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Immanuel Lutheran School  
Handbook for Parents and Students  
2017-2018

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IMMANUEL LUTHERAN SCHOOL  
154 Meadow Street, Bristol, Connecticut 06010  
Approved by the Board of Christian Education

## **WELCOME TO IMMANUEL LUTHERAN SCHOOL**

Welcome to Immanuel Lutheran School. We are glad you are here! The following information is written especially for students and their families. Please read it carefully. Your principal, pastor, and teachers will support you as you grow academically and in your love of Jesus Christ.

### **Our Church's Mission**

The people of Immanuel Lutheran Church are living proof of the grace of God through salvation in Jesus Christ. Our mission is to reach out in love to those who have not yet responded to the gospel that all may be united in Christ.

### **Our School's Mission**

The mission of Immanuel Lutheran School is to provide a loving environment of academic excellence for children, while developing in them and their families a lasting relationship with Jesus Christ.

1. As a ministry of Immanuel Lutheran Church, we will seek to bring the unchurched into the body of believers here at Immanuel, and to further develop the relationship of our children with our Savior.
2. A Christian attitude is taught in all school relationships. The attributes of love, joy, peace, patience, kindness, gentleness, faithfulness and self-control are encouraged.
3. Our students are taught to develop a positive self-image through Christ's love. Creativity and self-expression are encouraged.
4. Academic excellence is a high priority at ILS. Most children work above grade level in all subject areas. Our graduates are well equipped for success in high school and beyond.

## **WHAT WE BELIEVE**

Missouri Synod Lutheran faith is based on the following:

1. The Bible is the true Word of God.
2. God made all things in this earth and still takes care of them.
3. Man sinned and therefore was in need of a Savior.
4. We believe that Jesus is the Son of God. He came to this earth to redeem us through His death and resurrection.
5. That we cannot come to God on our own. It is through the work of the Holy Spirit that we are called to saving faith.
6. We believe in one baptism for the remission of sins. God works through baptism to bring us faith in Jesus Christ.

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**ACCREDITATION:**

Immanuel Lutheran School is a non-public State of Connecticut approved Christian day school. Every effort is made to meet and exceed the standards of the Connecticut Department of Education. We are also accredited by the National Lutheran Schools Association.

**ADMINISTRATION:**

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

1. Secure a principal, teachers and staff to congregational approval;
2. Annually prepare and review school policies;
3. Work in close harmony with the principal and school staff to insure that adopted policies are followed.

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

**ADMISSIONS:****Non-discrimination Policy:**

Immanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, athletic and other school administered programs.

**Applications:**

Applications for students in Preschool through 8<sup>th</sup> grade will be available by February 1. Enrollment forms must be filled out completely for each student with all parents signing. The commitment fee, set by the Board of Christian Education, is due at the time of form submission and is simply a down payment on the tuition owed for the upcoming year. The commitment fee also holds the student's spot in the event the class fills to capacity. Decisions regarding admission are left to the discretion of the principal.

**Student Registration:**

Although registration is ongoing, students are encouraged to register between February and May so that staffing can be secured. Returning students must re-register each school year.

Registration includes the Application Form and any Health Forms required by the State of Connecticut.

**Financial Assistance:**

The members of Immanuel Lutheran Church believe that no child should be prevented from receiving a Christ-centered education because of financial circumstances. Tuition Assistance funds come from members who give a little extra in the plate on Sunday. These generous members also have bills to pay, but believe a Christ-centered education is a priority. Tuition Assistance funds are allocated to assist families who can demonstrate the need. Forms to apply for Tuition Assistance are available in the office and must be submitted by May 1 along with an enrollment form for the student and a copy of the parents' previous two annual tax forms or W-2s. Information is kept confidential and evaluated by the principal and the chairperson of the Board of Christian Education. Financial Assistance awards are typically given by the end June.

**Age:**

1. Preschool applicants must reach their third birthday (PK3) or fourth birthday (PK4) no later than December 31 of the school year for which they are applying and must be potty-trained.
2. Kindergarten applicants must reach their fifth birthday no later than December 31 of the school year for which they are applying. We do encourage parents to think beyond Kindergarten when deciding when to start their child in school. Children who start Kindergarten at 4 will enter high school at 13 and leaving home for college at 17.

**Criteria for Non-Acceptance:**

1. Records are not complete.
2. Screening and/or records indicate a learning style or need that is not offered at ILS.
3. There is evidence of inappropriate or disruptive behavior.
4. Class is at capacity.
5. Parent/guardian or applicant has evidenced an attitude of non-cooperation with staff.

