

FAMILY HANDBOOK



JOYFUL IN JESUS

Immanuel Lutheran School
Olivette, Missouri
2025- 2026

Policy Changes: The ILS Board of Education reserves the right to make necessary policy changes during the school year.

Non-Discriminatory Policy: Immanuel Lutheran School (ILS) is maintained by Immanuel Lutheran congregation for its members, children of sister congregations, other Lutherans, and other Christians as well as families without a church home. Immanuel 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, admission policies, financial aid, and athletic or other school-administered programs.

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Welcome

Welcome to Immanuel Lutheran School! Immanuel Lutheran School in Olivette is committed to providing Christ-centered education to children in the greater St. Louis area. It supports an accredited program serving a culturally diverse population of children from age 2 through grade 8. We have been blessed to provide this education for 180 years.

It is our prayer that this parent handbook will equip you with information that is valuable and helpful, as we partner together in educating your child. Our goal is to encourage and support your child's spiritual, emotional, physical, and academic growth, while being nurtured in a Christ-centered, learning environment.

Immanuel is part of a system of over 2,000 Lutheran schools throughout the United States and, as a member of the Lutheran Church-Missouri Synod, represents locally the largest Protestant parochial school system in the country.

Church Information

Immanuel Lutheran Church Mission Statement:

"Connected in Jesus | Compassion for All"

Immanuel Lutheran Church's Vision

We dream of a church where engaging worship takes place amongst an enthusiastic family of believers.

We dream of a church where discipleship is a "whole life" attitude.

We dream of a church where creative and intentional outreach to the community.

We dream of a church that will intentionally care for its members.

We dream of a church that strives to support its worship and ministry.

Church and School History

Immanuel traces its roots back to the German settlers of St. Louis County who began to organize and worship as a congregation of the German Evangelical Free Church. This church was an attempt by the German government to force the Lutheran and Reformed churches to merge as a single entity. Old beliefs die hard, however, and the Lutheran families of St. Louis County desired to hear the Word and receive the Sacrament in accordance with their understanding of Scriptures. In March 1844, 21 families joined together to form a new congregation, and held their first worship service in the home of a founding family on June 9, 1844. A little log cabin church was completed on property donated by a founding family on Warson Road just south of what is now Olive Blvd.

A larger church was soon needed, and so property was purchased just east of Warson on Olive for that purpose. The second church served the congregation from 1883 until 1955, when the third church building (adjacent to the second) was completed. The school on site was a two-room school for many years, but a multi-room building – expanded many times – has served families of the church and community for decades. In 1999, a childcare center immediately adjacent to the property was purchased which now houses our pre-school and lower elementary grades.

As the region began to develop, Immanuel reached out to the neighborhoods flourishing all around it. In 2000, that commitment to share the Gospel took an unexpected turn – an intentional outreach to the ethnic Chinese of the community. What began as a cooperative effort with the Missouri District soon became the sole responsibility of Immanuel under the

leadership of a full-time mission pastor. That ministry continues to be used by God to bring many to faith, some of whom have returned to China as witnesses to Jesus Christ!

Immanuel today... is a warm and caring family of believers who understand their great need for a Savior and rejoice that God has provided Our Savior Jesus Christ. The congregation has grown to some 400 families and draws from a wide range of neighborhoods and towns surrounding it. Our day school provides a quality religious education too, 2-year-old through 8th grade, and serves to keep our congregation young and vibrant. Immanuel today continues to believe with our forefathers that we are drawn to the cross and sent to the world!

Lutheran Church – Missouri Synod Missouri District

The Lutheran Church-Missouri Synod (LCMS) is made up of 35 districts nationally. Immanuel is located in the Missouri District of the Lutheran Church-Missouri Synod.

Church Worship and Attendance

We believe that all parents have the responsibility to bring their children up in the “nurture and admonition of the Lord.” Parents have chosen to enroll and support their child in a private Christian education at Immanuel Lutheran School, with a mission that “We **Respond** to God’s grace through Christ, **Assist** families with whole child development, and **Prepare** children for God’s service.” To support the mission, families are encouraged to regularly attend church services and Sunday School.

Worship is also a part of school life at Immanuel Lutheran School. Every day begins with classroom devotions and ends with prayer. On Wednesdays, students gather for chapel worship in the church. Guests are always welcome to attend these services.

One of our goals with worship is to share the Gospel and teach concern for others. Mission projects of local, national, or international scope are sponsored. Weekly chapel offerings go to the support of these projects.

Church and Sunday School Attendance

Families of Immanuel School are expected to regularly attend worship services and participate in Bible Study or Sunday school. The love and grace of our Lord provides ample motivation to attend regularly. The Lord clearly expects His followers to be eager to worship Him and to study His Word. If families do not have a church home, they are invited to worship at Immanuel. Adult information classes are conducted several times during the year by the Pastor for adults who wish to learn more about the Lutheran Church, and who may then want to become members of Immanuel Lutheran Church.

Worship Life Policy – Immanuel/Light of Christ Member Families

When you become a member of Immanuel Lutheran Church, you promise the Lord and His church to attend worship, make diligent use of the means of grace, lead a righteous and godly life, and support the work of the congregation with your prayers, time, treasures and talents. Supporting your church and school in these ways is a matter of stewardship. As a result of this stewardship, members benefit from reduced tuition rates.

The Worship Life Policy is written to assist our membership and understanding. Those who are members of Immanuel Lutheran Church are encouraged to attend worship and Sunday school or Bible Class every weekend. Regular attendance in worship as a family enables each of us to grow in our faith as we receive God’s gifts in Word and Sacrament. In Worship we confess our sins, receive forgiveness, return thanks, and lift praise and prayer to God. Immanuel Lutheran School is a reinforcement to the family in worship, not a replacement.

Worship also gives us a regular opportunity to mutually support fellow brothers and sisters in Christ. These spiritual matters are vital to a Christian education.

If member families choose not to take part in worship, they are not fulfilling their membership promise and we are unable to fulfill our mission as a school. Therefore, members must attend worship regularly to benefit from member tuition rates. Attendance is measured by use of attendance cards collected during worship by the ushers, as well as church and Sunday School attendance taken in the classrooms for grades K-8. Attendance will be reviewed confidentially by the Board of Elders and Pastor with full support of the School Board and the Principal. Concerns for attendance and support will be assessed and if needed, families will be contacted by the Board of Elders.

We care deeply for the spiritual well-being of your child, as well as your family. It is our prayer that Immanuel Lutheran Church and School are effective tools for our Savior in fulfilling the mission to **Respond, Assist and Prepare**. Families are always encouraged to discuss with an Elder or Pastor, any concerns or if “extenuating family circumstances” exist.

School Information

ILS Mission Statement

Immanuel Lutheran School **responds** to God's grace through Christ, **assists** families with whole child development, and **prepares** children for God's service.

Immanuel Lutheran School Vision Statement

Immanuel Lutheran School will lead students to seek and know their identity in Christ, develop a continual love of learning, and live fully redeemed lives serving others.

Immanuel Lutheran School Core Values

Identity in Christ

- Galatians 2: 20 “I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me.”
- Description: We are created by God, forgiven through Christ, and upheld in faith by the Holy Spirit.
- Action: The ILS Olivette students and staff rest in their Identity in Christ Jesus.

Learn Continually

- 2 Peter 3:18 “But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.”
- Isaiah 64:8 “Yet you, Lord, are our Father. We are the clay; you are the potter; we are all the work of your hand.”
- Description: We will assist families in educating their children as they develop (spiritually, intellectually, emotionally, socially, and physically), while integrating these character traits and skills into all areas of learning and activities.
- Action: Immanuel recognizes each child is a gift of God, wholly unique with God-given talents and spiritual gifts that we can help families and children identify and utilize.

Saved to Serve

- 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 am with you always, to the very end of the age.”

- Description: Christ's sacrifice has saved all people from the ravages of sin. By faith, we are His. Yet this is not an end, but a beginning.
- Action: Immanuel not only teaches a saving faith in Christ, but also prepares students for a life of Christian service - making disciples of all nations.
- Immanuel Lutheran School - Olivette is an accredited school serving a culturally diverse population of children from age two through eighth grade. ILS offers a quality education in a Christ centered environment impacting students and their families. Our teachers are committed to making a difference by assisting families to prepare God's children for the future. Teachers discover the strengths of their students and find instructional strategies that will engage students in learning and growing spiritually, academically, socially, emotionally, and physically so that they may serve Christ.

Philosophy of Immanuel Lutheran School

Introduction

Immanuel Lutheran School is a ministry community which includes clergy, educators, staff, parents, and students. We provide an excellent educational opportunity grounded in Christ's love that all may grow in knowledge of Him.

Parents

The academic, moral, emotional, physical, and spiritual growth of children begins in the home. Parents are the primary educators of their children. We encourage you, as parents, to prayerfully consider what you can do to strengthen your child's education at Immanuel.

