

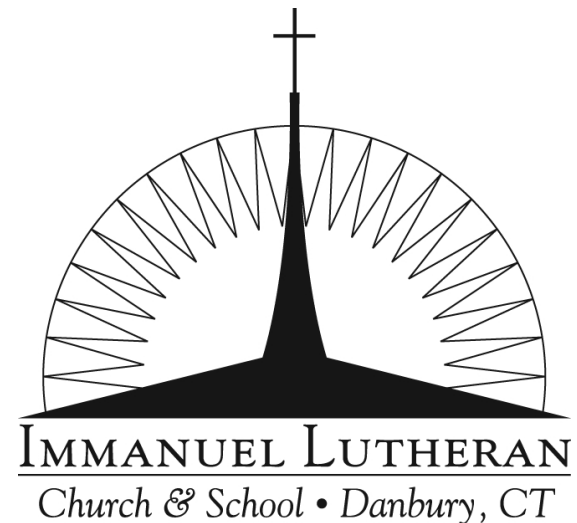
WORSHIP:**Student Chapel and Daily Prayer:**

Weekly Church Chapel service is conducted on the level of the children and is not intended to replace the regular Sunday morning worship. Offerings received at this service are used for various mission projects selected by the children and staff. Parents and friends are invited to attend these services. One of the Pastors conducts a special devotion with each Pre-school class once a month. Students pray at opening devotions, before lunch, after lunch and at the end of the day.

Church Attendance:

We encourage parents to work in concert with the school staff in instructing their children in Christian attitudes and thoughts. We ask all of our parents to accompany their children to all worship opportunities. If you have no church home, your family is invited to attend our worship services and Bible studies. Services are conducted at 5:00 P.M. each Saturday, and 8:00 A.M. and 10:45 A.M. each Sunday. All families are welcome. Immanuel Lutheran Church also has an active Sunday school and Bible Study for all age groups each Sunday at 9:30 A.M. Lenten and Advent seasons are celebrated with 12:00 P.M. and 7:00 P.M. services each Wednesday. During the summer months, worship is held at 5 P.M. on Saturday and 9:30 A.M. on Sunday. Child and adult Bible study follows the Sunday service.

A Pastor's class is held on various Saturdays throughout the year for adults who want to learn more about the Lutheran church or would like to become members of Immanuel Lutheran Church.

IMMANUEL LUTHERAN SCHOOL**STUDENT & PARENT
HANDBOOK****2010-2011****“Making Disciples”**

Immanuel Lutheran School
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Danbury, Connecticut 06811

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Any student who owes \$5 or more in library fines, fees, or tuition is considered delinquent. Report cards will be held for all delinquencies.

All delinquent tuition must be paid by cash or certified checks to the school office in order to return to school, graduate, or have any academic records transferred to another school.

Tuition Credit:

For any new students that are referred to the school, the referring party shall receive the following one time tuition credit:

- ◆ Part-time Preschool Student - \$100.00
- ◆ Full-time Preschool Student - \$400.00
- ◆ K – 8th Grade Student with 10 or more students in the class - \$400.00
- ◆ K – 8th Grade Student with less than 10 students in the class - \$800.00

The tuition credit will be issued after the student completes 45 days of school. A tuition referral form must be completed and signed by both parties in order to receive the credit. For more information and a copy of the form, please contact the school office.

Volunteer Hours Tuition Credit:

A family may earn a \$200.00 credit per child for completing 50 or more hours per child of volunteer duties during school hours or at recognized school functions. Volunteer hours must benefit the entire school, not just one classroom (i.e. classroom parties). The Executive Board of the PTL (President, Vice President, Secretary and Treasurer) the Student Assemblies Coordinator, and the Copy Assistant receive an automatic \$200.00 credit. The credit will be applied to your SMART Tuition payment plan as soon as your 50 hours have been completed. If you make your 50 hours after all tuition payments have been made, a credit will be applied to your next year’s tuition. Parent’s of an 8th grade graduate who are eligible for a credit may donate their credit to a family of their choosing.

WEBSITE:

The official website for the school is www.immanuelutheranschool.org. We encourage you to bookmark this site and use it frequently. Your feedback of this site will be greatly appreciated. As the site is expanded look to use it for information updates, homework, teacher questions, and photo memories.

TEACHERS:

Pre-year introduction:

Each year the students will have an opportunity to come to the school and meet his/her teacher. This will be done before the start of the school year. This applies to those students in Preschool through 8th grade. This is an excellent opportunity to share goals and concerns for the upcoming school year. New Preschool students will also receive a home visit from their teacher in order for them to get better acquainted with their teacher before the beginning of the school year.

During the school year:

Parents may schedule a conference with the teacher to be held at a time that is mutually convenient to both the parent and teacher. Parents are reminded that teachers cannot meet with or take calls from parents when class is in session as this disrupts the class lesson.

TUITION:

Tuition for the School Year:

As part of the budgetary process every year, Immanuel Lutheran School anticipates expenses and income on a monthly basis. When tuition is not paid in a timely fashion, it has a severe impact on the ability to meet payroll and other monthly expenses.

The tuition of Immanuel Lutheran School is determined at a rate that does not fully meet expenses of operating the school. The people of Immanuel Lutheran Church contribute significantly to the operation of the School, subsidizing the costs of member and nonmember children. Parent members of the church pay a reduced tuition and are expected to be active members of the church community through attendance, tithing and Bible study. Tuition schedules are available in the school office. References to delinquent tuition are found in other portions of this handbook.

Delinquent Tuition:

Your school considers this delinquency a very serious matter. Student tuition must be current at the start of the school year in order to attend school. During the school year, any student whose account is 60 days in arrears will not be admitted to school until the balance is paid. If extenuating circumstances arise which prevent full payment, special consideration may be authorized only by the business office upon receipt of written request.

WELCOME TO IMMANUEL LUTHERAN SCHOOL

TO: Students of Immanuel Lutheran School

FROM: Joel Wardenburg, Chairperson Board of Christian Day School

DATE: September 1, 2010

Welcome to Immanuel Lutheran School for the new school year. We are glad you are here! The following information is written especially for students. Please read it carefully. Especially note the pages pertaining to discipline and dress code. Your teacher will read them with you and we ask that you review them with a parent/guardian. Your principal, your teachers, and the pastors will be your guides as you grow both in knowledge and in your love of Christ and His teachings. May God bless your work at Immanuel this year!

