

# 2022-2023 FAMILY HANDBOOK

2022-2023 Theme



Matthew 28:19-20

Immanuel Lutheran School  
Olivette, MO



<sup>19</sup> Go therefore and make disciples of all nations, baptizing them in[a] the name of the Father and of the Son and of the Holy Spirit, <sup>20</sup> teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”

**POLICY CHANGES: THE ILS BOARD 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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## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>3</b>	
<b>I: CHURCH INFORMATION</b>		<b>3</b>
<b>II: SCHOOL INFORMATION</b>		<b>5</b>
<b>III: LUTHERAN CHURCH - MO DISTRICT</b>		<b>6</b>
<b>ADMISSIONS</b>	<b>7</b>	
<b>TUITION AND FEES</b>	<b>9</b>	
<b>PARENTS</b>	<b>10</b>	
<b>I: EXPECTATIONS</b>		<b>10</b>
<b>II: COMMUNICATION</b>		<b>11</b>
<b>III: PARENTS SUPPORTING CHRISTIAN EDUCATION</b>		<b>11</b>
<b>IV: VISITORS &amp; VOLUNTEERS</b>		<b>12</b>
<b>STUDENTS</b>	<b>12</b>	
<b>I: ARRIVAL AND DEPARTURE</b>		<b>12</b>
<b>II: ATTENDANCE</b>		<b>13</b>
<b>III: CONDUCT</b>		<b>14</b>
<b>IV: DRESS CODE</b>		<b>17</b>
<b>V: CURRICULUM</b>		<b>18</b>
<b>VI: GRADING</b>		<b>20</b>
<b>VII: FOOD SERVICE</b>		<b>21</b>
<b>VIII: ILLNESS AND INJURY</b>		<b>21</b>
<b>EXTENDED CARE</b>	<b>22</b>	
<b>TECHNOLOGY</b>	<b>23</b>	
<b>STUDENT ACTIVITIES</b>	<b>26</b>	
<b>EXTRA-CURRICULARS</b>	<b>27</b>	
<b>COVID PREVENTION GUIDELINES</b>	<b>28</b>	

## INTRODUCTION

### SECTION I: CHURCH INFORMATION

#### **Immanuel Lutheran Church Mission Statement**

At Immanuel Lutheran Church, we are committed to living out our mission: “**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 to, 2-year-old through 8<sup>th</sup> 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!

#### **Worship Information**

We believe that all parents have the responsibility to bring their children up in the “nurture and admonition of the Lord.” We strongly encourage the child to regularly attend church services and Sunday school at a church of the family’s choice. ALL ILS families are always invited to attend worship at Immanuel Lutheran Church. We also invite all parents to consider attending one of the Adult Information Class held in the fall and spring of each year. This class will acquaint you with the teachings of the Lutheran Church.

Worship is part of school life at ILS. Every day begins with classroom devotions and ends with prayer. Prayers are a part of snack and lunch as well as other times during the day. On Wednesdays, students gather for chapel worship in the church. Guests are encouraged to attend these services.

As part of our goal 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.

## **Worship Life**

**Church 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 hopefully provides ample motivation to attend regularly. The Lord clearly expects His followers to be eager to worship Him and to study His Word.

If children and adults do not have a church home, they are invited to worship with us 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 corporate worship, make diligent use of the means of grace, lead a righteous and godly life, and support the work of the congregation with their 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 encourage and assist our membership in this pledge. Families 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 Day School is 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 pledge of membership and we are unable to fulfill our mission as a school. Therefore, members must attend worship at Immanuel a majority of weekend services (minimum of 27) to benefit from member tuition rates. Attendance is measured by use of attendance cards collected during worship by the ushers. These will be reviewed confidentially by the Board of Elders and Pastors with full support of the Board of Christian Education and the Principal. Should a student and his or her family fail to meet this minimum requirement, the student’s family will be assessed the Non-Member tuition rate. Church attendance from July 1<sup>st</sup> through June 30<sup>th</sup> will determine the tuition rate for the subsequent school year. Families will be contacted by the Board of Elders if minimum attendance is not being reached.

This Worship Life Policy was created as a means of encouragement and support of the teachings of the Lutheran church. Our school’s mission statement is ***“Responding to God’s grace | Assisting families | Preparing children.”*** It is our prayer that Immanuel Lutheran Church and School are effective tools for our Savior in fulfilling this mission. Families are encouraged to discuss this policy with their elder or with the pastor if “extenuating family circumstances” exist.

## II: SCHOOL INFORMATION

### ILS Olivette's Mission Statement

- \* **Responding** to God's grace through Christ,
- \* **Assisting** families with whole child development, and
- \* **Preparing** children for God's service.

### ILS Olivette's Vision Statement

- \* Lead students to seek and know their identity in Christ,
- \* Develop a continual love of learning, and
- \* Live fully redeemed lives serving others.

### ILS Olivette's Core Values

#### **I** 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.

#### **L** Learning 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 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.

#### **S**aved 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 who, in turn, make 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.

### School Motto

Soar Like Eagles - "But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint." Isaiah 40:31

### School Colors & Mascot

Red, Black, and White - Eagles

### Faculty

ILS's faculty is both experienced and dedicated, bringing a combined average of 20 years of teaching experience to the classroom. Fifty-four percent of the faculty have advanced degrees. Each teacher has a professional plan to focus on individual skill development as well as a personal dedication to continually strengthen the school's overall academic program.

### Student Body

Our students come to us from many neighborhoods around the greater St. Louis area, representing 19 public school districts and 32 zip codes. The average class size is 13 students. Interestingly, 55% of our students are boys and 45% are girls. Our student body is multi-culturally diverse: Caucasian - 49%, African American - 21%, Asian - 19%, and Two or more races - 11%. Ninety-two percent of our student body are members at one of the local Christian churches. Approximately 30% of the

students are members of the sponsoring congregation, Immanuel Lutheran Church, 5% from our Light of Christ Lutheran Church Mission, 12% from other area Lutheran churches. 45% are Christian, 2% are of a non-Christian faith and 6% are unchurched.

### **School Board**

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.

### **Accreditation**

**Missouri Nonpublic School Accrediting Association (MNSAA) and National Lutheran Schools Accreditation (NLSA)**

### **III: LUTHERAN CHURCH – MISSOURI SYNOD MISSOURI DISTRICT**

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

#### **President**

Rev. Dr. Robert “Lee” Hagan  
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#### **Educational Executive**

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<b>Congregations:</b>	290
<b>Baptized Members:</b>	115,616
<b>Communicant Members:</b>	89,899
<b>Students:</b>	13,322
<b>Teachers:</b>	1,602
<b>Preschools:</b>	49
<b>Elementary Schools:</b>	50
<b>High School:</b>	9

## 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. 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 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 are admitted 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 Admissions 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. Students must be 2 years old on or before July 31 of enrollment year to begin our preschool program.

### 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.

Jr Preschool – 1:8	Preschool – 1:10	Pre-K – 1:10	K – 1:16
1 <sup>st</sup> Grade – 1:16	2 <sup>nd</sup> Grade – 1:18	3 <sup>rd</sup> Grade – 1:18	4 <sup>th</sup> Grade – 1:18
5 <sup>th</sup> Grade – 1:18	6 <sup>th</sup> Grade – 1:18	7 <sup>th</sup> Grade – 1:18	8 <sup>th</sup> 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 church members.

