s) to be subject to the following penalties as decided by the administrator and/or his/her designee.

- Oral warning
- Written warning/discipline slip sent home with student. Parents are required to sign discipline slips and return to school the next school day.

- Contract
- Conference with parent/guardian
- Confiscation
- Detention
- Exclusion and/or removal from a particular class or event
- Suspension from school cafeteria, library, social, athletic, after-school events, extracurricular activities, field trips, or other activities or privileges
- Suspension from transportation
- In-school suspension
- Short term suspension
- Long-term suspension
- Expulsion from school
- As required by law, police will be notified when the situation warrants such action.

SUSPENSION & EXPULSION

Suspension: The principal and/or his/her designee reserve the right to suspend a student for a disciplinary infraction and/or consistent disregard of school policies or generally established codes of conduct. This also includes the behavior of parents/guardians and family members/guests of a student. The suspension lengths are determined by the principal and/or his/her designee. These range from one day to one week - depending on the severity of an act and/or pattern of behavior. A parent/guardian conference must occur before a student is permitted to return to Immanuel Lutheran School following a suspension. The suspended student is prohibited from any and all school activities on or off campus. The student is prohibited from being on school/church property until a meeting is held with parents/guardians of the suspended student. In the event of suspension due to the behavior of a parent/guardian/family member/guest that person/people will also be prohibited from school/church property. Suspensions are either in-school or out-of-school depending on the offense at the discretion of administration and/or his/her designee. Parents/guardians of tuition students are responsible for tuition during student suspension.

Expulsion: Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches the age of eighteen. Only the principal or senior pastor has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations have been met by the tuition student's parents/guardians and all school property has been returned. Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal and/or senior pastor. At the discretion of the school administration, a student may be expelled on any day.

APPEALS PROCESS

1. Parents who would like to appeal a discipline decision are encouraged to first speak with the teacher and/or administrator in an attempt to resolve any miscommunication that may have occurred. This step, as outlined in the communication process explained in this handbook under "Conflict Resolution", must precede the rest of this appeals process.
2. Parents/guardians who wish to appeal a decision of consequences may bring the concern to the principal in writing within five days of the assigned consequence. The principal will respond to the appeal within 3 days of receiving the appeal.
3. If a parent/guardian disagrees with the decision of the principal in said appeal, the parent/guardian may bring the concern to the Senior Pastor in writing within five days of the decision.
4. The decision of the Senior Pastor is final.

DRESS CODE

Personal Appearance & Hygiene

As Christians, although we are in the world, we are to set ourselves apart from the world. Scripture admonishes us to do everything in moderation and to HIS glory. As a Christian Day School, our student body should also reflect these directives given in the Scripture by what we wear and serve as a catalyst to our fellow men and women.

Good hygiene is one of the simplest habits to practice. Children should bathe frequently and, at the appropriate age, use deodorant. All clothes should be clean, neat and in good repair.

Consequences of Ignoring the Dress Code

1. **First and Second Incident:** Students will receive a Dress Code Violation slip, written notification of the violation. The slip must be signed by the parent/guardian and returned to school the following school day.
2. **Third Incident:** Parents will be notified to bring a change of clothing, the child will wait by the office for the change of clothing, and a detention will be given.
3. **Fourth Incident:** Meeting with parents, in addition to above consequences.
4. **Fifth Incident:** Individual plan will be developed with parents, teachers and administration. Other disciplinary action(s), up to and including suspension and/or expulsion, may occur.

GENERAL SCHOOL DRESS CODE RULES:

Pants / Shorts

- No garments intended to be worn as underwear may show at any time.
- No skin may show through pants/shorts, nor in the waistline or in the midriff area.
- No holes/fraying in pants or shorts is permitted. No skin may show through any part of the pants/shorts.
- Shorts must be not more than 5 inches from the ground when kneeling (No spandex or bike shorts).
- No wording across the back of pants or shorts is allowed.
- Pants and shorts must fit properly and sit comfortably at the waist, with a belt when necessary. No underwear or skin visible.
- Leggings and/or yoga pants that fit properly may be worn by girls in Grades K-2; Leggings and/or yoga pants that fit properly may be worn by girls in grades 3 - 8 with a long shirt that covers all of the rear end and extends beyond the wearers fingertips when arms are held straight down at the sides.
- Athletic Shorts and pants (such as soccer pants) are acceptable.
- Pants and shorts meant for outerwear must be worn at all times. No pajama pants, long underwear, swimwear, boxer shorts, etc are permitted.