WHAT WE BELIEVE

1. God loves each of us and gave His Son, Jesus Christ, to die on the cross to save us from our sins.
2. We need Christ because we are sinners.
3. Each day we pray to God to forgive us and give us strength to fight evil.
4. We believe that the Bible is the inspired Word of God.

STUDENTS RIGHTS AND RESPONSIBILITIES

All students have the right to a safe, positive, and orderly environment. By following school rules, each student will contribute to the well-being of the whole school and all of our students. We expect all students to accept responsibility for their actions.

The standards expected of each student may be stated in five maxims:

1. I agree to treat others as I wish to be treated.
2. I will dress properly, be prompt and be prepared.
3. I will use the voice, words, and actions appropriate to a Christian school.
4. I will make it possible for others to learn.
5. I have the right to make decisions that will positively affect my fellow students and accept responsibility for the outcomes of any decisions I make.

AN INTRODUCTION TO IMMANUEL LUTHERAN SCHOOL

HISTORY

The founders of Immanuel Lutheran Church initiated Immanuel Lutheran School in 1881. The school was a primitive one, with not more than six pupils. In 1882, the Foster Street property was acquired and a school built. It is significant to note that the little congregation carried out the establishment of a school before it built a church. The school served as a church and meeting place as well as a school until the church was erected in 1883 on the same property.

By 1901, congregational growth dictated a larger school. A new building was erected on Foster Street with volunteers donating materials and doing much of the work. In 1929 fire destroyed the Foster Street church and school. The school was rebuilt and used until a new building was erected in 1956. In 2005, the church and school moved to its current facility on Clapboard Ridge Road.

The school was opened, not as a competitive agency to the public school system but as an alternative value setting. Originally consisting of members of Immanuel Lutheran Church, the enrollment of nonmembers has increased over the years.

WE BELIEVE:

- ◆ That a child has certain basic needs: spiritual, physical, mental, social, emotional, and aesthetic which need to be satisfied so that the child can live as a free, responsible being in Christ, seeking in all things the perfect praise and glory of God. We believe that this is accomplished through the integration of an academic and spiritual environment.
- ◆ That Christian education is a vital part of the Great Commission in which God commanded us to "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit..." Matthew 28:19
- ◆ That the purpose of Christian education is to provide quality education founded on God's Word. "All scripture is inspired by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work." II Timothy 3:16-17
- ◆ That our Christian Day School supports the responsibility of the family to work together to achieve a Christian education.
- ◆ That when certain conditions are recognized, such as individual differences, readiness, motivations, purposes, and interest, the child can learn. The child will have the basic knowledge to change and choose a course of action wisely through the use of experience and by reason, intuition, and reliance upon the authority of divine revelation (the Bible).

from sexual harassment; and they have a responsibility not to engage in sexual behavior that is unwelcome or offensive to others. Therefore, any student who is found to have exposed others to this sort of behavior will immediately be sent home and suspended from school for no less than one day as determined by the Principal.

Sexual harassment is generally defined as any unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature. This includes suggestive letters or notes, obscene graffiti, derogatory comments, sexual gossip, slurs or jokes, and displaying sexually suggestive objects, pictures or cartoons.

If a student believes that he or she is a victim of sexual harassment, whether by another student, an employee, or a third party on school property he or she should immediately inform a teacher or the Principal. All reported incidents will be promptly and thoroughly investigated. To the extent possible, reports of sexual harassment shall be confidential.

A copy of the full sexual harassment policy can be obtained from the Principal.

SNACKS:

Parents are urged to provide healthy snacks for students, especially when bringing in birthday treats or class party snacks. Fruits, vegetables, crackers, cheeses and other healthy snacks are preferred over cupcakes, cookies, etc.

SNOW DAYS/DISMISSAL DUE TO WEATHER:

For school delay/cancellation information please listen to: WLAD (800 AM), 98Q (98.3 FM), WINE (940 AM). We normally have the same weather delays and closures as the Danbury Public Schools. You can also look at the scroll on the bottom of the screen on Channels 3, 6 & 8. If we have a delayed opening on an early dismissal day, the day will become a regular length school day. You will also be alerted via the Honeywell Instant Alert System. Please make sure you keep your contact information current by logging on to <https://instantalert.honeywell.com>.

STANDARDIZED TESTING:

The Iowa Test of Basic Skills (ITBS) is administered to all students in Grade 2 through Grade 8 in the spring.

The Otis Lennon School Ability Test (OLSAT) is administered each fall to fourth, and seventh graders.

responsibility in bad weather conditions to listen to the radio/television for unplanned early school closure and have back-up arrangements for your children.

If the bus is late, call Student Transportation of America at 203-792-7980. If there is a consistent problem with bus times or drivers, please call the Danbury Board of Education Transportation Department at 203-797-4708.

Bus Behavior:

Riding the Danbury buses is a privilege to our students. We consider riding the bus an extension of the school day and all school rules apply. Our goal is to allow all students to ride the bus safely and without disruption. If a bus driver issues a report to the school regarding a child's behavior, the Principal will talk with the child and with the parents. Disciplinary action will be communicated in written form. Repeated offenses may lead to loss of bus privileges. Students may be required to pay for any damages caused by their actions. Note the following rules:

1. Students must remain seated and wear a seatbelt until the bus has reached its destination and has stopped.
2. The bus driver is in complete charge, and all reasonable requests of the bus driver must be obeyed.
3. Disruptive behavior which creates safety concerns for the driver or safety problems for the passengers will not be permitted.
4. All articles such as athletic equipment, book bags, musical instruments, etc. must be kept out of aisles.
5. The rear exit door may be used only in an emergency. Students shall not tamper with or damage the safety equipment in the bus.

SCHOOL SUPPLIES:

Students are expected to be prepared DAILY with the necessary supplies beginning on the first day of school. You should replace each item on your classroom list as it is used up or if it becomes lost.