When school registration begins, families will register online and submit a \$25 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 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 – 6:00 pm (See *Extended Care* for information on care before and after school.)

### **Immunization**

- Immunizations must meet state and county requirements for children to attend school.
- Physical exams are required for all new students and all students entering **kindergarten, fourth grade and seventh grade** **PRIOR to the FIRST DAY a student attends ILS.**
- The school nurse monitors all state requirements.

### **Preschool Students - Toileting**

Our program and staffing require that students entering our preschool (3 yr old) class need to be **fully toilet trained** by FIRST DAY a student attends ILS.

### **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.

### **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 teacher in subject area where child is struggling. *Parent makes arrangement with 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.

## TUITION AND FEES

### **Funding of ILS**

ILS'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 program's support ILS. Without all of the support and assistance, ILS would not be able to provide an excellent program unless tuition was greatly increased.

- **Immanuel Lutheran Church:** ILS 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:** ILS 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, ILS has also been blessed to receive donated items. Through generous individuals and groups, various sums of money have been given to ILS.

### **Fees 2022-2023 (non-refundable, no discounts):**

- Technology Fee (K-8th): \$75/year (due before first day of school)
- Sports Fee: \$50/sport (due before first day of participation)
- Recorders (all 3<sup>rd</sup> & 4<sup>th</sup>): Parents pay for the recorder
- Beginning Band (all 5<sup>th</sup> & 6<sup>th</sup>): Parents pay for the band instrument rental
- Advanced Band (those in 7<sup>th</sup> & 8<sup>th</sup> who take band): Parents pay for the band instrument rental

### **Yearly 2022-2023 Tuition (payments begin in JULY and end in APRIL):**

- Most up-to-date information can be found on [www.ILSolivette.org](http://www.ILSolivette.org) or by contacting the school office.

### **Extended Care 2022-2023 Fees:**

- Before Care: \$1,100/year; Daily Drop In Fee is \$10/child
- After Care: \$1,660/year; Daily Drop In Fee is \$15/child

### **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](http://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 (5<sup>th</sup>) or twentieth (20<sup>th</sup>) of the month and paid online through FACTS (link from your **Family Portal** and **Family App** – School Information System [SIS] account).
  - 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 (1) 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 (2) 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 6 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 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 e-mailed to the school office at [school.office@ILSolivettel.org](mailto:school.office@ILSolivettel.org) or mailed to the school.

### **Donations**

ILS is a 501©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 if ILS has a need for your item(s). Please be sure to complete a “Donation of Goods” form when you bring your items.

## **PARENTS**

### **I. EXPECTATIONS**

#### **Expectations for Parents**

Our belief and philosophy at ILS is that all of us want the best possible education for your child. We all are part of a team that endeavors to ensure that your child is building a sure foundation for the future. Each of us has a variety of expectations. There are many things that you can do to be a strong support to the education of your child. We encourage you, as parents, to prayerfully consider what you can do to strengthen your child’s education at ILS.

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.
2. **Regular Attendance in Worship** - 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 (50% or more) of the weekend worship. *Let the children come to me; do not hinder them, for to such belongs the kingdom of God. Mark 10:14*
3. **Regular Attendance in Sunday School/Bible Class** - The fact that God can bless a minimum of instruction does not make a minimum of instruction God’s will or the Christian ideal. Attendance in Sunday school and Bible Class offers the first opportunity for a family to grow in Christian instruction
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
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 Leadership Team at the beginning of the school year. Please see the calendar on our website.
6. **Home Devotion/Bible Study** - Home devotions is a time for the family read God’s Word and discuss it, and pray.
7. **Pray for Students, Families, and Staff** - The power of prayer has always amazed us. We ask for continued prayers for our ILS community.

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.

### **Grievances**

Matthew 18:30 (NIV) “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.” To improve the level of communication between home and school when difficulties arise, the following steps have been identified to assist with conflicts and/or grievances regarding school matters. It is best to handle conflict in a Christ-like manner. ***If you want an opportunity for specific details of your child’s school experience, it is better to schedule time to talk rather than “catch” a teacher and speak in general terms.***

**Step 1: Personal Communication** - As identified in Matthew 18:30, it is the direction of the Holy Scriptures 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 (i.e. PSCE meetings, congregational meetings, church council meetings, hallways, parking lot, emails, blogs, Facebook, etc.). Private counseling and conflict resolution is strongly encouraged as a tool to resolve differences.

## **II. COMMUNICATION**

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First and foremost, communication is a two-way street. Please make sure to communicate with your child’s teacher if you feel you are not getting enough information. We assure you that we want you to be a part of a team atmosphere - child, parent, and teacher.

### **Family Portal and Family App**

Our communication hub is better known as Family Portal.

- Academic Progress
- Announcements
- Billing & Make Fee Payments
- Calendar
- Classroom Communication
- Events
- Forms
- School News
- Student Access for 2<sup>nd</sup> – 8<sup>th</sup> graders

## **III. PARENTS SUPPORTING CHRISTIAN EDUCATION (PSCE)**

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### **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; and
- Building relationships among the school families.

Two meetings are held per year in September and February. All parents are members of PSCE, and their participation is encouraged.

### **Gift Cards by SCRIP**

**Purchase:** Parents can order online, during office hours or at the SCRIP table in the atrium 9:00 - 9:30 am on Sunday mornings.

**Card Value:** Your card is the full value paid. A percentage from the retailer goes to Immanuel Lutheran School - Olivette. If you pay \$25 for a gift card, you will get a card for the full \$25 value.

### **5K Eagle Run and One Mile Fun Run**

Each spring most of the Immanuel students and staff and their families take part in a 5K. If running is not your thing, there are plenty of people that participate in the 1 mile walk or even walk the 5K. For those who wish to support by cheering on everyone at the start/finish line, bring a lawn chair and grab some shade to do just that. You can also be a virtual runner.

## **IV. VISITORS AND VOLUNTEERS**

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### **Service Hours**

Each school family is asked to complete at least 10 HOURS of service per school year. You are responsible for recording your 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.

### **Volunteer Guidelines**

Volunteers are dedicated persons, and they help the school serve the students. Volunteers enhance the learning of students by assisting in a variety of ways. These 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.

1. **Accountability** - The school administrator is responsible for the daily operation of the school and supervises all staff and volunteers. The classroom teacher is responsible for implementing the educational program with the students in his/her care. Volunteers assist the teacher and take their direction from the teacher or staff person in charge of the activity.
2. **Two Adult Rule** - All adult volunteers should observe the "two" adult rule. This requires that our adult volunteers are never alone with children, i.e., another adult should always be present.
3. **Those Who Are Not Allowed To Volunteer** - Adults who have been convicted of either sexual or physical abuse may not serve as a volunteer in any school-sponsored activity or program for children.
4. **Volunteer Commitment** - If for some reason a volunteer cannot meet his/her commitment, the teacher or supervisor should be informed as soon as possible so the day's schedule can be adjusted.
5. **Confidentiality** - Classroom volunteers sometimes have access to privileged information. They have the opportunity to observe individual students, or interaction among students or between students and teachers, or to hear comments made by children. Information of this sort needs to be treated as confidential.

