

# Immanuel Lutheran School-Wentzville 2024-2025 Family Handbook



IMMANUEL LUTHERAN  
— CHURCH AND SCHOOL —

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IMMANUEL LUTHERAN  
CHURCH AND SCHOOL

### **Mission Statement: Embraced, Equipped Engage**

It is important that future families are aware and come excited to share in our mission at Immanuel Lutheran School - Wentzville. Our mission and vision are The Three E's: **EMBRACED, EQUIPPED, ENGAGE**: We believe that first and foremost, following Jesus as individuals and as a church begins in the **EMBRACE** of God through His Son Jesus (John 3:16-17). He took the first step and did for us what we cannot do for ourselves (Romans 5:8). Because of God's grace, we desire to be a place and people who seek peace, offer love and refuge to those who gather, and desire to grow in seeing more clearly that it's the Holy Spirit who has **EQUIPPED** us (Acts 1:8) to be the people of God. It's the Holy Spirit who propels us as those who are embraced and equipped by God to **ENGAGE** (Matthew 28:19 and Romans 10:13) the world and everyone in it with His love. We love, because He first loved us (1 John 4:19).

### **Vision:**

The breakdown, purpose and vision under the mission statement of Immanuel Lutheran Church and School is to make our families and students feel embraced by God and to help them grow in their faith in Him. We strive to equip families through Holy Scripture so they in turn can engage the world with the love of Christ.

The vision of Immanuel Lutheran Church and School is to be a place of worship and education that prepares our youth and families for a faithful life of serving others and God's creation and future generations.

**Call to Action:** What is a Mission and Vision without a Call to Action? Under our Mission and Vision, "Eagles on Mission" was initiated so that our ministries may serve others together as God intended.

## **ADMINISTRATION**

Immanuel Lutheran School is owned and operated by Immanuel Lutheran Church, Wentzville, Missouri. The Board of Directors set the outcomes for the school ministry and the Principal develops the procedures to achieve these outcomes.

Statement Of Belief:

**We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). We believe that marriage is between a God created male and female. No matter how much the world changes, we will always stand by this biblical truth.** We believe that in order to preserve the function and integrity of Immanuel Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to Immanuel members and the community, it is imperative that all persons employed by Immanuel in any capacity, or who serve as volunteers, agree to and abide by this Statement of Belief. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. **Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the Scripture nor the doctrines of Immanuel Lutheran Church and School.**

### **Immanuel Lutheran Church Voters Assembly**

All confirmed and actively worshiping members of Immanuel Lutheran Church, 18 years old and older, are eligible to be members of the Voters Assembly. The "Voters' Meetings", as they are commonly called, are the official meetings of the congregation where decisions are made that impact all members of the parish, including Immanuel Lutheran School.

It is important that each confirmed member of the congregation, 18 years old and older, attends and participates in these meetings. These meetings directly impact the quality of programs and services Immanuel is able to offer the students enrolled in the school. Members just attend at least one Voters meeting per year to qualify as an active voter.

## **ADMISSIONS POLICIES**

### **Nondiscrimination Policy**

In compliance with Federal, state, and local laws, Immanuel Lutheran School admits students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school regardless of race, sex, color, national and ethnic origin, or disability. It does not discriminate on the basis of race, sex, color, national and ethnic origin, or disability in the administration of its educational policies and athletic and other school-administered programs. Inquiries or concerns regarding admission should be directed to the school principal.

### **Admissions**

Immanuel Lutheran School was established primarily as a parochial school for the children of Immanuel Lutheran Church. Immanuel also recognizes the opportunity it has in providing Christian education to others in the community.

Due to high demand in the school. All new students in K-8 will go through the full admissions process, which includes an interview, placement exam and reference letter. Admission priority is given to those who already have current students as a part of Immanuel Lutheran School.

Parents who wish to know more about the teachings of the Lutheran Church-Missouri Synod may want to attend a new member class. For additional information please contact the School or Church office. Admission to Immanuel Lutheran School is still based on behavior, our ability to ensure academic success, and our ability to support each student's individual social-emotional needs.

Parent/Family support is critical to a successful school and classroom environment. Any harassing or slanderous talk will not be tolerated and admission may be denied or revoked based on student or parent(guardian) behavior. This includes, but is not limited to, personal conversations, conversations on and off campus, and posting online in any form. It is a privilege to attend a Christian school and these behaviors only tear down the community.

### **Entrance Age Requirements**

It is the policy of Immanuel Lutheran School to follow the law as established by the State of Missouri in regard to entry dates into school. Entry dates are as follows:

Preschool 4: The child must be 4 by July 31<sup>st</sup>

Kindergarten: The child must be 5 by July 31<sup>st</sup>

### **Transfer from Immanuel**

Parents of students seeking transfer from Immanuel Lutheran School to another school should have the school they are transferring to send a records request form. "Transcripts" shall be mailed or delivered directly to the next school upon receipt of a signed records release form. Academic records will not be released to another school until all financial obligations to Immanuel are paid in full.

## **ANTI-BULLYING POLICY:**

### **Statement of intent:**

The family of Immanuel is committed to following God's example of love, mercy, and compassion to each of His chosen children. In this commitment, we are dedicated to the following:

- showing compassion to one another (Eph 4:32)
- building one another up with love (1 Thessalonians 5:11 and 1 Peter 2:1-5 and vs. 9-10)
- striving for peace and harmony (Hebrews 12:14)

As such, Immanuel Lutheran School has adopted a "zero tolerance" policy for bullying, meaning that bullying of any sort is against God's command and unacceptable within our school community, both on and off campus.

### **Definition of bullying:**

Bullying is different from conflict or not getting along. **Bullying is a pattern of unfair and one-sided, and involves a power imbalance element.**

Bullying can be a pattern of:

- physical and/or emotional harming (gossiping, teasing, spreading rumors),
- intimidating (threatening, taking belongings of others)
- harassing (making inappropriate comments)

**Anti-Bullying Strategies/Standards:**

Ignore and walk away

Remain calm

Remind yourself that it isn't your fault

Tell the bully to stop, stand up for yourself

Don't be a bystander (peer mediation)

Ask an adult for help-know the difference between tattling and telling (any adult in the building)

A student who feels he or she has been bullied at school or by other students, a student who observes bullying of another at school or by other students, or a parent who suspects bullying at school or by other students should contact a teacher or administrator with the concern. When a concern is reported, the staff will investigate and take appropriate action.

This is not limited to student behavior, but also parent/guardian behavior towards other parents, teachers, coaches, and students of Immanuel Lutheran Church and School.

Immanuel Lutheran School does NOT approve of ANY students having access to social media of any kind. Any bullying or slanderous online harassment will not be investigated by the school and the families will be encouraged to report the incident to the St. Charles County Police Cyberbullying Department.

## **ATTENDANCE**

Illness, death in the family, medical or dental appointments are valid reasons for absence from school. Parents are asked to contact the teacher for all work that must be made up during the absence.

**Homework cannot be gathered earlier than 2 school days prior to an extended/planned absence and cannot be gathered for more than 2 days of work.**

**In most cases, homework may be on Google classroom and students can retrieve their assignments. If this is the case, no "paperwork" will be sent home even when the school is notified of the extended absence. It is the students responsibility to turn in the work when returning to school. Assignments that are provided to the student before or during the absence are due on the day the student returns; otherwise the assignment will receive late-work penalties.**

**All tests and assessments that were missed during the time of a non-illness related absence will be given the first day back.**

**PLEASE DO NOT SCHEDULE EXTENDED VACATIONS DURING THE SCHOOL YEAR WHEN SCHOOL IS IN SESSION.**

Some (not all) homework may be posted on Google Classroom if a student has a planned absence and will not be sent home in advance. The Board of Directors strongly encourages no vacations during the school year. Sequential development of skills cannot be accomplished simply through make up work. Sending work home in advance of an absence is impractical. Students are responsible for seeing that work missed is completed satisfactorily.

\*All tests and assessments that were missed during the time of a non-illness related absence will be given the first day back.

### **Reporting Absences**

Parents are required to contact, by phone or FastDirect, the school nurse, their child's classroom teacher, and Cee Cee or the nurse by 8:30 a.m. when a student will not be at school. This is done for the student's protection and to assist us in gathering health information in order to alert you to the possible spread of a contagious disease. If you do not report your child's absence, the school nurse will be following up with you that day to verify the absence.

### **Absences During the School Day**

Parents wishing to have a student excused during the school day shall phone the school office or make the request in person prior to such an absence. All students excused during the day are to be signed out on the Visitor Log and picked up at the school office.

