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Immanuel Lutheran School  
Handbook for Parents and Students  
2023-2024

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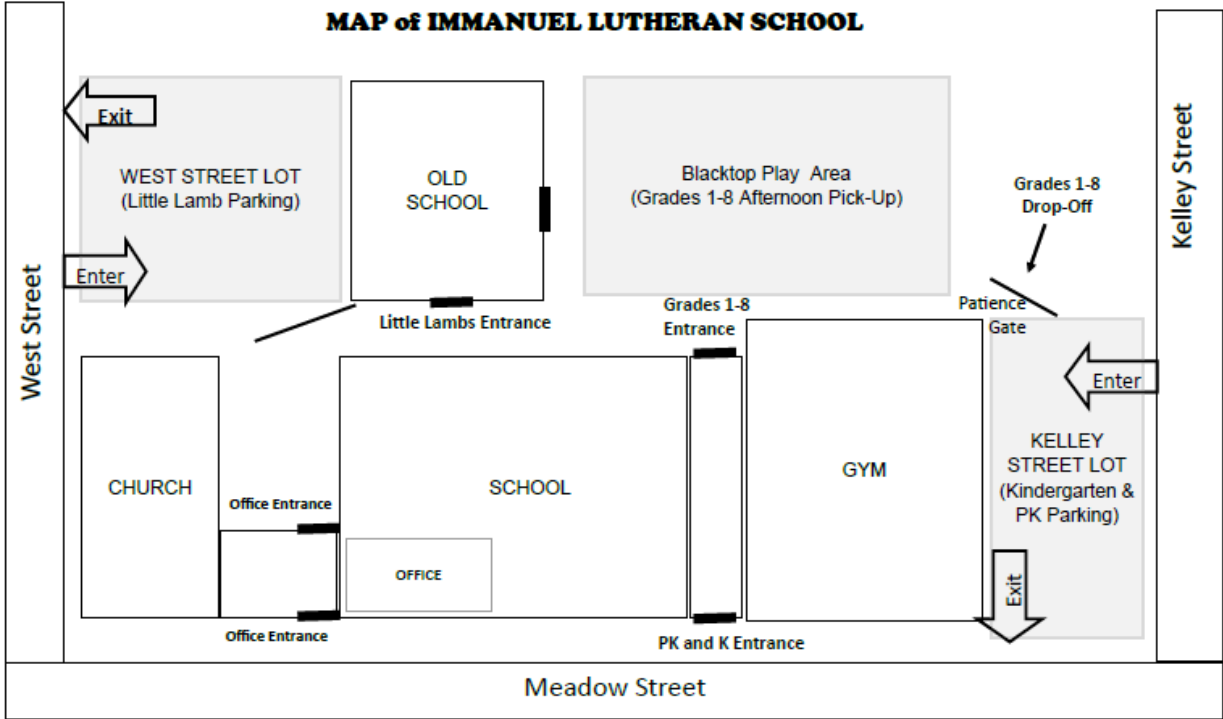
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## **WELCOME to IMMANUEL LUTHERAN SCHOOL**

Welcome to Immanuel Lutheran School, where God's love is discussed and taught daily. This handbook is written for Immanuel Lutheran School 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.

## **IMMANUEL LUTHERAN CHURCH MISSION**

Immanuel Lutheran School is a mission of Immanuel Lutheran Church. 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.

## **IMMANUEL LUTHERAN SCHOOL 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.

## **IMMANUEL LUTHERAN SCHOOL MINISTRY PRIORITIES**

- To share the Gospel message that Jesus died for us and we are saved by God's grace alone.
- To bring the unchurched into the priesthood of believers.
- To help strengthen the relationship of children and school families with our Lord and Savior, Jesus Christ
- To teach children to put Christ first in their lives. He is the vine, we are the branches. Nothing is accomplished without Him.
- To model and teach Christian behavior and thought to be present in all relationships.
- To teach children that the Fruits of the Spirit (love, joy, peace, patience, kindness, gentleness, faithfulness and self-control) are the outcome of Christian living, not the cause of it.
- To teach children to develop a positive self-image through Christ's love.
- To provide a rigorous Christ-filled academic experience free from social influences and non-traditional values.

## THE FORMAL PRINCIPLE OF THE LUTHERAN CHURCH

Every denomination has a formal principle, which is the focal point of their beliefs. The Lutheran Church - Missouri Synod's formal principle is "We are saved by grace, through faith, for the sake of Jesus Christ apart from works of the law." The basis for our formal principle is the Bible. The short version of our formal principle, or motto, is "by grace alone." The Bible tells us our salvation is the gift of grace provided through Jesus Christ. Therefore, grace is not a product of our actions but is solely God's gift to us, His children, whom He loves beyond comprehension.

