

## **PREFACE**

In the name of our Lord Jesus Christ, your school staff welcomes your children to Immanuel Lutheran School and Children of Grace Preschool (ILS & CoG). May your children grow in grace and in knowledge and in favor with God and man.

This booklet acquaints families with the school and its policies for the coming year. We hope that the following information will be helpful and valuable to you. Topics are listed in Alphabetical order within the following categories: General, Classroom, Extra-curricular, and Parents. school board. Please keep it and use it as a reference during the year.

The School Board reviews this handbook regularly. An updated copy of the School Handbook will be given to each family. The Board is open to comments and suggestions from the parents of the student body. Contact the School Board chairman throughout the school year to address possible changes to our handbook

In order for any school to function to the best of its ability, there must be cooperation between the home and school. May the Holy Spirit fill each of us with this spirit of cooperation that we might all work together as a family of Christians and have a blessed school year.

## **HISTORY/ORGANIZATION**

Immanuel Lutheran Church established a Lutheran Day School in 1918, when the first full time teacher was called for the school. In 2007, an Association was established between Immanuel and Grace Lutheran Churches for the operation of Immanuel Lutheran School and Children of Grace Preschool. The day-to-day operations of the school are managed by the principal under the supervision of the School Board. Members of the School Board are elected by the Voters' assemblies of the participating congregations.

For the 2022-2023 school year, Mr. Brian Gephart is our principal and teacher of grades 4-8. Mrs. Kristi Utsch is the teacher for grades 1-3, and Mrs. Mallory Eckstrand is the Kindergarten and Preschool teacher. Our School Pastors are Eugene DeVries and Greg Tobison.

## **MISSION STATEMENT**

Immanuel Lutheran School and Children of Grace Preschool exist to provide a quality Christian education, impart wisdom and knowledge to equip children for their life on earth, and to prepare souls for eternal life in heaven through faith in Jesus

## **MISSION IN DETAIL**

### *Quality Christian Education*

Deuteronomy 6:6-7 *"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."*

God tells us that instruction in His Word is to take a prominent place in the upbringing of children. ILS works with parents to faithfully carry out this command.

### *Wisdom and Knowledge*

Proverbs 9:10 *"The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding."*

A solid foundation is laid in the study of God's truths found in the Bible, as well as the study of academic and practical skills necessary to equip God's children for life on earth as they serve God and their neighbor.

### *Prepare for Heaven*

Titus 3:5-7 *"he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life."*

When our time of grace on earth is over, God promises eternal life in heaven through faith in our Savior Jesus Christ.

## **OBJECTIVES OF IMMANUEL LUTHERAN SCHOOL**

1. To teach the word of God as the only reliable source for doctrines (teaching) concerning God, creation, Jesus, salvation, and the last things. Psalm 111:10, *"The fear of the Lord is the beginning of wisdom..."*
2. To train the child in Godly living (develop character) in the light of God's Word, which supplies the answer to the questions: Who am I? Where did I come from? Why am I here? Where am I going? Psalm 119:9, *"How can a young man keep his way pure? By living according to your word."*

3. To equip the child to express his faith in his Savior to fellow Christians and to those who don't believe in Jesus as their Savior. Matthew 28:19-20 *"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age."*

4. To teach all subjects in the light of God's Word, using the Bible as sole authority. Psalms 139: 14 *"I praise you because I am fearfully and wonderfully made; your works are wonderful; I know that full well."*

5. To help the child to develop and to use his knowledge, talents, and skills to the glory of God and the welfare of his neighbor. I Cor.10:31 *"So whether you eat or drink or whatever you do, do it all for the glory of God."*

To attain these objectives, it is of utmost importance that we as parents and teachers ever keep before us our high calling and responsibilities as God's representatives. In this way only will we be able to instill into the hearts of our children the proper respect for God's established law and order, and grateful appreciation for what God has done, and still does, for us in Christ Jesus, our Lord.

### **ENROLLMENT POLICY**

All school-age children of Grace Evangelical Lutheran Church and Immanuel Evangelical Lutheran Church are encouraged to attend our school, as well as those of sister congregations and our local community. It is strongly urged that all students attend Kindergarten previous to coming into first grade. Children must be five years old by September 1<sup>st</sup> to be eligible for kindergarten. Children will be admitted to the other grades upon presentation of records showing satisfactory completion of earlier grades.

All students of Children of Grace Preschool must be at least 3 years of age by September 1<sup>st</sup> and potty-trained to be eligible for preschool. The children will be expected to be able to function independently of their parents for the length of the school day before they begin classes.

Families who are not members of the Wisconsin Evangelical Lutheran Synod (WELS) are welcome to enroll their children in our school. The

parents may also attend an adult instruction course so they know what doctrine their children will be taught. At the end of the instruction class, the parents will be given the opportunity to become members if they so desire.

### **Notice of nondiscriminatory policy as to students**

Immanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and co-curricular and other school administered programs. This enrollment policy is subject to yearly review.

### **FEDERAL EDUCATION RIGHTS TO PRIVACY ACT (FERPA)**

FERPA policy allows a parent and/or designated guardian the right to view their child's academic records at any time. If you wish to do so, please contact the principal.

## **SCHOOL HOURS**

### **KINDERGARTEN-GRADE 8**

The school day begins at 9:00 AM and ends at 3:00 PM. The teachers are responsible for the children's safety from 8:45 AM until 3:10 PM. If the children remain after 3:10 PM they will be sent to Latchkey. Children coming to school early are expected to attend Latchkey. Teachers may send children to Latchkey if they arrive before 8:45 AM. Teachers need the time before and after school for preparation time.

### **PRESCHOOL**

Preschool is offered full or half days Monday through Friday. Parents have the choice of sending their children half days, full days, or a combination of both. The school is flexible in offering whatever schedule works best for your family. The school day begins at 9:00 AM every weekday. For children attending half days, the pick-up time is 11:30 AM. Full day students stay until 3:00 PM. The teachers are responsible for the children's safety from the time they are signed in until they are signed out by a parent or guardian.