1. Regular Attendance in School - Parents should make every effort to see that their children are regular in their attendance in school. Tardiness negatively affects the routine of the class and your child's ability to learn and be successful in the classroom. *"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6*
2. Regular Attendance in Worship - *"Let the children come to me; do not hinder them, for to such belongs the kingdom of God."* Mark 10:14 One of the marks of a Christian is his/her desire for active and regular participation in corporate worship. God wants His people to worship together in fellowship with others. God speaks to us through His Word and instructs us to train our children. The expectation is that families worship a majority of the weekend worship.
3. Regular Attendance in Sunday School/Bible Class - Attendance in Sunday school and Bible Class offers opportunities for families to grow in Christian instruction. *"If you abide in my Word, you are truly my disciples, and you will know the truth, and the truth will set you free."* John 8:31
4. Financial Responsibility - The congregation supports the yearly budget of the school. It does not charge the school for facility usage. Student tuition and fees are the responsibility of the families who enroll their children in ILS. *"Both riches and honor come from you, and you rule over all...and now we thank you, our God, and praise your glorious name."* 1 Chronicles 29:12-13
5. Active in Parents Supporting Christian Education - The PSCE is an organization that provides outstanding opportunities for parents to work together to support the children and faculty of ILS. Meetings and activities will be scheduled by the PSCE board and school administration at the beginning of the school year. Please see the

calendar on our website. *"I can do all things through Christ who strengthens me."*
Philippians 4:13

6. Home Devotion/Bible Study - Home devotions is a time for the family to read God's Word, discuss it, and pray. *"I am the way, and the truth, and the life. No one comes to the Father except through me."* John 14:6
7. Pray for Students, Families, and Staff - We ask for continued prayers for our ILS community. *"Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you."* 1 Thessalonians 5:16-18
8. Supervise Homework Assignments - Parents of ILS students can help develop a sense of responsibility within their child(ren) when they supervise homework time. Students should be responsible for completing their homework. Parents of preschool parents can spend time reading to and with their children. *"Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns, and spiritual psalms with thankfulness in your hearts to God."* Colossians 3:16

Students

Students are a precious gift of God, redeemed through the blood of Jesus, and sanctified by the Holy Spirit. Students acquire and develop skills to grow in their intellect, demonstrate responsibilities, and mature in knowledge and truth.

Staff

The word of God is the basis for Lutheran education. As His workers, we function as a faith community giving witness to Christ. We believe that effective education incorporates all aspects of learning that relate to our Christian faith and life experiences.

Accreditation

The educational program of Immanuel Lutheran School is fully accredited by National Lutheran Schools Accreditation (NLSA) and the Missouri Nonpublic School Accrediting Association (MNSAA), and meets all health and safety requirements set forth. Immanuel Lutheran School is exempt from licensure, as determined by the Department of Elementary and Secondary Schools.

School Board of Education

The School Board sets policies and makes short and long-range plans for the School. The board members are elected by the congregation of Immanuel Lutheran Church. If you have an item you would like to be considered by the School Board, you are encouraged to contact the School Principal or School Board Chair. Meetings are held the first Thursday of the month.

Academic Fair/Bees

In coordination with Lutheran North, Immanuel students in grades 4-8 participate in a school competition. Those students who achieve a blue-ribbon award at Immanuel, will go on to compete with students from sister Lutheran schools at Lutheran North High School. The following dates and Academic Fair emphasis is as follows:

2025-2026 Art

2026-2027-Social Studies

2027-2028-Science

Bible Bee-Students in 6th, 7th, and 8th grades compete to become the team that will go to LHSN to compete against other teams from sister Lutheran schools.

Spelling Bee-1st through 8th graders compete in separate grade level competitions at our school. The top two from each grade level go on to compete at Lutheran North at the Academic Fair.

Achievement Tests (K – 8th)

The NWEA MAP Growth Assessments are administered three times a year to precisely measure growth and proficiency in the areas of math, reading, and language usage. It provides teachers with accurate, and actionable evidence to help target instruction for each student or groups of students regardless of how far above or below they are from their grade level. Our achievement test scores show the high standards that are achieved by the ILS student body. *NOTE: The testing is not Missouri's MAP Testing.*

Admissions

Admissions Policy

Immanuel Lutheran School - Olivette (ILS) is maintained by Immanuel Lutheran congregation for its members, children of sister congregations, other Lutherans, and other Christians as well as families without a church home.

Non-Discriminatory Statement

Immanuel 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, admission policies, financial aid, and athletic or other school-administered programs.

ILS grants admission to students who are able to demonstrate an ability to maintain average or above average grades in daily work and tests, achieve overall standardized test scores ranging from average or higher, provide a copy of their birth certificate and an up-to-date physical and immunization record. In addition, at its discretion, the Admissions Office may require a candidate to take a placement test. As a condition of admission to ILS, students and their Parents/Guardians agree to abide by the regulations and requirements of ILS.

All students who are admitted are placed on probation for the first quarter they are enrolled, with the condition that enrollment may be reviewed at any time. The criterion for continued enrollment is based on character, interaction with classmates, following Biblical guidelines, acceptable Christ-like behavior, demonstrated ability to succeed academically, parental cooperation, all financial obligations have been met, and the ability of our school to meet the child's academic, social, and emotional needs.

Typically, those students with school records that reflect a pattern of disruptive behavior by or involving the student, wherein such behavior has resulted in suspension or dismissal, will not be granted admission to ILS. Nevertheless, upon good cause shown, the ILS Administrator/Principal may exercise discretion in the implementation of the standards for admission set forth in the Admission's Policy.

Age Requirement

We follow the state guidelines for age requirement where it states that a child must be 5 years old on or before July 31 to enroll in Kindergarten. Students must be 2 years old before enrolling to begin our preschool program. The cut-off date to enroll in JPS is Mid-March.

Class Size

The School Board recognizes that the number of students in each classroom has an effect on the learning process. Therefore, the following guidelines are set for each class. In unusual, temporary situations, these guidelines may be altered by the School Board, but in all cases the class size will remain within the state of MO guidelines which are higher than the ILS guidelines stated below.

JPS - 1:8	1st Grade 1:16	5th Grade 1:18
PS - 1:10	2nd Grade 1:18	6th Grade 1:18
PK - 1:10	3rd Grade 1:18	7th Grade 1:18
Kg. - 1:16	4th Grade 1:18	8th Grade 1:18

Enrollment

Enrollment is on a first-come, first-served basis. Priority for school enrollment is given according to the following order: staff children, siblings of children already enrolled in the program and Immanuel Lutheran and Light of Christ church members.

When school registration begins, families will register online and submit a \$30 application fee at the conclusion of the online registration process. If a child has a balance remaining from past years in the school, the family will not be allowed to re-enroll until the account is brought up to be current.

Hours

- Before Care: 7:00 am – 8:15 am
- Arrival: 8:15 am – 8:29 am
- School Day: 8:30 am – 3:30 pm
- Departure: 3:30 pm – 3:45 pm
- After Care: 3:45 pm – 5:30 pm

Parents should plan their arrivals and departures during this time.

Immunization

- Immanuel's immunization requirements are set by the State of Missouri. These requirements are followed in order for children to attend school.
- Physical exams are required for all new students and all students entering kindergarten, fourth grade and seventh grades, prior to the first day a student attends ILS.
- The school nurse monitors all state requirements and notifies parents if items are needed.

Preschool Students

Our program and staffing require that students entering our preschool (3 yr. old) class needs to be fully toilet trained by the first day a student attends ILS.

Procedure for Reconsideration of Admissions, Re-Enrollment, or Dismissal

Following a denial of admission, re-enrollment, or a dismissal, a parent (Requesting Party) may submit a written Request for Reconsideration of the status of admission/enrollment directly to the School Board Chair, with a copy of such request to the ILS Principal. The School Board Chair shall distribute the Request for Reconsideration to the members of the School Board. The School Board Chair shall set a Special Meeting of the Board to take place as expeditiously as possible, but not later than 14 days following receipt of the Request for Reconsideration.

After considering the Request for Reconsideration along with any new or additional information submitted therewith and reviewing the Admissions Letter or other written notification from the Administrator/Principal, the School Board Chair, shall convene the Special Meeting and hear from the Requesting Party and from the Administrator/Principal. Thereafter, the members of the School Board, in executive session and exclusive of the Administrator/Principal due to conflict as an interested party, shall deliberate the merits of the Request for Reconsideration. Following deliberations, in accordance with parliamentary procedure, the voting members of the School Board shall make a final determination.

Students with Learning Differences

ILS evaluates prospective ILS students prior to accepting them. This process considers student's special needs and can recommend one or more of the following for the child:

- No modifications and accommodations.
- Limited classroom modifications and accommodations.
- Testing recommended. Parents pay for testing costs.
- Tutoring outside of the school day. Parents pay for tutoring.
- Meet with the teacher in the subject area where the child is struggling.
- Parents make arrangements with the teacher.
- We do not have the resources to meet your child's needs.
- We work in cooperation with Special School District and LASE (Lutheran Association of Special Education)

Should a parent refuse the request for testing or demonstrate a lack of interest in working with ILS to improve the situation, the Principal may recommend the child be removed from ILS. At this point, the School Board may approve the removal of the child from ILS.

Withdrawal of a Student

Report cards and official transcripts will be held if tuition and fees are not paid to date. Parental access to the online school management system will be disrupted until their account is paid to date. If a family decides to withdraw a child, Immanuel requires one month advance notice in writing to the school office or principal. Tuition is required during the notification period.