### WHAT WE BELIEVE AND TEACH (Highlights)

- ☐ We are saved by God's grace alone, and not of our own accord (Ephesians 2:8-9).
- ☐ It is only through the Holy Spirit that we are called to saving faith. Faith comes only through the work of the Holy Spirit (Romans 8:9; Acts 1:8; John 14:26; Romans 8:26)
- ☐ The Bible is the true Word of God. (2 Samuel 23:2; 2 Peter 1:21; 1 Corinthians 14:37, Psalms 12:6). The Bible is our only scriptural source, our material principle.
- ☐ God the Father made all things, and He made them perfectly. (Genesis 1-2; Colossians 1:16)
- ☐ Man sinned and therefore was in need of a Savior, who is Christ the Lord. (Romans 3:22-24)
- ☐ We believe in the Triune God, the Trinity. The Father, the Son, and the Holy Spirit are three persons in one in essence, which is the one true God. (Genesis 1:26; Numbers 6; John 14:15-17, 2 Corinthians 13:14)
- ☐ Jesus is the Son of God. He has two natures, that of God and that of man. (Acts 4:12; 1 John 2:2; Romans 6:23; Matthew 1:21; Romans 5:21).
- ☐ We believe in one baptism for the remission of sins. God works through baptism to bring us to faith in Jesus Christ (Mark 16:16; Acts 2:38; Acts 22:16; 1 Peter 3:21).

For specific details on what Lutherans believe, and the holy scriptures that form those beliefs, you may refer to the Book of Concord, <http://bookofconcord.info/search.php>, which contains three creeds and seven confessions (detailed statements of belief), of what Lutherans believe to be true. The content of the creeds and confessions in the Book of Concord are based purely on the Bible, which we hold to be absolutely true. You can also read a synopsis of Lutheran doctrine at the following link:

<https://www.lcms.org/about/beliefs/doctrine/brief-statement-of-lcms-doctrinal-position>

We thank God for the opportunity to provide excellent academic preparation for the children we serve. We are most grateful for the opportunity to share Jesus' amazing love with children and their families.

## WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

To safeguard the health of all students, school staff and the entire community, we ask all parents/legal guardians to monitor their children for symptoms, conditions or criteria that are associated with communicable diseases, including COVID-19. Families of our students play a critical role in keeping the school children and the staff safe. Please keep your child home if they are feeling ill or if any of the following circumstances apply.

### Students should stay Home If....

- Student has an elevated body temperature of 100 degrees F. or above
- Student has signs or symptoms of respiratory distress or severe asthmatic episode
- Student has chest pain or pressure
- Student has a persistent cough
- Student has a loss of taste and/or smell
- Student has recurrent vomiting in the past 24 hours
- Student has had more than one episode of diarrhea in the past 24 hours
- Student has a severe sore throat
- Student has an undiagnosed rash or skin condition
- Student has conjunctivitis (pink eye) with discharge
- Student has yellow or green mucus discharge from nose
- Student has had a seizure, head injury, severe headache, blurred vision or dizziness
- Student has had a generalized allergic reaction in the past 24 hours
- Student has an active infestation of head lice or scabies
- Student has a communicable disease or condition such as the flu
- Student is diagnosed with COVID-19, or a variant
- Student has any other symptom, condition or criteria identified by a healthcare professional

Students experiencing any of the above symptoms or criteria will need to be assessed by a medical doctor and cleared (in writing) prior to returning to school, unless approved by the school nurse. These same guidelines apply to staff and are addressed in the staff handbook.

### WHEN A STUDENT BECOMES SICK AT SCHOOL OR WHILE IN A SCHOOL SPONSORED ACTIVITY

The school nurse or school staff will contact the parents/guardians or designee to pick up the student who has any of the previously listed "Stay Home" symptoms, criteria, or if the student becomes injured. If an emergency occurs, 911 will be called.

Parents/Guardians or designees are expected to pick up their student **within 1 hour** of notification for any health-related reason. Parents should call when they are on school property, let us know where you are parked, and we will bring your child out to your vehicle. All adults picking up a child from Immanuel Lutheran School must be on the Emergency Form.

Identification will be required if we do not know the adult and to prove they are one of the individuals on the Emergency Form.

Depending on the illness, criteria or injury, the school nurse may require the student to be assessed by a medical doctor and be cleared (in writing) prior to returning to school.

To protect students, school staff and the entire community from COVID-19, any student who is experiencing COVID-19 symptoms and is waiting to be picked up will be separated and isolated from the rest of the school population until their parent/guardian or designee arrives.

## **ACCREDITATION**

Immanuel Lutheran School is accredited by the National Lutheran Schools Association and is a non-public State of Connecticut approved Christian day school. With small class sizes and very little classroom disruption, students typically meet and exceed the standards and levels of academic expectation set by the Connecticut Department of Education. The school climate and culture supports high levels of academic learning, investigation, and kindness toward others.