Shirts

- No offensive or negative messages or images such as skulls, drugs, weapons, TV, music, or movie/anime characters that swear or have anti-Christian messages, or anti-Christian symbols.
- Shirts must cover midriff at all times, even when arms are raised; no open backs or revealing fronts, no cropped shirts may be worn at any time.
- No shirts with holes
- No tank tops, under-shirts, or work-out shirts worn as the only shirt.
- Shoulders must be covered by at least 2 inches of material.
- Shirts that are sheer must be worn over another shirt so that no underwear and/or anatomy is visible.
- No undergarments can be visible at any time.
- Shirts must fit properly and not be tight/form fitting.

Dresses / Skirts

- Dress and skirt length must not be too tight/form fitting or shorter than 3" above the knee (above the floor when kneeling).
- Dress and skirt length that fall between 3-5 inches above the knee (above the floor when kneeling) must be worn with leggings (no tights).
- Shoulders must be covered by at least 2 inches of material.
- No holes or fraying is permitted.

Shoes

- Open-toed shoes such as sandals, flip-flops, and/or platforms may not be worn for recess or PE classes. Bring a pair of closed-toed shoes for recess.
- No high-heels are allowed at any time during the school day.

Accessories

- Boys may not wear earrings; body piercing is prohibited for boys and girls.
- Jewelry must be modest and not a distraction.

- Jewelry must not be in opposition to Christian values/symbolism.
- No hats, hoods, durags, bandanas, or headcoverings of any kind may be worn in the building.
- Boys may not wear make-up or nail polish.
- Girls may wear nail polish and make-up in moderation.
- No body piercing is allowed other than earrings.
- Perfume, lotion, body spray, deodorant, etc may not have a strong/offensive odor.

Hair

- Must be well groomed, and not cover eyes.
- Must be natural color, modest and not a distraction.
- Ornamentation should be modest, not a distraction and worn properly.
- Head coverings, durags, hats, hoods, bandanas, etc are not permitted.

LOCKERS

Students in grades 6-8 are provided with a locker to store their belongings while at school. Locks are not permitted on any locker at Immanuel. Students in 5th-8th grade are also permitted to use a locker in the locker room during PE class. The PE/locker room lockers are not assigned and not intended for storage of items outside of the PE class period. Locks are not permitted on any locker at Immanuel. Immanuel is not responsible for lost or stolen items that students store in lockers.

TRANSPORTATION

Bus

For residents of a part of Menomonee Falls, transportation is provided by the public school district. All bus transportation is arranged through the school office. Residents living in the public school districts of Milwaukee, Elmbrook, and Sussex Hamilton can obtain parent contracts from the school district if the family meets location requirements.

Bicycles

Bicycles may be used for transportation to and from school **with advance parent consent**. Laws governing these vehicles must be observed and the bicycle must be properly licensed. All bicycles stored at school must be parked and locked in the appropriate area. Bicycles are not to be ridden during school hours without staff permission.

Walking

Students who walk to school should follow the safety code of the road. Walkers should NOT take short cuts through yards, but follow the road. Walkers should not arrive before the doors are open. **Students will not be allowed to walk home without advance written parent consent**. Students will not be allowed to walk home if conditions, such as weather, are deemed dangerous by school personnel.

Field Trip Transportation of Students To and From School Activities

School buses or charter buses will be used to transport students from school to field trips or other school activities. Permission slips are required for all field trips.

Staff and Faculty of Immanuel Lutheran Church, School and Child Care are not permitted to transport students in their vehicle.

INSURANCE AND LIABILITY

Immanuel Lutheran School does not provide student accident insurance coverage. In cases of personal injury while at school or a school-related event, family insurance is the primary provider of coverage. Furthermore, Immanuel is not responsible for lost or stolen property.

HEALTH AND SAFETY

Children may not attend school when they are ill, vomiting, contagious, and/or when they have a temperature of 100.4°F or above. Parents/guardians of a child who becomes ill and/or has an elevated temperature at school will be contacted and are required to pick-up their child within one hour. Children are permitted to return to school only when they are able to participate fully in a normal school day, are fever free for 24 hours without medication, are not vomiting, and are no longer deemed contagious. A doctor's written permission/release is sometimes necessary for a child to return to school.

If circumstances dictate, we may call on emergency responders to attend to a child. Staff will make every effort to contact a parent/emergency contact when emergency responders have been called. In the absence of a parent/guardian, a staff member will accompany the child in the event transport to a hospital is necessary.