Arrival, Departure, and Sign Out of Students Early

West Building

DROP OFF - Parents/guardians will use the car line to drop off (8:15 am – 8:29 am) students.

PICK UP – Parents/guardians will use the car line to pick up (3:30 pm – 3:45 pm) students.

SIGN OUT STUDENTS EARLY - Parents/guardians must call ahead and sign out their student in the office during the school day if leaving for an appointment, illness, etc.

East Building

DROP OFF - Parents/guardians will walk students to drop off (8:15 am – 8:29 am).

PICK UP - Parents/guardians will walk to the brown gate on each side of the building and be met by a staff member at 3:30 pm to pick up their student(s) from each classroom door 3:30 pm – 3:45 pm. With written permission, a middle school sibling may pick up their family member. Permission forms are to be completed in the main office.

SIGN OUT STUDENTS EARLY - Parents/guardians must call ahead and sign out their students in the office during the school day if leaving for an appointment, illness, etc. JPS-PK staff members will meet the parents at the front entrance of the East Building. K-2 students will be dismissed from their outside classroom doors.

Childcare Drop-Off/Pick-Up Protocols

DROP OFF - Parents/guardians will walk students to the extended care door to drop off (7:00 am – 8:15 am). Extended care workers will sign students in. Parents/guardians will not enter the extended care room.

PICK UP - Parents/guardians will walk to the extended care door to pick up (3:30 pm – 5:30 pm). Parent/guardian must sign the student out. Parents/guardians will not enter the extended care room.

Parking

- Parents should park in designated parking spaces and walk with their child to the entrance.
- Please save handicap designated spots for cars with handicap tags.
- Please do not park at the curb at the front of the door, unless it is to drop-off a student.

Athletics & Activities

Athletics and activities are an important part of the overall educational experience at ILS. We encourage all students to participate, regardless of ability. Students have the opportunity to develop work ethic, a sense of responsibility and commitment, and social and athletic skills. Athletes and teams are challenged to strive for their full potential in each sport. Christ-like behavior, lifelong fitness, and teamwork are emphasized at all practices and competitions. Families pay a fee for each sport/activity in which they participate. This helps offset uniforms, official fees, and equipment costs.

A mandatory parent meeting will be conducted at the beginning of each season. Parents will assist with the Athletic program as their time and talents allow.

Immanuel Lutheran School, home of the Eagles, is a member of the St. Louis Lutheran Athletic League (SLLAL). The following sports are offered each year:

FALL

Cross Country (Co-Ed)
PK-3 Jr. Eagles/Soccer (Co-Ed)
Volleyball (Girls)

WINTER

Basketball (Girls & Boys)
Chess
Scholar Bowl

SPRING

Volleyball (Boys)
Track (Co-Ed)

Students may not participate in a sport or activity if they are absent from school the day of the event. If the absence occurs on a Friday, students will not be permitted to participate in sporting events occurring during the following weekend. Exceptions may be made at the discretion of the Athletic Director and Principal.

An up-to-date, within 1 calendar year, Missouri Sports Physical is required for participation in all ILS-Sponsored Athletics a current physical is required. This may be fulfilled in one of two ways: a MSHAA 2yr physical or your child's yearly physical. Keep in mind that the MSHAA 2yr is only acceptable for sports participation, not general school requirements. It is greatly encouraged that families will continue following routine care guidelines and have their children evaluated yearly by their care team. A copy must be turned in to the school office. For any questions regarding Athletics, please contact the Athletic Director.

Attendance

Students enrolled at Immanuel in 1st through 8th grades are expected to attend school regularly. Immanuel Lutheran School retains the right to review student enrollment and grade placement based on absences at any time. If a student reaches **20** absences during any calendar year, his/her academic and attendance record will be reviewed by the administration of the school. The administration will make recommendations concerning grade placement and enrollment status for the following year.

The school office should be notified by 9:00AM if your child is going to be absent. Parents must understand that **state law requires “continuous and regular” attendance**. Without this, the principal is obligated, by law, to report the student to authorities for possible legal action.

Absences

Absences, Early Departure, and Late Arrivals need to be communicated to the office and teacher. In the event a student needs to miss school for illness, family emergency, dental and medical appointments, school-sponsored/approved activities, please communicate to the office and teacher. Work missed due to absences with a written excuse will be given one day additional for each day missed.(?) Physician's statement may be required.

Half-day Absence - If a student misses more than two hours, but less than four hours.

Full-day Absence - If a student misses more than four hours on a given school day.

Tardies

It is of vital importance students are in their classrooms ready to learn at the start of the school day. We believe consistent tardiness not only disrupts classroom procedures, but it can also create a negative impact on the student's general welfare and development. The school tardiness policy is established for students in grades Kindergarten through 8th grade.

The day begins promptly at 8:30 AM. Students arriving after 8:30 AM will be marked tardy and must sign in at the office with a parent.

An excused tardy will be given to students who arrive late because of a medical (ex: doctor/dentist) reason with a note from the medical office.

We understand there may be certain circumstances for arriving late. For that reason, families are allowed five (5) unexcused tardies each quarter. After that, they will be charged \$5.00 for each tardy. Fines will be charged to the family's account. If tardies become excessive, students may also be given an additional consequence determined by the school.

The Principal has the ability to not count tardies for any school day due to weather, traffic situations, and family emergencies.

Early Dismissal Days

On days that Immanuel dismisses early, school will let out at 11:30AM.

Inclement Weather - Closings/Late Openings

In the event of a school closing, or late start, parents will be notified with a parent-alert text message or email, based on contact information in FACTS SIS. School closings and late starts will be called into the local TV stations. Please look for *Immanuel Lutheran School - Olivette*. Immanuel respects and supports parents' decisions regarding attendance on any inclement weather day that school is in session.

Release of Students to Adults (Legal Court Documents)

Release of a child will only be to a parent who has custodial rights or a person authorized by the custodial parent(s) or adult(s). If there is any restriction as to a parent not being allowed to visit or pick up a child, the guardian must provide legal court documentation to the principal regarding the circumstances. The school administration, teachers, and staff reserve the right to ask for identification and/or relevant documentation or to request assistance from law enforcement if they feel a child's welfare may be endangered.

Birthdays/Celebrations

We are not equipped to host birthday parties at ILS. Communicate with your child's teacher to arrange to bring in a small snack for snack time or at the end of the day. Snacks must be store purchased. Due to allergies, homemade treats are not to be served at Immanuel. If you decide to have a party for your child, please invite all children in the class, so no one is left out. Please ask your child's teacher how to best distribute the invitations.

Celebrations

Throughout the year there will be classroom parties to celebrate Christmas, Valentine's Day, and Easter. Please review the ILS Calendar at www.ILSolivette.org to see the schedule and times of parties this year. Check with your Classroom Coordinator or your child's teacher for more information.

Bullying/Respect for Self and Others

In an effort to increase awareness of bullying and the bully-free environment expected at Immanuel, the faculty and staff will use the following statement with Immanuel students in classroom and school-wide discipline. *"Because I am a child of God, I agree to join together with others to stop bullying in our school community. I know that all members of our school community are God's children and have the right to be able to enjoy their time at Immanuel Lutheran School."*

Statement of Intent

The family of Immanuel is committed to following God's example of love, mercy, and compassion to each of His chosen children. In this commitment, we are dedicated to the following: showing compassion to one another (Ephesians 4:32), building one another up with love (1 Thessalonians 5:11, 1 Peter 2:1-5, 9 & 10), and striving for peace and harmony

(Hebrews 12:14). To increase awareness of respect for self and others, Immanuel Lutheran School teaches that all children are made in God's image and belong to Him.

Any complaints of bullying/harassment, regardless of time and place, will be recorded, investigated by school staff, and dealt with in a timely and Christian manner.

Bullying/harassment of any kind will not be tolerated at Immanuel Lutheran School regardless of time and place which also includes social media. Students are encouraged to report bullying behavior to a trusted adult and may do so without fear of retaliation. School personnel must report to the principal, in a timely manner, any incidences of bullying of which they witness or are made aware. Bullying is defined as a form of aggressive behavior that is intentional, physically or psychologically harmful, and often repeated. Bullying situations include an imbalance of power (physical, intellectual, or social).

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur anytime during school-related activities. It includes, but is not limited to, any or all of the following.

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person including relational aggression (a behavior that is intended to harm someone by damaging or manipulating his or her relationships with others).
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- Sexual Harassment: ILS prohibits sexual harassment involving students, employees or non-employees.
- Peer Sexual Harassment: Sexual harassment is unwanted and unwelcome sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex.
- Cyber Bullying/Harassment: Cyber bullying is online social cruelty or electronic bullying by sending cruel or threatening messages through the use of emails, instant messaging, web pages, web blogs, chat rooms, and other information communication technologies.