Any rejected application may be appealed to the Board of Christian Education for review.

**ATTENDANCE:**

Immanuel Lutheran School adheres to the State of Connecticut requirement of 180 days or 900 hours. Attendance records are kept along with documentation on the reason for each absence. Students should not miss more than five days in one month, or twelve days in a year, without doctor's notes or written excuses from a parent. Please submit doctor's notes whenever possible to avoid revisiting the doctor at a later date simply to obtain a note. Students with excessive unexcused absences are at risk of retention. Parents of children with excessive absences are at risk of a DCF referral for educational neglect.

**Absenteeism:**

Parents should call the school office (860-583-5631) by 8:30 AM to report a student's absence.

1. A written excuse must explain each absence and will be kept in the student's file.
2. Consecutive absences lasting longer than 5 school days require written justification by a medical doctor. This should include clearance to return to school.
3. 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. Students are required to make up their work and tests upon the return in a timely fashion.

**Leaving the School Grounds:**

Any student who leaves the school grounds prior to the scheduled dismissal time must be signed out at the school office by a parent/guardian/or designated adult.

**Tardiness:**

It is strongly recommended that students arrive no later than 10 minutes prior to the school day so that they can be well prepared by the beginning of the day. Students not in the classroom by 8 a.m. are considered tardy. An exemption to this is made for students arriving on late busses.

Tardiness is recorded on the report card.

**Appointments:**

Parents should make every effort to schedule all non-emergency medical, dental or other appointment during non-school hours. Students who do have unavoidable appointments during the school day are encouraged to attend part of the school day rather than missing the whole day.

**CHAPEL & PRE-CHAPEL:**

Chapel services are led each Wednesday at 10:45 AM by Pastor Karner in the sanctuary. Chapel is an actual worship service, but it is geared toward school age children. Parents and visitors are always welcome to join us. During Advent and Lent the Chapel service is a daytime service that many congregational members attend. Pre-Chapel, for Pre-Kindergarten and Kindergarten students, is from 10:15 AM to 10:30 AM on Wednesday mornings in the sanctuary. It typically includes a Bible story, a song and a prayer.

**COMMUNICATION:****From the Principal:**

It is important that parents keep informed of school events and their child's academic progress. A weekly letter is emailed and sent home in backpacks from the principal regarding general school events and notifications. The school website is an ongoing source of information as well.

**From the Teachers:**

Each teacher also sends out a notice each week giving details about their classroom activities, assignments and expectations. Parents are given a formal notice of their child's progress six times a year. Teachers stay in close contact with the parents of their students throughout the year

through email and phone. It is important that parents keep their child's teacher and the school informed of any changes in contact phone numbers and/or email addresses.

**From the Parents:**

Parents are welcome to contact their child's teacher at any time to check on progress, ask questions, or gain clarification about their child's academic growth. Our teachers love to hear from parents!

**CURRICULUM:**

**Standards:**

The Board of Christian Education has adopted standards that meet or exceed State standards. They are available for review in the school office and will soon be available on our website.

**Classroom Structure:**

Pre-Kindergarten and Elementary Students receive academic and religion instruction from their classroom teacher. Teachers of Music, Physical Education, Theater Arts, and Visual Arts work with students weekly in their content specialty. Middle School Students work in a departmentalized system in which they move to different teachers for different subjects. These include Humanities, Mathematics, Science, Health, Religion, and World Language.

**DISCIPLINE:**

The Discipline Policy of ILS is based on God's commands and is founded on Christian care and love for our students. Through consistent application of the rules and regulations that follow we strive to teach our students to deal with each other in a Christ-pleasing manner. It is understood that all Immanuel parents should fully cooperate with the school in the discipline of their children. Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes. Therefore, teachers and parents nurture and supervise children in accordance with the teachings and philosophy of Christ.

Depending on the nature of the incident and the age of the child, violations of expectations or rules may result in the following: detention or detentions, required conference with parents, suspension from school, and expulsion from the school.

Establishing and maintaining a disciplined school environment is the shared responsibility of the teachers/faculty, principal, and Board of Christian Education. The following sections describe these expectations and define the process of communication when behavioral problems persist.

**Possible Disciplinary Actions:**

1. Detentions: Afterschool or Lunch Detention may be given by teachers in accordance with their classroom rules, or by the principal if he/she determines it is appropriate.