## **LATCHKEY**

Care for students through the Latchkey program will be available from 6:30 AM to 8:45 AM before school and 3:00 PM to 6:00 PM after school. Latchkey is available for scheduled late starts from 6:30 AM to 15 minutes before school starts

## **LOCK DOOR**

The school is a public building with many people coming and going each day. Therefore, to ensure the safety of the children in our school, we lock all doors between 9 AM and 3:00 PM. The front door will be open at 11:25 AM for families to pick up preschool students. The doors do not lock from the inside so emergency evacuation is quick and safe. If you need to enter school after the doors are locked, please use the call button on the silver box to the right of the front door or call school at 320-587-4858.

## **TUITION & FEE PAYMENT POLICY**

Parents are reminded that the majority of the school's support comes from the association congregations. We should, indeed, be grateful that our congregations consider the Christian education of their youth as a privilege and obligation of the entire congregation. All families are asked to pay a nominal tuition to help the congregations finance the school's ministry.

Tuition payment plans are established annually at registration day in May or June and for new students when their children are enrolled. The tuition and fee schedule is listed on page 7 of this booklet.

### **K-8 Tuition:**

- Billed on 1<sup>st</sup> of month for current month Sept–May (9 months)
- Payment can be made by automatic payment from checking account, cash, or check.
- If a payment has not been received by the 20<sup>th</sup> of the month, a \$20.00 late fee may be assessed monthly until the account is current.
- An additional \$20.00 fee will be assessed for any returned checks or returned automatic payments.

### Pre-School Tuition:

- Preschool families will receive calendars three times a year to schedule the days their child will be in school for the upcoming months. (Ex. in August classes will be scheduled for Aug-Nov; in November classes will be scheduled for Dec-Feb, in February classes will be scheduled for Mar-May)
- Billings will be issued on the 1st of each month
- If payment has not been received by the 20th of the month, a \$20.00 late fee will be assessed.
- An additional \$20.00 fee will be assessed for any returned checks or returned automatic payments.
- If Preschool is called off because of a snow day or teacher absence, the next month's billing will be credited for the day.

### Registration Fees:

- Fee payments per child are due by August 15, 2022.

### Latchkey Fees:

- Latchkey Services will be billed monthly on the 1st of the month (or as near as possible) for the previous month. (Ex. September hours will be billed October 1st).
- Payment is due by the 15th of the following month.

### Payments

- Payments by check can be dropped off at the school office or sent to: **ILS, 20917 Walden Ave, Hutchinson, MN 55350.**
- An automatic debit can be set up on the 15<sup>th</sup> of the month. If the 15th falls on a weekend or holiday the payment will be scheduled for the following business day.
- Payments made quarterly, semi-annually, or annually will be billed ahead, and must be paid for ***IN ADVANCE OF PAYMENT PERIOD*** to allow enrollment at ILS/CoG.

### Invoices or Statements

- Will be sent as close to the 1<sup>st</sup> of the month as possible.
- They will be sent via email.

### Delinquent Payments

Children will not be allowed to start school until all previous year(s) tuition and current year fees are paid. If an account should become past due by 3 months, in addition to the late fees assessed, a meeting with the School Board will be set up to discuss your child's continuing enrollment with Immanuel Lutheran School. If no meeting is held, enrollment may be terminated.

## TUITION ASSISTANCE

If for any reason the tuition becomes a financial hardship, you are encouraged to contact the Principal or the School Board. An application for Tuition Assistance must be completed. This application, along with the family's financial records, is evaluated by Confidential Financial Service (CFS), a third-party vendor. CFS then sends a report to the School Board with their recommendation for the amount of tuition that each family can afford. The School Board will then make a decision on the amount of assistance that will be awarded. A new application must be completed each year.

CFS Web site: [www.cfslogin.com](http://www.cfslogin.com) ILS Code: 74858  
**Scholarships cannot be awarded until the CFS report is received.**

## **2022-2023 Tuition/Fee Schedule**

### Grades K-8 Tuition:

WELS	175.00 per month
WELS Family Rate	250.00 per month
Non-WELS-First Child	200.00 per month
Non-WELS-Second	100.00 per month
Non-WELS-Additional	50.00 per month

### Preschool Tuition: (Variable based on number of days)

Half Day	10.00 per day
Full Day	20.00 per day

### Material/Registration Fee:

1-8th Grade	175.00 per child
Kindergarten	100.00 per child
Preschool	100.00 per child

### Latchkey Fees:

Contract Rate	2.50 per child per hour
Non-Contract Rate	3.75 per child per hour

### Late Payment Fees: 20.00 per month

- If payment for current month tuition is not received by the 20<sup>th</sup> of the month
- If payment of latchkey fees is not received by the 20<sup>th</sup> of the following month

### Return Item Fee:

- If a check is returned to the school for any reason (Insufficient Fund, Closed Account, etc.) a \$20.00 fee will be assessed.

# **GENERAL INFORMATION**

## **CLOSINGS DUE TO WEATHER**

The Hutchinson Public School District determines weather-related school closings for Immanuel. Announcements as to school closings due to snow storms or other adverse conditions will be listed on-line and broadcast by most local radio and TV stations (WCCO or KDUZ). When there is an early release due to the weather, please note that our students are dismissed about fifteen minutes prior to the announced closing time so the shuttle bus may take them into Hutchinson. Parents also have the option to keep their children home at their discretion. Please notify the teachers as soon as possible if your child will be absent from class due to weather conditions.

## **COMMUNICATIONS**

A newsletter will be sent home each Wednesday that school is in session to keep parents informed about what their child is learning and upcoming events. The newsletter will be sent via email, unless the family requests a paper copy. Please notify the school secretary if you would like a paper copy. The school also has a Facebook page and website. "Like" Immanuel Lutheran School & Children of Grace Preschool to see the latest news. [www.hutchinsonlutherschool.com](http://www.hutchinsonlutherschool.com)

## **DRESS CODE**

Teachers and students will dress modestly. Clothing should cover underwear and not be too tight or too loose. Shoulders, midriffs, and thighs should be covered. Shorts can be worn at the parent's discretion, keeping in mind the weather conditions. Leggings may be worn with dresses or tunic type tops. Clothing should not display offensive artwork or slogans. Clothing must be appropriate for the weather. For safety's sake please make sure shoes fit properly and do not fall off easily and that they cover the entire foot.