### **Make Up Work Following an Absence**

#### **Absence due to illness:**

During a student's absence due to illness, a record of class assignments along with the necessary materials will be kept each day. This record, along with the books and materials needed, will be available in the student's homeroom immediately after school (at 4pm and not before as teachers are teaching all day). A parent should make every effort to pick up daily assignments or make arrangements to have them picked up if possible. All lessons should be made up within the same number of school days as were missed, up to three school days. In special circumstances a parent may request a teacher to consider an extension. We want to reiterate that students with a fever, vomiting and/or diarrhea must stay out 36 hours after symptoms have ceased without the help of medication..

#### **Planned absences due to vacation trips during the school year:**

\*(Extended Vacation trips during the school year are not advised for the sake of student learning.)

**Homework will not be gathered earlier than 2 school days prior to an extended/planned absence and cannot be gathered for more than 2 days of work.**

**In some cases, homework will be on Google classroom and students can retrieve their assignments there and no "paperwork" will be sent home even when the school is notified of the extended absence. It is the students responsibility to turn in the work when returning to school. Assignments that are provided to the student before or during the absence are due on the day the student returns; otherwise**

**the assignment will receive late-work penalties.**

**All tests and assessments that were missed during the time of a non-illness related absence will be given the first day back.**

### **Excessive Absences**

1. The teacher has the discretion of conferring with the parents at any time regarding unverified absences.
2. The Principal may consult with the parents of any student who has accumulated 30 or more absences in one school year. Written verification from a medical doctor may be required for long term absences.
3. If a student is absent more than 15 days in one semester, their promotion may be reviewed by the teacher and Principal to assess the cause of the absences and whether the student has made adequate educational progress.
4. Parents must understand that state law requires “continuous and regular” attendance. Without this, the Principal is obligated, by law, to report the absences to the proper authority.

### **Tardy Policy**

Immanuel Lutheran School feels it is of vital importance that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Tardiness is defined as not being in your classroom to begin classroom activities at the start of class. Consequences are as follows:

1. 8 times tardy per quarter: Student will be marked as being absent one day.
2. 16 times tardy per quarter: Student will be marked as being absent two days.
3. 20 or more times tardy per quarter: Student and parents may be asked to meet with the classroom teacher and administration to discuss tardiness.

## **BEFORE AND AFTER SCHOOL CHILD CARE**

The Alpha & Omega Club, a before and after school program, is offered in our school facilities. This program is offered for students in preschool through 8th grades enrolled at our school. The before school program begins at 6:30 a.m. and continues until school begins. The after school program is offered from the end of the school day until 5:30 p.m., Monday through Friday, for every full day that school is in session. A daily snack is provided at the after school program. A late charge is assessed for pick up after 5:30 pm. An additional late charge per minute is assessed after 6:00 pm. An emergency contact form is required to be filled out each school year for your child to use this service.

## **BULLETIN BOARDS AND DISPLAYS**

Any display of posters or other materials not related to the instructional programs shall be approved by the Principal before being displayed in the classrooms or halls.

## **CELLULAR PHONE/SMART WATCH USAGE POLICY**

Student use of a cell phone to call or text during school hours is strictly prohibited, except as specifically authorized by the Principal. Any student found violating this policy will have his electronic device taken away, and a parent must come to Immanuel to retrieve the device. This also includes any Smartwatch, such as an Apple Watch or Android watch. If any watch or device becomes a distraction, even if only used as a watch and not a device, the item will be confiscated and will need to be picked up by the parent.



## **CHILD ABUSE/NEGLECT REPORTING PROCEDURES**

Any school personnel who suspects a child has been or may be subjected to abuse or neglect is under a moral and legal obligation to report the matter to the Missouri Division of Family Services. It is NOT the job of the school personnel to investigate the situation, only to report it.

## **COMMUNICATION**

### **Parent Portal on FastDirect**

All important school updates, teacher communication, grades and financial information are available through FastDirect for grades PS through 8. Each family is assigned a username and password to access the data. The site address is [fastdir.com/ilsw](http://fastdir.com/ilsw). It is imperative that families check this account for messages from the school daily. **FastDirect should only be used for academic purposes and not personal use.**

FastDirect is our preferred method of communication. Please refrain from calling a teacher during instructional times of the day. If it is an urgent matter, the office will be glad to take a message for the teacher to return your call at a more appropriate time.

### **Resolving a concern**

Parents should make an appointment to talk to administration and/or the teacher. It is not appropriate to assume that the administration or the teacher is able to talk with you at any time. Parents should speak to the teacher or other individual with whom there is a concern first, in a timely fashion, to discuss any issue. If the issue is not satisfactorily resolved, the parent may seek the counsel of school administration. When the individual indicates the issue is resolved, administration assumes that the issue is dropped. A parent should not leave the office with the administrator thinking the issue is resolved and then indicate to others that he or she is still upset with the situation. The discussion of private issues with other parents and other teachers is counterproductive. Issues should never be posted to or discussed publicly, including social media.

If this second step of involving administration does not resolve the issue to the satisfaction of the parent, then, and only then, should the parent go to the Chairperson of the Board of Directors. The contact information is available in the school office. When a member of the Board of Directors is contacted by a parent with a concern, the Board member will direct the parent to this communication policy to attempt to resolve the concern, first, by communication directly with the individual and, second, through communication with the principal.

It is never acceptable to carry on a conference-type conversation in the hallway with administration or the teacher. If this event does occur, the parent will be asked to move into a more private location to continue the conversation. Parents are expected to talk to administration and/or the teacher in a respectful, calm, and Christian manner. If a parent does not converse in a respectful manner, the meeting will be terminated until a later time. Anonymous letters or email will not be read and will promptly be disposed of.

### **Facebook/other social media/online communication**

Facebook can be a valuable communication tool. It should be used for appropriate, uplifting communication. Immanuel Lutheran School Wentzville may use Facebook in the form of private classroom groups where only members of that class are invited or for school wide communication about important events as an additional tool second to FastDirect. Facebook will not become a platform for discussing student matters. While private Facebook pages may be used to share happenings in classrooms, Facebook private messenger will not be appropriate for teacher/parent communications. FastDirect is always the primary mode of communication. Publication of, or reference to, confidential or private student information is never appropriate on Facebook or other social media. Parent concerns should never be posted to or discussed publicly, including social media.

### **Student use of social media and personal electronic devices**

Immanuel Lutheran School's stance is that social media is not appropriate for students age 14 and under. Use of social media and cell phones on school grounds is strictly prohibited. This also includes the use of smart watches, and is not limited to Apple Watches. Students are not allowed to use Apple Watches as a communication device at school. Due to our strict policy and the fact that ILSW does not condone use of social media for ANY of their school aged children, parents should reach out to one another if they see a problem with their child and another student of ILSW.

If there is cyber bullying via social media or text messaging (which would only be possible outside of school) local authorities should be contacted by the parents immediately.

***The school cannot and will not control student communication outside of school. Matters of this nature will be left up to the parents and/or local authority. It is imperative that parents monitor their child's cell phone usage every day.***

### **Eagle Weekly**

Parents should sign up for electronic delivery of The Eagle Weekly on [ilcsw.net](http://ilcsw.net). The Eagle Weekly contains information on upcoming events, changes in any plans for activities, requests from organizations, tips for parents, Lutheran High School information, sports schedules, choir schedules, and other pertinent information. Parents should read this publication every week. All families should sign up on our website to have this publication automatically emailed to you. **You will miss all pertinent information if you do not sign up for this publication.**

## **CURRICULUM**

The curriculum of Immanuel Lutheran School is integrated into the Christian framework to prepare children to live totally integrated Christian lives. The curriculum meets and exceeds the requirements of the State of Missouri Department of Education. Regularly scheduled curriculum reviews are conducted by the faculty to continually study and make improvements in the curriculum.

Art: Art appreciation, drawing, modeling, crafts, painting, art history, and ceramics. (Letter grades are not given for art. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

Electives: A variety of elective classes are offered to students in grades 6 through 8. (Letter grades are not given for electives. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

Language Arts: Reading, literature, phonics, English, spelling and writing.

Mathematics: Math concepts and processes, number theory, geometry, statistics, metrics, computer literacy and algebra with an emphasis on problem solving skills and the fundamentals. All 8<sup>th</sup> grade students will take Algebra I their last year.

Music: Singing, music appreciation, band, strings, rhythms, orchestra, handbells, guitar and recorder. Letter grades are not given for specials. (Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

Physical Education: Skill development, rhythmic activities, team sports, group games, sportsmanship, fitness, health and safety. (Letter grades are not given for specials. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

Religion: Bible study, doctrine, church history, worship, missions, and memorization.

STEAM: Emphasizes the following fields: science, technology, engineering, art, and mathematics. STEAM curriculum provides activities that are cross curricular and project based.