2. Parent Meetings: Parents are those entrusted by God with the responsibility of raising their children, the teacher should actively communicate with parents regarding student behavior in school. If a teacher in consultation with principal deems it necessary, they may require parents to attend a meeting to discuss behavior.
3. Suspension: Students may be temporarily removed from the school environment due to a serious infraction of school rules. This may include but not limited to improper use of language, bullying behavior, or continual misbehavior. The principal shall have sole authority to suspend a student from school and may determine the length of suspension depending on the severity of the infraction. Any student who has received a suspension will be excluded from class trips and in school and after school activities at the discretion of the teacher/faculty member and the principal. Follow up procedures after suspension will be determined by the principal. Any suspension will be reported to the Board of Christian Education in its next regularly scheduled meeting in executive session. If a parent chooses to appeal the suspension they may do so in writing to the Board of Christian Education. The findings of the Board of Christian Education will be final.
4. Expulsion: For serious infractions that threaten the safety and well-being of our students, staff, school environment, students may be permanently removed from the school. Examples of expellable offenses are: possession or use of any drugs, alcohol or tobacco products; possession of any type of weapon; or the threat of violence. Expulsion may also take place when a student's proven public conduct brings significant disrepute to the school. The authority to expel a student belongs solely to the principal. Parents may choose to appeal this to decision in writing to the Board of Christian Education. The decision of the Board of Christian Education is final. Any student who has been expelled may not be on the school grounds at any time. This includes any school functions and activities.

#### **DISPUTE RESOLUTION:**

Should an issue of concern arise regarding any actions in the school or by a teacher, the following process should be used in accordance with Matthew 18:15-17:

1. Contact the Teacher or Staff Member. Discuss the concern with the teacher or other adult with whom you have a concern.
2. Contact the Principal. If you are not satisfied with the resolution from #1, contact the principal so that he/she can set up a time to meet with all parties in a joint meeting to discuss the issue.
3. Contact the Board of Christian Education. If no resolution is found from #2, parents may appeal in writing to the Board of Christian Education. The Board will then set up a time to meet with all parties and the principal. Any actions or inaction taken by the Board of Christian Education are final. The Board of Christian Education only functions as a group. Each single member of the Board is not "the Board."

## **DRESS CODE:**

### **General Policy:**

*Purpose:* To establish and promote an equitable, positive, safe, educational and spiritual climate. At Immanuel Lutheran School, we believe that a student's appearance affects his/her behavior and attitude. The Dress Code is also designed to help students learn modesty and to learn about appropriate dress for certain times and places. Adherence to the Dress Code is primarily the responsibility of the student and parents; secondly, the teachers and school staff. The Board of Christian Education of Immanuel authorizes the Principal to make appropriate judgment on Dress Code issues.

### **Dress Code:**

1. Clothing will be clean, neat, hemmed, and in good repair
2. Clothing will be appropriately sized. No skin tight or over-sized clothing.
3. Shirts (must have collar): polo shirt, oxford shirt, or blouse
  - Solid or striped
  - No writing or pictures on shirts
  - Must be tucked in if so designed
  - Long or short sleeve (no sleeveless)
  - ILS spirit t-shirts allowed on Fridays or on field trips
4. Slacks: navy, black or khaki in color
  - Must be worn at the waist
  - No sweatpants, wind-pants, or cargo pants
  - Leggings or stretch pants may be worn under jumpers or dresses in place of tights
  - Each Friday is Jeans Day
5. Shorts: navy blue, black, tan, or plaid color
  - May be worn from April 1st to October 31st
  - Must be worn at the waist
  - Length must be mid-thigh or longer such as walking shorts, Bermuda length, or capris
6. Skirts/Skorters/Jumpers/Dresses: navy, black, or khaki
  - Must be mid-thigh or longer
  - Must wear tights, leggings, stretch pants, or bike shorts under if shorts are not built in
7. Sweaters/Sweater vests/Fleece vests/Sweatshirts: solid color
  - No writing or pictures (unless ILS spirit wear!)
  - Dress code appropriate shirts must be layered underneath any top that does not have a collar
9. Footwear: must be in good repair and must be closed back or have a strap in back
  - No flip flops
10. Grooming:
  - Hair must be worn in such a way as to present a neat, clean appearance
  - Hair must be the child's natural color