During the winter months, children must have coats, snow pants, hats, mittens, and boots. Children without all the proper attire will not be permitted to play in the snow and must remain inside the school during recess.

## **GRIEVANCES**

If a grievance relating to a school incident or application of school policy should arise, God's Word in Matthew 18 tells us the procedure to be followed. Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher, then follow the guidelines listed in Matthew 18. Private matters should not be



haphazardly discussed with other parents, the principal or pastors, or members of the congregation or community. Please do not use social media to address grievances with school faculty, contact them directly by phone or in person. If, after a period of time, the problem still exists, the principal should be contacted. If the matter involves the Principal, the School Board chairman should be contacted. If further counsel is deemed necessary, the pastors and School Board may be contacted. We should remember that errors will be made because we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to peaceful and proper solutions.

### **HEALTH SERVICES**

If your child is sick and unable to attend school, keep the child at home until he/she is well enough to come to school again. Sickness includes contagious illnesses, a fever, severe cough, nausea, vomiting, diarrhea, or infections. Children will be expected to participate in our usual activities. If your child is not well enough to complete their day, allow them time to recuperate.

Any child who complains of illness will be treated with appropriate care by our staff. Parents or emergency contact persons will be notified if a child is too sick to remain at school. A responsible adult will be expected to pick up the child as soon as possible. If your child has felt slightly ill but is well enough to come to class, please let the teacher know before the day begins. In this way we can check frequently to be sure that the child is comfortable.

According to Minnesota Statute 121A.15, students enrolled at Immanuel must submit to the school one of the following documents concerning vaccinations:

- A schedule of all immunizations required by the state of Minnesota for the student's age, including the month, day, and year each vaccine was given;
- A medical, religious, or philosophical exemption as described in MN statute 121A.15, subdivision 3;
- A substitute immunization statement as described in MN statute 121A.15, subdivision 4.

Persons with contagious illnesses will not be permitted to stay during the school day, including students AND staff. If anyone who has come in contact with your child is diagnosed with a contagious illness, you will be notified as soon as possible. A statement from a doctor or school nurse

stating that the condition is no longer contagious will be required before a person may return to school. The School Board has given the principal authority to call off school because of illnesses within the school. If school is dismissed, all parents will be notified and arrangements will be made to see that all the children are safely transported home.

ILS is visited each month by a school nurse. The nurse can be contacted as needed for health issues at the school between the visitations. Any questions about health or screenings can be directed to the nurse through the school. All information will be kept confidential. Any allergies or medications must be reported to the nurse and appropriate forms must be completed.

Our staff must be aware of all medications on site, both prescription and non-prescription. If a student needs any over-the-counter medications throughout the school year, such as acetaminophen, ibuprofen, antacids, triple antibiotic ointment, cough medicine, etc., it must be provided by the parent in a properly-labeled container with the student's name on it. All medications - whether OTC or prescription, including auto-injector epinephrine pens - must include written instructions for administration of the drug and a parent-signed permission form for the staff to administer the drug. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Parents will be informed of any injuries that happen during school hours. First Aid will be administered for any minor injuries, but anything that requires further care will be reported to parents immediately. All teachers are trained in CPR and First Aid. In the event of an emergency, 911 will be contacted and their directions followed. If a child must be transported by an ambulance, we will make every effort to contact the parents and/or accompany the child. Any costs must be assumed by the parents.

### **LUNCH**

Monday through Friday, all K-8 and full day preschool students must provide their own lunch. They may bring food to heat in the microwave on these days. Make sure they have the necessary microwave-safe dishes and utensils.

Students have their choice of white or chocolate milk to drink with their noon meal, or they may bring their own beverage from home. There is no charge for the milk. Kindergarten and Preschool students will have a milk break in the morning and at lunch.

## **MISSION OFFERINGS**

Mission work is a special way to show our love for our Savior and share our Christian faith with others. At Friday Chapel Services the students will be given the opportunity to contribute to the designated mission project for the year.

## **PICTURES**

Each year, all students and teachers will have their school pictures taken. Forms will be sent home for parents to choose to order and purchase prints. All students will be photographed for their student record and for the class composite photo, whether or not the parents order prints.

## **PROPERTY DAMAGE**

Any student who willfully or through negligence damages school property or books will be expected to reimburse the school for these damages. Students should use book covers to decrease wear on their textbooks. Adhesive book covers will not be permitted. Desks should be clean and non-offensive. Decorations which are considered offensive by the faculty will be removed.

## **TELEPHONE**

Phone calls can be answered by the secretary from 8:45 - 11:45 am. After that time, please leave a voicemail message that will be checked at the end of the school day. To get in touch with your student's classroom teacher, please call before 8:45 am or after 3:00 pm.

## **WEAPON POLICY**

We have developed a weapons policy to help ensure the safety of all students and faculty at Immanuel Lutheran School. All weapons including, but not limited to, knives and guns will be confiscated. This also includes toys that look like real weapons.

Students carrying these devices will/may be disciplined with a 2 day, out-of-school or in-school suspension. Parents will also pay \$150, which is the cost of a substitute teacher that must watch the child during the two days.

This policy includes anyone on the school's grounds. A child from another school found to be carrying a weapon will have this item confiscated. Parents may claim the item at a later date. That child's school will also be notified. Visitors found to be carrying weapons will have their items confiscated. They may claim the items at a later date. If a visitor refuses to remove the weapon, the police will be notified.

# **CLASSROOM INFORMATION/POLICIES**

## **ATTENDANCE**

Faithful attendance is required of all students enrolled at Immanuel. Students are excused from school when the absence is with the knowledge and approval of the child's parent or guardian for the following reasons:

- Child's personal illness (If it is very contagious, such as pink eye or ringworm, please contact the principal. A note from a doctor, school nurse, or treatment director may be required after (5) consecutive absences or (10) accumulated absences per semester verifying the absences as health related.)
- Severe illness or death in the family
- Health appointments (we ask that health appointments be scheduled outside of regular school hours if at all possible)
- Severe inclement weather when the school district is not officially closed for the day
- Special emergencies

With prior approval, a student may be excused at the parent's request for a family activity, such as a vacation. However, families are strongly encouraged to take these days during school breaks. Parents may request assignments in advance, but it is not always practical or possible for teachers to do this. Remember that receiving an assignment ahead of time does not account for the instruction a student will miss. Teachers and parents will assist in helping students make up their work; however, the student is required to complete the work in a reasonable amount of time as determined by the teacher.