SEXUAL HARASSMENT:

Sometimes people tease and make fun of others about sexual matters. Sometimes people touch others using unwanted, uninvited sexual gestures. Both of these situations could be considered examples of sexual harassment. If something like this happens to you, you should tell your teacher or the Principal immediately. Sexual harassment is not just unkind and insensitive; it is illegal. Both federal and state laws prohibit it as well as Board of Christian Day School policy. Students have a right to participate in all school and classroom activities in an atmosphere free

MISSION STATEMENT

It is our mission to provide:

- ◆ A Christian context for a growing relationship with God and the development of a spiritual life based on God's grace to mankind in the redemptive life, death, and resurrection of Jesus Christ.
- ◆ Quality education in a Christian environment as an alternative to purely secular schooling.
- ◆ Daily Christian pupil fellowship as one of the most powerful factors in building character and training in Christian living.
- ◆ Thorough instruction of the pupil in academic areas, work-study skills and cognition that will create a love of learning and allow for easy transition to the next level of education.
- ◆ Christian citizenship and outreach, grounded in obedience to God and His Word, to develop a love of America, a deep appreciation of its heritage, and a growing sense of responsibility for insuring the values of a democratic society.

ACCREDITATION

Immanuel Lutheran School is a non-public, State of Connecticut-approved elementary school. Every effort is made to meet and exceed the standards of the Connecticut Department of Education. We are also accredited by the Lutheran Church-Missouri Synod. The Immigration and Naturalization Service recognizes Immanuel as an accredited institution for students visiting with education visas. Immanuel Lutheran School recently received accreditation from the LCMS and CTDOE in 2007.

ADMINISTRATION

Immanuel Lutheran School is supervised by the Board of Christian Day School (BCDS) of Immanuel Lutheran Church as empowered by its constitution and Voters Assembly. Specifically, it will:

1. Secure a principal, teachers, and staff subject to congregational approval;
2. Annually prepare and review school policies;
3. Work in close harmony with the principal and school staff in review of cases of discipline, if a parent requests it, and other problem cases;
4. Annually recommend to the Budget Preparation Committee salary ranges, teachers' salaries, and tuition charges;
5. Recommend to the Board of Trustees maintenance and improvement needs of the school.

The overall supervision of the school, staff, and students rests with the Principal who carries out the policies of the Board of Christian Day School. The teacher assumes daily responsibility for the classroom, providing an environment conducive to the spiritual and academic development of each student. Our teachers are Christian men and women who are committed to sharing their faith.

If a problem or question arises concerning any aspect of a child's education, it is important that these issues be raised immediately with the teacher or teachers involved. If issues cannot be resolved at this level, the Principal will become involved. Further action might require inclusion of the Board of Christian Day School.

The Pastors of Immanuel Lutheran Church are the spiritual leaders of the congregation and as such are associated with Immanuel Lutheran School. Their areas of concern extend to the faculty, students, and the parents in their ongoing relationships with their Lord. They are available to all for pastoral counseling. The Senior Pastor also exercises general supervision of the school's religion curriculum.

ADMISSIONS:

Non-Discrimination Policy:

Immanuel Lutheran School does not discriminate on the basis of race, national origin, color, religion, political affiliation, age, gender, or sexual orientation in any of its educational programs, activities or admission policies.

Applications:

Applications for Kindergarten through Grade 8 will be available on the first day of school after Christmas vacation.

Order of eligibility for grades 1-8 is determined by date of application within the following category.

1. Children presently attending Immanuel Lutheran School and current with tuition payment.
2. Children of members of Immanuel Lutheran Church.
3. Siblings of children attending Immanuel Lutheran School.
4. All others

Order of eligibility for Kindergarten is determined by date of application within the following categories:

1. Children of members of Immanuel Lutheran Church
2. Siblings of children attending Immanuel Lutheran School

Students will be called individually as the cars approach the school. To avoid congestion and confusion, parents are not to wait in the lobby and should wait for the teacher in charge to dismiss the students. Students must go home by bus, wait for a ride home, be attending an after school activity or go to extended care.

Parents and students are reminded to follow all traffic laws in the parking lot. Cross the lot at the crosswalk and DO NOT pass school buses when red lights are on. You may pass school buses provided they do not have on their red lights or are loading children.

Parents arriving after 3:15 P.M. must pick up their child from extended care. A fee will be charged (see page 19 for rates).

A child going home by other than the customary mode must have a note indicating that fact and the name of the person picking up the child. Parents must notify the school office by 1pm if there is a change in the way a child goes home. Anyone other than a parent taking a child from the school will be required to sign for the child in the office and must show a form of identification. Children going home on a different bus need two notes: one for the teacher and one for the bus driver.

Door Policy:

The main entrance will be open from 7:50-8:30am. From 8:30am-2:55pm all entrances will be locked. Late students and visitors must use the main entrance during this time and then sign in at the school office. Extended Care must use the middle entrance before and after school.

Classroom Hours:

- | | |
|---|------------------|
| • Kindergarten – Grade 8 | 8:30am - 2:55pm |
| • Preschool | |
| 3 year-olds - Mon. & Tues. | 9:00am - 11:30am |
| 4 year-old morning program
Wednesday, Thursday, Friday | 9:00am - 11:30am |
| 4 year-old afternoon program
Monday - Friday | 12:30pm - 3:00pm |
| 4 year-old full day program
Monday - Friday | 8:30am - 2:55pm |

SCHOOL BUSES:

Students who have a Danbury address may ride the Danbury bus to and from school. Bus schedules and locations for pick-up and drop-off are available in the Danbury News-Times each August. It is the parent's

PROGRESS EVALUATIONS:

Progress reports in grades K through 8 are issued at a midpoint of each marking period. In Preschool, progress reports are by parent-teacher contact, phone calls, and other communication. Please do not hesitate to contact your child's teacher if questions or concerns arise.

REPORT CARDS:

Report cards are issued on a trimester basis. In the event of any delinquent or unpaid tuition or fees, report cards will be withheld until the account is current. Conferences for students in all grades are held in November and February.

SCHEDULES:**School Hours:**

The school building is open at 7:50 A.M. and closed at 6:00 P.M. (The exception is morning Extended Care starting at 7:15 A.M.)

Morning Drop-off Procedure:

Children may be dropped off at the school no earlier than 7:50 A.M., unless they are enrolled in the morning Extended Care program which starts at 7:15 A.M. Parents may park in the lot and bring their children in to the Chapel where they should wait quietly until they are dismissed to their classrooms at 8:15 A.M. When dropping off children via drive up, please comply with the following: Enter the parking lot and make a right turn to the sidewalk so that the passenger's side is next to the walk. If you are dropping off in this manner, we ask that you DO NOT LEAVE YOUR VEHICLE UNATTENDED to walk your child in. After drop-off, drive straight forward and drive around the loop to exit the parking lot. PLEASE DO NOT MAKE A U-TURN to exit.