- Boys may not have pony tails or hair that is longer than collar length
- Modest makeup will be allowed for girls in Middle School
- Clear nail polish is allowed
- No piercing of the body will be allowed other than one earring in each ear
- No tattoos of any type may be worn

11. Scout Uniforms: may be worn on scout meeting days

12. Special Occasions:

- Special dress days are promoted during Lutheran Schools' Week and throughout the year

13. What NOT to Wear: Regardless of the latest fashion trends, the following is not allowed:

- clothing exposing parts of the body that should be covered; headwear; gang related clothing; visible underwear; ripped or torn clothing; loose chains, pointed studs or distracting jewelry

### **EXTENDED CARE:**

An extended care program is available for all Immanuel Lutheran School students. It is available before school from 6:30 AM to 7:30 AM, and after school until 6:00 PM. Students are supervised on the second floor of the Old School Building and use the outdoor area as well. Families are charged hourly for the service. Families who wish to participate must register through the school office. There is a \$20 registration fee per family. Parents will only be charged for the usage of the program and do not have to sign an extended contract.

In case of early dismissal due to inclement weather, there will be no Extended Care. If the roads are too dangerous to be in school, they are too dangerous to be at Extended Care. The roads will likely become worse as the day progresses. Parents must have a plan for unscheduled early dismissals due to bad weather.

### **FAMILY RIGHTS AND PRIVACY:**

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 one week of the request to access. This request should be made in writing and should specify what specifically the parent or legal guardian would like to view. The principal will arrange a time in which the parent(s) can view the records.
2. If a parent believes that there are items that are inaccurate or misleading they may request Immanuel Lutheran School to amend the record. If Immanuel Lutheran School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent in writing and advise them of their right to a hearing through the Board of Christian Education.

### **FIELD TRIPS:**

A wide variety of field trips are offered during the school year for all grades. The cost of the field trips and other special events will be announced as they occur. Parents who choose to opt

out of a fieldtrip will need to keep their child home during the fieldtrip event as there is no supervision for students when their class is elsewhere.

### **FUND-RAISING:**

Fundraising occurs throughout the year. Participation is strongly urged but not mandatory. Fundraisers allow our PTO to assist in providing unique opportunities for learning or are an opportunity for the students to participate in service projects.

### **GRADING:**

The school year is divided into trimester reporting periods. Students will receive report cards three times per year and a progress report in the middle of each reporting period.

### **GRADUATION CEREMONIES:**

Graduation ceremonies are conducted each year for preschool and eighth grade. The date of these events will be announced in early April. All financial obligations must be fulfilled by the family prior to graduation. The valedictorian and salutatorian of the eighth-grade class will be determined by the highest average grade point average in the grade level, which includes grade 6, grade 7, and the third progress report of grade 8. Should the decision be too close to call by the third progress report, the decision will not be made until the final report card.

### **HOME WORK:**

As an integral part of our academic program, homework is required for students in grade K-8 and should be done neatly and on time. The average amount of time spent on homework will increase as the student advances through the grade levels. Parents who have concerns about the amount or content of homework should consult with the teacher who assigned it. Long term projects may temporarily increase the amount of time necessary for homework completion.

When a student is absent, the parent should request that homework is collected for the student at the beginning of the day and it will be brought to the office at the end of the day. Students have two days for every one day missed to complete homework that was missed due to absence.

### **HOT LUNCH AND COLD MILK:**

Hot lunch is available five days per week. A monthly menu is sent home with students, emailed to parents, and available on the website. Lunch selections and payment for the upcoming week must be made by the Friday of the preceding week. Lunch orders received after the deadline will not be accepted.

Milk is available for purchase by semester. Students may choose from white or chocolate 1% milk. Contact the school office for more information.

## **LOCKERS:**

Students in grades K-8 will have lockers. Lockers must remain clean. No adhesive stickers or inappropriate pictures may be hung.

## **MEDICAL NEEDS:**

### **Injury or Illness:**

1. Bristol Public Schools provides a certified Health Aide for Immanuel Lutheran School. Our Health Aide accounts for medical records, monitors medication distribution, and addresses minor medical issues as they arise. The Registered Nurse assigned to Immanuel Lutheran School is available when ever needed.
2. Children are to report any injury, accident, or illness to their teacher. All injuries and accidents are reported to the school office so that parents can be appropriately notified and mandatory documentation can be obtained. The documentation on injuries and accidents may present patterns to help improve school safety.
3. Students with a temperature above 99.9 degrees or who are vomiting will be sent home.
4. Any student sent home with a fever must remain out of school for minimum of 24 hours after symptoms have subsided.
5. Parents are responsible for notifying the school office of changes to contact information and any changes to the child's health. It is vital that the office has accurate and up to date information.