An effort will be made to increase awareness of bullying by having students understand and learn the following annual pledge: *"Because I am a child of God, I agree to join together with others to stop bullying in our school community. I know that all members of our school community are God's children and have the right to be able to enjoy their time at Immanuel, free from bullying."*

Any complaints of bullying/harassment, regardless of time and place, will be recorded, investigated by school staff, and dealt with in a timely and Christian manner. All substantiated bullying will be dealt with in the manner laid out in the Code of Conduct as follows:

Code of Conduct

Christ-like Behavior

Students are expected to conduct themselves in a God-pleasing, Christian manner so that all may see them as followers of our Lord Jesus Christ. As such, students will demonstrate:

- Respect for others, property, and oneself, on or off campus.
- Responsibility for one's decisions and actions, and acceptance of the consequences of such decisions and actions.
- Reflect Christ-like behavior.

Chapel Services

Chapel is held in the Sanctuary on a weekly basis each Wednesday morning.

JPS-Kindergarten chapel begins at 10:15 a.m. The 1st-8th grade chapel begins at 9:30 a.m. The message, hymns, and order of service is selected to meet the needs of the children.

Baptismal birthdays are observed during chapel services.

By faith and through the Holy Spirit, children grow closer to their Lord and Savior and strengthen their faith in Him as their only hope of salvation. Worship is not just for Sundays, but rather a vital part of school life and daily living. Lessons and messages are presented to guide, comfort, and strengthen their needs. A focus on the forgiveness of sins, grace, love, justification and sanctification are presented in these services.

Chapel offerings are collected each week to support local missions as well as missions on the other side of the world.

Parents are invited to worship with the students and faculty at these services.

Communication

Immanuel Lutheran believes in open and active communication between parents and the school. Good, healthy communication is the key to gaining important information and preventing problem situations. Communication may happen in the form of:

Using the Family Portal and Family App to see:

- Academic Progress
- Announcements
- Billing & Make Fee Payments
- Calendar
- Classroom Communication
- Events
- Forms
- School News (Eagle Eye Newsletter)
- Student Access for 2nd – 8th graders

Emails, phone calls, and Class Dojo are additional communication tools used.

Grievances

In order to assure communication occurs in an orderly manner, the adopted guidelines are based on Matthew 18: 15-16.

"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."

Step 1 - Personal Communication - The direction of the Holy Scriptures is to first communicate your grievance to the person you have the grievance against. Oftentimes, grievances or conflicts are based on poor communication or lack of information. In step #1, each party has an opportunity to clarify their position, more fully understand the other party's positions, and begin communication to resolve the grievance/conflict.

Step 2 - Principal - If, after completing the first step, you feel the grievance/conflict has not been resolved, the matter should be brought to the attention of the Principal and be discussed in a private, personal conference. If time has passed, it is productive to return to the person with whom you have a grievance to discuss further.

Step 3 - School Board Chair - If the grievance/conflict has not been resolved in the first two steps, the matter may be brought to the attention of the School Board Chair.

Within the Christian spirit, conflicts between individuals should never be brought up in public (PSCE meetings, congregational meetings, church council meetings, hallways, parking lot, emails, blogs, Facebook, social media, etc.).

Counseling Services

At Immanuel Lutheran School counseling services are provided off-site to our students through Lutheran Family and Children's Services of Missouri. Parents may contact the school office for further information or Lutheran Family and Children's Services directly.

Curriculum

Immanuel Lutheran has established curriculum guidelines that are aligned with the state and national standards and Lutheran Elementary School Association (LESA). Textbooks and resources are chosen that meet and exceed their guidelines. Please note: Textbooks are the property of ILS and are purchased for student use. Loss or damage due to neglect or abuse beyond reasonable wear will be charged to a family's account.

See the school website for further information.

Throughout the year, various additional activities and materials are included as part of the curriculum. Field trips, outdoor educational experiences, assembly programs, special presentations, hands-on materials, experiments, and technology are an integral part of enhancing the educational program at Immanuel.

Curriculum Adoption Cycle (Review is completed the prior school year)

- Art, Social Studies, Science
- Religion, Technology
- Math
- English Language Arts
- Health & Physical Education
- Music & Science

School Assemblies are held periodically throughout the school year to enhance learning.

Religion/Faith Instruction

Lutheran schools are Christian schools which include daily teaching about the Bible and integrate Christian beliefs into everything they teach. Lutheran schools exist to teach that the Bible is the source and basis for their beliefs, that all people and all faiths are to be shown respect, and that only through faith in Jesus Christ can people be saved.

Dress Code

The purpose of the dress code at ILS is to create a stimulating, safe, and nurturing school climate that is reflective of Christian values. Students are required to dress in conformance with one's biological sex. If a student is not in compliance with dress code, they will be sent to the office until appropriate clothing is brought by the parent or guardian.

Kindergarten – 8th Grade

Shirts

Proper Fitting. Immanuel polos that are **solid red, black, gray, or white** (long or short sleeve) are preferred. Other solid, single colored long or short sleeve polos are allowed. Long sleeve shirts/turtleneck shirts may be worn under polos. Shirts must be tucked in and remain tucked in when hands are raised above the head.

Sweaters

Proper Fitting. **Red, black, gray, or white** sweaters are preferred. Other solid, single color sweaters may be worn. Small logo/label of the shirt manufacturer is allowed – no monograms. ILS-sponsored quarter zip pullovers, and sweaters may be worn any day. Polos must be worn under sweaters, sweatshirts, and quarter-zips.

Sweatshirts

Proper Fitting. Immanuel sweatshirts and **red, black, gray or white** sweatshirts are preferred. Hooded sweatshirts may be worn outside, but not in the building. ILS-sponsored hooded jackets or sweatshirts, may be worn in the classroom on Fridays or on special Spirit Days. Polos must be worn under sweaters, sweatshirts, and quarter-zips.

Pants/Shorts

Proper Fitting. Uniform basic black or khaki pants or shorts are preferred. Navy or gray are also allowed. A belt must be worn when there are belt loops in front and back (K - 8th graders). No carpenter, sagging, low-riding, oversized, ripped, holey, or tight pants are to be worn. Leggings/jeggings are not appropriate attire for pants. Shorts must be mid-thigh or longer.

Skirts/Skorts/Jumpers (Girls)

Proper Fitting. Black or khaki pants, skorts, or jumpers are preferred. Plain navy or school-colored plaid are allowed. Skirts, skorts, and jumpers must be mid-thigh or longer. If girls wear a dress or skirt, shorts or leggings must be worn underneath.

Tights/Leggings (Girls)

Solid color tights or leggings are allowed under skirts. No designs or patterns may be worn.

Shoes

Athletic shoes are the preferred footwear. Shoes should fasten and not be open in the back, where the shoe may fall off of the foot. No wearing of two different shoes are allowed. No crocs, slip-on shoes, sandals, cleats, flip-flops, shoes with wheels, or wedges may be worn. Shoes with a heel must be an inch or less. If boots are worn to play in the snow, students must bring alternate shoes to wear in the classroom. Students must also have appropriate athletic shoes for P.E. Socks must be worn at all times.

Belts

A belt must be worn at all times with pants and shorts that have belt loops in front and back.

Jewelry

Jewelry must not be a distraction. Only small earrings on girls are permitted. Boys are not permitted to wear earrings. Excessive jewelry which jeopardizes the safety of a student may not be worn. Body piercing other than ear lobes is strictly prohibited.

Personal Grooming

All students are to have their hair neat and clean. Extreme hairstyles or unnatural shades of hair-coloring are not permitted. Visible tattoos are not permitted. No writing or drawing of any kinds on hands, arms or legs. Students in upper grades are highly encouraged to use deodorant on a daily basis. Sixth through eighth grade girls may wear cosmetics in moderation.

Additional Information

Hats and sunglasses are allowed outside only. Appropriate undergarments are to be always worn. If clothing choices are distracting to the learning environment, there may be discussions with the family that result in further action.

JPS - Grade 6 - Snow Wear at Recess Policy

In order for your child to play outside in the snow, he/she needs to have the following proper attire:

Snow boots (recommended) or a second pair of shoes and socks to change into after recess, snow pants (recommended) or a pair of dry pants to change into after recess, gloves or mittens. Students who do not have the proper snow attire will not be allowed to play, touch, or walk in the snow. Students may not wear snow boots during class time. Students must have a different pair of shoes to wear during class time on snowy days.

Early Childhood (JPS - PK) Dress Code

Clothing must be in good condition and free from holes or tears. Pajamas to school are not permitted unless a special day is communicated by the teacher.

Shoes

Athletic/tennis shoes are the preferred footwear.

Shirts

If shirts/dresses are sleeveless, a sleeved shirt must be worn underneath, or a sleeved sweater must be worn over the shirt/dress.

Dress or Skirt (Girls)

If girls are wearing a dress or skirt, shorts must be worn underneath.

Periodically, days will be held to allow students to dress in special clothing (Cardinals Day, Spirit Day, etc). Notices of special days will be communicated from the office and/or classroom teacher.

Discipline

Our teachers encourage actions that are necessary for growth, redirect negative actions where it is necessary, and ultimately, stop unacceptable behaviors that interfere with the learning process. Students will be led to understand that for a happy, God-pleasing life, it is necessary to love our Lord first, love one another as brothers and sisters in Christ, serve and respect one another's rights and privileges, and use and develop the talents that they have been given. Promoting good behavior in students has four distinct stages. The purpose of this plan is to build relationships with students and resolve problems in the early stages. The progressive stages are necessary only when there is no resolution.