**If your child is absent on any given school day, please note the following points:**

Absences are to be excused by parent or guardian either verbally or in writing. A written excuse should include the date or dates of the absence or tardiness, the reason for it, and the parent or guardian's signature. Please call the school office by 9:00 AM to report the absence and the reason for the absence. If the school has not heard from the home by that time, the school will call to determine the whereabouts and safety of the child.

Send a written excuse for absenteeism and tardiness when your child returns to class. If your child has been absent due to illness, the written excuse must state the nature of the illness.

Students riding a school bus that is late will not be counted tardy on their school records.

## **CONDUCT/DISCIPLINE**

As dearly loved children of God, all students will strive to reflect God's love for them in their relations with those around them.

All students are expected to obey and to show respect to the pastors, the principal, the teachers, and all others charged with the operation of the school; they are also to show Christian love and kindness toward all other students of the school. If a child fails to do this or is in other ways disruptive to good classroom order, the child must be corrected and disciplined accordingly. Parents, by entrusting the training of children to a teacher, also delegate to him/her the right to discipline when it is necessary. If your child feels he is being dealt with unfairly, he is encouraged to discuss the matter privately with the teacher. In Christian love we strive to protect the good name and reputation of our faculty, parents, and student body. We model our conduct procedure after Matthew 18:15-20 and the Eighth Commandment (Exodus 20:16 "*You shall not give false testimony against your neighbor*").

If you as a parent have a question regarding a classroom policy or classroom discipline situation, it is your Christian responsibility to discuss the matter with your child's teacher. If no satisfactory agreement can be reached, then the matter should be taken to the principal, and then to the School Board. If there is a question regarding a school policy, contact the principal or a member of the School Board. Since these are Scriptural principles, it is expected that all will adhere to this policy.

## **CORPORAL PUNISHMENT**

ILS instructs all called, hired, and volunteer workers not to use corporal punishment under any circumstance involving the discipline of a child or children. Behavior problems will be handled by following the discipline procedures outlined in our Parent and Student Handbook.

## **DISCIPLINE CODE**

The principal purpose of Immanuel Lutheran School is to assist the parents in training their children in all subject matter in light of the Word of God. The Scriptures tell us to train up our children in the way that they should go so that when they are old, they will not depart from it, and Since parents have the responsibility from God to do all things possible to achieve this, and

Since we as teachers, the called servants of God in your midst, have the need and the right to teach in a God-pleasing atmosphere, and Since your children have the need and the right to learn in a pleasant environment.

## **WE AS TEACHERS, PARENTS, AND STUDENTS WILL ADHERE TO THE FOLLOWING POLICY ON DISCIPLINE:**

- No child will in any way hinder the teacher from teaching.
- No child will in any way hinder another student from learning.
- No child will engage in any behavior that is not in the best interest of the school and other students.

Each classroom teacher has the right and responsibility to maintain good classroom order. If classroom rules are not followed by the student, the teacher has the responsibility to discipline the child.

### **BEHAVIOR CODE**

We expect children to follow God's laws when they are in school. However, we realize that children display their sinful side from time to time. When that happens, it is important to apply God's Word when dealing with disciplinary problems. Children need to realize that they have sinned and have gone against God's laws. When they realize this, they must be shown the love of their Savior through the Gospel. This is a big advantage we have in a Lutheran elementary school. However, there are times when further measures may be needed to help a child see his/her sin. The following is an explanation.

Student behavior forms may be given for behaviors including but not limited to, any of the following behaviors:

- Stealing
- Talking back to a teacher
- Showing disrespect toward the teacher
- Talking out of turn repeatedly
- Repeated disobedience
- Unnecessary disruptive sounds or noises
- Crude or coarse language
- Throwing things which should not be thrown
- Any speech not coming from a loving heart

The responding teacher is to determine whether there should be an in-school suspension or a detention. The length of time of in-school suspension will be based on the severity / danger of behavior, ranging from 1/2 day to 1 full day. Detention will be served after school starting at 3:15 until 4:15 pm. If a longer detention is needed, it will be enforced on consecutive days. When a teacher determines that consequences of a Student Behavior Report are warranted, the parent shall be contacted and the Student Behavior Report shall be sent home to be signed by

their parent and then returned to school. The detention or in-school suspension shall be implemented the next school day(s) whether or not the referral form is sent back. A copy of this form shall be kept in the student's permanent file to keep a record of behavior.

**The in-school suspension shall take place within the school where there will be a minimum of contact with other students. The student shall be provided with school items and assignments so the student is able to work on school tasks. The student will be informed of bathroom, drink, and lunch breaks. The student is expected to remain in the designated room. Leaving without permission is grounds for an additional conduct form.**

Detention will be served after school. The responding teacher will have appropriate jobs for the student to do until 4:15 p.m. If there are no jobs, the student will be expected to sit in a seat monitored by a teacher. After three (3) Student Behavior Reports by a student, a required meeting with the child, parents, school Principal, teacher and School Board member(s) will be held. With three (3) more Student Behavior Reports (total of 6) another meeting with the same above-named persons, and the pastor, and a designated School Board member(s) shall be held and a 1-day in-school suspension may/shall be instituted. With an additional three (3) more Student Behavior Reports (total of 9), there would be another meeting with all the above-named persons to determine what to do next, including the real possibility of expulsion.

If an incident is severe, parents will be required to pick their child up during the school day. All efforts will be made to contact the parents, or nearest relative or the person named in case of emergency in such a situation. A meeting may be required after the first Student Behavior Report if the incident is severe, with all the above-named persons to determine what to do next, including the real possibility of expulsion.

This program begins on the first day of each school year and ends on the last day of each school year. The code applies from the time they are on school property or on school time until they leave. This also applies to school sponsored activities. A copy of each conduct report will be put into the student's file until the end of the year. This code is not meant to fix all behaviors of children. Other courses of action may be followed if the teacher so desires. Any student who proves to have a negative spiritual or moral influence upon fellow students, or whose attitude is unchristian may be excluded and eventually expelled. Expulsion may take place only after consultation with the parents by teacher, principal, pastor, and School Board.