Dismissal Procedure:

Bus students will wait in designated classrooms for their buses to arrive. Extended Care students will be dismissed directly to the Ex-Care room. Parent pick-up students and after school club students will be dismissed to the chapel. Parents may park in the lot and wait outside the main entrance to pick up children or they may drive up to the main entrance for pick-up. When picking up children via drive up, comply with the following: Drive straight into the parking lot staying on the outside loop, follow this around to the sidewalk and pull up to the sidewalk so that the driver's side is next to the walk. Children will be loaded when the car is next to the stairs. Please wait patiently for cars ahead to pull away. Each car must have a sign with the student's last name in large print letters posted in the front windshield.

3. Children presently attending Immanuel Lutheran School and current with tuition payment.
4. All others

New Student Registration Procedures and Placement:

1. New students must apply, pay a non-refundable application fee and submit previous school records to be reviewed by the Principal. With the application a non-refundable \$100.00 registration fee is necessary to ensure placement in the class in Grades K-8. The Preschool registration fee is a non-refundable \$75.00. The loss of a reserved place in the class will occur if you have not re-registered your child.
2. All K-8 applicants will be tested to determine proper grade placement. Grade placement must be reviewed and approved by the principal. Denial of an application for enrollment may be appealed to the BCDS.

Age:

1. Preschool applicants must reach their third or fourth birthday no later than December 31 of the school year for which they are applying.
2. Kindergarten applicants must reach their fifth birthday no later than December 31 of the school year for which they are applying.
3. Immanuel Lutheran Preschool parents will receive written reports pertaining to Kindergarten readiness skills before Kindergarten testing.

Immunizations:

Both CT state statute and BCDS policy require verification of immunizations. A completed health assessment must be provided to the school nurse prior to your child being allowed to attend school. Failure to provide proof of immunizations and the health assessment will mean that the Principal will be required to bar your child from attending school. All applicants must meet the State of Connecticut Health Code Requirements. Another health assessment is required for students entering Grade 6.

Probationary Period:

Students are admitted with the understanding that the initial forty-five academic days is a probationary period. During this time parents should consult with the classroom teacher on a weekly basis regarding the child's academic progress and behavior.

Returning Student Registration Procedures:

By the last day of February, a re-registration form must be completed and returned to the school office for each child who will be returning to Immanuel. A non-refundable \$75.00 fee must accompany each re-registration form and is necessary to ensure placement in the class. The tuition payment is due two months in advance of the first day of school. Students entering after July 1 must pay tuition before admission is finalized. Allowances will be made for partial months or late entry into the school year.

Requirements for Continued Attendance:

Continued attendance is dependent upon acceptable behavior, striving to learn, timely payment of tuition, and cooperation between the home and the school. Outstanding tuition from a previous year or non-receipt of the July 10 payment will result in the loss of your child's reserved placed in the class.

Criteria for Non-Acceptance:

The Principal reserves the right to reject an application or re-registration if:

1. Records are not complete.
2. Screening and/or records indicate a learning style inappropriate to Immanuel.
3. There is evidence of behavior inappropriate to the normal classroom.
4. A class is at its capacity.
5. Parent/guardian or applicant has evidenced an attitude of non-cooperation with staff.

Any rejected application or re-registration may be appealed to the BCDS for review.

ATTENDANCE:

Immanuel Lutheran adheres to the State of Connecticut requirement of 900 hours and 180 school days. All children must attend Meet Your Teacher/Registration, Celebrate Immanuel Worship Service, Lutheran School Week Sunday Service, Advent Worship Service and the Education Fair as scheduled. Teachers keep attendance records on file.

Absenteeism:

Parents must call the school office by 10:00am to report a student's absence. Students may not participate in extra-curricular activities such as after school clubs and track if they have not been in attendance for at least three and a half hours of the school day.

Medication Permission:

Students requiring medication during the school day or on a field trip must obtain an AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINE form from the school office. This must be completed by the family physician, signed by the parent and delivered to school with the prescribed medication in its original container with the directions for dispensing clearly stated, in writing, by the parent. This includes both prescription and non-prescription medication with the exception of Tylenol. Tylenol may only be dispensed by the school nurse with a permission slip signed by the parent/guardian. Cough drops and vitamins should be given at home and not at school.

Insurance:

Student accident insurance is offered on an elective basis at the beginning of every school year.

Immunizations:

Both CT State Statute and Board of Education policy require verification of immunization. A completed health assessment on an official State of CT form must be provided to the nurse prior to your child attending school. Failure to provide proof of immunization and the health assessment will mean that the Principal will be required to bar your child from attending school. All applicants must meet the State of Connecticut Health Code requirements. Another health assessment is required for all children entering Grade 6.

PARENT TEACHER LEAGUE:

The P.T.L. is the parent-teacher association for Immanuel. Various programs are offered for students and parents, as well as entire families. Meetings are generally held once a month beginning at 7:00 P.M. and all parents are encouraged to get involved. Free babysitting is available. Parent involvement and support are a necessary part of a child's education. To facilitate this involvement, regular parent/teacher communication is encouraged.

PARENT VISITS:

Visits may be made during the day with the permission of the Principal and teacher. All visitors must stop in the school office to sign in and get a visitors pass. Due to the potential for disruption and loss of learning time, unscheduled visits may not be made. The date and the duration of the visit must be prearranged with the teacher.

LUNCH:

Students either bring their own lunch or purchase lunch at school when available. Our lunch program will be available for \$3.00 per day. All tickets must be purchased on the first day of each school week. Students must use tickets to receive lunch. Soda, drinks in glass bottles, candy and gum are not acceptable for lunch at school.

MASTER RECORDS:

A cumulative record is kept for each child, which includes attendance, academic progress, achievement test results, and personal history. Parents or guardians have the legal right to peruse their child's records. However, the records must remain in the school office. Records will not be transferred until all fees, tuition, and library fees have been paid. According to Connecticut Education Laws a non-custodial parent will have access to a student's records "unless otherwise ordered by the court for good cause shown."

MEDICAL INFORMATION:

Children are to report any accident or illness to the teacher on duty. All accidents are reported to the school office. Students having a temperature above 99.9 degrees or vomiting will be sent home. Any student sent home with a fever must remain out of school for a minimum of 24 hours.