Volunteers do not discuss a child's apparent behavior problems or academic needs with the child's parent—and certainly not with other parents. Volunteers who have concerns about what they've observed should discuss their concern with the teacher or the administrator. Contact with the home should come from the professional staff.

Student Behavior Discipline is under the direction of the trained professional staff. Volunteers are not responsible for administering any disciplinary measures. The volunteer should instead report behavior problems to the teacher.

## **STUDENTS**

### **I: ARRIVAL, DEPARTURE, AND SIGN OUT STUDENTS EARLY**

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#### **West Building –**

- **DROP OFF** - Parents/guardians will use car line to drop off (8:15 am – 8:30 am) students.
- **PICK UP** – Parents/guardians will use car line to pick up (3:30 pm – 3:45 pm) students.

- **SIGN OUT STUDENTS EARLY** - Parents/guardians **must call ahead** to sign out students 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 – 8:30 am).
- **PICK UP** - Parents/guardians will walk to the brown gate to the right 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. Parents/guardians will not enter the classroom.
- **SIGN OUT STUDENTS EARLY** - Parents/guardians **must call ahead** to sign out their students during the school day if leaving for an appointment, illness, etc. Staff member will walk student out to car at the east building.

#### **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 worker will sign student 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 – 6:00 pm). Parent/guardian must sign student out. Parents/guardians will not enter the extended care room.

#### **Parking**

- Parents may park in designated parking spaces.
- **Do not park at an entrance and run into the building.**
- Please save handicap designated spots for cars with handicap tags.

## **II: ATTENDANCE**

### **Attendance (Mandatory for 1st – 8th)**

Students enrolled at Immanuel in 1st through the 8th grade are expected to attend school regularly. Students must attend school 95% or more of the total school year (typically 1044 hours or 161 six and one half hour days). The academic calendar builds in time for teachers and students to be out of school at the same time. The principal may use discretion in cases of illness or family tragedy. (Documentation must be placed in the cumulative folder.) Make up opportunities for missing work **may** be allowed. The School office should be notified in the morning if your child is going to be absent. *Excessive absences can be reported as truancy to the authorities.*

- |   |  |  |
|---|--|--|
| • <b>Before Care:</b> 7:00 am – 8:15 am | • <b>School Day:</b> 8:30 am – 3:30 pm | • <b>After Care:</b> 3:45 pm – 6:00 pm |
| • <b>Arrival:</b> 8:15 am – 8:30 am     | • <b>Departure:</b> 3:30 pm – 3:45 pm  |  |
- Tardiness disrupts the learning environment for all students of the classroom

### **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.

### **Tardies (all students who arrive late, are dropped off at the school office)**

Tardy is defined as arriving to the classroom after the designated starting time. Students who arrive after the designated time, must “sign in” through the school office. Appointments for dentists and doctors should be scheduled when school is not in session to avoid disruption to school.

### **Early Dismissal Days**

On days that ILS Dismisses at 12:30 PM. Students must bring a lunch on early dismissal days.

### **Inclement Weather - Closings/Late Openings**

Bad weather, especially during winter months, may cause the School to close or have a late start. Closings or late openings will be called into the local TV stations. Please look for: ***Immanuel Lutheran School – Olivette*** Voicemail/Text/Email are sent from Parent Alert based on contact information provided by parents in FACTS SIS.

### **Release of Students to Adults (Legal Court Documents)**

Release of a child will only be to a parent who has custodial rights or 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.

### III: CONDUCT

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#### **Christ-like Behavior**

Students of ILS 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.
- Responsibility for one's decisions and actions, and acceptance of the consequences of such decisions and actions.
- Reflect Christ-like behavior.

#### **Cell Phones/Smart Watches/Fitness Devices (students)**

1. Cell phones may not be used during school hours. They must be powered off (not on silent or vibrate) before students walk into the school building and may not be powered back on until students walk out of the school building.
2. Cell phones must be kept in the student's locker and may not be taken out of the locker at any point during school day.
3. If students need to call a parent during school hours, they may ask to use the school phone in the office.
4. Smart watches and fitness devices may be worn during the school day if they are not connected to a phone.
5. Smart watches and fitness devices must be turned into the teacher prior to the start of a test and returned to the student at the conclusion of the test.
6. Cell phones, smart watches and fitness devices will be confiscated for failure to adhere to these rules and turned in to the principal. Only parents/guardians will be allowed to obtain the device from the principal. Multiple violations of these rules will result in the student being subject to disciplinary action at the teacher's discretion.
7. If you have any further questions, please don't hesitate to contact us.

#### **Counseling Services**

At Immanuel Lutheran School counseling services are provided through Lutheran Family and Children's Services of Missouri. Services available to students and parents will be available for both groups and individuals. Parents will receive permission slips to allow for ongoing, individual counseling sessions.

#### **Gum Chewing**

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

#### **Outdoor Recess/Physical Education**

Be sure your child is dressed for the weather. When the outside temperature is between 15 degrees F including wind chill to 95 degrees F including heat index students can go outside for recess, PE, or sports activities.

#### **Playground Rules**

While students are using the playground, certain behaviors are expected. Students need to be well aware of the guidelines. There are two specific playgrounds with equipment specifically intended for the following age groups:

- *K – 8<sup>th</sup> Grade: West*
- *Preschool – 2<sup>nd</sup> Grade: East*

While students are using the playground, certain behaviors are expected. It is very important that students engage in safe behavior on the playground for the safety of all students on the playground.

**SWINGS** - Sitting is expected with only one child per swing seat.  
No standing on, twisting in, or jumping out of swings.

**CLIMBING EQUIPMENT** - Slides are for sliding down.  
No standing on top of equipment

#### **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, free from bullying."**

**Bullying**

Bullying 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 hurtful, and often repeated. Bullying situations include an imbalance of power (physical, intellectual, or social).

<b><u>Bullying Behaviors Chart*</u></b>				
Behaviors that may fit the definition of bullying are classified in this chart.				
Verbal Aggression	Physical Aggression	Social Alienation	Intimidation	Sexual Aggression
Mild Hurtful Behaviors				
* mocking * name calling * dirty looks * taunting * teasing about clothing or possessions	* poking * bumping * pinching * spitting * tripping	* gossiping * embarrassing * setting up to look foolish * spreading rumors	* threatening to reveal personal information * publicly challenging * damaging personal property or clothing * playing a prank * negative notes	* gestures * spreading stories
Moderate Hurtful Behaviors				
* teasing about physical appearance	* stealing * physical acts that are demeaning and humiliating, but not physically harmful	* ethnic slurs * setting up to take the blame * publicly humiliating * excluding from the group or threatening the same * social rejection * malicious rumor spreading	* taking possessions (e.g., lunch, clothing, toys) * coercion or threats of the same * extortion * threatening physical harm	* name calling of a sexual nature * demeaning remarks * unwelcome sexual advances * spreading stories
Severe Hurtful Behaviors				
* verbal threats of aggression against property or possessions * verbal threats of violence or of inflicting bodily harm	* physical violence against others * threatening with a weapon			* requests for sexual favors * unwelcome touching or pinching * forced sexual contact

Any complaints of bullying, 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 through the following appropriate disciplinary actions:

1. Parents or guardians of the aggressor will be notified,
2. Parents or guardians of the victim will be notified that action was taken to prevent further acts of bullying or retaliation,
3. A written report will be placed in the aggressor's file and shared with the Day School Board, and
4. The aggressor, victim and others will be referred for counseling or other services as appropriate.