### **Bristol/Burlington Health District:**

1. Maintains all health records for the students and advises the school as to medical concerns.
2. Performs routine and mandated screens for spinal curvature, as well as vision and hearing screens as a preventative measure.

### **Medication Permission:**

Students requiring medication during the school day or on a field trip must obtain an Authorization for the Administration of Medicine from the school office. This must be completed by the family physician and delivered to the school with the prescribed medication in its original container with the directions for dispensing clearly stated in writing. Tylenol and other over the counter medicine cannot be distributed by the school without a doctor's authorization.

### **Immunizations:**

The State of Connecticut requires verification of immunizations prior to your child entering or attending school. Failure to provide proof of immunizations and the health assessment will mean the principal will be required to bar your child from attending school. All applicants must meet the State of Connecticut Health Code requirements.

## **PARENT/TEACHER PARTNERSHIP:**

We believe that a child's education is a partnership between parents and the school. We encourage parents to regularly contact the teacher by phone or email with any questions or concerns. In addition to ongoing communication, teachers are available to meet with parents during the following:

- ✓ Meet the Teacher: This is a chance for students to meet their teacher(s) prior to the school year beginning. Teachers give a quick overview of the year at a scheduled time.
- ✓ Open House: Held in September, Open House gives teachers an opportunity to define goals for their class and answer brief questions after a few weeks of school and getting to know the class.
- ✓ Fall Parent/Teacher Conference: This is a mandatory conference for each families to meet with the teacher coincides with the first progress report of the year.
- ✓ Spring Parent/Teacher Conference: This is an optional conference for either the parent or teacher to discuss student progress.

## **PARENT TEACHER ORGANIZATION:**

The PTO is a parent-teacher association for Immanuel. Various programs are offered for students and parents as well as entire families. Meetings are held on a regular basis.

## **PARENT VISITS:**

Scheduled 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. 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.

## **RESPONSIBILITIES**

*Student Responsibility:* Students are expected to respect all people with whom they come in contact with in the school, in the church and on the playground. This includes other students, teachers/faculty, principal, pastors, secretaries, custodians, volunteers, bus drivers, parents and visitors. Students are expected to respect property and materials. This includes both respect for school/church property and responsibility for the care of their own possessions as well as possessions of others.

*Teacher/Faculty Responsibility:* All teachers/faculty are responsible for the discipline of all students in the school. The teacher/faculty members shall establish good relations with students by reinforcing positive behavior that encourages rather than discourages the child. Teachers understand the uniqueness of all students, accept them as persons of value, and help them to grow in their creativity, individuality and problem-solving ability. While teachers are caring and

understanding of each student's needs, they must create reasonable classroom expectations that are fair and consistent. Teachers maintain regular communication with parents to share information on individual student academic, social, and behavioral expectations.

*Parent Responsibility:* We view parents as our partners in education. A child's home is the environment in which they begin learning about responsibility, respect, and Christian values. When a child enters our school, this process becomes a shared responsibility to reinforce those Christian values. Parents are expected to be supportive of the policies of the Board of Christian Education and to foster respect in the child for the rules and regulations of Immanuel Lutheran School. Maintaining close communication with the school is a key piece of this process.

*Principal Responsibility:* The principal is responsible for establishing and maintaining a positive, welcoming, yet disciplined school environment. The principal maintains communication with teachers on student academic, social, and behavioral progress, and keeps parents informed as well. The principal facilitates solutions to concerns of students and adults when situations warrant a resolution beyond the classroom.

## **SCHEDULE AND CALENDARS:**

Office Hours: The school office is open from 7:30 AM until 3:30 PM every school day.

### **School Calendar:**

The calendar for the school year is normally approved in the spring for the upcoming year by the Board of Christian Education. It is sent home with students, emailed to parents, and available on the school website.