## **ADMISSION**

### **Applications**

Enrollment forms, or Re-enrollment forms, must be filled out completely for each student with parent signatures. 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. Students who are new to Immanuel will take a placement test in math and language arts to determine their level. Kindergarten readiness test will be administered to students registering for Kindergarten who did not attend Immanuel Lutheran Preschool.

### **Student Registration**

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

### **Tuition Assistance for K-8 Grade Tuition**

The members of Immanuel Lutheran Church believe that no child should be prevented from receiving a Christ-centered education because of lack of income. Tuition Assistance funds come from members who give a little extra in the plate on Sunday, special gifts, and from fundraising events. To qualify for Tuition Assistance, families must demonstrate the need by providing their tax documentation as proof of income. The percentage of tuition owed of the parent's annual income is the criterion for qualification. A family's bills and other debts are not part of the

equation. We believe a child's Christian education should be a family's first priority and take precedence over other discretionary expenditures. Families receiving Tuition Assistance are expected to participate in the Tuition Assistance fundraising events. Tuition Assistance forms are available with the application materials and should be submitted by April 30 along with copies of the parents' previous two annual tax forms or W-2s. Information is kept confidential and evaluated by the principal and the pastor. Families are informed of their award by May 15.

### **Non-discrimination Policy**

Immanuel Lutheran School does 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. However, all staff working in our school must be Christian. Students attending our school must be open to learning about Jesus Christ, our Lord and Savior.

### **Ages of School Children**

1. Little Lambs applicants are welcome at 12 months. Classrooms are grouped by age for safety and developmental readiness. Little Lambs need to be bottle-free during program hours. The staff helps with potty training and provides a loving learning environment.
2. 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. Preschool students must be fully potty-trained. Preschoolers learn their letters, numbers, and how to play with others. They also learn about Jesus!
3. 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 enroll their child in our school. Children who start Kindergarten at 4 will enter high school at 13 and leave home for college at 17. Children with birthdays in late November or December often benefit from waiting to start Kindergarten as they are a full year younger than some of their peers.

### **Reasons 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 and roughly 1,000 hours of instruction. Attendance records are kept along with documentation on the reason for each absence. Typically, students should not miss more than three consecutive school days without a doctor's note to return to school. If students are required to quarantine, or miss extended amounts of school due to illness, the school will work with the families to provide learning in a temporary remote situation for the benefit of the student. Students with excessive unexcused absences are at risk of retention or withdrawal. Parents of children with excessive unexcused absences risk DCF referral for educational neglect. Your child's teacher and principal are mandated reporters and obligated to report educational neglect due to excessive absences.

Positive covid tests within a cohort may require the entire cohort immediately move to remote learning for a short period. Remote learning is led by our own teachers and follows our curriculum with age-appropriate levels of independence taken into consideration.

### Absences

Parents should notify their child's teacher through the Brightwheel app or call the school office, 860-583-5631, by 8:00 AM to report a student's absence and reason for the absence.

1. A written excuse must explain each absence and will be kept in the student's file.
2. Consecutive absences lasting longer than 3 school days require written justification by a medical doctor and should include clearance to return to school.
3. We prefer that students use their summer months and long breaks for vacation, however, parents' work schedules don't always allow this plan. When students miss class for vacation, teachers are not required to assign work in advance. Students are required to make up their work and tests upon their return in a timely fashion. We believe that students should enjoy their vacation with their families and not be saddled with homework. We also know that a lesson plan is just a plan and is not always followed. The work done in class can change from what is planned. Having students make up the work after the vacation makes more sense in every way.

### 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 or the nurse's office by a parent/guardian/or designated adult.

### Tardiness

It is strongly recommended that students arrive by 7:50, which is 10 minutes prior to the start of the school day. This allows them to be well prepared to begin the day. Students who are not in the classroom ready to learn by 8:00 AM are considered tardy. This includes taking too long at

their locker in the morning. An exemption to this tardy rule is made for students arriving on late buses. Tardiness is recorded and becomes a part of the child's permanent school record. Students who are late miss out on morning opening activities and daily announcements.

### **Appointments**

Parents should make every effort to schedule all non-emergency medical, dental or other appointments 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.

## **BOARD OF CHRISTIAN EDUCATION**

Immanuel Lutheran School is governed by the Board of Christian Education of Immanuel Lutheran Church as empowered by its constitution and by laws. 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 ensure that adopted policies are followed.

The overall supervision of the school, staff and students, rests with the principal who carries out the policies of 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 professionals who are committed to academic excellence while modeling and sharing their Christian faith. Our teachers chose to work at Immanuel Lutheran School for many of the same reasons you chose our school for your child.