The chart of sanctions below shall be used in guiding decisions about the consequences of bullying behaviors\* that were previously listed in the Bullying Behaviors Chart.

<b>Bullying Consequences Chart</b>			
Mild Hurtful Behaviors			
Step 1	Step 2	Step 3	Step 4

<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* model/practice appropriate behavior</li> <li>* lose a privilege (e.g., free time, recess, lunch with peers)</li> <li>* discuss incident with parent(s) or guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* model/practice appropriate behavior</li> <li>* detention</li> <li>* discuss incident with parent(s) or guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* short term suspension (1-10 days)</li> <li>* hold a meeting between parent(s)/guardian(s), student, and appropriate staff to discuss behaviors/ concerns and develop an intervention plan to be implemented</li> </ul>	<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* long term suspension (11-180 days) or expulsion</li> <li>* parent(s)/ guardian(s), student, and appropriate staff meet to review/revise the intervention plan, implementing any changes</li> </ul>
<b>Moderate Hurtful Behaviors</b>			
<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* model/practice appropriate behavior</li> <li>* detention</li> <li>* discuss incident with parent(s) or guardian(s)</li> </ul>	<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* short term suspension (1-10 days)</li> <li>* hold a meeting between parent(s)/guardian(s), student, and appropriate staff to discuss behaviors/ concerns and develop an intervention plan to be implemented</li> </ul>	<ul style="list-style-type: none"> <li>* complete a think sheet (either oral or written) to be filed with the incident report</li> <li>* long term suspension (11-180 days) or expulsion</li> <li>* parent(s)/ guardian(s), student, and appropriate staff meet to review/revise the intervention plan, implementing any changes</li> </ul>	
<b>Severe Hurtful Behaviors</b>			
<ul style="list-style-type: none"> <li>* staff member observing the behavior intervenes to stop the behavior and reports it to the principal and law enforcement</li> <li>* long term suspension (11-180 days or expulsion)</li> <li>* hold a meeting between parent(s)/guardian(s), student, and appropriate staff to discuss behaviors/ concerns and develop an intervention plan</li> </ul>	<ul style="list-style-type: none"> <li>* expulsion</li> </ul>		

\* Mitigating circumstances may lead to changes in the actual consequence (i.e. past behavioral issues, impact on student being bullied, etc.)

**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. The student’s school history and behavioral record will reflect a determination of dismissal with an explanation of the reasons.

**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.

**Discipline**

Teachers are responsible for administering discipline that is age appropriate. Discipline at ILS is meant to encourage students to make good choices and refrain from bad choices. Students are to be accountable for their choices by having consequences that will help a student refrain from bad choices and make better choices in the future.

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.), walk laps, detention, work sessions (clean lunch tables, pick up trash on the parking lot, etc.), in-school suspensions, out-of-school suspensions, or expulsion.

Privilege suspension may be used when privileges are abused. Other forms of discipline may be utilized to improve and alter a student’s improper behavior. Suspension, probation, or dismissal may occur in severe or repetitive cases. Once a discipline decision is made, other than dismissal, any questions concerning the decision should be directed to the staff member who made the decision. Should further concerns exist after speaking with the staff member, please contact the principal.

## Detentions

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 that teacher's classroom. These detentions are served on the afternoon of the day the detention is assigned from 3:30-4:15 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 (K-8<sup>th</sup> grade)

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

## IV: DRESS CODE

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### Kindergarten – 8<sup>th</sup> Grade

#### **Shirts PREFERRED: Immanuel polos and solid red, black, gray, or white polos (long or short sleeve)**

- Other solid, single colored long or short sleeve polos are allowed.
- Single colored button-down shirts or blouses may also be worn.
- Long sleeve shirts/turtleneck shirts may be worn under polos, button down shirts, and blouses.
- **REMEMBER:** *Shirts and blouses must be tucked in and remain tucked in when hands are raised above the head.*

#### **Sweaters PREFERRED: Red, black, gray, or white sweaters**

- Other solid, single color sweaters may be worn.
- Small logo/label of the shirt manufacturer is allowed – no monograms.
- ILS-sponsored quarter zip pullovers, sweatshirts, and sweaters may be worn any day.
- Polos must be worn under sweaters, sweatshirts, and quarter-zips.

#### **Sweatshirts PREFERRED: Immanuel sweatshirts and red, black, gray or white sweatshirts**

- Other solid, single color sweatshirts may be worn.
- Hooded sweatshirts may be worn outside, they may not be worn in the building.
- ILS-sponsored hoodies may be worn in the classroom any day.
- Polos must be worn under sweaters, sweatshirts, and quarter-zips.

#### **Pants/Shorts PREFERRED: Black or khaki pants or shorts**

- Plain navy or any plaid are allowed
- **REMEMBER:**
  - \* *A belt must be worn when there are belt loops in front and back (K - 8th graders).*
  - \* *No sagging, low-riding, oversized, or tight pants are to be worn.*
  - \* *Leggings are not appropriate attire for pants.*
  - \* *Shorts must reach the length of the fingertips.*

#### **Skirts/Skorts/Jumpers (Girls)**

#### **PREFERRED: Black or khaki pants or shorts**

- Plain navy or any plaid are allowed.
- **REMEMBER:** *Skorts, skirts, and jumpers must reach the length of fingertips.*
  - *If girls are wearing a dress or skirt, we recommend shorts being worn underneath.*

**Tights/Leggings (Girls)** Solid color tights or leggings under skirts. No designs or patterns may be worn.

- Shoes** Athletic shoes are the preferred footwear. Shoes should fasten at the back, not open where the shoe will fall off. *No wearing two different shoes. No crocs, slip-on shoes, cleats, flip flops, or wedges. Shoes with a heel must be an inch or less.* If boots are worn as an item to play in the snow, bring alternate shoes to wear in the classroom. Students must also have appropriate athletic shoes for PE. Socks must be worn at all times.
- Belt** A belt must be worn at all times with pants and shorts. If there are belt loops in front and back, student must wear a belt.
- Jewelry** Jewelry that could be a distraction to the student and others is not to be worn. 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** Extreme hairstyles or unnatural shades of hair-coloring are not permitted. Visible tattoos are not permitted. Students in upper grades are highly encouraged to use an antiperspirant/deodorant on a daily basis. Sixth to 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.

#### **Face Mask Guidelines**

- See Covid Protocol at the end of this handbook.
- Fabric masks are an acceptable choice of mask in addition to one-time disposable use masks.
- Only words allowed on masks.
  - Immanuel Lutheran Olivette or ILS Olivette with or without the Eagle logo
  - ILS School Theme, Mission, Vision, or Core Values
  - Student's Name or Initials (no nicknames)
  - Sports Teams
- Nothing scary

#### **IPS - Grade 5**

**Snow Wear at Recess Policy** (JPS – 5th grade): 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 so be sure to include other shoes to change into during class time on snowy days.*

#### **IPS – PK**

Clothing must be in good condition and free from holes or tears.