Social Studies: Geography, history, citizenship, economics, current events, government, research, and map skills.

Science: Processes, concepts and knowledge of physical science, life and earth science.

Spanish: Students are taught a weekly Spanish lesson. Students earn a rating of E=Excellent, S=Satisfactory, U=Unsatisfactory)

The school faculty continually strives to secure and employ the most effective methods and media for instruction through continued study, faculty workshops, staff in-services, and seminars.

Curricular materials that are used include the following:

**Mathematics:**

Grade Level	Curriculum Used
Kindergarten	My Math by McGraw Hill
1st Grade	My Math by McGraw Hill
2nd Grade	My Math by McGraw Hill
3rd Grade	My Math by McGraw Hill
4th Grade	My Math by McGraw Hill
5th Grade	My Math by McGraw Hill
6th Grade	Glencoe Math

7th Grade	McGraw Hill Accelerated Math
8th Grade	McGraw Hill Algebra 1:

**Language Arts:**

Grade Level	Curriculum Used
Kindergarten	Starfall
1st Grade	CKLA 2nd Edition by Amplify 2022 Zaner-Bloser Print
2nd Grade	CKLA 2nd Edition by Amplify 2022 Zaner-Bloser Print and Cursive
3rd Grade	CKLA 2nd Edition by Amplify 2022 Zaner-Bloser Cursive
4th Grade	CKLA 2nd Edition by Amplify 2022 Novel Studies
5th Grade	Grammar and Writing 5 Curtis Hake Spelling Connections - Zaner Bloser Novel Studies
6th Grade	Spelling Connections Grammar and Writing Novel Studies
7th Grade	Spelling Connections Grammar and Writing 20?? Various Novel Studies (TPT??)
8th Grade	Grammar and Writing 8 (Curtis/Hake) Spelling Connects 8 (Zaner-Bloser) Vocabulary Workshop Levels A-C **Ask Hannah about Literature books***

**Social Studies:**

Grade Level	Curriculum Used
Kindergarten	Savvas - My World Interactive
1st Grade	Savvas - My World Interactive

2nd Grade	CKLA Knowledge by Amplify 2nd Edition 2022 TPT Units
3rd Grade	Savvas - My World Interactive
4th Grade	Savvas - My World Interactive TPT 50 States Project
5th Grade	Savvas - My World Interactive
6th Grade	Savvas - My World Interactive World History
7th Grade	Savvas - My World Interactive World Geography
8th Grade	Savvas - My World Interactive American History

**Science:**

<b>Grade Level</b>	<b>Curriculum Used</b>
Kindergarten	Savvas- Elevate Science
1st Grade	Savvas- Elevate Science
2nd Grade	Mystery Science -Inquiry based investigations
3rd Grade	Savvas - Elevate Science
4th Grade	Savvas - Elevate Science
5th Grade	Savvas - Elevate Science
6th Grade	Sound and Light - Pearson Inside Earth - Pearson Astronomy - Pearson Earth's Changing Surface -Pearson Weather and Climate -Pearson Earth's Waters -Pearson
7th Grade	Chemical Interactions - Pearson Electricity and Magnetism - Pearson Chemical Building Blocks - Pearson Motions, Forces, Energy - Pearson
8th Grade	Animals - Pearson Human Biology - Pearson

	From Bacteria to Plants - Pearson Environmental Science - Pearson Cells and Heredity -Pearson
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**Religion:**

Grade Level	Curriculum Used
Kindergarten	Enduring Faith by CPH 2023
1st Grade	Enduring Faith by CPH 2023
2nd Grade	Enduring Faith by CPH 2023
3rd Grade	Enduring Faith by CPH 2023
4th Grade	Enduring Faith by CPH 2023
5th Grade	Enduring Faith by CPH 2023
6th Grade	Enduring Faith by CPH 2023 ILS member students receive confirmation instruction weekly
7th Grade	Enduring Faith by CPH 2023 Habitudes by Tim Elmore ILS member students receive confirmation instruction weekly
8th Grade	Enduring Faith by CPH 2023

**Art:**

All Grade Levels	Weekly lessons and skills are centered around LESAS standards for visual arts with additional creative project ideas and various art lab books.
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**Music:**

Kindergarten	MusicPlay Online, Themes and Variations
1st Grade	MusicPlay Online, Themes and Variations
2nd Grade	MusicPlay Online, Themes and Variations
3rd Grade	MusicPlay Online, Themes and Variations Band (Opt) Essential Elements for Band Book 1, Hal Leonard
4th Grade	MusicPlay Online, Themes and Variations Band (Opt) Essential Elements for Band Book 1, Hal Leonard
5th Grade	MusicPlay Online, Themes and Variations Band (Opt) Essential Elements for Band Book 1, Hal Leonard

**Spanish:**

All Grade Levels	Weekly Spanish lessons are taught by <i>Custom Language Schooling</i>
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**PE:**

All grade levels	Weekly skills and activity lessons are guided by MO State standards and are supports through Shape America (MOshape), MOAHPERD, Spark and OPEN
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**Middle School Electives:**

Fine Arts: Band
Fine Arts: Choir
Fine Arts: Art
Engineering
Youth Coding

## **Homework**

The challenging program at Immanuel has always required that some of their studies be done at home to establish independence, rigor, and solidification of knowledge. This is not only necessary for accomplishing goals, but is also a helpful habit for future education. Parents can assist by setting aside a regular time for study, by providing encouragement, and by providing a quiet place to study. A child receives great benefit from the time spent with a parent in reading and writing activities. Homework is designed to fulfill the following purposes:

1. Drill and additional practice to strengthen new skills introduced in the classroom.
2. Completion of unfinished classroom assignments.
3. Work to be done on projects of a short-term or long-term nature.
4. Participation in research activities in the location of facts and data.
5. Extension of reading for pleasure through the guided reading of library books and other material.

## **Field Trips**

1. A field trip is an educational experience for which the class as a group leaves the school premises.
2. The number of chaperones/supervisors is left to the discretion of the teacher unless otherwise specified by the place visited. A list of chaperones must be given to the school office before leaving the building.
3. **Chaperones/supervisors may not bring other children, including babies and preschool children, along on the trip.**
4. Teachers may request help from responsible adults in planning and arrangements of field trips.
5. Families will be asked to pay for the costs relating to field trips such as admissions, food and transportation.
6. A copy of a driver's license and current insurance card will be needed for any parent/guardian providing transportation for field trips.
7. Non-custodial parents must have a court document stating that they can attend field trips and/or transport their child as well as other children.

## **School Assemblies**

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

## **Instructional Materials**

All textbooks, except for certain books purchased by students (e.g. Bibles), are furnished by the school. The textbooks and instructional materials are selected for use in the school by the faculty and principal and are carefully scrutinized to assure the highest quality available. The texts meet the core curriculum standards and reinforce the spirit of a Christian school.

Students will be assessed a damage or loss fee for rental textbooks that did not receive normal usage during the course of the year. Students will be charged for the full cost to replace consumable books that are lost or damaged.

## **Technology**



Immanuel Lutheran School integrates technology into its curriculum as a tool to facilitate teaching and learning. Technology exists as a powerful and essential tool in the education process for both students and staff. Technology is not a separate curriculum, but an appropriate part of all curricula at every level of instruction. A list of technology proficiency goals for each grade level guides computer instruction.

## **DRESS AND APPEARANCE POLICY**

Immanuel Lutheran School's policy for Kindergarten through Grade 8 is as follows:

### **Uniforms**

ImmanuelWear pants, shorts, skirts and skorts will be worn at the natural waistline and at an appropriate length. **All ImmanuelWear shirts with the Immanuel Wentzville logo should be purchased at Fischer's Uniform Company in New Town. Uniform bottoms are preferred to be purchased at Fischer's but are acceptable from Lands End, Target, and Old Navy as long as they match in style, fabric and color, navy or khaki, NOT light khaki. All uniform bottoms must be standard length in accordance with Fischer's no matter what the brand.**

**Shorts (boys): *Cargo shorts and pants with pouch pockets are not allowed. Flat pockets are ok.***

**Skirts/skorts: Must be an appropriate size for the students age. Downsizing to adjust for skirt length is not allowed. Rolling skirts at the waist is also not allowed. *Skirt length must be at mid-thigh when sitting.* If a student wears a skirt that is shorter than the required length, the student will be sent to the nurse to change into a used uniform bottom of appropriate length. The student will then receive a warning the first time and a notice will be sent home to parents to sign. If this happens a second time, the student will serve a before school detention and be required to wear leggings with a skirt. If a student only has skirts that are too small/short, that student will only be allowed to wear skirts with leggings until an appropriate length skirt is available.**