Medication: Physician-prescribed medication and/or non-prescription medication may be sent to school when it is necessary for a child to be administered the medication during the school day. The following procedure must be followed:

1. An adult must bring the unexpired medication to the school office in the original container. Prescription medication must be clearly labeled with the pharmacy sticker indicating the child's name, dosage, and the time to be given. Non-prescription medication must be in a baggie clearly marked with the child's name. Parents must tell the office staff when the medication was last taken by the child.
2. Ask for and complete a medication release form in the school office, giving the school permission to administer the medication.
3. All medications must remain in the office and a member of the staff will administer all medications.
4. If a child uses emergency medication, such as an inhaler or epi-pen, the medication may be kept in the child's classroom with the teacher if all of the above steps have been completed.

Head Lice: In case of head lice, parents must ensure children are free of lice and nits before bringing them back to school.

Emergency Contacts: In order to contact parents when emergency situations arise, current phone numbers are kept in the office and in each child's classroom. Parents/guardians are required to update the office when phone numbers change for either parents/guardians, or other emergency contacts. Your child's registration is not complete without appropriate contact information.

Safety Drills: Fire and tornado drills are conducted at regular intervals, and under various conditions. Safety drills, including lock-down, evacuation, and active shooter drills, are held regularly.

Mental Health: When a student experiences and/or shares mental health concerns at school, the school will communicate these concerns with parents immediately. Likewise, parents/guardians must report student mental health concerns with the school so that we can pray for and support the student to the best of our ability. We do all that we can to reasonably ensure the safety and well being of all students. When a student reports issues that include, but are not limited to, self-harm, suicidal ideation or plan, and the like, Immanuel requires that the parent/guardian pick up the student within 30 minutes of contact/message with the parent/guardian and the student may not return to school until the parent/guardian provides a signed doctor's release on appropriate letterhead or a hospital discharge plan/summary emailed to the principal directly from the clinic/hospital stating explicitly that the student has had a mental health evaluation and is cleared to return to school and the parent/guardian must meet with the principal.

CELL PHONES, WATCHES AND OTHER ELECTRONIC DEVICES

Since school phones are available for students to use, a cell phone is not a necessity. However, students may have a cell phone or other electronic communication devices on Immanuel's premises under the following conditions:

1. Cell phones are not to be used by a student in the school building during school hours unless given explicit permission by a staff member. If phone contact is necessary, permission must be given by the principal, teacher, or office, and school phones must be used. Parents must contact a child only through the school phone line during the school day.
2. Cell phones must be kept out of sight and turned off in a school bag, locker, or classroom storage place designated by the teacher during the school day.
3. If a cell phone is misused (ie. used during school hours without staff permission, ringer/sound left on in the locker) the phone will be confiscated and must be retrieved from the principal by a parent.
4. Students are explicitly prohibited from recording or taking pictures on school/church property without permission from a teacher or administrator.

5. Smart watches, iPads, Kindles, etc may not be used during the school day.
6. Stolen, lost, or broken phones or other devices are the responsibility of the child and parent.
7. Students and parents/guardians may not communicate during the school day through the child's cell phone or other electronic device. All communication is to be through the school phone - please contact the office at (262)781-7140 to relay a message to your child(ren).

MIDDLE SCHOOL MATH PLACEMENT POLICY

Immanuel Lutheran School administrators and teachers use formative and summative assessment data to inform instruction. From time to time multiple points of assessment data and exemplary classwork performance show that a student would benefit from advanced math placement. Students in grades 6-8 may be considered for placement at a level higher than their designated grade. The following criteria will be considered by Immanuel administrators and teachers to determine math placement of all middle school students at Immanuel Lutheran School:

- The student's teacher(s) report that he/she consistently exhibits habits of mind in school that support advanced math placement. These consistent habits of mind include but are not limited to internal motivation, independence, sound reasoning, positive growth mindset, perseverance, time management skills, positive behavior, and the maturity necessary to grapple with higher level math.
- Grades in math and other core subjects are consistently at or above grade level and accurate homework is completed and turned in on time.
- MAP Growth Assessment - RIT scores consistently one full year above grade level in math and reading.
- Entrance assessment and/or 6th grade math placement assessment scores demonstrate mastery of grade level skills.