#### **Shoes**

- Athletic/tennis shoes are the preferred footwear.
- No crocs or flip flops.
- Sandals need to have a heel strap.

#### **Shirts**

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

#### **Dress or Skirt (girls)**

- If girls are wearing a dress or skirt, we recommend shorts being worn underneath.

## **V: CURRICULUM**

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ILS 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 the guidelines. For an updated list of textbooks and resources, please see the list of textbooks that support our curriculum on our website. Grade-level curriculum guides are available in the ILS office. Eventually, these guides will be posted on the website.

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

#### **Curriculum Adoption Cycle\***

- |                                |                              |                                       |
|--------------------------------|------------------------------|---------------------------------------|
| 1. 2022 - Music & Science      | 3. 2024 - Bible & Technology | 5. 2026 - English Language Arts       |
| 2. 2023 - Art & Social Studies | 4. 2025- Math                | 6. 2027 - Health & Physical Education |

\*Review is completed the prior school year.

#### **Achievement Tests (K – 8<sup>th</sup>)**

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.**

#### **Assembly Programs**

Assembly opportunities occur throughout the year to enhance your child's school experience.

#### **Chapel**

The students have chapel on Wednesdays – JPS - K at 10:00 am and 1st gr. - 8th gr. at 10:30 am. Parents are invited to attend at any time. We worship through songs, object lessons & Bible stories, prayers, and offerings. The children learn to respect God's sanctuary by being orderly and entering the church respectfully. Chapel offerings are collected each week to support local missions as well as missions on the other side of the world.

#### **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. On Wednesdays, the children attend a special worship chapel.

#### **Fieldtrips (Preschool - 8th grade)**

Field trips are designed to be an enhancement to our curriculum. Students must have a signed permission slip to attend any off-site, school-sponsored field trip. If a child has difficulty making "Christ-like" choices, the child may not be able to have the privilege of attending a fieldtrip.

Because a chaperones sole responsibility is to supervise children, chaperones are not able to bring other children (i.e., younger, or older siblings of the children on the fieldtrip). Buses will be used as much as possible for each fieldtrip.

#### **Homework Expectations**

Any work sent home with the student is meant to be a reinforcement or extension of skills introduced and practiced in the classroom. Work needs to be completed and returned by the designated due date. The guidelines are helpful in preparing for high school. 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, and Middle School: 60-90 min.

#### **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.

### **Library**

Immanuel Lutheran School provides a library for use by students. Libraries contain fiction and non-fiction reading materials. The faculty will also retrieve books from the library to share with students in the classroom. Access to additional information for research can also be accessed from student technology devices. If books are not returned, there is a \$20 replacement charge.

### **Music**

Immanuel provides many opportunities for students to learn and succeed musically. Music is a part of the curriculum at all grade levels. A band program is offered for fifth through eighth grade students.

### **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.

### **Projectors and Document Cameras**

Our classrooms are equipped with projectors and document cameras so students and teachers can interact with each other with visual tools to support the curriculum. Some classrooms have 55-60" TVs that display computer applications.

### **Rest Time (Preschool)**

A rest period will be scheduled each afternoon. Parents may need to purchase a mat for their child (see school supply list on the website for details). Parents need to bring a fitted crib sheet and a lightweight blanket to use. All blankets and sheets must be taken home on alternating Fridays, washed and returned the following Monday. Due to sanitary reasons, pillows are not allowed. **Ask your child's teacher about toys at school for rest time.**

### **Supplies**

Parents will be given a list of supplies needed for their children's education. Children should have these supplies for the first day of school. Students who transfer in the middle of the year may not need all the supplies. The most up-to-date supply list can be found on *Family Portal* or *Family App*.

### **Textbooks**

Textbooks are 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.

### **Yearbook**

We will have a yearbook that will capture our memories during the year. You will have an opportunity to purchase a yearbook during the second semester. Because yearbooks include spring activities and 8<sup>th</sup> grade graduation, the yearbooks are available at the back to school event in August and thereafter from the office.

## **V: GRADING**

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

### **Grading (IPS - K)**

Progress of skills is noted for students in these grade levels. If you would like to preview the report, please contact your child's teacher.

- 1 - Does Not Perform Behavior/Skill Yet
- 2 - Performs Behavior/Skill Inconsistently
- 3 - Performs Behavior/Skill Successfully & Independently

### **Grading (1<sup>st</sup> - 8<sup>th</sup> gr)**

A+	97-100	4.00
A	93-96	4.00
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

**Progress Reports**

Please go to [www.ILSolivette.org](http://www.ILSolivette.org) to find the **Family Portal** link or download the **Family App** on a smartphone **to** view your child’s progress. Weekly 1<sup>st</sup> – 8<sup>th</sup> 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.

**Promotion and Retention (PreK – 8<sup>th</sup> grade)**

When students at ILS are having difficulty with the curriculum at ILS, the administration and classroom teacher will look at the following indicators. This is a short list of which a decision of retention may be imminent. The indicators include, but are not limited to, the following:

- ◆ Student working below grade level on class work and homework
- ◆ Student scoring below grade level on classroom tests and achievement tests
- ◆ Student has numerous absences and tardies.
- ◆ Student not committed to giving his or her best effort
- ◆ Student must successfully attend summer school, have a tutor, or other special assistance to be promoted. *(ILS is not obligated to pay for summer school, tutoring, or other special assistance.)*

When students are having difficulty in various subject areas according to the same indicators, serious consideration will be made to retain them at the end of the year. Each student will be considered on an individual basis. Throughout the year, when appropriate, the teacher will indicate that promotion is in danger. The greatest concern of the staff at ILS is whether the child will be successful wherever he or she is placed.

**Report Cards**

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.

**Student Records**

Parents/legal guardians may inspect their child’s permanent records when they see fit. However, 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.

**VII: FOOD SERVICE**

**Lunches**

We encourage families to send nutritional lunches from home. This policy includes field trips. Please alert the school office regarding food allergies. 3rd through 8<sup>th</sup> grade eat lunch in the gymnasium when possible. JPS - 2nd grade students eat lunch in their classrooms. **Items NOT allowed: soda, energy drinks (i.e., Red Bull), caffeinated drinks, or foods/drinks with high sugar content.** Students who have forgotten a lunch will be sent to the office for a replacement lunch with milk and be charged a fee.

## VIII: ILLNESS AND INJURY

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### 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 ILS 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

ILS 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, an athlete 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 ILS website.

### 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 the one meeting place in the parking lot. We also have safety and security drills throughout the school year.

### Emergency Evacuation

In the event that an emergency should occur, and students need to be evacuated, students, faculty, and staff will go in to our meeting place in the parking lot. If there is a lockdown situation, no students will be allowed to leave until the campus is safe to do so. 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.

### 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.

- All students and staff must be protected.
- Has an illness requiring antibiotics and has not yet been on the medication for a full 24 hours.
- To prevent the spread of any illness, a child **must be free of the follow symptoms for 24 hours:**
  - Fever (100 degrees or higher) without medication.
  - No vomiting or diarrhea.
  - No rash.
  - No red, running, or swollen eyes (other than allergy-related).

Contagious illnesses such as, but not limited to, influenza, strep, pink eye and lice must be treated before a student returns to school.