**Shirts: Must be tucked in for all students in 5th-8th grade.**

**Socks: Any sock up to mid-calf may be worn as long as they are not offensive. (i.e. profanity or alluding to profanity)**

**Spiritwear: Only ImmanuelWear outerwear such as sweatshirts are allowed in the classroom. Anything other than these options are NOT acceptable school attire. **Lutheran High St. Charles outerwear is allowed, but no other school counts as ILS Spiritwear.****

**Leggings and tights need to match ImmanuelWear uniforms and should be a solid color in black, gray, royal blue, navy or white. Leggings WILL BE required if skirts are deemed too short.**

**Belts are NOT required. If a belt is worn, acceptable belt colors are black, brown, tan and navy.**

**All Fridays and half days will be Spirit Wear days. Students are permitted to wear spirit wear tops and uniform bottoms. There are a few free dress days throughout the year as announced. See Free Dress below. **No tank tops are allowed.****

Every student and parent signs the following agreement each year:

**“Immanuel Lutheran School Wentzville Student Dress and Appearance Policy- Student Agreement  
24-25 School Year:**

Student dress and appearance is part of school success. As students of ILSW, we strive to put forth our best which includes what we wear to school. As a student of ILSW, I agree to follow these dress requirements:

- Shirts will be tucked in at all times for 5th-8th grade students.
- Skirts will not be rolled at the waist, must be an appropriate size for the student’s age, and will be a modest length which means the skirt will be at mid-thigh or below in a seated position. Uniform skirts are not made to be rolled or hemmed shorter than mid-thigh when seated.
- If a student only has skirts that are too small, the student must also wear leggings.
- A student wearing a skirt that is shorter than mid-thigh while seated will be sent to the nurse to change into an appropriate length bottom. A notice will be sent to parents that must be signed and returned. A second offense will warrant a before school detention.
- **Only ImmanuelWear outerwear such as sweatshirts are allowed in the classroom.** Anything other than these options are NOT acceptable school attire. **Lutheran High St. Charles outerwear is allowed, but no other school counts as ILS Spiritwear.**
- Socks: Any sock up to mid-calf may be worn as long as they are not offensive. (i.e. profanity or alluding to profanity)
- Closed toed shoes must be worn to school. If crocs are worn, they are not allowed on PE days. Flip flops are never allowed.
- Cargo shorts and pants with flat pockets are allowed. Cargo pants with pouch pockets are not allowed.
- Leggings and tights need to match ImmanuelWear uniforms and should be a solid color in black, gray, royal blue, navy or white. **Leggings WILL BE required if skirts are deemed too short until an appropriate length skirt is available.**
- Hair color should be of natural color. If not, the student has 2 days to remedy this.
- Earrings that hang from the ear should be removed for PE, recess, and athletic events.
- **If you are unsure if something will be acceptable, you should choose to wear something else.**

**Free Dress Days**

Dress should be modest in length and color. No shirts or pants with holes are permitted. Crop tops are prohibited. Athletic wear type clothing should not have words printed across the bottoms and should be in good condition. Clothing depicting inappropriate content (inappropriate television shows, devils, profanity) are not allowed to be worn. **Shorts should be of modest length, hitting at or below mid-thigh when seated and should not be rolled at the waist. Spaghetti straps/tank tops are not allowed. From what we witnessed last year, many of the athletic shorts and Lululemon type athletic skirts, shorts and pants (yoga/leggings) are not school appropriate and should only be worn outside of school. Biker shorts should be left for the Katy Trail and not be worn to school either.** If the student is out of dress code for the free dress day, the student will be sent to the office by the teacher to call home and have appropriate clothing brought to school. *The student will not be able to go back to the classroom until the student is wearing appropriate clothing. The first offense is a warning and a note will be sent home to be signed. On the 2nd offense, the student will not be allowed to participate in the next free dress day and must serve a detention.*

**ILSW Spiritwear Days: All Fridays and half days** will be Spirit Wear days. Students are permitted to wear spirit wear tops and uniform bottoms. “

### **Physical Education Dress Code**

All children are required to wear clean gym shoes in the facilities that provide gym activities. Students in grades 6 through 8 must wear P.E. uniforms purchased in the School Office. Students are expected to have clean uniforms and practice good hygiene.

### **Footwear**

All shoes should be closed toe and back on PE or active recess days. Crocs are allowed on non PE days. If crocs are worn to PE, it will be counted as a non-participatory day and a zero will be given. Flip flops or any unsecured sandals are not allowed.

### **Appearance Goals**

Jewelry may not interfere with classroom activity. Body piercing, other than ears, is not permitted. Earrings are permitted on females only. Earrings hanging from the ear should be taken off during recess and physical activities.

Hair color on boys and girls must be of a natural color. If hair is dyed an unnatural color, the student has 2 days to get their hair dyed back to a natural color. If after those 2 days the matter is not resolved, the student will not be allowed to attend school and will receive absences until their hair is a natural color. Any semi-permanent hair accessories are prohibited and must be removed immediately.

***Parents are urged to monitor the clothing worn by their children to school.***

## **EDUCATIONAL ACCOMMODATIONS FOR STUDENTS:**

Immanuel Lutheran School strives to provide a Christ-centered education for all students. Whether students need early intervention support, 504 Plan accommodations, or Individualized Education Plans (IEP) modifications, Immanuel has two full-time special education teachers to implement those needs. Support is given in regular education classes and in the resource room. The Special Education Teachers also make educational goals and help implement them in the classroom with the classroom teachers.

At Immanuel, early intervention support is given in grades one through three after collaboration between the classroom teacher, parent, and special education teacher. The multi-sensory program SPIRE is used in small groups to reteach basic phonics skills. Math and writing support is given on an as-needed basis.

504 Plans can also be written when there is a medical diagnosis that impacts a student's education. Accommodations are then given on an individual basis and may include a quiet setting for test and individual work time; having a test or assignment read aloud; or the reteaching of a specific concept.

We work closely with the Wentzville School District if we suspect a learning disability in a specific academic area. After the evaluation process, an IEP is written and support is given accordingly.

## **EMERGENCY SCHOOL CLOSING**

If it is questionable that school will be in session due to bad weather, please listen to one of the following stations for "IMMANUEL WENTZVILLE":

TELEVISION: KTVI-Channel 2, KMOV-Channel 4 & KSDK-Channel 5

Please note: If school is canceled due to weather related emergencies, all school-related activities are also canceled.

Once school is in session, if a weather emergency arises, the school reserves the right to close school early. This will be the exception, not the rule. Concerned parents of children already at school may pick their children up early if they wish to do so.

The decision to make up days lost to bad weather will be made by the Board of Directors upon the recommendation of the Principal.

## **EXTRA-CURRICULAR ACTIVITIES:**

Extra-curricular activities such as athletics, musicals, music groups and the like operate according to the philosophy of Immanuel Lutheran School. Students participate in them as a privilege. If your child leaves early in the day due to illness, your child may not participate in an after school activity that day.

The five goals of all extra-curricular activities are:

1. Develop the students' mind, body, and soul.
2. Allow the light of Gospel to shine through students as representatives of Immanuel Lutheran School.
3. Dedicate every comment and action to the glory of God.
4. Develop mutual respect among students in the activity, and with opponents in a competition. Students in an activity work as a team.
5. Grow from successes and failures, accomplishments and mistakes, and wins and losses.
6. Students and adult leaders pray that God will always give the group the ability to keep its actions centered on the five goals in order to reach true success.

### **Athletic Program**

Immanuel offers to its students, in grades 5 through 8, the opportunity for participation in the following interscholastic sports: soccer, girls' volleyball, boys' and girls' basketball (starting in 3<sup>rd</sup> grade), boys' and girls' track, cross-country and cheerleading. Competitions with local parochial schools are scheduled to foster community relations. Cross Country is available for grades 1-8 and Cheerleading is available for grades 1 through 8.

All sports have “A” and “B” teams. If your child is on the “B” team, they are there to learn the sport and all children will get playing time. If your child is on the “A” team, the sport is more competitive and playing time is not guaranteed.

A physical examination is required before a student is allowed to participate in practice or play the first game.

Because our athletes, coaches, and spectators are representatives of our school, church, and community, they are expected to display Christian behavior and good sportsmanship at all times.

Students may play on another team of the same sport or in another sport with these stipulations:

1. No Immanuel athlete may participate in an outside practice or game on an Immanuel game day.
2. If Immanuel has a morning game, no player may participate in a game for the outside team the night before.

We believe we would be doing our school and athletes/students a disservice if we did not set certain standards of eligibility. Such standards are followed because:

1. Athletics at Immanuel are “extra-curricular” and as such are meant to enhance the student’s educational experience, not replace it. As such, athletics always remain extra; they do not replace or take priority over academics.
2. Athletes’ behavior is often emulated by other students.
3. Participation in athletics is a privilege for each student.