1. **Redirection:** The teacher, with the guidance of God's Word, accomplishes the enforcement of discipline. Our teachers will take measures in the classroom to ensure that the atmosphere remains positive and educational. Ordinarily a word of counsel from the teacher to the child is sufficient to correct the problem.
2. **Parental Contact:** If the teacher cannot obtain acceptable conduct and cooperation from a student, the teacher will report such behavior to the parent of the student. The most important outgrowth of the discipline plan is the understanding that both the parent and the teacher have a mutual interest; the success of the child. An ongoing communication link between the parent and the teacher can help guide the student through a successful school year.
3. **Referral:** If the problem continues and remains unresolved, the student is referred to the principal. The principal will work toward an understanding and resolution, and the student will be returned to class as soon as possible. The principal may gather information and will work with the teachers, parents of the student, and other staff members as needed to create strategies to ensure the student's success. The result at this stage may result in logical consequences including, but not limited to, some form of further conference, apology, rectification of damages, behavior contract, probation, suspension, or an alternative thereof.
4. **Consultation:** If the problem continues, or if a serious problem arises requiring immediate suspension from the school, a consultation with the student, parent(s), and school administration is required. The student's return to school will be determined based on the consultation process. The conditions of the probationary return will be outlined upon return. If the problem continues, the principal may recommend the

child to be expelled from school and immediately notify the president of the ILS Board of Education of the action.

The school administrator may begin the process at any level, including recommendation for expulsion. The Board will automatically review this action. Parents shall have the right to appeal such an action to the Board and may ask for an immediate hearing to be held within seven school days.

Teachers, staff, and administration may utilize various forms of discipline to resolve behavioral issues of students. Discipline is administered on a case-by-case basis and may include, alone or in combination, any of the following: a written warning, marks, suspension of privileges (recess, center time, extra-curricular, etc.), behavior plan, walk laps at recess, detention, work sessions (clean lunch tables, pick up trash, etc.), in-school suspensions, or expulsion.

Detention

Lunch and after school detentions may be given by any teacher when a child is in violation of rules. Detentions are monitored by a designated teacher in the cafeteria or in that teacher's classroom. These detentions are served during lunch or on the afternoon of the day the detention is assigned from 3:30-4:20 p.m. Parents will be notified of the detention when it is given. * If the detentions are not helping to reinforce the discipline, further discussion and problem-solving solutions must follow.

Dismissal or Determination of Ineligibility to Re-Enroll

In the event that a single behavioral/disciplinary incident or a pattern of disruptive or other behavioral incidents indicate that dismissal or ineligibility to re-enroll is warranted, the parent(s) of the student will be promptly notified, and the student will receive an out-of-school suspension. An investigation will be conducted by the administrator while the student is suspended. Upon completion of the investigation, should the administrator determine that dismissal or a denial of re-enrollment is warranted, the student and his/her parents will be informed verbally, followed promptly by written notification, that the student is dismissed (if appropriate, a withdrawal may be suggested).

The parents of a student who is dismissed or denied eligibility to re-enroll shall have 72 hours following receipt of the written notification of the adverse decision to submit a Request for Reconsideration in writing and submit it to the School Board Chair, with a copy to the ILS Principal. See *Procedure for Enrollment Reconsideration in the Admissions Section* of this handbook for requesting reconsideration and actions taken upon the proper submission of such request.

Electronic Devices and Cell Phones

The state of Missouri has passed a law banning cell phones in grades K-12. The cell phone ban, outlined in Senate Bill No. 68, was signed into law by Gov. Mike Kehoe on July 9, 2025. Students will only use appropriate communication and educational applications on their school devices. K-8 grade students are not to call, text, email or electronically communicate with others from their personal device during the school day. A signed technology pledge for grades 3-8 is read and signed at the beginning of the school year.

Students will visit the office to make calls to parents or guardians. If they need to and have been granted permission by a teacher, they may use their device. All cell phones, smart watches, and any other communication devices are collected and safely stored until

dismissal, unless a student is involved in extra-curricular activities. Devices are returned when the activity is finished. Failure to follow these guidelines will result in a confiscation of the phone and/or communication device and turned into the principal. The device may be retrieved by the parent at the end of the day from the principal.

Emergencies

Emergency Drills

ILS has monthly fire drills. In addition, we conduct tornado & emergency evacuation drills in the spring and fall of the year. It is important to establish these routines in order to provide a safe situation in the event of an actual emergency. All students must stay with their teacher. All classes must go to their designated safe place. We also have safety and security drills throughout the school year. In addition to the safety and security drills throughout the school year, all staff and administration will follow the Crisis Manual in times of emergency.

Emergency Evacuation

In the event that an emergency should occur, and students need to be evacuated, students, faculty, and staff will go to their designated safe place. If there is a lockdown situation, no students will be allowed to leave the campus until an all clear is given by proper authorities. Upon evaluation of a safe situation, all students must be signed out to leave the ILS campus. Teachers take emergency forms whenever they leave the classroom.

Extended Care

Extended Care is a separate program that requires registration. The rules of Immanuel Lutheran School - Olivette apply to the extended care program. If you wish to enroll your child, you can choose:

- Before Care (7:00-8:15 AM)
- After Care (3:30-5:30 PM)

An extra fee will be charged for any child picked up after 5:30 PM.

Drop-Off

Parents/guardians will walk students to the extended care door to drop off (7:00 am – 8:15 am). Extended care workers will sign students in. Parents/guardians will not enter the extended care room.

Pick-Up

Parents/guardians will walk to the extended care door to pick up (3:30 pm – 5:30 pm). Extended care workers will sign students out. Parents/guardians will not enter the extended care room.

Parking

- Parents should park in designated parking spaces and walk with their child to the entrance.
- Please save handicap designated spaces for cars with handicap tags.

Extended Care 2025-2026 Fees:

- Before Care: \$1,155/year; Daily Drop In Fee is \$10/child
- After Care: \$1,743/year; Daily Drop In Fee is \$15/child

- **Special** Extended Care \$50 8:00-3:30 p.m/ \$60 8:00-5:30 p.m.
- Early Dismissal \$35 11:30-3:30 p.m./\$50 11:30-5:30 p.m.

Extra-Curricular Activities

Students are offered a rich selection of extra-curricular activities to pursue beyond the classroom. We believe — and research shows — that students who partake in these opportunities enjoy the benefits they provide, including confidence boosting, team building, commitment and growth of leadership skills.

Extra-Curricular Eligibility

Immanuel Lutheran School encourages and supports participation in extracurricular activities. This participation is voluntary and, as such, is considered a privilege. It is the responsibility of the participating student to maintain eligibility status. Eligibility shall be based on the following criteria:

- **School Attendance:** If a student is not in school or goes home during the school day due to illness, he/she will not be eligible to participate in any extracurricular events, practices, or games that day.
- **Academic Status:** A student must maintain a 2.0 GPA during the season to maintain eligibility. Eligibility based on GPA will be evaluated weekly. A student who becomes ineligible three times during the season of any given extra-curricular program will be removed from participation. Breaking academic standards, such as copying work, will also be considered for ineligibility.
- **Behavior Standards:** Any student receiving a detention must sit out that day's extracurricular competition or practice. A student receiving a suspension will be required to sit out an equal number of competitions for each day of the suspension.
- **Team Participation:** Playing time and starting positions may be adversely affected based on a lack of attendance at practices and games.

Spectator Expectations

We encourage the entire ILS family to demonstrate attitudes and behaviors that reflect building up and supporting others. Our expectation is that everyone (athletes, officials, and fans) who attend an athletic event at ILS will demonstrate good sportsmanship and treat everyone with respect. Please help us follow His gracious example of love, kindness, and selflessness. Some events will not have spectators. See calendar at Family Portal or Family App.

Clubs

Depending on the interests of students, new clubs are considered and added when a volunteer can lead the group.

Club Sponsorship

1. Sponsors must accept responsibility for ensuring that all activities contribute to the purposes and aims of the school, and students must work with their sponsor in all activities. All sponsors are subject to screening and background checks before receiving approval to work with students.
2. Student groups must be under the complete supervision of the sponsor. The sponsor and the administration must approve all programs, projects, and parties in writing.
3. Under no circumstances will ILS be obligated to pay for any expenditure not specifically pre authorized by an administrator.

4. ILS provides many opportunities for social growth. Attendance at social functions that are not sponsored by ILS is the responsibility of the parents.
5. Parental approval is required for a student's participation in all organizations or activities but does not waive or invalidate any provision of this handbook.

Field Day

A field day event for all ILS students is held near the end of the school year. The event is organized by several teachers and/or Immanuel's Athletic Director. Students rotate with their teacher (and aides if applicable) as a class between several activity stations. This is a great opportunity for parents to assist by leading a station.

Field Trips (Preschool - 8th grade)

Field trips are an integral part of our education program. They provide a hands-on learning opportunity for our students and an occasion to see first hand the marvel of God's creation.

Students in good standing will be eligible for participation in field trips. A notice containing pertinent information about the trip will be sent home to parents prior to it.

Non-participation will be treated as an absence from school. Every attempt will be made to see that field trips are a safe and worthwhile educational experience for all involved.

Because a chaperone's sole responsibility is to supervise children, chaperones are **not** allowed to bring other children (i.e., younger, or older siblings of the children on the field trip). Buses may be used for field trips.