- Covid Protocol - See Covid Prevention Guidelines

### Severe Injury

If your child is severely injured at ILS, you will be notified. We will call every phone number 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 where it is accessible to other students.** 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 in the medication folder in the office. 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.
2. Parents can come to school to administer over-the-counter medicine not prescribed by a doctor.

## EXTENDED CARE

Extended Care is a separate program that requires registration. If you wish to enroll, you can choose:

- Before Care (7:00-8:15 a.m.)
- After Care (3:30 – 6:00 pm).

**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 – 6:00 pm). Extended care workers will sign students out. Parents/guardians will not enter the extended care room.

**Parking**

- Parents may park in designated parking spaces.
- **Do not park at an entrance and run into the building.**
- Please save handicap designated spots for cars with handicap tags.

***The rules of Immanuel Lutheran School - Olivette apply to the extended care program.***

## TECHNOLOGY

**Technology Equipment**

The Chromebooks and iPads are property of ILS.

- **2<sup>nd</sup> - 8<sup>th</sup> Grade:** 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.
  - o The tracking of incidents began with the 2018-2019 school year and carry from year to year.
  - o 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.
- **K and 1<sup>st</sup> Grade:** A Chrome Pad is assigned to each student. The Chrome Pad 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 Chrome Pad will be used to login to class.
- **Library:** Chromebooks may be used for student research purposes.

**Internet Usage**

ILS 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.

## **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 2<sup>nd</sup> - 8<sup>th</sup> 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.

## **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.

## **E-mail 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 e-mails, 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.
- Prohibited technology resources activities include, but are not limited to, the following:

### **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 time without permission. 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 e-mail 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.).
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- 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).

### **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 Identification**

Student Chromebooks will be labeled in the manner specified by the school. ***Students will 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**

ILS 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.

## **STUDENT ACTIVITIES**

### **Awards Assemblies**

There are three awards assemblies throughout the year to celebrate the accomplishments of the students.

### **Bible Bee**

Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders compete to become the team that will go to LHSN to compete against other teams from sister Lutheran schools.

### **Birthday 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 able to be served at Immanuel.

**If you decide to have a party for your child,**

- *all children in the class,*
  - all the boys or all the girls, or
  - no children in the class should receive invitations so no one is left out
- Please ask your child's teacher how best to distribute invitations.

**Classroom Celebrations**

Throughout the year there will be classroom parties to celebrate various holidays. Please review the ILS Calendar at [www.ILSolivette.org](http://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.

**Educational Fairs**

In coordination with Lutheran North, Immanuel students (4<sup>th</sup> – 8<sup>th</sup> grade) participate in a school competition. Those students who achieve a blue-ribbon award, will go on to compete with students from sister Lutheran schools at Lutheran North High School.

- 2022-2023: Art
- 2023-2024: Social Studies
- 2024-2025: Science

**Field Day**

At the end of the school year, we will have a field day event for all ILS students. 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.

**Geography Bee**

Students in fifth through eighth grade participate in the Geography Bee sponsored by National Geographic Society.

**Graduation**

This event celebrates the accomplishments of our eighth graders. It is held in the evening (check the calendar online) 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.

**Lutheran Junior Honor Association (LJHA)**

Each January Immanuel will recognize 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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.

**National Lutheran Schools Week (NLSW)**

During the fourth week in January, we celebrate with over a thousand other Lutheran schools across the United States. The students will sing in church on one of the Sundays for NLSW, have dress up days, a special chapel, and other fun events.

**Spelling Bee**

First through eighth 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.

**Spirit Days**

- Every Friday is a spirit day.
- ILS-sponsored t-shirts may be worn on Fridays.

## EXTRA-CURRICULAR ACTIVITIES

At ILS, 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 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 and supporting others. Our expectation is that everyone (athletes, officials, and fans) who attends an athletic event at ILS will demonstrate good sportsmanship and be treated 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**.

### Arts

ILS offers a rich selection of arts opportunities taught by both ILS faculty to demonstrate personal growth and to experience artistic expression. Voices of the Spirit Choir as well as other choirs offer students the ability to develop their musical ability.

### Athletics

Athletics at ILS are an important part of the overall educational process. Teams and individuals are challenged to reach their full potential in each sport. Christ-like behavior is both modeled and taught by coaches and athletes. Lifelong values are emphasized as well as the short-term goals of fielding competitive teams. **A MO Sports Physical is required for participation in all ILS-Sponsored Athletics.**

### Leadership and Service

At ILS, we believe that while traditional learning takes place within the walls of our school, there are still plenty of learning opportunities outside the classroom as well. Learning the importance of serving others at an early age establishes a strong character and enriches a well-rounded education.

### Clubs

At ILS, there are opportunities to learn skills. 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.

# Covid Prevention Guidelines

## YELLOW Code Column

### Traditional - In Class Five Days/Week

Adopted 07.16.20  
Revision 01.07.22  
Revision 03.04.22  
Revision 09.08.22

#### Overview

This document follows a flexible framework to address challenges that may develop, based upon the possibility of varying levels of community spread of COVID-19. While it is our goal to prepare a plan as best as we possibly can. All plans are subject to change based on St Louis County and the CDC recommendations. We remain committed to providing a loving Christian environment that supports our students spiritually, socially-emotionally, academically, and physically.

Code	Green	Yellow	Red	
Level of Community Spread (STL County)	Low/No Spread & Risk	Minimal/Moderate Spread & Risk	Substantial Spread & Risk	
Instructional Model (as determined by ILS)	Traditional	Traditional	Distance Learning*	
Facility Usage (as determined by ILS)	Open	Open	Short Term Closure	Extended Closure
Response (as determined by ILS in partnership with local departments of health)	<ul style="list-style-type: none"> <li>Implement preventative practices</li> <li>Proactive health and safety protocols</li> </ul>	<ul style="list-style-type: none"> <li>Implement intensive mitigation strategies</li> <li>Enhance social distancing within the classroom</li> <li>Modified schedules</li> <li>Maximizing social distancing in Large group settings (Chapel &amp; lunch)</li> </ul>	<ul style="list-style-type: none"> <li>Facilities closed for 13 days or less</li> <li>Facility deep cleaning occurs</li> </ul>	<ul style="list-style-type: none"> <li>Facilities closed for 14 days or more</li> <li>Facility deep cleaning occurs</li> </ul>

Addressing Community Spread of COVID-19 <i>(Level of community spread of COVID-19 as determined by local health officials)</i>		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>Establish and maintain communication with local and state health officials</li> <li>Participate in contact tracing efforts as directed by local health officials (to the extent feasible)</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread- COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school-specific protocols</li> <li>Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see “When a Child, Staff Member, or Visitor Becomes Sick at School” section)</li> <li>Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see “Protecting Vulnerable Populations” section for considerations)</li> </ul>		<ul style="list-style-type: none"> <li>Coordinate with local and state health officials</li> <li>Participate in contact tracing efforts as directed by local health officials (to the extent feasible)</li> <li>Implement distance learning</li> <li>Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.</li> </ul>