### **Athletic Eligibility**

St. Louis Lutheran Athletic League Policy: Only students enrolled full time at Immanuel Lutheran School will be allowed to participate in the St. Louis Lutheran Athletic League events and the athletic program at Immanuel. This includes all sports teams and cheerleading groups.

### **Academic Standards**

To be eligible to participate in the athletic program of Immanuel Lutheran School, a student must have a C average with no F’s in subjects, which receive a letter grade (A, B, C, D, F) on their respective report card or mid-quarter report.

In situations where a student’s eligibility may be in question, the child’s homeroom teacher and the Principal will make a joint decision about the student that reflects the best interests of all concerned.

### **Behavioral Standards**

Participants in extracurricular activities are expected to exhibit appropriate and uplifting behavior at all times, in all situations, as a representative of Immanuel Lutheran School to the community. Because participation in such activities is a privilege, students must earn that privilege by their exemplary behavior.

Behavioral ineligibility may be declared by any teacher and administrator, when together, in their opinion, the athlete has, by a single extreme action or by repeated inappropriate behaviors, set an example for other students that is not acceptable by the teacher(s) and administrator.

### **Financial Standing**

The activity fee for the sport must be paid before the student can participate in the sport or club. The student will be ineligible to play if the activity fee is not paid.

### **Eligibility Procedures**

The primary responsibility of informing the parent(s) and the coach of the team affected rests with the athletic director. At this time the athletic director will inform the coach of the following:

1. How the student became ineligible.
2. The conditions for becoming eligible again.

## **FINANCES**

**Payments are due by the 10th of the month. If paying in full, this payment needs to be received by August 10th. We are no longer accepting payment for the current school year in full at the end of said year. Payment arrangements must be made with Cindy Hart in special circumstances. The Enrollment Contract found in the Appendices of this document will be strictly followed as all parents have signed this agreement for continued enrollment of their child.**

### **Tuition Status: Member/Community Rates**

Member and community families are assessed tuition based upon their church membership status. Families will not attain member tuition status until they are official members of Immanuel Lutheran Church, as indicated by the church office. Tuition paid prior to this change in membership status will not be prorated. Members must be active in the church and school at Immanuel. If a family joins the church after the start of the semester, the member tuition rate will go into effect the following semester. (Ex. if a family joins the church and is in good standing in October, their member tuition will not go into effect until January)

### **Church Member Attendance Requirements**

Religious instruction and worship are central to the education of our children. It is expected that all parents and students regularly attend worship services. Families are expected to worship every weekend. We will review attendance every six months. We encourage parents to not only bring your children to Sunday School, but to lead by example and attend Bible Class yourself. Our worship services are: Saturday 5:00 p.m., Sunday 8:00, 9:30, and 11:00. Throughout the school year, students will be required to participate in performances during church services. This will be communicated through your music teacher. Parents are strongly encouraged to bring their children to the church service in which their class choir or instrumental group enhances worship. The school will take church attendance every Monday.

### **Financial Policies and Procedures**

Students may be removed from enrollment if the family account is 60 days or more in arrears. Parents are legally responsible to keep their accounts paid promptly and completely according to school policy and the agreed payment plan. If payment is not received, past balances will be forwarded to a collection agency. There will be a late payment fee of \$35 automatically added to their account each month payments are not made.

### **Student Records**

Records for students graduating 8th grade or transferring to another school will only be transferred to another school upon complete payment of account balance, or satisfactory payment plan put in place. Once the account is paid in full, records will be sent to the new school.

## **LOST AND FOUND**

All found items are placed in the lost and found box located in the School Office. Money and jewelry are to be brought to the school office. At the end of each quarter, all unclaimed items will be donated.

## **LUNCH PROGRAM**

Immanuel Lutheran School operates a hot lunch program. Pricing is as follows:

\$3.50 for the cold sandwich or peanut butter and jelly option

\$3.75 for the hot entree option

\$0.50 for 1 milk or bottle of water

\$1.25 extra entree'

Information regarding the guidelines for qualifying for free or reduced price lunch is available at the time of registration or at any time from the school cafeteria. Recipients of reduced or free lunches are strictly confidential.

Lunch menus are posted on the school bulletin boards and are also published on FastDirect on a monthly basis. Students who do not eat hot lunch are able to purchase a drink.

**Students are not allowed to have soda, energy drinks, or coffee drinks in the lunchroom.**

### **Fast Food**

While we understand that things happen that may necessitate a fast food lunch being dropped off at school, we ask this to happen only in an emergency type situation. We do not allow delivery of pizza or other fast food for students. Many restaurants now have a policy that does not allow them to deliver to students at a school.

In the event that a student would have a fast food lunch brought to them repeatedly, this will be addressed by the school. We have hot lunch and two sandwich options available to your child daily.

Due to the size of our student body, parents cannot eat lunch with their children in the lunchroom. If scheduled far enough in advance, parents may request to eat lunch with their child, but the school will have to find another area in the main school building and may not be available on the date requested.

### **Food Allergies**

A carton of milk or a water bottle is included as part of each hot lunch. A note from a doctor must be placed on file in the school nurses' office each year if a child is not to have milk or certain foods because of allergy problems.

We have a peanut free table for children that are allergic to nuts. Only those who have peanut free lunches are allowed at this table.

## **MEDICATION/ILLNESS**

## Medical Treatment Authorization/Illness Policy

The following over-the-counter medicines and treatments will be a part of the medical supplies at school. These supplies may be administered as needed while your child is at school. (IF you prefer that your child DOES NOT receive a treatment listed below, please sign the NOT TO BE ADMINISTERED column beside the treatment you prefer your child NOT receive. You will sign this as part of the summer letter.) Training of designated staff on first aid and these treatments is done annually by the school nurse.

### MEDICATION/TREATMENT -

Tylenol Regular Strength (tablet, liquid available)

Ibuprofen (tablet, liquid available)

Cleansing with Normal Saline or Soap and Water

Alcohol - pierced ears

Hydrocortisone Cream (0.5%-1%) for itching

Baking Soda Paste for stings

Warm Salt Water Gargle/Rinse for mouth/throat irritation

Cough Drops (Ricola brand used) for cough, sore throat

TUMS or Children's Chewable Antacid

Vaseline/Aquaphor for chapped lips/skin

Ice Packs for bruising, swelling, pain

Saline Eye Wash for eye irrigation/contact lens care

Neosporin/or Triple Antibiotic Ointment \*\*indicate if Allergic\*\*\*

Band Aids/Medical Tape/Gauze\*\*\*indicate if allergic\*\*\* Latex Free band aids are used

Sunscreen (Neutrogena)

Any other health concerns you would like us to know about.

### ILLNESS POLICIES

FEVER: is considered to be a temp of 100.0 F. If your child has a temp of this degree he/she must remain home for 36 hours.

1. Please do not bring your child to school if they are sick.

2. If your child develops a fever at school, the emergency contact will be notified and the child should be picked up immediately. The child needs to remain FEVER FREE for 36 hours WITHOUT medication. Unfortunately, if there is a situation where it is known that a student has a fever of close to 100.0 and has



been given medication at home to keep the fever below 100.0, it will be reported immediately to administration and family enrollment will be addressed.

3. If your child has a fever of 100.0 and the condition is diagnosed as treatable through an antibiotic, a doctor's note indicating the diagnosis (i.e. ear infection) is required. In cases such as this, the student would be allowed back at school 24 hours after treatment if they are fever free.

4. If your child has ANY flu-like symptoms including but not limited to a fever, keep them home until they have no symptoms for 36 hours.

5. VOMIT/DIARRHEA: Your child must be diarrhea/vomit free for a full 36 hours before returning to school.

6. REPORTING ABSENCES: Please Fast Direct the school nurse, your child's teacher, and CeeCee Liefer to report your child's absence.

If your child is on a regular medication that may cause symptoms such as nausea or diarrhea, please let us know.

### **Prescription Medication**

The student's authorized prescriber must provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, route of administration, any adverse effects, any applicable emergency instructions, prescriber and parent/guardian signature of consent.

All prescriber's orders must be renewed each school year.

Every individual medication, new medication, or when a dosage has changed will require a separate signed consent by the prescriber and the parent/guardian.

The school staff will not administer the first dose of any medication nor may the student return to school until one/half hour has elapsed after the first initial dose has been administered.

The parent/guardian will supply the medication in the original labeled container from the pharmacy with only those doses to be given at school, and with the instructions for any special storage, i.e. refrigeration. Medication to be administered should not exceed a 30 day supply.