## **CONDUCT/DISCIPLINE CODE**

We expect children to follow God's laws when they are in school. However, we realize that children display their sinful side from time to time. When that happens, it is important to apply God's Word when dealing with disciplinary problems. Children need to realize that they have sinned and have gone against God's laws. When they realize this, they must be shown the love of their Savior through the Gospel. This is a big advantage we have in a Lutheran elementary school. However, there are times when further measures may be needed to help a child see his/her sin. The following is an explanation:

Student conduct forms may be given for behaviors including but not limited to, any of the following behaviors:

- Acts of physical aggression
- Bullying (unwanted, aggressive behavior intended to hurt or intimidate another person)
- Explosive acting out behaviors
- Efforts to harm, intimidate, or threaten others  
(Written or verbal)
- Fighting
- Repeated serious vulgarity / foul / obscene language or gestures
- Throwing things which should not be thrown
- Bringing a weapon to school such as a gun, knives, or anything that is used to bring harm to a fellow student or teacher.

The responding teacher is to determine whether there should be an in-school suspension or a detention. The length of time of in-school suspension will be based on the severity / danger of behavior, ranging from 1/2 day to 1 full day. Detention will be served after school starting at 3:15 until 4:15 p.m. If a longer detention is needed, it will be enforced on consecutive days. When a teacher determines that consequences of a Student Conduct Report are warranted, the parent shall be contacted and the Student Conduct Report shall be sent home to be signed by their parent and then returned to school. The detention or in-school suspension shall be implemented the next school day(s) whether or not the referral form is sent back. A copy of this form shall be kept in the student's permanent file to keep a record of behavior.

**The in-school suspension shall take place within the school where there will be a minimum of contact with other students. The student shall be provided with school items and assignments so the student is able to work on school tasks. The student will be**



**informed of bathroom, drink, and lunch breaks. The student is expected to remain in the designated room. Leaving without permission is grounds for an additional conduct form.**

Detention will be served after school. The responding teacher will have appropriate jobs for the student to do until 4:15 p.m. If there are no jobs, the student will be expected to sit in a seat monitored by a teacher.

After three (3) Student Conduct Reports by a student, a required meeting with the child, parents, school Principal, teacher, a Pastor and School Board member(s) will be held and a 1-day in-school suspension may/shall be instituted. With an additional three (3) more Student Conduct Reports (total of 6), there would be another meeting with all the above-named persons to determine what to do next, including the real possibility of expulsion.

If an incident is severe, parents will be required to pick their child up during the school day. All efforts will be made to contact the parents, or nearest relative or the person named in case of emergency in such a situation. A meeting may be required after the first Student Conduct Report if the incident is severe, with all the above-named persons to determine what to do next, including the real possibility of expulsion.

This program begins on the first day of each school year and ends on the last day of each school year. The code applies from the time they are on school property or on school time until they leave. This also applies to school sponsored activities. A copy of each conduct report will be put into the student's file until the end of the year. This code is not meant to fix all behaviors of children. Other courses of action may be followed if the teacher so desires. Any student who proves to have a negative spiritual or moral influence upon fellow students, or whose attitude is unchristian may be excluded and eventually expelled. Expulsion may take place only after consultation with the parents by teacher, principal, pastor, and School Board.

**The following page show and example of a Student Behavior Form.**

**Immanuel Lutheran School**

20917 Walden Ave • Hutchinson, MN 55350 • (320) 587-4858

**Student Conduct / Discipline Form**

Student's Name \_\_\_\_\_ Date/Time \_\_\_\_\_

Location \_\_\_\_\_ Written warning # \_\_\_\_\_

The following behavior took place:

- Acts of physical aggression
- Bullying (unwanted, aggressive behavior intended to hurt or intimidate another person)
- Explosive acting out behaviors
- Efforts to harm, intimidate, or threaten others (written or verbal)
- Fighting
- Repeated serious vulgarity / foul / obscene language or gestures
- Throwing things which should not be thrown
- Bringing a weapon to school, such as a gun, knives, or anything that is used to bring harm to a fellow student or teacher.
- Other \_\_\_\_\_

Description of event:

\_\_\_\_\_  
\_\_\_\_\_

In-School suspension: ½ Day \_\_\_\_\_ Full Day \_\_\_\_\_ Detention \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Admin. Signature \_\_\_\_\_

- \*Matthew 22:37 "Love the Lord your God with all your heart with all your soul and with all your mind."
- \*Romans 3:23 "For all have sinned and fallen short of the glory of God."
- \*Psalm 51:2 "Wash me from my iniquity, cleanse me from my sin."
- \*Ephesians 2:8 "For it is by grace you have been saved through faith, and this is not from yourselves it is a gift of God."

## **ELECTRONIC DEVICES**

The Immanuel staff share the concern of our school families regarding the safety of their children when they are coming to and from school and that your child should be able to keep in close contact with you via cell phone in the event of an emergency.

At the same time, please recognize the potential distraction such devices could have during the school day. The office phones are always available if the need arises. To address your concerns and those of the school, the following policy will be in force:

- The use of electronic devices will not be permitted during school hours.
- Students may keep devices in their book bag in the hallway. Cell phones are not allowed in the classroom, except in the case of an emergency.
- The school will not be responsible for any electronic devices that are lost or stolen.
- Any teacher or staff member may confiscate an electronic device of any student on school property if they feel the device is being used inappropriately or is causing a disruption. The device will be returned when the child is leaving for the day.

Repeated disregard for this policy will result in the forfeiture of the device by the student until the end of the year.

## **LATE WORK POLICY**

In an effort to help students grow in their level of responsibility, the following late work policy has been developed:

### **For students in grades K-3**

Typically, students in grades K-3 complete assignments at school. Homework usually takes the form of practice reading with parents, studying spelling lists, memory work, and reviewing the day's Christ-light lesson. These students are just beginning to develop a sense of responsibility for their own work. Therefore, there is no official late work policy for students in grades K-3.