In order to provide a safe environment, the following guidelines will be used:

- Permissions slips for students need to be signed and returned for each trip.
- Drivers need to have on file in the school office a copy of the driver's license, proof of insurance and the volunteer handbook agreement signed online.
- Children are to wear seat belts at all times while in the vehicle. For younger children, appropriate booster seats for that child are to be used.
- Depending on the activity, there may be a limited number of adult chaperones/drivers permitted to attend.
- Parents are not to provide snacks before, during, or after the field trip; make purchases for students during the field trip; or make additional stops without prior arrangements with the teacher.

Grading

The report cards reflect academic and behavioral progress of students on a two-semester system with midterms.

Grading (JPS – K)

Progress of skills is noted for students in these grade levels.

1 - Does Not Perform Behavior/Skill Yet

2 - Performs Behavior/Skill Inconsistently

3 - Performs Behavior/Skill Successfully & Independently

Grading (1st – 8th Grades)

A+

99-100

4.00

A	93-98	3.99
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	59 & below	0.00

Honor Roll (Middle School)

ILS has an Honor Roll Program for the middle school students in 5th – 8th grade. For a student to be eligible for the program, his/her grades must meet the following requirements:

- Gold Eagle Excellence 4.0 GPA
- Silver Eagle Excellence 3.99-3.67 GPA
- Bronze Eagle Excellence 3.66-3.33 GPA

Graduation

This event celebrates the accomplishments of our eighth graders. It is held in the evening before the last day of school. This event is hosted by the seventh-grade students and parents and paid for by PSCE. All Immanuel students and their families are encouraged to attend this celebration as well.

Homework

Homework fosters good study habits and responsibility for future education and will help the students to work independently. Work sent home is meant to be a reinforcement or extension of skills introduced and practiced in the classroom. Some of the challenging curriculum at Immanuel may require some work to be completed at home. The amount of work depends on the grade level. Work will need to be completed and returned by the designated due date. Please remember that children work at different paces. Talk with your child's teacher if homework time is consistently exceeding the daily average shown below.

Suggested guidelines: Elementary School: 15-60 minutes, and Middle School: 60-90 minutes.

Make-up Work

Students who are absent for any reason will be required to make up work missed for each class. It is the student's responsibility to obtain and turn in assignments missed upon returning to school. Students will have time to make up their work equal to the time of their absence. Work not turned in at the time it is due will be considered late. Work is available to pick up after 2:30 PM in the front entry of each building or may be brought home by a sibling.

Illegal Substance Use/Abuse

ILS is committed to the health and safety of our students by: a) teaching the dangers of substance abuse; b) counseling students found to be involved in substance abuse; and c)

disciplining those who endanger themselves and others through substance abuse. In the event a student is found to be in possession of or under the influence of alcohol, tobacco, or illicit drugs, whether on or off school grounds, he/she will be suspended from school and subject to dismissal.

In addition, if the principal has reasonable suspicion that a student is under the influence or is a user of drugs or alcohol, the student will be required to complete a drug test within the same school day at the family's own cost. Non-compliance will result in dismissal. The student's school history and behavioral record will reflect a determination of dismissal with an explanation of reasons.

Illness and Injury

Child Abuse Reporting

Missouri law based on the Child Protection and Reformation Act RSM0210 mandates that teachers, extended care personnel, counselors, and administrators report suspected cases of abuse or neglect of students in their care. The personnel on staff at Immanuel Lutheran School will abide by this law. Any faculty or staff member of ILS who has knowledge of or reason to suspect abuse or neglect shall report the suspected abuse to the administration. The administration will contact the proper authorities. The administration will ask the teacher to be the one filing the report. It is the duty of authorities to investigate the report.

Concussion Protocol

Immanuel follows the guidelines established by MSHSAA (Missouri State High School Activities Association) where concussions are concerned. The *MSHSAA Concussion Return to Play Form* must be completed. If diagnosed with a concussion, the student must be cleared for progression to activity by an approved healthcare provider, MD/DO/PAC/LAT/ARNP/Neuropsychologist (Emergency Room physician cannot clear for progression). The *MSHSAA Concussion Return to Play Form* can be found on the Immanuel Lutheran School website.

Illness

Students are required to be in good health while they attend Immanuel Lutheran School - Olivette. If your child is out due to a suspected contagious illness, the child must see the doctor and have a written note to return. Your child must stay home if:

- He/she has an illness requiring antibiotics and has not yet been on medication for a full 24 hours.
- To prevent the spread of any illness, a child must be free of the following symptoms for 24 hours;
 - Fever (100 degrees or higher) without medication.
 - Vomiting or diarrhea.
 - Rash.
 - Red, running, or swollen eyes (other than allergy-related).
- Contagious illnesses such as, but not limited to, influenza, COVID-19, strep, pink eye and lice must be treated before a student returns to school.

Severe Injury

If your child is severely injured at ILS, you will be notified by the phone numbers listed in the school management system. If we cannot reach you at your emergency numbers, we will obtain emergency care through a clinic, hospital, or private doctor as reported by the parent in the school management system. Parents will be emailed an electronic accident report.

Medication

Do not leave medication in your child's possession at any time. Parents must bring medicine to the office and fill out a medication form for medication to be administered. The medicine must be stored in the office out of reach of children. Medicine can only be administered by one of the administrative staff in the office or someone designated in their absence. When medicine is given out it will be charted online. Please have medicine in the original prescription or over-the-counter container. Medication left over 30 days will be properly disposed of.

Prescription Medication

1. Prescription medication must be in the original container labeled with the child's name, the date, directions, and the physician's name.
2. If your child is fever free for 24 hours and well enough to function at school, antibiotics and similar prescribed medicine may be administered.

Non-prescription Medication

The giving of non-prescription medication at ILS is strongly discouraged; however, there are the following exceptions:

1. Regularly prescribed over-the-counter medicine may be administered with form and prescription from the doctor.
2. Parents can come to school to administer over-the-counter medicine not prescribed by a doctor.

Leadership and Service

Immanuel believes that while traditional learning takes place within the walls of our school, there are still plenty of learning opportunities outside the classroom as well. Throughout the year, students have the opportunity to lead and serve in various ways. Learning the importance of serving others at an early age establishes a strong character and enriches a well-rounded education.

Library

Immanuel Lutheran School provides a library for students. Libraries contain fiction and non-fiction reading materials. The East Building library houses books and resources catered to their grade levels. The West Building library is organized in individual classrooms. The faculty will also retrieve books from the library to share with students in the classroom. Access to additional information for research can come from student technology devices. If books are not returned, there is a **\$10** replacement charge.

Lost and Found

Items found on the school or church grounds are placed in a box marked "Lost and Found" located in the hallway of the West building. Valuables will be turned into the school office. Any items left at the end of each semester will be given to charity.

Lunch/Lunch Program

Immanuel's lunch program will operate under the guidelines of the National School Lunch Program set forth by the US Department of Agriculture. The school board and principal will be the service authority. The school board will establish the price for the lunch program each school year. The price determination will be made in consideration of school lunch records

and anticipated fluctuation of food prices. A paid employee will be a certified food service manager and cook. Volunteers may assist the manager/cook for service hours.

We encourage families to send nutritional lunches from home. This policy includes field trips. The 3rd through 8th grades eat lunch in the gymnasium when possible. The JPS - 2nd grade students eat lunch in their classrooms. Items NOT allowed: Fast food, soda, energy drinks (i.e., Red Bull), caffeinated drinks, or foods/drinks with high sugar content. On occasion, a special lunch may be brought in with advanced notice and permission from the teacher and principal. If a student brings an item that is not allowed in their lunch, parents will be notified. If it becomes excessive, the item(s) will be sent to the office to be picked up by the parent at the end of the day, and a conversation will be held with the principal. Students who have forgotten a lunch will be sent to the office for a replacement lunch with milk and a fee will be charged.

Gum chewing is not allowed on the school or church property during school hours (including extended care).

Lutheran Association for Special Education (LASE)

ILS partners with LASE to provide:

- A special education consultant who is on campus three days each week. The consultant is available to assist parents and teachers to meet the educational needs of all students.
- A speech therapist provides small group and individual speech and language therapy, as well as provides speech screenings yearly

Lutheran Junior Honor Association (LJHA)

Each January Immanuel will recognize 6th, 7th, and 8th grade students who have met the LJHA guidelines. Once initiated in LJHA, students will be expected to continue their efforts in the four key areas to remain members of LJHA at Immanuel Lutheran School - Olivette. The guidelines are taken from the recommendations of LJHA:

- 1) Christian Character - Expected to model Christian decisions in words and actions. No suspensions.
- 2) Leadership - Expected to take opportunities to lead in curricular and where possible extra-curricular activities.
- 3) Service - Expected to volunteer 5 hours of service at school, community, and/or church. (not parent service hours)
- 4) Scholarship - Expected to maintain a minimum 3.33 GPA.

Music

Immanuel provides many opportunities for students to learn and succeed musically. Music is a part of the curriculum at all grade levels. Singing, music appreciation, band, rhythms, and handbells are offered. The band program begins in the fifth grade and goes through eighth grade. **All fifth and sixth grade students are required to participate in Beginning Band.** If needed, there is a rental fee for instruments.