Documentation records of medication administration will include the student's name, drug, dose, date, time administered and name of the staff person administering the medication. Individual medication records will be filed in the student's health record when completed at the end of the school year, or when the student transfers or withdraws from the school. All documentation should be completed in ink.

### **Emergency Medication**

If a student with a life threatening condition, e.g. bee-sting allergy, diabetes, severe asthma, etc. is enrolled in the school, the parent/guardian must furnish the medication needed to be administered at the time that such an

event might occur. Students may only self-administer and carry with them a rescue medication inhaler for asthma or an epi-pen for severe allergic reactions and only if a physician and a parent has signed the self-administration portion on the form. Insulin for diabetics and non-rescue inhaled medications may also be self-administered but must be kept in the School Office.

Such emergency medications require orders from an authorized prescriber including a detailed instruction for administration. The medication consent form must be signed by the prescriber and the parent. Duplicate copies of these forms should be kept in the student file and with the medication. Documentation regarding emergency administration of medication should be updated each year.

If an emergency occurs where medication is to be administered the parent/guardian will be notified. The medication administration will be written on the student's medication log.

### **Handling, Storage, and Disposal of Medications**

A parent/guardian or other responsible adult must hand deliver to the designated school staff all medication to be administered. The medication must be in a pharmacy or manufacturer labeled container. All request/consent forms must accompany the medication. Medications must not be sent in a lunch or book bag.

All medications will be secure, locked and monitored only by school staff. All Schedule II @ controlled substances (e.g. Ritalin) must be inventoried upon receipt by the school staff. Any discrepancies will be reported to the principal and the parent/guardian notified.

A parent/guardian may come to school and administer his/her child's medication at any time. This will be documented on the medication log with the parent/guardian signing for the administration.

A parent/guardian may retrieve the medication from the school at any time. This will be logged on the medication record.

All unused, discontinued, or outdated medication will be returned to the parent/guardian and documented as so. All medication will be returned at the end of the school year.

## **MONEY IN SCHOOL**

Students are discouraged from bringing any money to school unless it is absolutely necessary. Students are not to leave money lying loose either in the desk or on the desk at any time. Students bringing money to school to pay tuition or fees are to report directly to the school office upon entering in the morning.

## **NATIONAL LUTHERAN HONOR SOCIETY**

This is a new chapter for our middle school in the 23-24 school year. More information will be added soon.

## **PARENT ADVISORY TEAM**

The Parent Advisory Team is an important organization that benefits the school by meeting and advising administration with tasks that arise during the school year. This team will also serve as "New Parent Mentors". This is a Ministry Action Team of Immanuel Lutheran Church and School. Membership in the Parent Advisory Team, shall be limited to parents, legally appointed guardians, and persons in parental relation to participating students currently attending (Immanuel Lutheran School).

## **Goals and Objectives**

1. To encourage effective involvement of all parents of participating children in the school and to support the partnership between other school community stakeholders (school administration and staff, Parent Teacher League, the Board of Directors and other Ministry Action Teams at ILCSW).
2. To involve parents of participating students in an organized and timely manner with the planning, review and implementation of the joint development of the volunteer policy and specific school tasks approved by the Board of Directors (i.e. updates to handbook, uniform policies, etc.)
3. To recruit parents of participating students for involvement in meetings and other related activities designed to enhance the role of parents in supporting the education of their children and advancing their own educational needs. This will provide a forum for parental input.
4. To welcome and support new families to Immanuel Lutheran Church and School

## **PARENT-TEACHER LEAGUE**

The Parent-Teacher League is an important organization that benefits children and fosters parent-teacher communication and cooperation. Sociability among parents and families is fostered. As an auxiliary organization it conducts fund raising activities for the school. One such program is the “Volunteer Hours” program. Each family is asked to donate a minimum of 15 hours of their time. This can be done at any school event. Families may “write off” their hours by donating \$250 to PTL. If you choose the payment option, the \$250 amount is per family. This can be payable to the school office with the memo of ‘PTL Volunteer Hours’. The \$250 will be prorated if your family completes part, but not all, of the 15 volunteer hours.

## **PHYSICALS**

Physical exams are required to be completed by the first day of school for:

1. All first time students of Immanuel.
2. Students entering Kindergarten and students entering 5th grade.
3. Any student in grades 5 through 8 who will be participating on a sports team. Forms are available in the school office.

## **PICK-UP & DROP-OFF PROCEDURES**

### **Drop-Off**

K-8th grade drop off can begin at 7:55am. Students arriving before this time should go to our before care program located in the cafeteria.

Please pull as far forward as possible, up to the front of the gym, to drop off your child. There are sidewalks that lead to the main building from the gym. Please follow the directions of the parking lot assistants waving you to pull forward. Once stopped, your child may exit the vehicle and walk on the sidewalk. Please make

every effort to have shoes on and all belongings ready so your child can exit the car quickly. If you need to take more time, feel free to park in a space away from the school entrance. For those families that park, please walk to the crosswalk near the covered sidewalk and wait until the crossing guard stops traffic to cross.

### **Pick-Up**

Parents are expected to wait until school is dismissed for the day before picking up their student(s). Parents should follow the pickup procedure as outlined below:

Dismissal car line fills in stages. First is section 1 where you are asked to pull forward into a parking space located at the east end of the school building. Once that section is full, the second stage (section 2) is forming a carline through the parking lot. Please pull as far forward as possible. Parking lot assistants will be guiding you to the correct locations. The right lane turns right out of the parking lot and the left lane turns left out of the parking lot.

The third stage (section 3) is parking in spots located between the main building and the soccer field. This section is used to prevent cars from backing up onto Highway N and to allow space for emergency vehicles to enter the parking lot if needed.

Once all students have walked through the car line and gotten into their cars, the car line will be dismissed beginning with section 1, followed by section 2, and finally section 3. We dismiss cars in the order of arrival to the parking lot. Please be patient, however it usually takes only 10 minutes for the parking lot to clear.

Students will only be released to the designated person(s) on the enrollment form. Parents who have an emergency must notify the school office that someone other than the designated individual will be picking the student up.

Parents are to pick up their student(s) no later than 10 minutes after the scheduled dismissal time. Students remaining after the 10 minute time limit will be escorted to the aftercare program, the Alpha & Omega Club, and parents will be billed for this child care.

If a parent is picking up a student for an appointment or for any other reason during the day, the parent should come to the office to sign out the student. Early pick up parking is located by the big sign at the entrance of the parking lot. If you do not park here, there is a good chance you will be caught in the car line between 2:45 and 3:30.

### **Early Pick Up**

If you need to pick up your child early for an appointment, please do so no later than 2:45. This will help avoid getting trapped or caught in the carline. Please make every effort to arrive early so you can easily exit the parking lot. If you arrive after this time, you may be forced to wait until the carline is dismissed.

## **PRESCHOOL**

A structured Christian preschool is offered at Immanuel Lutheran School. A copy of the Preschool Handbook is provided to the parents at the beginning of the year.

[https://17652874-1163-4282-bbb5-1329266bf06b.usrfiles.com/ugd/176528\\_e6fdcb45c1494e2a99b58bd4964b19fb.pdf](https://17652874-1163-4282-bbb5-1329266bf06b.usrfiles.com/ugd/176528_e6fdcb45c1494e2a99b58bd4964b19fb.pdf)

**Schedule**

Full Day Program: 8:30 a.m. to 3:00 p.m. (Doors open at 8:20am and classes walk out to parking lot at 2:50pm)

Terrific Two's: 8:30 a.m. to 2:30 pm

**REPORT CARDS/GRADING**

The report card presents an accurate picture of a student's educational growth for parents and for the student's school records. The main purpose of this reporting is to affect the future growth of the student. Achievement and effort grades are reported in relation to set standards and in relation to the student's own ability. Behaviors and attitudes are also noted.

All report cards are available electronically via FastDirect for grades 2 through 8. Teachers are required to post grades on a weekly basis.

**Grading System****Academic Achievement:**

- A = Superior
- B = Good
- C = Fair, Average
- D = Poor
- F = Below Standard of 60%

**Grade Point Average (GPA):**

Grade point averages will be tracked from 6th-8th grade. In 6th-8th grade, students that earn a 3.25-3.74 will be named on the Honor Roll; those that earn a GPA of 3.75 or higher will be named on the High Honor Roll.