## **CHAPEL, PRIMARY CHAPEL, and PRE-CHAPEL**

**Chapel** services, for grades 2-8, are led each Wednesday at 9:00 AM by Pastor Karner or DCE Dave Kisser in the sanctuary. Chapel is an actual worship service geared toward school age children. It is typically very well liked by the students.

**Primary Chapel** is each Tuesday morning for children in Kindergarten and 1st Grade. This service takes place in the sanctuary and is led by Pastor Karner. The message and music of Primary Chapel is relevant to the church season and the Bible stories presented. Children in Primary Chapel are treated to an age-appropriate service.

**Pre-Chapel**, for Preschool children, is held on Tuesday mornings for PK3 and PK4 in the sanctuary. Pre-Chapel typically includes a Bible story, a song and a prayer. Children learn about being in God's house and about God's love.

## COMMUNICATION

### **From the Principal**

It is important that parents keep informed of school events and their child's academic progress. A bi-weekly newsletter will be emailed to parents regarding general school events and notifications. Parents will receive messages regarding school closures or delays through Brightwheel and email.

### **From the Teachers**

Your child's teacher sends out a notice each week giving details about their classroom activities, assignments and expectations. Parents are given a formal report card detailing their child's progress three times a year and progress reports between those marking periods. Teachers stay in close contact with the parents 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 through the Brightwheel app.

### **From the Parents**

Parents are welcome to contact the principal or their child's teachers at any time to check on progress, ask questions, or gain clarification about their child's academic growth. We love to hear from parents! Email is the best way to reach your child's teacher as they are in class teaching and cannot typically receive phone calls during the school day.

## CURRICULUM

### **What We Teach**

We are not a public school and therefore are not mandated to teach secular mandates, particularly when they oppose our own Bible-based doctrinal beliefs. The Board of Christian Education ensures that the curriculum at Immanuel Lutheran School is literally in keeping with the Bible. Academic teachings in the core subject areas meet or exceed Connecticut state standards due in addition to teaching Christian values in the classroom.

Our curriculum embraces creationism. We teach that we are all God's children, created by Him in His image. We refer to the Bible whenever it is appropriate in all content areas.

We teach that due to original sin, we are all sinners by nature, but have been blessed with the amazing gift of salvation through Jesus Christ.

We teach that the fruits of the Spirit are a result or outcome of faith and key to Christian living. The literature required in our classes does not contradict these teachings. We do not bend to

societal pressure and topics of the day. We stand firm in our traditional Christian values and Lutheran doctrine, which stems directly from the Bible without alteration.

The middle school curriculum includes apologetics to prepare our graduates for high school and beyond. Apologetics prepares students to respond appropriately, and politely, to non-Christian viewpoints when presented by peers and teachers in the future. Through a study of apologetics, our students see these moments as opportunities to share the truth, which could inspire others to inquire. It takes courage to stand firm in your beliefs among peers with different worldviews. We arm our students with knowledge of the truth, and they are encouraged to share that truth with others.

Our graduates are typically at the top of their high school graduating classes. Due to the quality of our education, the lack of behavioral disruption, and the encouragement of good work habits and service learning, our students are well prepared for secondary school. They typically excel academically and socially as they are confident in who they are and what they believe. Christian values and faith in our Lord and Savior Jesus Christ will be with them for a lifetime.

### **Classroom Structure**

Pre-Kindergarten and Elementary Students receive academic and religious instruction from their classroom teacher. Middle School Students work in a departmentalized system in which they move to different teachers for core subjects. Students are allowed flexible grouping opportunities wherein more advanced students are able to be taught in higher level classes. In addition to math, ELA, science, social studies and religion, students receive music, PE, art, STEM, bells, as well as exploratory world language in French, Spanish, Italian and German.

### **Daily Schedule/School Hours PK3 through 8th Grade (everyone but Lambs)**

The school day begins at 8:00 AM and ends at 2:25 PM every day but Wednesdays (2:05 PM). Morning Opening occurs at 7:50. At opening we welcome everyone, say the pledges, read a verse, read announcements, say the Lord's Prayer, and often sing a hymn of praise and prepare our hearts and minds for learning. This is also an opportunity to showcase the talent of our students. Morning Opening is on the play area blacktop or in the gym.

## **DISCIPLINE**

The Discipline Policy of Immanuel Lutheran School is based on God's commands and is founded on Christian care and love for our students. Through positive reinforcement and 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 Lutheran School parents should fully cooperate with the school in the guidance and discipline of their children.

Christian discipline is the application of self-control and orderliness as motivated by Christian attitudes.

Depending on the nature of the incident and the age of the child, violations of expectations or rules may result in detention, conference with parents, suspension from school, or expulsion. Children with poor behavior are simply not allowed to remain enrolled at Immanuel Lutheran School.