National Lutherans Schools Week

Immanuel Lutheran School joins over 2000 schools worldwide each year celebrating National Lutheran Schools Week (NLSW). National Lutheran Schools Week at Immanuel is recognized in January. Activities, dress-up days, and special events are scheduled throughout this week.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled with all parents for each student in the fall and spring. At the conferences, the home-school life of the child is discussed along with his/her academic strengths and abilities. Cooperative plans and actions for improvements may be proposed.

Physical Education

Students are required to participate in P.E. classes. If a child cannot participate in P.E. on a given day, a note from a physician or parent must be given to the child's P.E. teacher. Students should wear tennis shoes for PE and recess.

PSCE (Parents Supporting Christian Education)

Immanuel Lutheran School parents make up a parent organization formed to support

- The ILS educational program
- The cause of Christian education
- The harmony and cooperation between parents and teachers
- Building relationships among the school families.

Two meetings are held per year in September and January. All parents are members of PSCE, and their participation is encouraged. Several activities are planned throughout the year. We encourage all families to participate in these PSCE sponsored events to support Christian education.

Recess

Recess is scheduled daily for the students and, in large part, takes place outside. Students are to accompany their class. Recess will take place inside when the weather prohibits students from going outside. Children will stay inside with the temperature or wind chill drops below 0 degrees. Be sure your child is dressed for the weather.

Report Cards/Progress Reports

Report cards are issued at the end of each of the four quarters to inform you of the performance, progress, and needs of your child. The information which they provide is essential to cooperatively planning for your child's future achievement and guidance.

Progress Reports

Please go to www.ILSolivette.org to find the *Family Portal* link or download the *Family App* on a smartphone to view your child's progress. Weekly 1st – 8th grade progress reports are automatically emailed on Sundays. These reports are valuable tools to celebrate weekly successes as well as assist students with developing a plan to address opportunities for improvement.

Respect for Property

Students are expected to respect the property of the school and others. If a student damages property, he/she will be required to provide restitution. Students found to have engaged in intentional acts of vandalism will be subject to dismissal (*see Code of Conduct*).

Retention and Promotion

Immanuel Lutheran School believes in educating the whole child. Thus, retention and promotion are based on the child's age, ability to work at a given grade level, attendance and behavior. A child will be placed each year at the grade level which is most appropriate to the level of his or her academic skill and ability to succeed socially. All reasonable interventions shall be considered before a decision is made to retain a student. The Retention and Promotion policy is in effect for all Immanuel Lutheran School children (early childhood through 8th grade). If a child is retained, a specific plan will be created and implemented for that individual child to ensure the child has the most successful experience possible.

If a student receives two quarter F's in any subject area, he/she will be required to show proof of some type of remedial work in the subject area before being promoted to the next grade level. Remedial work could include tutoring, summer school, learning centers, etc. Remedial work must be approved by the ILS administration before it is begun. It is the responsibility of the parent and/or student to initiate a remedial plan.

Promotion of a student to the next grade level requires:

- At least 90% daily attendance
- At least 90% of daily assignments completed to the student's ability level
- At least 90% of projects and tests completed to the student's ability level.
- Graduation requires at least a "D" average for all courses from grades 4-8.

SCRIP Gift Cards

Parents can order SCRIP online, during office hours or at the SCRIP table in the atrium 9:00 - 9:30 am on Sunday mornings. Your card is the full value paid. A percentage from the retailer goes to support Immanuel Lutheran School - Olivette. If you pay \$25 for a gift card, you will get a card for the full \$25 value.

Security Camera Footage

Cameras/Surveillance. Video cameras may be installed and used on Immanuel Lutheran property primarily for the purposes of establishing and maintaining a safe and orderly environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school rules. Video cameras may be used any place of the campus where public, student and staff have no reasonable expectation of privacy, such as, but not limited to, entrances, sanctuary, stairwells, hallways and playgrounds. Footage from school cameras may be reviewed by school and church leaders and other authorities to better understand the circumstances or a concern or situation. Footage is not available for public viewing.

Service Hours

Each school family is asked to complete at least 10 HOURS of service per school year. Parents are responsible for recording service hours in the Family Portal or Family App. Service hours can be performed by a parent/guardian, grandparent or an older child of high-school or college age or other relative to the child. There are many ways you can accumulate hours such as campus cleanup days, working concessions, attending PSCE meetings, etc. If you do not volunteer and fulfill your required 10 hours of service, your account will be charged \$250.00 at the end of the year or \$25 per hour not completed.

Spirit Day Fridays

Shirts and sweatshirts that have the **Immanuel school name** such as sports, clubs, yearly theme shirts (past and present) may be worn on Friday. Appropriate bottoms, length and style, must be worn.

Student Records

Parents/legal guardians may inspect their child's permanent records when they see fit. An appointment with the principal should be made to avoid disruption.

Official transcripts must be mailed to the receiving school or may be delivered by a school official. These records may not be given to parents or students for delivery to another school. Additional information concerning student records and their handling can be obtained from the School office.

Transcripts cannot be released if any account (tuition, extended care, etc.) is not paid current.

Technology

Technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His kingdom. Immanuel acknowledges the blessings the Lord has bestowed upon His church through technology and we are committed to empowering our students to use this gift in a way that is keeping with our Christian faith. We pray that God will bless our efforts to enhance our student's educational experience through the use of technology.

Technology Equipment

The Chromebooks and iPads are property of Immanuel Lutheran School.

2nd - 8th Grades

A Chromebook is assigned to each student. The Chromebook is to be charged at home and brought to school ready for use. On e-learning days, students will be given directions on how the Chromebook will be used to login to class.

- The tracking of incidents began with the 2018-2019 school year and carried on from year to year.
- If the Chromebook is damaged, the family must pay a \$50 deductible to have the Chromebook serviced on the first incident, \$100 on the second incident, and \$150 on the third and all future incidents.

Kg. & 1st Grade

A Chrome Pad is assigned to each student. If sent home, the Chrome Pad is to be charged and brought to school ready for use. On e-learning days, students will be given directions on how the Chrome Pad will be used to login to class.

Library

Chromebooks may be used for student research purposes using valid resources.

Internet Usage

Immanuel believes the internet offers vast, diverse, and unique resources to both students and teachers. The goal in providing this service is to promote educational excellence in

school by facilitating research, resource sharing, innovation, and communication. ILS filters websites through our server. Usage is monitored using GoGuardian both at school and at home when using the school account.

Acceptable Use Guidelines

Students are responsible for their ethical and educational use of the technology resources of ILS. Access to the ILS technology resources is a privilege and not a right. Each student and parent will be required to follow the information security, acceptable use, and CIPA policy. Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administration, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the ILS code of conduct. Teachers have a right to manage and/or restrict student use of the Chromebook, software, and internet within the confines of their class.

Privacy and Safety

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords to other people.
- Remember that file storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains offensive material, notify a teacher immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the ILS academic policies and procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited, and violators will face disciplinary action.
- Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by ILS.

Email Usage

- The school-assigned email is the only email approved for school use.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive.
- Do not send or forward mass emails, chain letters, or spam.
- Students should maintain high integrity with regard to email content.
- School-assigned email is subject to inspection by the school.

Consequences

- Loss of Chromebook privileges, loss of network access, or traditional disciplinary actions.
- The student in whose name a system account and/or computer hardware is issued will always be responsible for its appropriate use.

Violations of Acceptable Technology Usage (Including but not limited to the following)

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Using email, games, and other technology resources during class or during other inappropriate times without permission.
- Plagiarising or passing Artificial Intelligence (Ai) as student work.
- Intentionally wasting school resources.
- Downloading or transmitting multi-player game, music or video files using the school network.
- Vandalizing, damaging, or disabling technology property of the school.
- Accessing another individual's materials, information, or files without permission.
- Using the network or internet for commercial, political campaign, or financial gain purposes.
- Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove, or install hardware components reserved for authorized service technicians.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Bypassing or attempting to circumvent security protocols (firewalls, proxy servers, etc.).
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.
- Attempting to download freeware, software, public domain software or other executable and/or installable software.
- Using tools or techniques to circumvent or bypass current security configurations (hacking).
- Using the Chromebook camera for reasons other than educational purposes as requested or approved by the teacher.

Violation Consequences may include

- Suspension of Chromebook privileges.
- Suspension of student with possible long-term suspension or recommended expulsion from school.
- Possible referral to law enforcement authorities.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use. ILS cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

Chromebook

A Chromebook is a tablet computer equipped with a keyboard. The purpose of the Chromebook is to enhance the educational experience at Immanuel. It is not intended to replace the learning that takes place as students interact with each other. The procedures,

policies, and information apply to all Chromebooks used at ILS, as well as any other device considered by ILS to come under this policy. Teachers may set additional requirements for technology equipment used within their classrooms.

Grade 2nd - 8th is 1 to 1: Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be taken to the tech coordinator. At that time a “repair request” form will be completed and an “Chromebook loner,” if available, will be assigned to the student until a repair can be made in a timely manner.