**Letter Grade Equivalents for Percentages:**

- A+ = 99-100    A = 93-98    A- = 90-92
- B+ = 88-89    B = 83-87    B- = 80-82
- C+ = 78-79    C = 73-77    C- = 70-72
- D+ = 68-69    D = 63-67    D- = 60-62
- F = Below 60

**Progress Descriptors:**

- E = Exceeds Expectations
- PA = Progressing Appropriately
- S = Satisfactory
- NI = Needs Improvement
- U = Unsatisfactory

**Progression of Students**

At the end of the school year, students are promoted to the next higher grade if there is evidence that they have mastered the necessary skills to achieve success at that grade level. A student may be retained if there is evidence that the student has not mastered the necessary skills to achieve at the next grade level. The

following factors are taken into consideration: achievement levels, particularly in language arts and math; test results; maturity as it affects ability and readiness to achieve; general behavior of the student; and the positive and negative implications for the student's future learning. The classroom teacher(s) and the Principal, in consultation with the parents, consider these factors.

### **Graduation Requirements**

A diploma of graduation shall be awarded to all students of Immanuel Lutheran School upon successful completion of the requirements for the 8 grades. All diplomas shall bear the signatures of:

1. Senior Pastor
2. Principal

### **Confidentiality of Student Records**

All material in the student's cumulative record (except directory information which is name, address, grade placement, birth date, participation in activities, dates of attendance and honors received) shall be confidential. The cumulative record contains the following:

1. Master record
2. Academic test results
3. Enrollment forms
4. Disciplinary notes
5. Transferred records from other schools
6. Report cards
7. Psychological reports (kept in Confidential file)
8. Health Records
9. Anecdotal records

All student information (except directory information) shall be accessible only to professional staff of the school and others who have a legitimate educational interest (determined by the Principal of the school) and to the student's parents or guardian.

Consistent with the law, any use or disclosure of a student's records should contribute to the welfare and the educational progress of the individual student.

Parents shall have the right to inspect their child's records. Any parent who wishes to inspect their child's records shall address the request to the Principal. Such a request must be honored within 10 school days. Records may be inspected in the presence of the Principal. All tests and evaluations will be translated into meaningful terms, and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student.

Note: General notices, lunch menus, PTL information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by the FERPA. Therefore, schools are not legally required to provide them to non-custodial parents.

The procedure for challenging the records shall be:

1. Written notice shall be submitted to the Principal requesting a hearing.
2. If satisfaction is not achieved, a statement of challenge shall be addressed to the Chairperson of the Board of Directors, who will give hearing and/or arrange for a hearing.

The responsibility for maintenance of school records is vested in the Principal.

The parent/guardian must sign a release form for the transfer of transcripts to another school. The transcript itself, or any information transferred, may be examined by the parent or guardian before transfer. Prior to sending the transcript, the school secretary must verify that all financial obligations have been met.

The transcript consists of the following:

1. Master record
2. Academic test results
3. Health records
4. Transferred records from previous schools
5. Birth Certificate
6. Achievement test scores

The health records may be hand carried by the parent to the new school for purposes of enrollment.

### **Confidential File**

The following student records may be in their Confidential File based on individual student needs and performance:

1. Individual Education Plan (IEP or ISP) (if assessed)
2. 504 plan (if assessed)
3. Individual testing
4. Public school evaluation (if assessed)
5. Medical diagnosis of learning or behavior problems (if identified)
6. Action Plans (If assessed)
7. Academic/Behavioral Contracts (if assessed and identified)

When a student transfers to a new school the next school will be notified that a confidential file exists for the student. Items in this file will be transferred upon a properly authorized (by parent) request.

Any other formal documentation produced by the Special Education Consultant such as anecdotal records, observational records, notes, work examples, etc. will not be transferred to the next school.

## **SAFETY**

Fire drills, intruder drills, evacuation drills and storm drills are held regularly according to state guidelines during the school year. School security cameras are also placed inside and outside of the building.

The fire signal alerts staff and students to evacuate the building. At the sounding of the fire alarm signal, all children are to file out of the building quietly and orderly. All classes should proceed to designated areas and remain in single file until the “all clear” signal is given.

In cases of severe storms or civil defense emergencies, an announcement will be made on the public address system instructing students to move directly to the designated areas. The students are to move quickly and quietly in single file and are to remain in the designated areas until advised to return to the room.

In case of a threat from an intruder, an announcement on the public address system will instruct staff to follow all protocol instructed and influenced by our local law enforcement and consultants. This plan will not be shared with anyone but current staff members.

Emergency School Closing: If students need to be picked up from school during the school day due to an emergency, parents will be called. Students will be released only to parents (or to those specified by the parent on the enrollment form). The student must be signed out before leaving the premises.

All full time school faculty and staff are CPR, First Aid and AED certified in the event of an emergency. Teachers and staff who have been certified in a training seminar administer medications.

## **SCHOOL TERM AND HOURS**

The school calendar includes a minimum of 1044 instructional hours. See the “Calendar” section on [ilcsw.net](http://ilcsw.net) for a schedule of dates and times of events. Changes to the calendar will be published in the Eagle Weekly.

### **Preschool:**

Full Day Program: 8:30 a.m. to 3:00 p.m.

Preschool early dismissal days: 8:30 a.m. to 11:30 a.m. (no aftercare)

Terrific Two’s: 9:00 a.m. to 2:30 p.m.

### **Grades K - 8:**

8:20 a.m. to 3:20 p.m. (The car line will be dismissed between 3:25 and 3:30.)

Early dismissal hours are 8:20-11:50 (no after care is offered on early dismissal days)

### **Appendices:**

## **24/25 ILSW DIGITAL CITIZENSHIP CONTRACT**

As a safe and responsible user of digital resources both at school and at home, I will help keep myself and other people safe by following these rules:

1. I cannot use school ILSW equipment until my parent/caregiver and I have read and signed the digital citizenship/agreement form.



2. I will be given my own user name, I will log on only with that username. I will not allow anyone else to use my username or password.
3. I will not tell anyone else my password.
4. Immanuel Lutheran School has a stance that no student of elementary or grade school needs social media in their life. While at school or a school-related activity, I will not have any involvement with any ILSW material or activity which might put myself or anyone else at risk (e.g. social media bullying or harassing). If any controversial social media issues were to happen outside of school, it will be dealt with at home or with local authorities (not the school).
5. I understand that I must not at any time use ILSW to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
6. If I own a cellphone, I will keep it off and in my locker at all times.
7. I understand that I can only use the internet at school in class when a teacher gives permission.
8. While at school, I will not:
  - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
  - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
  - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school. This offense will result in suspension or expulsion.
9. If I accidentally access inappropriate material, I will:
  - a. Not show others
  - b. Turn off the screen or minimize the window and
  - c. Report the incident to a teacher immediately.
10. I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher. This makes sure the school complies with all current Copyright Acts. I also understand that anyone who infringes copyright may be personally liable under this law.
11. I understand that these rules apply to any privately owned ILSW equipment/device (such as a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
12. I will respect all ILSW systems in use at school and treat all ILSW equipment/devices with care. This includes:
  - a. Not intentionally disrupting the smooth running of any school ILSW systems
  - b. Not attempting to hack or gain unauthorized access to any system
  - c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ILSW
  - d. Reporting any breakages/damage to a staff member.

14. I understand that the school monitors traffic and material sent and received using the school's ILSW network. The school uses filtering (SECURLY) and/or monitoring software to restrict access to certain sites and data, including email.

15. I understand that the school may audit its computer network, Internet access facilities, computers and other school ILSW equipment/devices or commission an independent forensic audit. Auditing of the above items may include any stored content, and all aspects of their use, including email.

16. I understand that if I break these rules, the school will inform my parent(s)/caregiver(s). In serious cases the school may take disciplinary action against me. I also understand that my family will be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

17. I understand that my use of Artificial Intelligence (AI) as my own work qualifies as plagiarism.

## **24/25 Electronic Device Policy (Grades K-8)**

### **This is a No Warning Policy.**

Electronic devices such as Chromebooks and iPads have become a valuable learning tool in the classroom. While they are an integral part, rules pertaining to their use are very important to preserve their integrity and usefulness in the classroom. These devices are to be used like any other classroom material, and are ONLY to be used with teacher permission. Any inappropriate use including (but not limited to) internet surfing, game playing, picture taking (without teacher permission), and use of social media (Instagram, Facebook, etc.) is strictly prohibited and will result in the removal of the device. If the device belongs to the student, it can be picked up from the office. If it belongs to ILSW we will take it from the student and not allow him/her to use it for the rest of the day, or longer. Two instances will result in a detention, and consequences for multiple incidents will be decided at the discretion of the teacher and administration.

To continue our efforts in protecting all of our students, we have implemented a web filter called Securly. One of the benefits is that teachers and administrators can (and do) easily monitor the websites students are accessing including searches. This program also features a parent portal where you can sign up and get weekly reports of your child's online activity at school, including snapshots of their search history and sites visited.