Establishing and maintaining a disciplined school environment is the shared responsibility of the teachers, staff, 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. **A Fitting Task:** This allows a student to be assigned a task which directly impacts their decision making in similar future situations. Example: A student deliberately makes a mess of their lunch in the cafeteria resulting in a mess on the table, the floor, and their chair. This child would be given the task of cleaning up the mess. The task would be followed by a conversation about making better choices, how to keep their area clean and being responsible for the cleanliness of their area. Daily checks of their area after lunch will determine success or if further remediation is needed. Parents will be notified.
2. **Detentions:** In addition to a fitting task, afterschool, lunch or recess detention may be given by teachers in accordance with classroom rules and expectations, or by the principal if he/she determines it is appropriate. Parents will be notified.
3. **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 the principal deems it necessary, they may require parents to attend a meeting to discuss behavior.
4. **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, repeated misbehavior, or being unsafe. 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. Parents should be aware that expulsion is more common than suspension. Incidents serious enough to be removed from the school setting are often too serious to have the student return at all. However, any student who has received only a suspension will be excluded from class trips and all school activities for the duration of their suspension. 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 an 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.

5. **Expulsion:** For serious infractions that threaten the safety and well-being of our students, staff, school environment, students will be permanently removed from the school. Examples of expellable offenses are: continual behavioral issues, 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 public conduct could potentially bring disrepute to the school. The authority to expel a student belongs solely to the principal. Parents may choose to appeal this 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 in the future. This includes functions and activities open to the public.

### **DISPUTE RESOLUTION**

Should an issue of concern arise regarding any actions in the school or by a teacher, the following steps/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 a time may be set to meet with all parties in a joint meeting to discuss the concern.
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, educationally focused, Christian environment. The Dress Code is 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. The Board of Christian Education of Immanuel authorizes the Principal to make appropriate judgment on Dress Code issues.

### **Little Lambs and PK Dress Code**

1. Comfortable play clothes, bottoms are easy up and down to promote independence
2. Velcro shoes are best until students can tie their own shoes.
3. Little Lambs need a pair of “indoor shoes” to wear inside the classroom. Outdoor shoes will be worn outside for recess and put on when packing up to go home. We want to keep our classrooms clean and keep the floor, where children play, as sanitary as possible.
4. A few sets of extra clothes (including socks and underwear) should be kept at school. Reasons for a change of clothes include messy art or craft projects, irresistible water puddles, a wet slide at recess, spilt milk at lunch, or not making it to the restroom in time. It is not uncommon to have two changes in a day, and sometimes three.
5. Little Lambs and PK nappers should bring bedding on Mondays for the week in a labeled bag. Everything will be sent home on Fridays for washing or sooner if needed. Children do not share bedding. Cots are sanitized daily and also assigned to each child, not shared.
6. All children and their clothing must be clean including coats
7. Children’s backpacks, ger and coats should not smell of cigarette smoke or any other smoke.

### **K-8 Girls Dress Code**

1. Clothing will be clean, neat, hemmed, and in good repair
2. Clothing will be appropriately sized. No skin tight or oversized baggy clothing is allowed
3. Shirts (must have collar): long or short sleeved polo shirt, oxford shirt, or blouse
  - Solid, striped, or small print
  - No writing or pictures on clothing (unless ILS spirit wear!)
  - ILS spirit T-shirts are allowed on Fridays and on field trips
4. Pants: navy, black or khaki
  - Must be worn at the waist
  - No sweatpants, wind-pants, or cargo pants
  - Leggings may not be worn alone as pants.
  - Leggings may be worn under jumpers or dresses in place of tights
  - Every Friday is dress-down day. Jeans without rips, tears, or holes may be worn
5. Shorts: Bermuda length, mid-thigh, solid navy, black, tan, or plaid, small print or small stripe to compliment solid top
  - May be worn in the fall until the weather is consistently below 50 degrees and in the spring when the weather is consistently above 50 degrees.
  - Must be worn at the waist and not low riding
  - Capri length pants are permitted.