<ul style="list-style-type: none"> <li>Implement basic social distancing measures, such as desks spaced apart, as feasible, and increased outdoor lessons when weather cooperates</li> </ul>	<ul style="list-style-type: none"> <li>Implement enhanced social distancing measures (see “Transitioning”, “Large Group Gatherings”, “Entering the Building”, and “Teaching and Learning” sections)</li> <li>Isolate and deep clean impacted areas</li> </ul>	<ul style="list-style-type: none"> <li>Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see “Protecting Vulnerable Populations” section for considerations)</li> </ul>
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Practicing Prevention		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>Mask optional</li> </ul>	<ul style="list-style-type: none"> <li>Allow students and staff to bring face masks/coverings to use from home, if desired; provide education for proper wearing/handling of masks</li> </ul>	<ul style="list-style-type: none"> <li>School buildings are closed; use the “Eagle Eye” and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school-specific protocols</li> </ul>
<ul style="list-style-type: none"> <li>Teach and reinforce good hygiene measures such as handwashing, covering coughs, etc.</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread - COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school-specific protocols</li> <li>Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas; allow students and staff to bring hand sanitizer from home, if desired</li> <li>Allow students and staff to bring water bottles from home</li> <li>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or staff</li> <li>Clean/disinfect frequently touched surfaces at least daily and shared objects after each use</li> <li>In addition to high touch areas, we will conduct deep cleaning of school prior to students/staff returning; schedule additional cleanings during weekends or school holidays/breaks (to the extent practicable)</li> <li>Implement cleaning protocols and procedures</li> </ul>		
<p><b>Naptime Sheet and Blanket</b></p> <ul style="list-style-type: none"> <li>Naptime sheets and blankets are taken home at the end of <u>EVERY</u> week.</li> <li>No other supplies or toys are to be brought to school for naptime.</li> <li>If a child goes home sick, the naptime sheet and blanket will be sent home for laundering.</li> </ul> <p><b>Limit Sharing</b></p> <ul style="list-style-type: none"> <li>A student’s belongings will be stored separately from other students’ items.</li> <li>Sharing supplies will be minimized to the extent possible.</li> </ul>		

Teaching and Learning		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p>Implement standard operating procedures while taking preventative measures such as:</p>	<p>Take preventative measures, as follows:</p> <ul style="list-style-type: none"> <li>Minimize students from switching classes (teachers move); same groups of students together for all classes as is practicable (when switches are necessary, surfaces should be disinfected prior to the next group entering)</li> </ul>	<p>School buildings are closed; Implement Distance Learning instructional model. Considerations will be made for the</p>

<ul style="list-style-type: none"> <li>Mask optional for all students and staff</li> </ul>	<ul style="list-style-type: none"> <li>Allow students and staff to bring face masks/coverings to use from home, if desired; provide education for proper wearing/handling of masks</li> </ul>	<p>possibility of “Emergency Child Care Classroom(s)” to remain operational during the time of building closure.</p>
<ul style="list-style-type: none"> <li>Provide hand sanitizer for students and staff</li> <li>Conduct cleaning of classrooms and high-touch surfaces each day</li> <li>Limit physical interaction through partner or group work</li> <li>Vaccination is not required</li> </ul>		
<b>Traditional Instructional Model</b>	<b>Preferred (Traditional) Instructional Model</b>	
<p><i>Teaching/learning occurs with regular class sizes and all students in the classroom for full school days</i></p> <ul style="list-style-type: none"> <li>Maximize social distancing of student seating, to the extent practicable</li> <li>Limit physical interaction of partner/group work</li> <li>Establish distance between the teacher’s desk/board and students’ desks</li> <li>Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces) for social distancing</li> <li>Limit sharing of supplies between students; clean and disinfect shared supplies after each use</li> <li>Make considerations for special/elective classes such as Choir, Band, and Art (PE is addressed later)</li> </ul>		

<b>Entering School Buildings – Student Drop-Off and Pick-Up</b>		
<b>Low/No Spread</b>	<b>Minimal/Moderate Spread</b>	<b>Substantial Spread</b>
Implement standard operating procedures while taking preventative measures such as:		<p>School buildings are closed; only essential staff report in-person to carry out functions that are absolutely necessary</p>
<ul style="list-style-type: none"> <li>Provide hand sanitizer for students and staff</li> <li>Limit unnecessary congregations of students and staff</li> <li>Post signage in classrooms, hallways, and entrances to communicate how to stop the spread - COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school- specific protocols</li> <li>Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see “When a Child, Staff Member, or Visitor Becomes Sick at School” section)</li> </ul>		
<b>Implement special protocols for Student Drop-Off and Pick-Up, specifics as follows:</b>	<b>Implement special protocols for Student Drop-Off and Pick-Up, specifics as follows:</b>	
<ul style="list-style-type: none"> <li>Parents/guardians should social distance and masks are optional when they come to the office and during drop off and pick up.</li> </ul>	<ul style="list-style-type: none"> <li>Parents/guardians should social distance and wear masks if preferred, when they come to the office and during drop off and pick up.</li> </ul>	

**West Building –**

- **DROP OFF** - Parents/guardians will use car line to drop off (8:15 am – 8:30 am) students.
- **PICK UP** – Parents/guardians will use car line to pick up (3:30 pm – 3:45 pm) students.
- **SIGN OUT STUDENTS EARLY** - Parents/guardians must call ahead to sign out students during the school day if leaving for an appointment, illness, etc.

**East Building –**

- **DROP OFF** - Parents/guardians will walk up to drop off (8:15 am – 8:30 am) students. Parents may walk their child to the classroom door.
- **PICK UP** - Parents/guardians will walk to the gate to the right of the building and enter at 3:30 pm. Parents/guardians walk around the exterior of the building to pick up their student(s) from each classroom door 3:30 pm – 3:45 pm.
- **SIGN OUT STUDENTS EARLY** - Parents/guardians must call ahead to sign out their students during the school day if leaving for an appointment, illness, etc. Staff member will walk student to the entrance of the east building.

**Childcare Drop-Off/Pick-Up Protocols:**

- **Effective 2022-2023 school year DROP OFF** - Parents/guardians will walk students to the extended care door to drop off (7:00 am – 8:10 am). Extended care workers will sign students in.
- **PICK UP** - Parents/guardians will walk to the extended care door to pick up (3:30 pm – 6:00 pm). Parents will sign students out.

Transitioning in Building		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p><b>Implement standard operating procedures with preventative measures:</b></p> <ul style="list-style-type: none"> <li>• Designate areas of the hallway as flow paths to keep students separated</li> </ul>	<p><b>Take preventative measures, as follows:</b></p> <ul style="list-style-type: none"> <li>• Limit mixing between groups (to the extent practicable)</li> </ul>	<p><b>School buildings are closed.</b></p>
<ul style="list-style-type: none"> <li>• All students and staff are mask optional.</li> <li>• Vaccination is not required</li> </ul>	<ul style="list-style-type: none"> <li>• Allow students and staff to bring face masks/coverings to use from home, if desired; provide education for proper wearing/handling of masks</li> <li>• Vaccination is not required</li> </ul>	
	<p><b>For class changes and other transitions throughout school day:</b></p> <ul style="list-style-type: none"> <li>• Provide additional time for transitions</li> <li>• Keep students in their designated classrooms (or outside) as much as possible</li> <li>• Students will not transition between buildings except for chapel and Art activities</li> </ul>	