Emergency Procedure:

- ◆ Teacher, nurse, or office staff will handle minor scrapes and bruises.
- ◆ Teacher, nurse, or office staff will apply vital first aid to children with injuries of a serious nature and do the following:
- ◆ Call an ambulance, if deemed necessary.
- ◆ Contact parents or other responsible party as found on Emergency Form on file in the office.
- ◆ If parent is not available, bring injured student to the hospital. Parental permission is necessary for hospitalization. However, once the student is admitted, the hospital assumes responsibility.

PARENTS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL OFFICE OF CHANGES TO CONTACT INFORMATION OR ANY CHANGES TO THE CHILD'S HEALTH

Medical Services:

The School Nurse performs routine and mandated screening for spinal curvature, eye and ear problems as a preventive measure.

1. A written excuse must explain each absence and will be kept on file by the teacher.
2. Consecutive absences lasting longer than 10 days in a school year require justification by a medical doctor.
3. Any child who is absent in excess of 20 days by May 12 may be retained according to Connecticut State Law.
4. We strongly discourage removing students from class for vacation. However, if this must be done, the teachers are not required to assign work in advance. The children are required to make up their work and tests upon their return.

Any student who leaves the school grounds prior to the scheduled dismissal must be signed out at the school office by the parent or guardian or their written designee.

Tardiness:

Students not in their seats by 8:30 a.m. are considered tardy and must report to the school office for a tardy slip before entering the classroom. An exemption is made for students arriving on late buses. Tardiness is recorded on the report card.

1. Children who arrive at school after 11:00 a.m. or leave school before lunch will be marked absent for one-half day.
2. Any student who is tardy 3 or more times in a quarter will receive ½ discipline point for the 3rd and each subsequent tardy.

Appointments:

Please make every effort to schedule all non-emergency medical, dental or other appointments during non-school hours.

AWARDS:

Special awards and recognition will be given to students at the end of the school year. A presentation follows the closing chapel service in church. Attendance awards will not be given. The BCDS does not want to encourage marginally ill students to attend school when he/she should remain home.

BOOKS AND FEES:

The Book Bills have been incorporated into tuition. Parents will be notified if special supplies or fees are required for particular subjects, projects or after school clubs. Please note that all students are required to have a Bible and an All God's People Sing hymn book which may be purchased through the school office.

COMMUNICATIONS:

It is the student's responsibility to bring home and share with parents all papers, tests, and projects returned by the teacher. (Yes, even the ones you aren't proud of!) We encourage parent involvement with all aspects of the child's education and ask parents to talk to the teacher or request a conference if concerns become apparent. The VOICE, the church newsletter is mailed to your home if requested. The school calendar will be sent home with the students each month. The Lion's Roar, the school newsletter, and other communications are sent via email and sent home with students.

Parents are responsible for notifying the school office for changes to phone numbers or email addresses. We encourage you to bookmark www.immanuelutheranschool.org and visit it regularly.

CURRICULUM:

The Immanuel Lutheran curriculum meets or exceeds the requirements of the State of Connecticut and the Curriculum for Lutheran Schools as adopted by the Board of Christian Day School. In addition to the state mandated curricula, students attending Immanuel receive Bible instruction and Spanish Language.

The curriculum includes:

- ★ Religion (including Bible verse memorization, Grades 1-8)
- ★ Literacy (Reading, English, Vocabulary, Writing, Spelling, Handwriting)
- ★ Mathematics
- ★ Science
- ★ Spanish
- ★ Art
- ★ Social Studies
- ★ Music
- ★ Computers
- ★ Physical Education

Classroom Structure:

Students in grades K-5 receive the bulk of their instruction from their classroom teacher. Specialists in Spanish, Art, Music, Physical Education and Computers instruct our students one to three days per week. Students in grades 6-8 receive their instruction from the above specialists as well as the core classes.

DISCIPLINE:

Immanuel expects all students to maintain an atmosphere of mutual respect conducive to a serious learning environment. All students must conform to the school rules and regulations as established by the Board of

HOMEWORK:

As an integral part of our academic program, homework is required for students in grades K - 8 and should be done neatly and on time. The average amount of time spent on homework should be 15 minutes per grade level.

- Example: K/1st grade - 15 minutes per day
 4th grade - 1 hour per day
 8th grade - 2 hours per day.

Long-term and special projects may increase the average amount of time.

It is recommended that parents/guardians sign all tests with grades of 65% or below to acknowledge being informed of the grade. Parents who request homework may pick it up in the school office after 3:15 P.M.

Parents who have concerns about the amount or content of homework should first consult the appropriate teacher.

HONORS:

Those students in grades 5-8, who maintain the following grade averages are eligible for Honors recognition. A grade of 82% or above must be maintained in all subjects. Specials (classes held less than three days per week) will be averaged as one grade.

- Distinguished Honors: 95% or higher total average
 High Honors: 92% or higher total average
 Honors: 85% or higher total average

Outstanding academic achievement is recognized at the yearly Honor Roll Breakfast. All students who achieve Honor Roll status during the first two trimesters of the year will be invited to attend.

LOCKERS:

Students in grades K - 8 will have lockers. Lockers must remain clean. Any abuse of lockers may result in the loss of locker privileges.

LOST AND FOUND:

Students who find lost articles are asked to take them to the school office where the owner can claim them. The "Lost and Found" area is located in the cafeteria. Items are stored for thirty days and then, if unclaimed, are donated to a local charity.

GRADING:

Student will receive report cards 3 times a year. Student progress will be relayed to parents between each trimester through progress reports and parent/teacher conferences.

Immanuel has a variety of grading practices.