GENDER ISSUES AND FACILITY USE

Immanuel Lutheran Church, School, and Child Care is a member of the Lutheran Church Missouri Synod - a Christian denomination rooted in Christ and boldly proclaiming His holy word above all else. To that end, we believe, actively teach, apply, and enforce Biblical principals in all areas of our lives and in the administration of our church, school, and child care. We recognize that gender and identity issues are prevalent in our society and see this as an opportunity to speak the truth in love, reaching out with the Gospel of our Lord and Savior Jesus Christ. At Immanuel Lutheran Church, School, and Child Care:

- A person's sex is either male or female and is determined at conception (Gen. 1:26-27)
- Participation in any program or activity sponsored or hosted by Immanuel Lutheran that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex at conception.
- Access to facilities including but not limited to bathrooms or locker rooms that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex at conception.
- Programs, publications, and communication, both oral and written, in any program or activity sponsored or hosted by or at Immanuel Lutheran Church, School, and Child Care must use the pronouns which correspond to a person's sex at conception (he/him; she/her).
- Individuals should not intentionally present their physical features or dress to be opposite his/her sex at conception.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception (Gen. 1:26-27). The Lord teaches us in His Word that sexuality is a gift granted by God. Deviations from His perfect design, including homosexuality, gender dysphoria, etc., demonstrate the brokenness of our world and the importance of a biblically faithful Christian ministry (Lev. 18:22, 24 and 1 Cor. 6:9-10).

At Immanuel Lutheran Church, School, and Child Care we hold to the biblical teaching and acknowledge these behaviors, as well as all others contrary to God's Word, as sin. Students who struggle with the sin of homosexuality, for example, should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to God's Word. The student is encouraged to seek guidance and counseling from our staff and ministry partners regarding these issues. Publicly demonstrating or advocating a lifestyle contrary to God's design is not permitted at Immanuel Lutheran Church, School and Child Care and may be grounds for expulsion.

NON-DISCRIMINATION POLICY

By reason of our philosophy of Christian education, Immanuel Lutheran School admits students of any race, color, national or ethnic origin, and sex to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. Immanuel Lutheran School does not discriminate on the basis of race, color, national or ethnic origin, and sex in the administration of its educational policies, athletic program, and other school administered programs. Please refer to the statements above regarding gender and identity issues.

Immanuel Lutheran School

Principal: Jen Comfort

Administrative Assistant: Jason Gress

Business Administrator: Maggie Uravich

Receptionist: Melissa Porter

Immanuel Lutheran Child Care

Director: Kate Jendusa

Immanuel Lutheran Church

Senior Pastor: Rev. Stephen Henderson

Associate Pastor: Rev. Colby Howell

Office Manager: Kim Graf

Director of Youth & Discipleship: Heather Vahl

Facilities Manager: Jim Radewahn



PARENT/GUARDIAN & STUDENT ACKNOWLEDGEMENT FORM

Parent/Guardian MUST initial each line, fill out and sign the bottom of this form and return to the office before the first day of school.

_____ I have read Immanuel Lutheran School's 2024-25 Student and Parent Handbook. I agree to comply with all policies mandated by Immanuel Lutheran Church, School and Child Care.

_____ I am aware of Immanuel Lutheran School's policies as they relate to payment of tuition and fees. I understand that I am responsible to pay all fees applicable to school and child care. I understand that my credit card on file may be charged to cover fees incurred.

_____ I have read Immanuel Lutheran School's 2024-25 Volunteer Handbook and understand that I am required to pass a background check through Protect My Ministry prior to volunteering in any capacity.

_____ I have reviewed and will comply with the mission and philosophy with the understanding that these values are rooted in the identity, philosophy, and daily operations of Immanuel Lutheran Church, School and Child Care.

_____ I have reviewed the 2024-25 school calendar and noted special events. I understand the importance of my student's consistent daily attendance at school and special events.

_____ I give permission for my child(ren) listed below, to use and be granted an account for Google Apps for Education and any other online resources/websites that Immanuel Lutheran School staff members have determined it to be appropriate for classroom use.

_____ I understand that Immanuel Lutheran Church, School and Child Care strictly prohibits recording, taking photos, and/or screenshots of in-person and/or online live and/or recorded instruction at any time by parents/guardians, students, and/or caregivers. I further acknowledge that Immanuel **staff** may record in-person or online instruction and post online in a password protected site to facilitate asynchronous learning.

Disclaimer: Immanuel Lutheran School's Parent and Student Handbook, Volunteer Handbook, and Athletic Handbook provide you with important information and serves as a reference for critical policies and procedures that will affect you and your child during your time at school. The policies and procedures presented herein do not constitute a contract or implied contract with students or personnel. Immanuel Lutheran Church, School and Child Care reserves the right to interpret, revise, amend, or withdraw them at its sole discretion.

Child(ren) Name(s) _____ Grade _____
_____ Grade _____
_____ Grade _____
_____ Grade _____

Parent Signature _____ Date _____