### **Morning Drop Off:**

1. In order to prevent car accidents or injuries to pedestrians, parents should slowly enter the back parking lot from Kelley Street, drop off the children, and then exit onto Meadow. Please drive s-l-o-w-l-y. Parents who wish to walk their children into the building should park in the back lot and then proceed to the back entry. Please do not leave your car unattended and running in the parking lot.
2. Students may be dropped off for school between 7:30 AM and 7:50 AM. Weather permitting, students enjoy fresh air and the outdoor play area during this time. Teachers are assigned to supervise students during this time. At 7:50 AM, each homeroom teacher collects their class, brings them into the building, and walks them to class. If wind chill or precipitation prevent students from being outside before school, they will be supervised in the gym hall. Exterior doors are locked at 7:50 AM. Students arriving after 7:50 should enter the building near the office.
3. If the weather prevents students from being outside before school, the back gate will be open to car traffic. Parents may circle around the to drop students off under the overhang at the rear gym entrance between 7:30 AM and 7:50 AM, where they will be supervised

by teachers. Students will wait in the gym hallways for their teachers to escort them to the classroom at 7:50 AM.

### **Afternoon Pick-Up:**

1. All cars should enter through the Kelley Street entrance on the east side of the property and proceed into the North parking lot for curbside student pick-up.
2. Cars should form a curved line with the first car parked by the gym entrance and the following cars curved back to the Old School and then back to the playground area. Teachers will bring students out of the building at 2:25 PM and the students will load into their car as they move forward. *Please stay with your car so the line can move quickly!*
3. Parents who prefer to walk their children to the car should park in the east parking lot and walk to the back doors to meet their children. For the safety of all children, please do not park in the North lot as this will force children to cross the traffic pattern.
4. 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 should notify the school office by 1:00 PM if there is a change in the way a child goes home. Anyone other than a parent taking a child from the school must be on the official pick-up list and must sign them out in the office.
5. A student riding on a bus other than their own must have two notes. One from his/her parent and one from the principal authorizing them to ride.

### **School Hours:**

- ✓ K-through 8<sup>th</sup> Grade and Full-day Pre-Kindergarten
  - Monday, Tuesday, Thursday, Friday 8:00 AM to 2:25 PM
  - Wednesday 8:00 AM to 2:05 PM
- ✓ Morning Pre-Kindergarten 8:00 AM to 11:00 AM

### **SCHOOL CANCELLATION, DELAY, OR EARLY DISMISSAL:**

If there is a chance that school may be canceled or have a late opening, listen to WRCH 100.5 on the radio, or Channels 3, 30, or 8, all of which will give you this information. Immanuel Lutheran School follows the Bristol Public School weather calls. The delay schedule is below.

In the event of a **2 HOUR DELAY:**

- ✓ Student supervision begins at 9:30 AM
- ✓ School begins at 10:00 AM
- ✓ Pre-Kindergarten children who are typically picked up at 11:00 AM are welcome to attend for one hour if the parent chooses.

**Extended Care** is delayed, canceled, or dismissed early according to the School schedule. If it's not safe enough for school, it's not safe enough for Extended Care.

If for any reason school has an unscheduled cancelation or early dismissal, all other school events are canceled for the afternoon and evening.

### **SCHOOL SUPPLIES:**

Students are expected to be prepared **daily** with the necessary supplies beginning on the first day of school. A list of needed supplies is mailed to parents in the Summer mailing and are available after that time in the school office and on the school website.

### **SEXUAL HARASSMENT:**

#### **Definition:**

Sexual Harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment- such as the display in the educational setting of sexually suggestive objects or pictures.

Sexual harassment will not be tolerated among students of the school. It is the policy of the Board of Christian Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individual under contract, or volunteers subject to the control of the Board of Christian Education. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, fellow students and to the public.

#### **Complaint Procedures:**

The Board of Christian Education encourages victims of sexual harassment to report such claims promptly to the Principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the Principal. The student will be provided with a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
  - a. Name of complainant.
  - b. Date of complaint.

- c. Date of alleged harassment.
  - d. Name or names of alleged harasser or harassers.
  - e. Location where such alleged harassment occurred.
  - f. Detailed statement of the circumstances constituting the alleged harassment.
4. Any student who makes an oral complaint of harassment to the Principal/Acting Principal will be provided with a copy of this regulation and requested to make a written complaint as outlined above.
  5. All complaints are to be submitted to the Principal unless that individual is the subject of the complaint in which case the complaint should be forwarded to the Chairman of the Board of Christian Education (BOCE).
  6. If possible, within five (5) working days of the receipt of the complaint, the individual assigned to investigate the complaint shall commence an effective, thorough, objective and complete investigation. The investigator shall consult with individuals reasonably believed to have relevant information, including the student and alleged harasser, any witnesses to the conduct and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining as much confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser will be protected.