- ◆ Student in grades 1 and 2 receive O, S, N, I grades for Outstanding, Satisfactory, Needs Improvement, or Improving work.
- ◆ Students in grade 3 and 4 receive letter grades.
- ◆ Students in grades 5-8 receive percentage grades as follows:

Letter Grade	Percentage	Letter	Percentage
A+	99 - 100	C+	79 - 81
A	95 - 98	C	75 - 78
A-	92 - 94	C-	72 - 74
B+	89 - 91	D	65 - 71
B	85 - 88	F	64 or Below
B-	82 - 84		

- ◆ Effort grades are given in Art, Computer, Music and Physical Education for Grades K-4. Effort grades are designed to recognize the varying degrees of aptitude and skill of individual children and to provide feedback in a limited curriculum. Behavior is considered in both academic and effort grades.
- ◆ Effort is awarded as: 0 - Outstanding
S - Satisfactory
N-Needs Improvement
- ◆ In Spanish the grading system is as follows:
Grades 1-3 – Effort grades
Grades 4 - Letter grades
Grades 5-8 - Percentage grades

GRADUATION:

A student will receive a diploma if he or she has achieved passing grades in the following areas: Language Arts, Mathematics, Science, Social Studies and Religion. If a passing average is not achieved in each subject, the student will receive a certificate of attendance. A student's tuition and all other fees must be paid in full, prior to May 1, in the year of graduation in order for the student to receive a diploma and participate in graduation events. Each year the sixth and seventh grade students and their parents coordinate a farewell dinner for the eighth grade students and their families. Participation by sixth and seventh grade students is mandatory. Financial responsibility is shared by the entire school.

Christian Day School. The teaching staff is responsible for the initial implementation and enforcement of these rules. Disciplinary matters are handled at the most immediate level possible, thus parents should first contact the appropriate teacher before contacting the Principal. Christian training emphasizes obedience and respect in all aspects of operation. The cooperation of parents is essential for all phases of each child's training.

Rules and Regulations:

Students must adhere to the following rules and regulations at all times:

1. Follow all directions of the Immanuel Lutheran staff.
2. Students are required to bring homework and necessary materials to class.
3. Disruption of class by speaking out of turn, talking, arguing, swearing, teasing or any conduct that interferes with classroom operation are violations of our code of conduct.
4. Physical violence such as pushing, slapping, kicking, biting, or fighting will not be tolerated. Keep your hands and feet to yourself.
5. No form of bullying will be tolerated. Conduct causing a threat of injury to students or staff is prohibited.
6. Walk in the building at all times.
7. Chewing gum is not allowed.
8. Adhere to the Immanuel Lutheran Dress Code.
9. Students may not leave the school grounds on their own, including after school, unless a note signed by their parent/guardian is presented to the teacher or the school office.
10. Toys, electronic devices or other materials considered to be disruptive or a nuisance at school are not allowed on the school property. Such items will be confiscated. Examples include any type of weapon, skateboards, water guns, Frisbees, baseball bats, matches, music players, hand-held video games, trading cards, beepers or other items determined by staff within its sole discretion.
11. Recognizing that cell phones offer a measure of security for students and parents, the school permits students to bring cell phones to school. The phones must be turned off upon entering the building and put away until the end of the day and not turned on until the student leaves the building. Cells improperly used or exposed will be confiscated and held until a parent retrieves it from the Principal.

Technology Rules and Regulations:

Immanuel Lutheran School provides students access to appropriate technology and guides them in its use. Access entails responsibility. Although, in most cases, a teacher is closely directing students' technology use, the following rules are necessary to clarify ILS standards. Whether students are using home-owned equipment and software, classroom or computer room computers or on-line facilities, they will be held responsible for their behavior, just as in any other school activity. They must demonstrate respect for others' privacy, for the rights of property, and for the law, especially regarding plagiarism, copyright infringement, and unauthorized entry.

The following behaviors are considered inappropriate use of technology:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging computer hardware, software or networks
- Violating copyright laws or plagiarizing
- Trespassing in others folders, work or files
- Employing the Internet for unapproved non-academic or commercial purposes
- Making or using personal web pages (i.e. Facebook, etc.) on school equipment.

Students committing these offenses are subject to suspension of computer privileges for a period of ten days.

Infractions:

DISCIPLINE POINTS are issued to students for behavior which is detrimental to the learning environment or which violates one of the rules and regulations listed above. The teacher or staff member will inform the student of the infraction and will then complete a "Discipline Notice." After approval of the discipline point(s) from the Principal, the teacher or Principal will contact the parent to discuss the infraction. The teacher will send two copies of the discipline notice home, one is to be signed by the parent and returned to school and the other may be kept by the parent. Discipline points may be from ½-5 points based upon the seriousness or frequency of the infraction.

Any violation of the Rules and Regulations set forth above will be considered an infraction subject to the following disciplinary action:

FIELD TRIPS:

A wide variety of field trips are offered during the school year for all grades. The cost of field trips and other special events will be billed as they occur.

Students must attend school if they elect not to attend a field trip, or are restricted due to disciplinary probation or delinquent tuition or they will be marked absent. Students will not be permitted to attend field trips of more than one day's duration if tuition is delinquent, a copy of a certificate of insurance is not submitted, or school medical policy is not followed. Appropriate class work and placement (either with a substitute teacher or another classroom teacher) will be provided.

FUND-RAISING:

Fund-raising occurs throughout the year. Participation is strongly urged but not mandatory. ILS fund-raisers help keep tuition increases to a minimum and allow us to offer quality programs and materials for students. In addition some of our "fund-raisers" give us the chance to enhance our instruction while teaching students to give to others, re: American Heart Association and St. Jude's Hospital for Children.

- **BCDS Fundraiser** - All funds raised are distributed by the BCDS to fund student recognition events, technology hardware, software and networking, enrichment activities, and curriculum enhancements.
- **The Book Fair** - The Book Fair will be held in November and gives parents and students an opportunity to make purchases for Christmas giving. Funds raised help fund our Library and Literacy materials.
- **Basket Auction at Education Fair** – Helps to defer the costs of the 8th grade graduation and dinner.
- **Box Tops for Education** - We are continuing to collect box tops from General Mills and other products. The funds we receive from box tops will go toward the playground fund.
- **Labels for Education**—Campbells soup labels enable the school to purchase needed equipment at a discounted rate.
- **PTL Family Activity Donation**—In order to cut down on the amount of fund raisers that we do at the school, we ask that each family contribute a yearly, tax deductible donation to the PTL to help offset the cost of educational assemblies and fun events throughout the school year.
- **PTL Christmas Dinner/Auction**—This fun event helps to raise funds for the PTL's various projects (i.e. playground fund, technology fund, etc.).

record that they believe is inaccurate or misleading. They should write the school principal (or Director of Special Education in situations that involve special education records), and clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If ILS decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student in writing of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's records. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Immanuel Lutheran Church and School as an administrator, supervisor, instructor, support staff member, a person serving on the BCDS, a person or company with whom ILC&S has contracted to perform a special task (such as an attorney, medical consultant, or a parent serving on an official committee, such as a disciplinary committee). A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, ILS will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. Immanuel Lutheran School prohibits the collection, disclosure, or use of personal information about students for the purpose of marketing or selling.
5. Immanuel Lutheran School will disclose directory information unless the student or student's parent/guardian objects. Directory information includes such information as the student's name, street address, e-mail address, telephone number, grade, participation in officially recognized activities, sports awards received, digital recordings/broadcast or photographs of your child for local newspapers and school displays, official school website and name of parent or guardian. Parents must indicate in writing, their desire to have any or all of the directory information pertaining to their children withheld from being considered directory information.