6. Skirts/Skorts/Jumpers/Dresses: navy, black, or khaki
  - Must be mid-thigh or longer
  - Must wear tights, leggings, or bike shorts underneath 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 collared shirts must be layered underneath any top that does not have a collar. Tops with pictures or words are not allowed.
8. Footwear: Sneakers are preferred, but all footwear must be in good repair and must at least have a closed back or have a strap in back
  - No flip flops or back-less shoes. Crocs must be worn with the back strap worn.
9. Grooming:
  - Hair must be worn in such a way as to present a neat, clean appearance, out of the face
  - Hair must be the child's natural color
  - Modest makeup will be allowed for girls in Middle School
  - Nails should be kept short, neat, and clean
  - Girls may have pierced ears. For safety, earrings must be studs. No dangle or hoop earrings.
  - No tattoos of any type may be worn
  - All students and their clothing must be clean, including coats, which are typically washable
  - Perfumes or strong body scents are not allowed
  - Students, their clothing and backpacks should not smell of second-hand smoke of any kind
  - Upper elementary and middle school students wear unscented deodorant if needed
10. Special Dress Occasions:
  - Special dress days are promoted during Lutheran Schools Week and throughout the year. Examples are Beach Day, Pajama Day, Inside Out Day, and the like.
11. What NOT to Wear: The following is not allowed: clothing exposing parts of the body that should be covered; low-cut tops; see-through clothing; midriff exposure when the child's hand is raised; hats indoors (unless it is a special hat day); gang related clothing; visible underwear; ripped or torn clothing; leggings as pants; clothing that is too short or too tight; eyelash extensions, dangerous or distracting jewelry, or anything that may distract the wearer or their peers from learning.

### **K-8 Boys Dress Code**

1. Clothing will be clean, neat, hemmed, and in good repair
2. Clothing will be appropriately sized. Oversized baggy clothing is not allowed.
3. Shirts (must have collar): long or short sleeved polo shirt, oxford shirt, or button-up
  - Solid, striped, or small print
  - No writing or pictures on clothing (unless ILS spirit wear!)



- ILS spirit T-shirts are allowed on Fridays and on field trips
4. Pants: navy, black or khaki
    - Must be worn at the waist
    - No sweatpants, wind-pants, or cargo pants
    - Every Friday is dress-down day. Jeans without rips, tears, or holes may be worn
  5. Shorts: Bermuda length, or walking shorts, solid navy, black, tan, or plaid, small print or small stripe to compliment solid top
    - May be worn in the fall until the weather is consistently below 50 degrees and in the spring when the weather is consistently above 50 degrees.
    - Must be worn at the waist and not low riding
  6. Sweaters/Sweater vests/Fleeces/Fleece vests/Sweatshirts: solid color
    - No writing or pictures (unless ILS spirit wear)
    - Dress code appropriate collared shirts must be layered underneath any top that does not have a collar. Tops with pictures or words are not allowed.
  7. Footwear: Sneakers are preferred, but all footwear must be in good repair
    - No flip flops or back-less shoes. Crocs must be worn with the back strap worn.
  8. Grooming:
    - Hair must be cut for a neat, clean appearance, out of their face and above the collar
    - Boys may not have ponytails, boy buns, or hair that is longer than collar length
    - Nails should be kept short, neat, and clean
    - No tattoos of any type may be worn
    - Boys must be clean shaven if they have facial hair
    - All students and their clothing must be clean, including coats, which are typically washable
    - Cologne and strong body scents are not allowed; unscented deodorant is preferred
    - Students, their clothing and backpacks should not smell of second-hand smoke of any kind
  9. Special Dress Occasions:
    - Special dress days are promoted during Lutheran Schools Week and throughout the year. Examples are Beach Day, Pajama Day, Inside Out Day, and the like.
  10. What NOT to Wear: distracting jewelry, hats or caps indoors (unless it is a special hat day); gang related clothing; visible underwear; ripped, torn or unwashed clothing; or anything that may distract the wearer or their peers from learning.

#### **EARLY DISMISSALS & DELAYED STARTS**

Parents will receive a message through the Brightwheel app, a text message and an email alerting them of delayed starts or early dismissals due to inclement weather. Parents must have a plan for unscheduled early dismissals, or delayed starts, due to bad weather. Morning delays are always a 2-hour delay, which means school starts at 10:00 AM. Early dismissals always dismiss at 12:30 PM. Immanuel Lutheran School usually follows Bristol's call on weather delays

but could make other decisions depending on the situation. If the cause of the delay or early dismissal does not impact Immanuel Lutheran School, we will notify parents of our own plan. In the event of a delayed start, Extended Care will open at 8:30 AM. In case of early dismissal due to inclement weather, there will be no PM Extended Care. If the roads are too dangerous to be in school, they are too dangerous to be at Extended Care.

### **EXTENDED CARE**

Our Extended Care Program is available for all Immanuel Lutheran School students. It is available before school from 6:30 AM, and after school until 5:30 PM. All students are supervised in the cafeteria or the art room. Students also use the outdoor play area when weather permits. Parents should bring their children to the cafeteria door when dropping off children for AM Extended Care. When picking up from PM Extended Care parents should go to the cafeteria door if the children are not outdoors. Parents may use the Brightwheel app to check their children in and out of Extended Care. Families who wish to participate must notify the school office so that an account can be set up. There is a \$20.00 registration fee per family, which is applied to your Extended Care Account. Parents are asked to pre-load their Extended Care account through the Brightwheel app. The Extended Care cost is \$7.00 per hour of use. Parents will be notified when their account balance is down to \$20. Any unused Extended Care funds left over at the end of the school year will be refunded or applied to other balances.