### **SNACKS:**

Students are encouraged to bring a healthy snack and refillable water bottle each day. Time is allowed in the daily schedule for snack. Parents are urged to provide a second healthy snack for students who are staying for Extended Care or afterschool activities.

### **TECHNOLOGY/INTERNET USAGE:**

#### **Acceptable Uses:**

1. *Education Purposes Only:* Immanuel Lutheran School is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. *Netiquette:* All users must abide by rules of network etiquette, which includes the following:
  - A. **Be polite.** Use appropriate language. Swearing, disparagement, vulgarities, suggestive, obscene, belligerent or threatening language is not polite.
  - B. **Avoid language and uses which may be offensive to other users.** Don't use access to make, distribute or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

### **Unacceptable Uses of Network:**

1. *Uses that violate the law or encourage others to violate the law are prohibited.* Do not (1) transmit offensive or harassing messages; (2) offer for sale or use any substance the possession or use of which is prohibited by the school's student discipline policy; (3) view, transmit or download sexually suggestive materials or materials that encourage others to violate the law; (4) intrude into the networks or computers of others; and/or (5) download or transmit confidential, trade secret information or copyrighted material, even if materials on the network are not marked with a copyright symbol (you should assume that all materials are protected, unless there is explicit permission on the materials to use them).
2. *Uses that cause harm to others or damage to their property are prohibited.* For example, do not (1) engage in defamation (harming another's reputation by lies); (2) employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; (3) upload a worm, virus, "Trojan horse", "time bomb" or other harmful form of programming or vandalism; or (4) participate in "hacking" activities or any form of unauthorized access to other computers, networks or information systems.

### **Internet Safety:**

1. *General Warning:* Individual Responsibility of Parents and Users: All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network. If any user finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. *Personal Safety:* Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. *"Hacking" and Other Illegal Activities:* It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or sexually explicit materials, or which violates any other applicable law or municipal ordinance is strictly prohibited.

**School Issued Chromebooks:**

Middle school students are issued a Chromebook to use for the academic year. The device is to assist with assignments, conduct research, and communicate with teachers and peers. The device should be returned at the end of each school year in good condition. Devices that are damaged or lost will be replaced at the parent's expense.

**Network Usage:**

Use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which Immanuel Lutheran School may refuse to reinstate for the remainder of the student's enrollment in the school. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Immanuel Lutheran School may take other disciplinary action in such circumstances.

**Warranties/Indemnification:**

Immanuel Lutheran School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user or his parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing the acknowledgement at the end of the Student/Parent Handbook, the parent(s) or guardian(s) are agreeing to indemnify and hold Immanuel Lutheran School, the Board of Christian Education, the Data Acquisition Site that provides the computer and Internet access opportunity to the school and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchase of goods or services by the user. The user's parent(s) or guardian(s) agree to cooperate with Immanuel Lutheran School in the event of an investigation of a user's use or access to the computer network and the Internet, whether the use is on a school computer or on another computer outside the school's network.

**TRANSPORTATION (BUS):**

The city of Bristol is required by state law to provide bus transportation for any student in Kindergarten through 8<sup>th</sup> grade who is a resident of Bristol. Bus transportation is provided by First Student. Immanuel shares the busses with other parochial schools in the city.

## **TUITION:**

### **Tuition Rate:**

The tuition rate for each school year is set by the Board of Christian Education in the early part of the calendar year. It is then published along with the enrollment application.

There are two levels of tuition:

1. *Non-member Rate:* This rate is given to families who are not active members of Immanuel Lutheran Church.
2. *Member Rate:* A discounted rate is given to families who are **active** members of Immanuel Lutheran Church. Active members receive this discount because they support the church through their giving and participation. And, the church provides the school. The status of active membership is determined by the Pastor and the Board of Elders in consultation with the principal.

**To be classified as an “Active Member,” member students need to attend church services and events at least 50% of the time or two services or events per month.**

Each Monday, teachers record “Church Attendance” for all students. Parents of member students who receive the Member Rate tuition will be contacted by the principal if they fall behind in their active membership attendance requirement. Should a student fail to meet this requirement, Member Rate tuition will no longer be available to them. Tuition assistance will not be increased to make up the difference in the tuition rates.