1. For a first infraction based on severity, students will receive a verbal warning.
2. For a second infraction, students will receive a discipline notice based on the guidelines above.
3. Three discipline points—detention with the home room teacher. The parent will be notified of the date, time, and length of the detention.
4. Five discipline points—one day suspension from school and placed on probation. (See Suspension, Disciplinary Probation)
5. 6,9,12 discipline points—detention with the home room teacher. The parent will be notified of the date, time, and length of the detention.
6. Ten discipline points—three day suspension from school.
7. Fifteen discipline points—expulsion from school. (See Expulsion)

Disciplinary Probation:

In addition to any reasons stated above, or hereafter, any student found to have engaged in any of the following acts will be placed on probation, including but not limited to:

1. Engaging in continued or deliberate disobedience.
2. Exhibiting a rebellious spirit toward other students, staff, or Administration.
3. Exhibiting a continued negative attitude and bad influence upon other students, inside or outside the school, which has an adverse effect on the reputation or operation of the school.
4. Failure of the parents/guardians to get recommended professional help for exceptional children.

A student placed on disciplinary probation will be monitored very closely by the staff and will be prohibited from participating in any extracurricular activities, dances, and field trips during the disciplinary probation period. The Administration will notify in writing the parents/guardians of any student placed on disciplinary probation within one week thereof, indicating the reasons for the disciplinary probation, as well as the effective dates. All disciplinary probations will be for a minimum period of five weeks and may be longer if deemed necessary by the Administration. All decisions to place a student under disciplinary probation and the length thereof will be within the sole discretion of the Administration.

Students found cheating will receive an automatic zero on that assignment and 2 discipline points. The student and parents/guardians must then have a conference with the Principal. Students who repeat this behavior will be disciplined under the Disciplinary Rules of Suspension.

Suspension:

Students who violate any of the following rules may, at the sole discretion of the Principal, be suspended.

1. Any student receiving 5 or 10 discipline points within one school year.
2. Students who willfully or carelessly destroy, damage, or steal school property and/or equipment or that of others. The student will be required to pay for the damages or replace the item. Failure to do so may result in expulsion.
3. Students fighting or, within the sole opinion of the staff, directing inappropriate language or actions toward a teacher, staff member or another student may receive a suspension.

Students who violate any of the following rules will be suspended:

1. If a student is found cheating a second time.
2. Students in possession of any controlled substance, drug paraphernalia, or alcoholic beverage. The Principal is required to report any such incident to law enforcement officials within 48 hours. A second incident shall be automatic grounds for expulsion.
3. Students possessing any tobacco related substances.

The decision to suspend and the length of any suspension will be determined at the sole discretion of the Principal or based on the number of discipline points accumulated. The Principal will immediately notify, in writing, the parents/guardians of the suspended student. The notice will state the specific nature of the infraction and the effective dates and the length of the disciplinary probation period as a result of the suspension. The parents/guardians will have the right to review the suspension and must contact the school within 24 hours at which time a mutual date and time will be made to review the situation with the Principal. If not satisfied with the Principal's decision, parents/guardians may appeal to the BCDS. All suspensions automatically place a student on disciplinary probation for a minimum period of five weeks. Students who are suspended will be barred from entering the school grounds until the suspension period terminates. Prior to readmission, the student and parents/guardians must schedule a conference with the Principal. All work missed by the student during the suspension period must be made up. If a second suspension occurs during the probationary period, the student, at the sole discretion of the Principal, may be recommended for expulsion.

EXTENDED CARE PROGRAM:

Students currently attending Immanuel Lutheran School, in afternoon Preschool through grade 8, are eligible for inclusion in this program. The hours of operation are 3:00 P.M. - 6:00 P.M. during the regular school year. This program is intended to provide productive activities that are of interest to children in a caring, Christian atmosphere. Information packets are available through the school office. A nominal fee is charged for the program. Before School Extended Care is from 7:15 A.M. - 8:15 A.M.

A sample daily schedule follows:

3:00	Snack and Devotion
3:15	Arts/Crafts, Music, Outdoor Play, Gym
4:00	Homework time (Quiet Activities for students without homework)
5:00	Computer Lab Activities, Library Time
6:00	Last pick-up

Each day will have a special theme and activities for the children. We plan to provide a consistent and enriching program for the students. The cost will be \$7.00 per hour, per child. An Extended Care contract must be completed for all students at the start of the school year. Extended Care may be used daily or occasionally as needed.

FACILITIES:

The present building contains 11 classrooms, kitchen, main office, Principal's office, church offices, sanctuary, faculty lunchroom, library, student lunchroom, computer lab, nurse's room, and six (6) rest rooms.

FAMILY RIGHTS & PRIVACY POLICY:

Parents have certain rights with respect to their child's records. They are as follows:

1. The right to inspect and review the student's educational records within 45 days of ILS's receipt of request for access. Parents or eligible students should submit a written request to the school principal that identifies the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask ILS to amend a

on "Find your school" and type in Immanuel Lutheran, Danbury, CT and then click on "Search". If you are using French Toast or Land's End the preferred school codes are as follows:

- ◆ Frenchtoast.com or French Toast catalog - #QS49P6
- ◆ Land's End – Preferred School #9000-4115-3

This returns a portion of the sale to the school; 5% for French Toast and 3% for Land's End.

There is a clothing exchange rack downstairs in the hallway near the lunchroom. You can bring in uniform clothing that you don't need any more or just browse for clothes that may fit your child.