### **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**

Off-site field trips are offered during the school year for all grades. The cost of field trips and other special events will be announced as they occur. Parents who choose to opt out of a field trip will need to keep their child home during the field trip event as there is no supervision for students when their class is elsewhere.

## **FUND-RAISING**

Fundraising occurs throughout the year. Participation is strongly encouraged. Fundraisers are typically sponsored by our PTO and allow students to take part in unique enrichment opportunities or service projects. Every penny raised in our fundraisers goes toward enriching the school experience for our students.

## **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. Teachers may allow students to “re-do” assignments until September 30. After that time, they receive the grade they earned. Students at Immanuel develop good study habits to prepare them for life.

## **GRADUATION CEREMONIES**

Graduation ceremonies are conducted each year for PK4, Kindergarten, and Eighth Grade. 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 grade point average on a 4-point scale.

## **HOMEWORK**

Homework is required for students in grade K-8 and should be done **by the student** neatly and on time. The purpose of homework is continued practice in the skills and concepts presented during the school day, to promote effective study habits in preparation for secondary education expectations, and to give the teacher insight to your child’s needs. 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 first 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 assignments that were missed due to absence.

## **HOT LUNCH AND COLD MILK**

Hot lunch is available five days per week. The cost is \$4 per meal. A monthly lunch menu is made available for students to choose which days to buy hot lunch. 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. Parents can pay for their child’s lunch selections on the Brightwheel app.

Milk is available for purchase by semester. Students may choose from 1% white or chocolate milk. To provide fresher milk, larger servings, and lower cost to parents, milk is served in lidded cups with straws rather than individual cartons. Parents pay in half-year increments for milk, which is .50 cents a day, \$90 per year. Contact the school office for more information. Payments may be made through the Brightwheel app.

### **LOCKERS**

Students in grades PK3 through grade 8 are assigned lockers in the hallway close to their homeroom. There is plenty of room for coats, boots, backpacks and lunch bags. Lockers must remain tidy. No adhesive stickers or inappropriate pictures may be hung in lockers or on the outside of lockers. Students should not bring anything to school that is not required. Nothing of great value should be left in lockers as students are not allowed to use locks. Lockers are a place to keep necessary items outside of the classroom space. Middle school students are allowed to go to their lockers at every passing period.

### **MEDICAL**

#### **Injury or Illness**

1. BBHD provides a health aid for Immanuel Lutheran School. Under the direction of a BBHD nurse, the health aid 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 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.
3. Students who vomit at school will be sent home, even without a fever
4. Students with a temperature above 100 degrees or higher will be sent home
5. Any student sent home with a fever must remain out of school for a minimum of 24 hours after symptoms have subsided without fever reducing medication.
6. Parents are responsible for updating their contact information through the office or the Brightwheel app. Any significant changes to the child's health should be reported to the nurse or the principal. It is vital that the office has accurate and up to date information.

#### **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 nurse. 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 school personnel without a doctor's written 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 prevent 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 through the Brightwheel app, or by 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 and parents to meet the teacher(s) prior to the school year beginning. Students are able to come to school on the first day and know just where to go and how to get there.
- **Fall Parent/Teacher Conference:** This is a mandatory conference for each family to meet with the teacher coinciding with the first progress report of the year. This year the parent/teacher conferences may be through zoom or in person.
- **Spring Parent/Teacher Conference:** This is an optional conference for either the parent or teacher to discuss student progress. Again, this may be through zoom or in person.

### **PTO (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.

### **REMOTE LEARNING**

In the event of a lengthy school closure due to weather or other unforeseen situations, remote learning will be enacted. Students will be expected to follow their Google Classroom guides for each class to learn of assignments, daily class meetings, and other announcements or assigned activities. Students will be issued Chromebooks to utilize at home while on remote learning. Students should be fairly self-sufficient in the online setting as teachers will have utilized the same strategies in the classroom as practice. Parents of younger students may be asked to retrieve packets from school which are tailored specifically for their child. These materials will compliment the online learning and be expected during specific lessons on Google Meets. Teachers are happy to have private zooms with students who need extra help during remote

learning. Parents will not have to teach their children at home, but may be asked to help with motivation and encouragement.

## **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. We remind students to love one another (John 15:12).

*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. Our teachers are certified professionals who want the best for their students.

*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.

## **MORNING DROP-OFF for LITTLE LAMBS**

We have labeled our entrances with the *Fruits of the Spirit*. Please refer to the map on page 2.