Each student is assigned a Google for Education (or G-Suite) account that is owned by the school, where they can access all of their school documents. Students will use this account only to log on to their Chromebooks while at school. Students are prohibited from signing on to their personal accounts or onto "Guest" mode while at school.

I agree to abide by the following rules if I bring my own digital device to school. 1. I understand that ILSW is not responsible for loss, theft or damage of my personal device. 2. I understand that ILSW is not responsible for

any breaches of copyright or other license infringements that take place on a personal digital device. 3. I understand that I must charge my device at home prior to the day's lessons. 4. I understand that I am responsible for the technical support and repair of my device. 5. I understand that any misuse of a personal digital device at school will result in disciplinary actions including a stand down period during which access to the network is limited and a device may not be brought to school.

ILSW undertakes to provide: 1. Instruction in the use of software for learning use. 2. Guidance in selecting and using a digital device for learning. 3. Guidance in cyber safety practices. 4. Guidance in keeping your device secure.

Cell phones/smart/apple watches: Cell phones ARE NOT allowed as part of our 1:1 program. Cell phones must be kept in lockers AND OFF at all times while on campus for school. This does include before and after school unless special permission is granted. Smart Watches/Apple Watches may not be used for any other use except to tell time during school hours. If a student is found with his/her cell phone device, or communicating on a smart/apple watch, it will be taken from the student and held in the school office until a parent can pick it up. **This is a No Warning policy.** The item will also be confiscated if it seems to be a distraction at school and will be given to the parent. This policy will be strictly enforced. School staff has the authority to decide what constitutes as a "distraction", even if the student states that the device was not a distraction at the time.

## Photo Release

Dear Parent/Guardian,

Immanuel Wentzville uses pictures of students to share classroom activities with parents, to promote events taking place at our school, and occasionally for school publicity. Please indicate the following for your child.

\*

(Yes / No)

I give permission for my child to be featured in photographs and/or videos to be used in flyers/publications (print or online) for Immanuel Lutheran School.

Your child's first name may accompany their photo, but no last name will be included with your child's picture when publishing. Please be sure to complete this form and include each child in your family that attends Immanuel Lutheran-Wentzville.

## 24/25 ILS School Medical Treatment Authorization/Illness Policy

The following over-the-counter medicines and treatments will be a part of the medical supplies at school. These supplies may be administered as needed while your child is at school. IF you prefer that your child DOES NOT receive a treatment listed below, please sign the NOT TO BE ADMINISTERED column beside the treatment you prefer your child NOT receive. Training of designated staff on first aid and these treatments is done annually by the school nurse.

## **MEDICATION/TREATMENT - DO NOT ADMINISTER TO MY CHILD**

Tylenol Regular Strength (tablet, liquid available)  
Ibuprofen (tablet, liquid available)  
Cleansing with Normal Saline or Soap and Water  
Alcohol - pierced ears  
Hydrocortisone Cream (0.5%-1%) for itching  
Baking Soda Paste for stings  
Warm Salt Water Gargle/Rinse for mouth/throat irritation  
Cough Drops (Ricola brand used) for cough, sore throat  
TUMS or Children's Chewable Antacid  
Vaseline/Aquaphor for chapped lips/skin  
Ice Packs for bruising, swelling, pain  
Saline Eye Wash for eye irrigation/contact lens care  
Neosporin/or Triple Antibiotic Ointment \*\*indicate if Allergic\*\*\*  
Band Aids/Medical Tape/Gauze\*\*\*indicate if allergic\*\*\* Latex Free band aids are used  
Sunscreen (Neutrogena)

Any other health concerns you would like us to know about.

I have reviewed the list of non-prescription first-aid supplies and find these items to be appropriate for use by the school nurse and/or designated school staff for the care of my child. I understand that this constitutes a legal signature.

## **ILLNESS POLICIES**

**FEVER:** is considered to be a temp of 100.0 F. If your child has a temp of this degree he/she must remain home for 36 hours.

1. Please do not bring your child to school if they are sick.
2. If your child develops a fever at school, the emergency contact will be notified and the child should be picked up immediately. The child needs to remain FEVER FREE for 36 hours WITHOUT medication. Unfortunately, if there is a situation where it is known that a student has a fever of close to 100.0 and has been given medication at home to keep the fever below 100.0, it will be reported immediately to administration and family enrollment will be addressed.
3. If your child has a fever of 100.0 and the condition is diagnosed as treatable through an antibiotic, a doctor's note indicating the diagnosis (i.e. ear infection) is required. In cases such as this, the student would

be allowed back at school 24 hours after treatment if they are fever free.

4. If your child has ANY flu-like symptoms including but not limited to a fever, keep them home until they have no symptoms for 36 hours.

5. VOMIT/DIARRHEA: Your child must be diarrhea/vomit free for a full 36 hours before returning to school.

6. REPORTING ABSENCES: Please Fast Direct the school nurse, your child's teacher, and CeeCee Liefer to report your child's absence.

If your child is on a regular medication that may cause symptoms such as nausea or diarrhea, please let us know.

Please feel free to contact us anytime with any questions or concerns as your child's health is our top priority!

## **Counselor Informed Consent Form**

I am at the school 3 days a week throughout the year, and I am always available to discuss any concerns you may have regarding your child: educationally, socially or emotionally. I am also available for students to schedule a visit to talk with me. I will also likely have some periodic small group meetings to talk about topics such as friendship, social skills, etc. If you have any questions or concerns please feel free to reach out to me at any time. I welcome any opportunity to partner with you and our teachers/administrators to support your child's educational and social success. I hope that your student enjoys the benefits of having a school counselor on staff. Please sign electronically and give your informed consent to Immanuel's developmental guidance program.

Yes - I give my informed consent

No - I do not give consent

## **Athletic and Extra-Curricular Handbook**

[CopyofILSWHandbook24/25.pdf](#)

## **Dogs on Campus Policy 24/25**

The purpose of this policy is to provide guidance for staff, students, parents, and visitors regarding dogs on the Immanuel Lutheran School Wentzville (ILSW) campus, in particular when dogs accompany parents/guardians while dropping off and picking up their children. Immanuel Lutheran School Wentzville recognizes that there are risks in allowing dogs onto the campus, including biting incidents, barking which may frighten students and potential health hazards (allergies). Dog owners must be aware that it should be assumed that all dogs have the potential to be dangerous or frightening to some. It is ILSW's aim to control risks and mitigate concerns by

asking staff, parents, guardians, and visitors to follow some simple rules, exercise common sense, and encourage sensible behavior regarding dogs.

Anyone bringing a dog onto ILSW's campus is required to keep the dog in the vehicle with windows closed to a point where a student cannot gain access to the dog while walking through the parking lot. This will ensure the dog is controlled so that it does not jump at people or present a traffic hazard. ILSW reserves the right to request that a dog be removed from the school property, should it be causing an issue. Refusal to comply may affect enrollment privileges at ILSW.

This policy applies to daily activity at ILSW. It is possible that on some occasions, dogs will be brought onto the premises for an assembly or times of crisis. On these occasions, as a school, the welfare of the students, staff and visitors is paramount. Examples of these instances may be K9 Police Dog assemblies and Therapy Dogs.

## **AI Policy-New 24/25**

AI is a technology tool that is innovative and has the potential for many positive applications for schools. It is an emerging technology and as it evolves in its application, our policy will need to adapt to the changes. Below is a statement on possible uses for AI in our school and our allowances.

There are several beneficial applications of AI for Immanuel students and teachers. Some examples of positive, useful applications are:

- Brainstorming, research, proofreading, suggestions for editing and outlines.
- AI can help students with their writing by offering ideas for augmentations to their written work. Students are not allowed to use generative AI to create their writing pieces or complete any assignment in their entirety.
- If a student has permission to use AI for an assignment, all use of AI must be disclosed in the citation or acknowledgement section. Failure to do so will result in a reduced or failing grade.
- If a student is caught using AI in any way contrary to what is stated above or allowed by the classroom teacher per the rubric of the assignment or through verbal instruction, said student will be held to academic standards that may include but are not limited to: reduced or failing grade, disciplinary measures such as prohibited use of Chromebook, meeting with administration, or other action deemed appropriate to the situation by teachers and administration.
- Students are ultimately responsible for the content they submit and may not attempt to pass off any work generated by an AI program as their own. Doing so will result in disciplinary action.
- Teachers can use AI within educational platforms and independently to support planning, create examples, and generate ideas for standards-aligned learning experiences. The use of AI in this way does not need to be cited.
- The use of AI by teachers to evaluate student work, determine success in the classroom, or decide final disciplinary actions, will not be allowed. Human oversight should always be applied. AI should not take the place of professional judgment in the classroom.
- Teachers will guide and supervise student work with AI within the classroom and educational framework.