Dress Code Violations:

- ◆ First Offense –Verbal warning
- ◆ Second Offense– Student will receive a dress code violation card which must be signed by a parent.
- ◆ Third Offense or More – Student will receive a dress code violation card which must be signed by a parent. Student will not be permitted to participate in the upcoming casual dress day.

THIS POLICY WILL BE ENFORCED BY BOTH THE CLASSROOM
TEACHERS AND THE PRINCIPAL.

Casual Dress Days Dress:

Students who adhere to the dress code policy will be given casual dress days once a month. A maximum of 6 casual dress coupons per student may also be purchased at the PTL Christmas Auction and used during the school year. Casual dress coupons may not be used if the student is in the third or subsequent violation of the dress code. While dress code is not required on these days, there still remains certain guidelines for casual dress that must be followed:

- ◆ No offensive logos, writing is allowed on clothing
- ◆ No long skirts (it's dangerous on stairways)
- ◆ No ripped or torn clothing may be worn
- ◆ No bare midriff shirts/tops
- ◆ No halter tops, spaghetti strap tops or tank tops may be worn.
- ◆ Shorts/skorts/skirts must be knee-high or longer
- ◆ Students may not remain in PE clothing

Dangerous weapons:

Any student determined to be in possession of an explosive device, firearm, any other dangerous weapon, or dangerous instrument on or off school grounds shall be immediately expelled.

Expulsion:

In addition to any of the reasons stated above any student who, in the sole opinion of the Administration, engages in dangerous or disruptive conduct may be expelled. Unless otherwise provided, only the BCDS will have the power to expel a student. Except as provided under the dangerous weapon section above, no student will be expelled until the parents/guardians of the student have been given an opportunity to be heard before the BCDS. The parents/guardians of any student expelled by the BCDS will be given notice of expulsion by certified or registered mail within five (5) days of the decision to expel. This notice will state the reasons for the expulsion.

DRESS CODE:

As a Christian school, it is our belief that appropriate dress is a necessary component in the development of dignity and self-discipline. Therefore, parents, teachers, staff, and students are urged to observe a modest manner conducive to a serious learning environment.

In general, it is expected that students and their clothing be clean and neat in appearance. Sloppy, oversized, ripped or torn clothing will not be accepted. General good grooming and healthy habits are to be followed. Hair should be neat and clean and boys hair should not go beyond the collar. No hairstyle that causes a distraction to the daily education process will be allowed (i.e. mohawks, unnaturally colored hair, etc.). Male students may not wear earrings. Additional body piercings for male and female students are not allowed. Female students may wear stud earrings only. Students should refrain from wearing makeup.

Preschool students need not adhere to the dress code except as noted under chapel dress.

Daily Dress: (minor Wednesday changes noted below)

Pants – Boys and Girls:

The following style pants can be worn in solid color of navy blue and tan/khaki:

- ◆ Twill/cotton (business casual or "Dockers" style)

- ◆ Corduroy (in the winter for warmth)
- ◆ Shorts and Capri pants may be worn from the start of school through October 15 and May 1 until the end of the school year unless weather conditions warrant otherwise as per Principals decision.
- ◆ Jeans, baggy pants, cargo pants/shorts, sweat or flannel pants are not acceptable school dress.

Skirts/Dresses/Jumpers:

Girls may wear solid colored navy blue or tan/khaki and navy/gold, or navy/white skirt, skorts, or jumpers. It is suggested that shorts, tights, or stockings be worn under skirts and jumpers. The length of shorts, skirts, dresses, jumpers or skorts must be knee high or longer. No full length skirts or skirts with slits may be worn.

Shirts/Tops:

Types allowed:

- ◆ Oxford type dress shirts in the following solid colors: White, Light Blue and Navy
- ◆ Girl's blouses with collar in White, Light Blue or Navy.
- ◆ Collared long or short sleeved polo shirts in white, navy, or light blue.
- ◆ Navy, light blue or white polo shirts with the ILS logo.
- ◆ Solid color white, navy or light blue turtlenecks may be worn in cold weather.

Shirt/Top Regulations:

- ◆ Shirts must be tucked in pants or skirts
- ◆ Tops must have sleeves
- ◆ No bare midriff shirts/tops
- ◆ No tops without collars

Sweaters/Sweatshirts:

- ◆ Solid color navy blue sweaters may be worn in the following styles: v-neck, cardigan, vest, crewneck, or fleece vests.
- ◆ The Immanuel Lutheran School logo sweatshirt is the only acceptable sweatshirt.
- ◆ Hooded or zip-up sweatshirts are not allowed to be worn during the school day, though may be worn for recess. Only solid navy blue sweaters or ILS sweatshirts may be worn when students are in the building.

Physical Education Dress:

In order to provide the maximum amount of PE time, children in grades 4-8 come to school dressed in their PE clothes on the days that they have gym. Students will change into their uniform dress after their PE class. A gym uniform code has been instituted for all students who are required to change for PE.

- ◆ T-shirts and/or sweatshirts with the ILS logos on them (these can be purchased through the school office).
- ◆ Solid Navy Blue Shorts and/or sweatpants. (Shorts and sweatpants with the ILS logo on them will be available for purchase, but will not be required.)
- ◆ Sneakers are required for ALL CHILDREN during gym class.

Keep in mind that the children go outside even when the weather is cool.

Shoes:

Sneakers, dress shoes (brown, navy or black in solid colors) or loafers are allowed.

For safety reasons:

- ◆ Shoes must have a back or a back strap
- ◆ Platform shoes are not allowed
- ◆ Heels must be limited to one-inch
- ◆ During the winter months when boots are worn, children must change into shoes when in the classrooms.

Chapel Day Dress: (Wednesday)

Wednesday is Chapel dress-up day. Boys must wear an oxford type dress shirt with a solid or patterned tie. Although skirts and jumpers are preferred, girls may wear pants or skorts to Chapel. All students must wear dress shoes (brown, navy or black in solid colors only) for Chapel. Only solid navy sweaters may be worn for Chapel. Students may not wear ILS sweatshirts. This code does not apply to Preschool.

Helpful Information:

Many local retailers stock inexpensive clothing that meet the Immanuel Lutheran Dress Code including Sears, J.C. Penney, Kohl's, The Gap, Old Navy, Burlington Coat Factory and Target. In addition, you may purchase school clothes from French Toast or Land's End.

If you are purchasing from www.frenchtoast.com you will find a web page tailored specifically to our dress code. Go to www.frenchtoast.com, click