### **For students in grades 4-8**

Student work needs to be completed and available for the teacher when the teacher asks for it. If it is not available, the homework will be marked as a late assignment. The teacher will take 10% off the assignment each

day that the assignment is late. Also, a late assignment note will be sent home. If a student has five late assignments during a quarter, he/she will remain after school from 3:00-3:45 PM the following day to work in a supervised study period. The same procedure will be followed for any additional late assignment during the quarter. Students will start fresh with each new quarter.

**Absence and Illness (Grading Protocol)**

If a student is absent an entire school day, he will be given an additional amount of time in which to complete his/her work. Assignments will be marked "Incomplete" until they are handed in. If there are unusual circumstances which prevent the student from completing his work for the day, the parent is asked to contact the teacher by note or by phone. Assignments will not be marked as late under such circumstances.

**MAP TESTING**

In addition to regular subject matter tests, standardized tests are administered each year. The tests used are the Northwest Evaluation Association Measures of Academic Progress tests. These tests enable the teachers to monitor student progress and adjust their instruction as needed.

**PHYSICAL EDUCATION**

Physical education classes are conducted in grades Kindergarten through Eighth grade. Each grade receives approximately one hour of physical education per week. All students are expected to participate in physical education classes unless they are ill or are excused by a doctor's written request.

Equipment brought from home is not the responsibility of the school. Since we have balls, bats, etc., we discourage bringing such equipment to school. If your child brings the equipment, he/she should participate in the game in which it is used.

**RECESS**

All children are expected to be on the playground during recess periods unless asked to remain in the building by the teacher or if a parent has for a special reason sent a note to the teacher requesting that the child remain indoors. Proper clothing for cold and wet weather should be worn to school. On rainy and extremely cold days, the children will remain indoors at the discretion of the teachers.

## **REPORT CARDS**

A report of the child's progress is given four times during the year. It is hoped that a close relationship will exist between parents and teachers at all times so that they will mutually assist each other in understanding and helping children meet their educational, social, and spiritual needs.

The following report card grading system will be used for grades 3-8 at Immanuel Lutheran School:

A	95-100	C	79-82
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	87-90	D	72-74
B-	85-86	D-	70-71
C+	83-84	F	0-69
		I	Incomplete

Behavior, Art, Phys. Ed., Music, and Penmanship will be graded with:

E	<u>Excellent</u>
S	<u>Satisfactory</u>
N	<u>Needs Improvement</u>
U	<u>Unsatisfactory</u>

Each child must have all work completed by the end of each quarter. If the work is not done, an Incomplete grade will be given. The Incomplete will be changed to a letter grade upon completion of the child's work.

It is important that the parents evaluate this report card very carefully and discuss it with the child with the purpose of encouraging the child to ever greater faithfulness in his or her school work.

## **TARDY POLICY**

School starts promptly at 9:00 AM. Students should arrive at school by 8:45 AM in order to recite memory work and perform morning routines. Late students usually disturb morning devotions and the study of God's Word. Out of respect for the teacher, classmates, and the daily routine, please arrive at school promptly. Chronic tardiness will be disciplined like any other negative behavior.

# **EXTRA-CURRICULAR ACTIVITIES**

## **ATHLETIC POLICIES**

Immanuel Lutheran School encourages students to make use of their God-given talents outside of the regular classroom setting. Due to the fact that enrollment numbers change from year-to-year, it will be the right of the coaches to determine which grades are involved in certain activities. Decisions will be made to include entire grade levels, not individual students.

The following Co-ed sports are available to our students in competition with other schools in the area: Soccer, Basketball, Track, Softball, & Volleyball.

Students who maintain an acceptable level of academic achievement, exhibit satisfactory behavior, and are prompt in doing their work are given the privilege to participate in the school's athletic programs.

Students who wish to represent our school in athletic activities must exhibit adequate classroom progress and proper school behaviors. If your child is absent from school on a given day, he or she may not be able to participate in an athletic event that day.

If a student has detention after school, they may participate in afterschool activities after the detention has been served. If a student has been given an In School Suspension, or Out of School Suspension, they may/may not be allowed to participate in after school activities those days depending on the severity of the suspension.

Players should work together in the spirit of Christian sportsmanship. Sportsmanship includes being good winners (*God gave me my mind and all my abilities*), as well as good losers (*for in all things God works for the good of those who love Him.*)

## **CHRISTIAN EDUCATION WEEK**

The first week of March each year is Christian Education Week. Activities for this week change from year-to-year, but typically include special speakers, activities, singing at various nursing homes in Hutchinson, special meals and off-campus events. Activities are primarily funded through the PTF Group.

## **FIELD TRIPS**

Field trips are planned by the teachers. Permission by the parents is required for all trips. The children are supervised by the teachers. Chaperones may be asked along to assist. Field trips are considered to be an extension of the curriculum, and participation by the students is required. All children must be in appropriate seat belts or booster seats before leaving school, as required by state law.

Field trips are funded through the Scrip program. Scrip consists of purchasing gift cards from retailers, who in turn contribute a percentage to the school. Parents are encouraged to contribute to the field trip fund by purchasing gift cards from our Scrip coordinators.

## **INSURANCE FOR ACCIDENTS**

Our school's insurance will serve as the secondary insurer for any school activity related accident. Our insurance will cover any additional amount not covered by your personal health insurance.

## **LATCHKEY**

Latchkey is provided as a convenience for our school families who need their children to arrive at school before 8:45 AM or depart from school after 3:00 PM. Care for students will be available from 6:30 AM to 8:45 AM before school, and 3:00 PM to 6:00 PM after school. Latchkey is available for scheduled late starts from 6:30 AM to 15 minutes before school starts.

The Latchkey hours will be spent primarily in the meeting room at Immanuel Lutheran Church. Weather-permitting, the students may spend some time after school at the playground if the caregiver allows it. All latchkey students must be gathered in the same location with the caregiver.

Caregivers will be informed of any allergies or other health concerns of the students in their care. Caregivers will also be advised of the emergency contacts and the people who have permission to pick up children as listed on the forms provided to Immanuel Lutheran School by the parents.

Students who attend Latchkey are expected to bring their own snacks and drinks from home. They are also expected to wear clothing that is appropriate for school and not to show up wearing their pajamas.