### **Payment Options:**

1. *One Payment in Full.* If this payment is made by the July 31st deadline the family will receive a 5% discount on their tuition.
2. *Two Equal Payments.* The first of these payments is due July 31<sup>st</sup> and the second is due December 31<sup>st</sup>.
3. *Payment Agreement with the School.* Payment agreements may be made with the school office to fit a family’s needs. A typical arrangement is ten monthly payments, but other arrangements may be made to suit family income patterns.
4. *Ten Equal Monthly Payments.* Payments may be set up through FACTS, a tuition handling company. These payments are to be made beginning in July with completion in April. There is a one-time \$50/family set up fee for the FACTS service that will be added to the total amount owed. Families considering this option should carefully compare the Payment Agreement with the School through the office and save the \$50 set up fee.

**Delinquent Tuition:**

Delinquent tuition is a very serious matter. The principal is responsible for ensuring the collection of all tuition payments. Failure to make payment past 60 days may result in the student being asked to withdraw from school until appropriate payments are made or acceptable arrangements have been developed and agreed to.

**VOLUNTEERING:**

There are ample opportunities for parents to volunteer at Immanuel. With all of our programs, activities, and special events, there is never a shortage of opportunities to be involved.

A monthly list of volunteer opportunities will be available to parents through notices sent home in backpacks, email notices, and the school website. If you are interested in volunteering in a classroom on a regular basis, please contact the teacher you would like to work with. If you would like to volunteer to help with hot lunch preparation, please contact the office.



IMMANUEL LUTHERAN SCHOOL  
HANDBOOK ACKNOWLEDGEMENT

I have received, read, and understand the contents of the Immanuel Lutheran School Handbook. I realize I have responsibility to try my best every day to follow the rules, guidelines and expectations set for me by my teachers and the school.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_



IMMANUEL LUTHERAN SCHOOL  
WALKING FIELDTRIP AUTHORIZATION FORM

Your child, as a student of Immanuel Lutheran School, is eligible to participate in school or church sponsored activities. Many of these activities require leaving the school grounds. While parents will be notified of each event, many of our activities may be within walking distance. This Walking Fieldtrip permission form will allow your child to participate in events that take place within walking distance of the school, such as the public library, police station, post office, town hall, or the park, without a separate permission slip for each event.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Yes, I grant permission for my child(ren)'s to participate in school events within walking distance from the school during the school day.

\_\_\_\_\_ No, I do not grant permission for my child(ren)'s to participate in school events that are not on school grounds.

Parent name (printed) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this completed form to your child's teacher or to the school office.



IMMANUEL LUTHERAN SCHOOL  
PHOTO RELEASE AUTHORIZATION FORM

Throughout the year photos and videos will be taken of students, student activities, special events, etc. The school reserves the right to use these photos and videos for news releases, posting on the school's website, the year book, school-related presentations, hallway décor, and other marketing purposes.

The school may allow members of the media to take pictures of students at events and other school activities for publication and school advertising. There may also be times that photographers will take photos or videos and make them available to students and parents.

By allowing photographs and videos of our students to be viewed by the public, we promote the school. Please indicate below whether you grant or decline your permission for your child's photos to be used as described above.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Yes, I grant permission for Immanuel Lutheran School to use my child(ren)'s photos for the publications listed above.

\_\_\_\_\_ No, please do not use my child(ren)'s photos.

Parent name (printed) \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Please return one form per family in your child's backpack to the teacher or to the school office.



IMMANUEL LUTHERAN SCHOOL  
CHROMEBOOK STUDENT LIABILITY FORM

As a Middle School student of Immanuel Lutheran School, you are eligible to be issued a Chromebook for use at school and home. The value of the Chromebook, a Samsung 3, is \$250.00. A protective sleeve, issued with your Chromebook, is valued at \$25.00. As the assigned user of your issued Chromebook, you and your parents are financially responsible for damage or loss of the device or the sleeve. You are expected to be responsible in your use of the device and care of the device. As such, you are prohibited from using the Chromebook in inappropriate ways. It is a device to aide in your learning and communication with teachers and peers.

You will need WiFi access at home for the Chromebook to work at home. Please let your teacher know if you do not have WiFi at home.

Your signature below indicates your understanding of the statements above. In the event that your Chromebook is lost or damaged, you or your parents will be expected to pay for a replacement.

Student name: \_\_\_\_\_ Grade \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

I understand that as the parent of the student named above, I am responsible for the replacement of his or her damaged or lost Chromebook and accessories.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_