Lunch and Snack Time		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p><b>Implement standard operating procedures while taking preventative measures such as:</b></p> <p><b>Lunch in Cafeteria for 22-23 school year for 3rd - 8th grades</b></p> <ul style="list-style-type: none"> <li>• Require student hand-washing before and after lunch</li> <li>• Provide hand sanitizer for students and staff</li> <li>• Mask optional while in large group gatherings</li> <li>• Conduct cleaning of eating area and high-touch surfaces throughout school day</li> <li>• Mark spaced lines to enter the cafeteria area and serving lines (to the extent practicable); designating entrances and exit flow paths</li> <li>• Space out student seating</li> </ul> <p><b>Lunch in Classrooms: JPS - 2nd Grade</b></p> <ul style="list-style-type: none"> <li>• Require student hand-washing before and after lunch</li> <li>• Provide hand sanitizer for students and staff</li> <li>• Conduct cleaning of eating area before and after lunch</li> <li>• Lunches should be put in containers that are easy for students to open to limit the touching of food containers.</li> </ul>		<p><b>School buildings are closed; no meal service</b></p>
<p><b>Snacks in Classrooms:</b></p> <ul style="list-style-type: none"> <li>• Require student hand-washing before and after snack or provide hand sanitizer for students and staff</li> <li>• Conduct cleaning of eating area before and after snack</li> <li>• For age groups where snacks are provided, serve snacks to the students on individual napkins or plates</li> <li>• For age groups who bring snacks, students should be able to easily open their snack</li> </ul>		

Large Group Gatherings		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<ul style="list-style-type: none"> <li>• Large spaces can host more than one class or one grade at a time.</li> <li>• When more than one class is in a large group setting, students will sit with their class.</li> </ul>	<ul style="list-style-type: none"> <li>• Stagger the schedule for large group gatherings</li> <li>• Identify and utilize large spaces for social distancing</li> <li>• When more than one class is in a large group setting, students will sit with their class.</li> </ul>	<p><b>School buildings are closed; no PE or Sports</b></p>
<ul style="list-style-type: none"> <li>• Mask optional</li> <li>• Follow distancing guideline</li> </ul>	<ul style="list-style-type: none"> <li>• Allow students and staff to bring face masks/coverings to use from home, if desired; provide education for proper wearing/handling of masks</li> <li>• Follow distancing guidelines</li> </ul>	

Physical Education, Sports, and Outdoor Play		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p><b>Implement standard operating procedures while taking preventative measures such as:</b></p> <ul style="list-style-type: none"> <li>Practice frequent and effective hand hygiene and avoid touching the face</li> <li>Social distance, as able</li> <li>Disinfect high-touch areas</li> </ul>		<p>School buildings are closed; no PE or Sports</p>
<p><b>Additional preventative measure will be taken:</b></p> <ul style="list-style-type: none"> <li>Students will bring own water bottle from home for use</li> <li>Locker rooms will not be used; students will not change clothes for PE class (<i>applies to Middle School</i>)</li> <li>PE classes will take place outdoors, as feasible</li> <li>Any equipment used (basketball, baseball, soccer ball etc.) will be disinfected as much as feasible between uses</li> </ul>		
<ul style="list-style-type: none"> <li>Mask optional</li> </ul>	<ul style="list-style-type: none"> <li>Alternative Models Adjust/modify schedules for PE and recess to limit number of students on playgrounds and outdoor areas</li> <li>Allow students and staff to bring face masks/coverings to use from home, if desired; provide education for proper wearing/handling of masks</li> </ul>	

Transporting Students for Field Trips		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p><b>Implement standard operating procedures while taking preventative measures such as:</b>Limit field trips</p>	<p><b>Take preventative measures, as follows:</b></p>	<p>School buildings are closed; no transportation of students</p>
<ul style="list-style-type: none"> <li>Provide hand sanitizer for students and drivers</li> <li>Mask optional</li> </ul>	<ul style="list-style-type: none"> <li>Provide hand sanitizer for students and drivers</li> <li>drivers and students are required to wear face masks/coverings during transportation to and from field trip destination</li> </ul>	

When Someone Is Sick		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p>Effective <b>September 8, 2022</b>, we have updated our policy for students returning to school after testing positive for COVID-19 consistent with current CDC guidelines.</p> <ul style="list-style-type: none"> <li>• Isolate and send home if internal temperature is confirmed 100.4°F (38°C) or over</li> <li>• Consider safety and privacy concerns (maintain confidentiality)</li> </ul> <p><b>Step 1: After testing positive, a student should stay home and isolate for a minimum of five days.</b></p> <p>If the student has symptoms, day zero is the day their symptoms began (regardless of when they tested positive). Day one is the day after their symptoms began.</p> <p>If the student has no symptoms, day zero is the day they were tested (not the day of the test result), and day one is the day after the test. If a student never develops symptoms, they should isolate for five days.</p> <p>Positive at-home tests will be accepted to verify that a student is a positive case.</p> <p><b>Step 2: On day six (or thereafter), the student may return to school if their symptoms have resolved or are substantially reduced:</b></p> <ul style="list-style-type: none"> <li>○ They have been fever-free for at least 24 hours without using any fever-reducing medication. If they have a fever, they must continue to stay home until the fever resolves.</li> <li>○ They have no more than a minimal, non-productive cough (i.e., not disruptive to school, doesn't stop them from wearing a mask continuously, and are not coughing up phlegm).</li> <li>○ Students must wear a mask through day 10. If they are unable to successfully wear a mask, they must stay home through day 10.</li> </ul> <p>As testing remains a key mitigation strategy, we encourage (but do not require) students to receive a negative antigen (rapid test) prior to returning to school.</p> <p><b>Step 3: When the student returns to school, you can expect the following through day 10:</b></p> <ul style="list-style-type: none"> <li>○ The student will wear a well-fitting mask at school through day 10, regardless of when they end their 5-day isolation period, per CDC guidelines.</li> <li>○ Parents and students should self-monitor for symptoms and seek re-evaluation from a healthcare provider if the student's symptoms recur or worsen. If symptoms recur or worsen, the student should stay home and restart your isolation at day 0 and seek medical care.</li> </ul> <p><b>Here's what you need to know if your child has symptoms of COVID-19 and has not tested positive.</b></p> <p>Similar to other contagious illnesses such as chickenpox or the flu, individuals who are sick at school or have symptoms of COVID-19 will be sent home with instructions to see a physician for medical evaluation.</p> <p><b>To be able to return to school, a child must be:</b></p> <ul style="list-style-type: none"> <li>○ They have been fever-free for at least 24 hours without using any fever-reducing medication. If they have a fever, they must continue to stay home until the fever resolves.</li> <li>○ They have no more than a minimal, non-productive cough (i.e., not disruptive to school, doesn't stop them from wearing a mask continuously, and are not coughing up phlegm).</li> </ul>		<p>School buildings are closed; use the "Eagle Vision," Parent Portal and Parent App to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school-specific protocols</p>

Tuition Considerations		
Low/No Spread	Minimal/Moderate Spread	Substantial Spread
<p>Tuition will be paid as defined in Tuition Agreements signed by parents/guardians. Families with financial needs that change during the school year, in particular in relation to COVID-19 events, may contact the school principal to apply for tuition assistance funding.</p>		