Parents will be given forms concerning contract or non-contract child care in Latchkey and for scheduling Latchkey times.

Billing will be sent out as soon as possible after the end of the month. Payment is due by the 15<sup>th</sup> of the following month. Example: September Latchkey hours will be billed October 1<sup>st</sup> and due October 15<sup>th</sup>. A late fee may be assessed if payment has not been received by the 20<sup>th</sup> of October.

### **PHOTOGRAPHY CLUB**

Children in grades 6-8 are eligible to participate in the Photography Club. The group meets every/other Monday from 3:00 - 4:00 PM at the school. No camera is needed to participate. The group is led by parent volunteers. The children learn about taking photographs and are also responsible for putting together the annual school yearbook.

### **SCHOOL PLAY**

All of the children in the school will participate in some type of play, skit, or performance during the year. More information will be available when schedules are set

### **SINGING**

Our children sing and play hand chimes in various church services throughout the year. This singing and playing is to beautify our church services and enable the children to express their Christian faith. Parents are notified of these occasions through the weekly Wednesday Newsletter. ILS asks for parental cooperation in getting children to these services at the appointed times. Attendance is strongly recommended. If your student is unable to attend, please inform your classroom teacher or choir director. The schedule for the year will be sent home at the start of the school year.



# **PARENT INVOLVEMENT**

## **FUNDRAISING**

ILS is always looking for supplemental sources of funds for special projects and for the day-to-day operation of the school.

There are numerous fundraising opportunities:

- Scrip is a fundraising program for the school that offers gift cards from retailers and restaurants which give a percentage of each gift card to the school. The gift cards are purchased at face value and are worth their full value to the purchaser. This program funds field trips for our students.
- Thrivent Choice Dollars & Thrivent Action Teams
- Amazon Smile: Any order through Amazon can earn a percentage for the school. Search for Immanuel Lutheran Hutchinson to designate the school.
- School Mall.Com: Use on-line merchant purchases to earn a percentage for the school.
- Kwik Trip Credit Card: If you have or would like to get a Kwik Trip Credit Card, you can designate ILS as the recipient of a donation of a percentage of your charges, as well as an additional contribution from Kwik Trip.
- Coborn's More Rewards: When you sign up for Coborn's (Cash Wise) More Rewards program, you can designate Immanuel Lutheran School as the recipient to receive funds through this program. Every time you shop at Cash Wise, points are automatically added to Immanuel's account.

The following items can be saved and sent to school with your child or dropped off in the school office. Immanuel Church also has a drop off spot in the entryway of the church:

- Loaves for Learning – Save the Proof of Purchase from loaves of Country Hearth or Village Hearth breads.
- Coca Cola Gives – You can enter codes on-line and designate the school as the recipient, or drop off codes at school and they will be entered for you.
- Ink Cartridges – Turn in printer ink cartridges and copier toner cartridges to school for recycling.

## **PARENT-TEACHER CONSULTATIONS**

It is very important that the parents and teachers feel free to openly discuss any concerns or questions concerning the child's education. Two conference periods are scheduled each year: one in the Fall after the first quarter, and one in the Spring after the third quarter. At least one parent is expected to come to these meetings to discuss the progress of their child. At times during the year, the teacher may request a special conference with the parents, just as the parents may request a conference with the teacher. Parents are encouraged to visit classes at any time during the school year. It is helpful if you can let the teacher know you are coming.

## **PARENTS, TEACHERS, AND FRIENDS (PTF)**

PTF is a group for Parents, Teachers, and Friends of Immanuel Lutheran School and Children of Grace Preschool. PTF coordinates fundraising opportunities, social events, and support for the school and teachers. PTF meets monthly on the second Monday of the month at 6:30 PM at the school. Everyone is encouraged to attend and support the school.

## **SCHOOL SUPPLIES**

A list of school supplies for the school year is distributed to families. Please make sure your child has the appropriate supplies when the school year begins and throughout the year.

## **VOLUNTEER OPPORTUNITIES**

There are many opportunities for parents and friends to be involved in the operation of Immanuel Lutheran School. Please contact the school if you would be interested in helping in any of these areas.

- PTF Group – Parents, Teachers & Friends
- Chaperone Field Trips
- Drive for Sporting Events
- Coaching/Assistant Coaching
- Assist School Play Director with Sets, Costumes, Props
- Lead After School Programs
- Be a Latchkey Care-Giver
- Help with Fundraising Events
- Help with the McLeod County Fair Booth
- Help with the School Library

## **HOW YOU CAN HELP YOUR CHILDREN**

- Give the Word of God top priority in your life and let your children know it
- Attend church regularly with your children and let them see you go up to the Lord's altar for Holy Communion frequently
- Have regular devotions and family prayers
- Speak highly of the school's purpose and it's called workers, who are representatives of God
- See that your children learn their memory work for the following day and review it in the morning prior to school
- Refrain from being critical of school procedures in the presence of your children. If something is troubling you, talk to the teachers, not about them.
- Encourage them to form regular study habits and provide adequate facilities for proper study
- See that your children are regular and prompt in attendance
- Encourage them to eat well-balanced meals
- Encourage them to get sufficient hours of rest and sleep
- Encourage them to play games suitable for their age and skill
- Discourage them from bringing any distracting items to school
- Expose them to many wholesome experiences
- Encourage them to be considerate and courteous to others
- In general, set a good example for your children to follow, lest you undermine the education the school is trying to provide and confuse the children as they hear God's Word say one thing and see their parent(s) do the opposite.

# **SUMMER CARE HANBOOK**

## **PURPOSE**

Our Summer Care program has been established by Immanuel Lutheran School Association (Immanuel Lutheran Church and Grace Lutheran Church) as part of the total ministry offered to families with young children. Our mission is to assist families in need of childcare by providing a Christ-centered summer care program.

## **ELIGIBILITY**

Children in Pre-K (age 4 and potty trained) through sixth grade (age 12) in the upcoming school year are eligible to attend the Summer Care Program. Children are welcome to attend this program as often as they need or want.