General precautions/Chromebook

- Food and beverages can damage your Chromebook. Students will be responsible for damages caused by food and beverage spills.
- Cords, cables, and cases should be stored carefully.
- Chromebooks should remain free of any writing, drawing, stickers, or labels that are not the property of ILS.
- Chromebooks should never be left in a vehicle or any unsupervised area.
- Students are responsible for keeping their Chromebooks charged for school each day.

Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure. Do not place anything near the Chromebook that could put pressure on the screen. Do not poke the screen. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the tech coordinator. Students are responsible for the care of the loaner while in their possession.

Screensavers/Desktop Wallpaper

Screensavers and wallpaper on devices must represent the Christ-centered mission of ILS. Inappropriate media such as but not limited to weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols are not acceptable and will result in disciplinary actions.

Sound

Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require earbuds, it is the student's responsibility to obtain and store them.

File Storage

Students should save their files to Google Drive. Any personal music, pictures, and videos should not be stored on Chromebook or in the ILS Google Drive. Storage should be saved for work-related documents.

Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Students should not remove ILS property stickers. If the sticker comes off, bring it to the office to have the identification sticker replaced. Missing stickers at the end of the school year are subject to a \$10 fine.

Password Protection

Students are expected to use and keep their password confidential to protect information stored on their Chromebooks. Disciplinary action may result due to actions of an unauthorized user.

Intentional or Negligent Damage

Students are expected to keep the Chromebooks in good condition. Failure to do so will result in fines depending upon Chromebook's condition.

Children's Internet Protection Act (CIPA)

The children's internet protection act was put in place to help control and limit access to unacceptable, vulgar, illegal, and offensive content in public places like schools and libraries.

Filtering

Immanuel runs filters on all internet connections to help prevent access to inappropriate content that may be harmful to minors. The filtering content is updated regularly to keep harmful content blocked.

Access by Minors to Harmful Content

Since filters are not perfect, students are to immediately report the incident to the staff member that is in the presence of the Chromebook, and the staff member is to report the harmful content to the network administrator or technology coordinator so that the content can be manually blocked. If a minor purposefully tries accessing or gets access to harmful content, that minor's privileges can be taken away for Chromebook and internet access. Other consequences will be determined by the administrator for the violation. Harmful content will then be manually blocked if the filter missed it.

Unauthorized Access

Using tools and/or techniques to circumvent or bypass current security configurations ("hacking") will be considered a violation of appropriate technology usage and will be subject to disciplinary action. Hacking tools are explicitly prohibited. Any unlawful activities are strictly prohibited, and the offender will be prosecuted in accordance with the law.

Unauthorized Disclosure

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited. Staff will take all precautions necessary to ensure students' identification safety.

Enforcement

Violations of the policy will be handled consistent with ILS disciplinary procedures applicable to the relevant person or persons. Student violations may be subject to warnings, suspend, block or restrict access to network resources, detention, and suspension of school activities and/or suspended from school. Violations of state and federal laws will result in legal

prosecution. Examples of these laws include but are not limited to: cyber laws, federal communities' laws, federal wiretap laws, homeland security act, national information infrastructure protection act of 1996, computer fraud and abuse act, electronic communications privacy act, children's online privacy protection act, digital millennium copyright act. (State of MO Law RSMo 1988 569 094 - 569.099)

Technology Pledge

A pledge called the *Technology Acceptable Use Policy and Pledge*, is required to be signed at the beginning of the year by the student and parent/guardian.

Tuition and Fees

Funding of Immanuel Lutheran School

Immanuel's operation and programs are funded by many sources other than tuition and fees. The funding is provided in terms of actual money, as well as donations of goods and services. Many different groups and programs support Immanuel. Without all of the support and assistance, Immanuel would not be able to provide an excellent program unless tuition was greatly increased.

- **Immanuel Lutheran Church:** Immanuel is an outreach ministry of Immanuel Lutheran Church. The congregation at Immanuel has consistently supported the school since its start. Expenses for some personnel, supplies, and utilities are shared expenses. In addition, the congregation annually supplements approximately \$400,000 to the school's annual budget.
- **Time and Talents:** Immanuel could not function without its people volunteering their time and talents. Church members, staff and spouses, and school parents have spent countless hours providing services that otherwise would have been cost-prohibitive. The Immanuel Family truly exemplifies "the body of Christ." All people are important, all skills are crucial, and all tasks are necessary to keep Immanuel functioning to the best of its ability.
- **Treasures:** In addition to time and talents that are graciously provided through volunteers, Immanuel has also been blessed to receive donated items. Through generous individuals and groups, various sums of money have been given to ILS.

Fees 2025-2026 (non-refundable, no discounts):

- Application Fee: \$50/student
- FACTS Tuition Fee:
 - 1 Payment Option (July): \$25
 - 2 Payment Option (July & December): \$25
 - Once a Month Payment Option (July - April): \$55
- Sports Fee: \$60/sport (due before the first day of participation)/athlete
- Beginning & Advanced Band: Parents pay for band instrument rental (all 5th and 6th grade students are required to participate in Beginning Band.
- Most up-to-date information can be found on www.ilsolivette.org or by contacting the school office.

Financial Aid

Each year the financial aid committee will announce a deadline for applying for financial aid. Financial aid is applied for and awarded on a yearly basis. If financial aid is needed for additional years, families must apply each additional year. An application for the school year must be completed and paid by the family prior to applying for financial aid. Timeline for Financial Aid can be found at the website: www.ilsolivette.org.

Business Office

The School Board has adopted the following policies regarding financial accounts:

1. **Questions:** All questions regarding tuition, fees, and payments are first directed to the business office.
2. **Payments:** To meet its obligations and objectives, ILS must receive payment of tuition in a timely manner following the signed contract agreement. Initial payments are made before the start of the school year so that textbooks and materials can be ordered and received at the start of the school year. All monthly payment plans for School tuition are made through FACTS Tuition.
3. **Due Date:**
 - a. Tuition Payments and Extended Care: Each tuition payment and extended care fees are due on the fifth (5th) or twentieth (20th) of the month and paid online through FACTS.
 - b. Lunch, Milk and Extended Care Drop In Fees: Parents need to pay these charges weekly. The balance in a student's account must be kept below a \$20 balance to continue using each program.
4. **Tuition:** One Missed Payment: I/We understand that accounts where one (1) payment is missed, the student may be denied participation in school and school-related events. Families suffering hardship are invited to submit in writing to the Immanuel School Board a request for special consideration. This written request must be received before tuition becomes two (2) payments missed.
5. **Tuition:** Two Missed Payments: I/We understand that accounts where two (2) payments are missed, the student may be denied participation in school and school-related events. At the discretion of the Immanuel School Board, the account will be subject to forwarding to collection agencies or pursued through other legal means.
6. **Collections:** I/We agree to pay all reasonable attorney's fees and costs in the event that this account is referred for collection. I/We also agree to 18% per annum for all amounts due that are not paid within 30 days of the due date.
7. **Late Pick up Fee:** When a child is picked up after 5:30 pm, there will be a \$1/minute late charge. Your account will be billed for the amount.
8. **NSF Check Fee:** A \$25 fee will be charged for each returned check. The check will be resubmitted to the bank. The check must clear before records can be released to the family.
9. **Enrollment:** If a child has a balance remaining from past years in the School, the family will not be eligible to apply and enroll any children in the family until the account is brought up to be current.
10. **Flexible Spending Accounts:** If your employer requires additional paperwork beyond receipts from ILS, your request will be filled within 7 days of the request. All requests are signed by the business administrator or a designee in the school office.

All accounting questions should be mailed or emailed to the school office at school.office@ILSolivette.org.

Donations

Immanuel is a 501(c)(3) tax-exempt institution. Monetary or material donations are accepted through the office. If you donate an item to ILS, please check with the office to see there is a need for your item(s). Please be sure to complete a "Donation of Goods" form when you bring your items.

Visitors and Volunteers

Volunteer Guidelines

Volunteers are dedicated persons, and they help the school serve the students and work under the direction of a member of the staff. Volunteers enhance the learning of students by assisting in a variety of ways. Guidelines are designed to be helpful for volunteers who have sustained contact with students. They are intended to make volunteering a valuable experience for the students and for the volunteer.

The Volunteer Handbook with guidelines and agreement are found on our website. Before volunteering, a parent or guardian is required to read and sign it and the FERPA confidentiality form.

Possible Volunteer Opportunities:

- Tutoring
- Clerical assistance for teachers or office staff
- Library assistance
- Recess supervision
- Athletics
- Lunchroom helpers
- Maintenance & plumbing
- Painting
- PSCE events
- Fundraising
- Field trips
- Room parents
- Scrip
- Field Day

Yearbook

Yearbooks capture our memories during the year. A yearbook may be purchased during the second semester. Because yearbooks include spring activities and 8th grade graduation, they are available at the Back to School event in August and thereafter from the office.

The contents of this handbook are not all inclusive but are presented as an overview and guideline of the current policies and procedures of Immanuel Lutheran School. The policies and procedures set forth in this handbook replace all prior inconsistent policies, written and oral. From time to time it will be necessary for Immanuel to change, delete, or add to this handbook. This handbook is for informational purposes only and is not intended to create a contract between you and Immanuel. Nothing in this handbook binds Immanuel to any specific procedures, policies, or privilege.