Before care can begin, the following needs to be completed:

- Summer Care Registration Form (Google Form)
- Registration Fee
- All child(ren) information filled out completely

All children will have opportunities to participate in Christian devotional activities, Bible stories, prayers and songs as practiced and taught by Immanuel Lutheran School (WELS).

## **PAYMENT/SCHEDULING**

Monthly calendars will be given out at registration to plan your summer care.

- The billing week is Friday to Thursday. Bills will be available at pick up on Friday. Payment is due by the following Monday. Automatic payments are preferred and can be set up to draw directly from your checking account. Authorization forms are available at registration. If you are already set up for direct withdrawal for the school year this does not need to be set up again unless there are changes in the account from which you want to pull the funds.
- 48-hour advance notice is needed if your child plans to attend to not be considered a drop-in.
- Drop-ins are based on availability.

## **SUMMER CARE TENTATIVE SCHEDULE (MONDAY – FRIDAY)**

**Monday:** Pool Day - Hutchinson Aquatic Center (12:30 - 3:00 PM).

- Transportation by Trailblazer Transit
- Parent volunteers and chaperones welcome

Free time, rest time, silent reading time, Chromebook (age 9-12).

**Tuesday:** Free time, structured learning (art, music, science experiment, reading, math, problem-solving), outside activities, rest time, silent reading time, Chromebook (age 9-12).

**Wednesday:** Free time, structured learning (art, music, science experiment, reading, math, problem-solving), outside activities, rest time, silent reading time, Chromebook (age 9-12).

**Thursday:** Library Day – Stories in the Park (9 - 11 AM)

- Transportation by Trailblazer Transit
- Parent volunteers and chaperones welcome

Free time, rest time, silent reading time, Chromebook (age 9-12).

**Friday:** Techie Fridays – if parents allow, children can bring electronics (tablet/phone), movies, free time, outside activities, rest time, silent reading time, Chromebook (age 9-12).

- Lunches will be provided by the families. Bring a sack lunch. Microwaves are available at school.
- Morning and afternoon snacks will be provided by summer care.

Summer Care will attend Vacation Bible School at Grace Lutheran Church.

Summer Care starts the first full week after Memorial Day, June 6<sup>th</sup> and ends August 19<sup>th</sup>.

### **SUMMER CARE ATTENDANCE**

Summer Care hours are 7 am – 6:00 pm, Monday - Friday. A monthly calendar will be handed out in advance. Families must choose drop off and pick up times so adequate staffing is available. A parent/guardian, summer care staff member, or an authorized person by the family will sign the child in and out each day.

Drop-ins will need to pay the day of (at pick-up). Checks can be made payable to Immanuel Lutheran School.

48 hours advance notice is needed if your child plans to attend to not be considered a drop-in and pay the drop-in rate. Because of space and staffing numbers, drop-ins are not automatically guaranteed attendance.

***New Care Policy:*** You will be charged for care for the days that you sign up for even if your child does not attend. No charge will be made if notification of schedule changes is made at least one week prior. Schedule changes must be sent via email to [ilschool@hutchtel.net](mailto:ilschool@hutchtel.net).

### **Pick-Up**

Summer care ends at 6:00 pm. Your child needs to be picked up at or before this time. Please contact the Summer Care Staff or the school if you will be late. A late fee of \$20 will be charged if the child is not picked up within the first 15 minutes of the closing time.

### **Transportation**

All transportation will be done with Trailblazer Transit. Summer Care will cover the monthly fee for all children and supervisors.

### **Cost**

- Registration Fee:
  - \$50 - 1st child
  - \$25 - each additional child
- Rate: \$2.75/hour
- Drop-ins: \$3.50/hour - pay day of
- Hutchinson Aquatic Center Pass - Needs to be purchased in advance through PRCE
  - Season Pass \$100 (\$40 for each additional family member)
  - Discount Tickets 12 visits for \$72
- Families need to purchase the pool admission in advance - \$8 a day
- Registration fee needs to be paid in advance
- Billings will be available every Friday at pick-up. Payment is due by Monday of the following week.

## IMMANUEL SCHOOL DIRECTORY

Immanuel Lutheran School 320-587-4858  
20917 Walden Ave  
Hutchinson, MN 55350  
E-mail: [immanuelutheranschool@hotmail.com](mailto:immanuelutheranschool@hotmail.com)

### **PASTORAL STAFF**

Pastor Eugene DeVries – Immanuel/Zion 320-587-6138  
Pastor Greg Tobison – Grace/St.Peter 320-583-4520

### **SCHOOL FACULTY**

Mr. Brian Gephart - Grades 4-8, 269-932-5117  
e-mail: [gepharbm@gmail.com](mailto:gepharbm@gmail.com)  
Mrs. Kristi Utsch - Grades K-3 262-352-2192  
e-mail: [kristiutsch@yahoo.com](mailto:kristiutsch@yahoo.com)  
Mrs. Mallory Eckstrand, Preschool 507-276-9320  
e-mail: [ilprekteacher@gmail.com](mailto:ilprekteacher@gmail.com)

### **ADDITIONAL STAFF**

Brittany Clark – School Secretary 320-587-4858  
e-mail: [ilschool@hutchtel.net](mailto:ilschool@hutchtel.net)  
Nicole Dragt – Classroom Aide 320-905-4937  
Stephanie Ross – Classroom Aide 320-305-9265  
Brittany Clark– Latchkey Coordinator 320-582-3133  
e-mail: [brit.enter@gmail.com](mailto:brit.enter@gmail.com)  
Eileen Prieve, Bookkeeper 952-994-0369  
e-mail: [ilstreas@gmail.com](mailto:ilstreas@gmail.com)

### **SCHOOL BOARD**

Ryan Bushman, President 320-583-2801  
Tim Utsch, Vice-President 320-232-3384  
Jon Hoff, Treasurer 320-583-4569  
Jay Mackedanz, Secretary 320-583-4591  
Jeremiah Clark, Outreach 320-582-4110

### **ASSOCIATION CONGREGATIONS**

Immanuel Ev. Lutheran Church 320-587-4857  
20882 Walden Ave  
Hutchinson, MN 55350  
  
Grace Ev. Lutheran Church 320-587-3051  
430 5th Ave SW  
Hutchinson, MN 55350