**Little Lambs** should be dropped off at the **Kindness Door** of the Old School (see map on page 2). Parents should park in the West Street Lot behind the church or the play area lot behind the

gym. The exit from the play area parking area is through the Parish Hall driveway onto West Street. Knowing the side streets in the area is very helpful as a right turn may be your only option during rush hour. Please pull forward through the parking spaces to make room for others behind you. Be aware of your surroundings as many parents are walking with their very small children through the lot. Please do not leave your car running in the parking lot with small children left alone inside the vehicle as we are all mandated reporters.

Walk with your child to the main door of the old school. Look for the concrete steps and the green Kindness banner. Hand holding is recommended. Ring the bell, and a staff member will meet you and your child at the door. Your child will say goodbye at the door, and be escorted by a staff member to their classroom. All Little Lambs should bring a pair of “indoor shoes,” such as crocs or slippers, to keep in their cubby for use in the classroom. Naptime bedding should be brought in on Mondays. It will go home on Fridays for washing. Children will not share bedding or cots. Any diapers, pullups, wipes, or other bathrooming items should also be brought in at the beginning of each week. Parents should consider restocking these items at afternoon pick up rather than morning drop off. We have a designated area for each child’s labeled supplies.

#### **MORNING DROP-OFF for PK3, PK4 and KINDERGARTEN**

**PK3, PK4, and Kindergarten and 1st Grade** should be dropped off between 7:30 AM and 8:50 AM at the **Peace Door** (see map on page 2). Parents should s-l-o-w-l-y enter the Kelley Street Lot from Kelley Street and turn right into the back play area lot at the Patience Gate. **DO NOT ENTER** off of MEADOW STREET as it is **EXIT ONLY! WATCH FOR SMALL CHILDREN**. Parents park in the rear of the lot and walk with their children to the Peace Door for drop off. This is also the pick up spot in the afternoon. *Please* do not leave your car running without an adult in the driver’s seat. We are all mandated reporters. *Please* watch for cars as this is a very active parking lot. A staff member will meet you at the door. Children will say goodbye at the door and be escorted by a staff member or responsible middle school buddy to their locker and escort then to their classroom.

#### **MORNING DROP-OFF for GRADES 2 THROUGH 8**

They should be dropped off between 7:30 AM and 7:50 AM at the **Joy Door**, which is the gym entrance on Meadow Street. A staff member will be at the drop off point to welcome your child to school before they join their friends in the play area or in the gym on cold or rainy days.

#### **Tardiness**

Better late than never, but tardiness should be rare, not routine. If a PK3-Grade 8 student is tardy and arrives after their drop-off window, the parent should park in the back lot and bring

them to the school office on Meadow Street between the church and school (Love Door). Ring the doorbell to enter. Students will be checked in at the office before proceeding to class.

### **AFTERNOON PICK-UP**

Parents picking up **Little Lambs** should park in the West Street Lot across from the Boys and Girls Club. After parking, parents should walk to the old school concrete steps (look for the Kindness banner) and ring the bell. Your child will be brought to the door by a staff member.

Parents picking up **PK, Kindergarten and 1st Grade** students **and their siblings** should enter the Kelley Street Lot off of Kelley Street and turn into the play area lot. Please park in the back of the lot and walk to the overhang to retrieve your child.. Look for the Peace banner, our children will exit through this door.

All parents picking up students in **Grade 2-8**, should enter from Kelley Street onto Meadow Street. Parents should park along the curb to wait for their children to exit. Children in grades 2-8 should be able to buckle themselves into the car and not need assistance from their parents. Parents should stay in the car and wait for their child to enter the vehicle. Children will exit through the Joy Door (see map on page 2). Students will wait inside until their parent is parked along the curb. Students will begin to exit the building at 2:25 PM (2:05 on Wednesdays)

### **CHANGE OF PLANS**

Parents should notify the school office by 1:30 PM with any changes to an after-school plan.

Anyone other than a parent taking a child from the school must be on the official pick-up list. Parents may update their pick-up list on the Brightwheel app. Identification will be required.

### **SCHOOL HOURS**

- All PK3-Grade 8, Monday, Tuesday, Thursday, Friday 7:50 AM to 2:25PM /Wednesday 7:50 AM to 2:05PM. Students may be dropped off between 7:30 AM and 7:50 AM
- The school office is open from 7:30 AM until 3:30 PM Monday through Friday. Summer hours may be shorter.

### **SCHOOL CANCELATION, DELAY, OR EARLY DISMISSAL**

If there is a chance that school may be canceled or have a late opening, you will be notified through a text message through the My School Worx app. You will also receive an email



notifying you of the change. Immanuel Lutheran School often follows the Bristol Public School weather calls. The delay schedule is below.

### **2-Hour Delay**

- Morning Extended Care begins at 8:30 AM
- Little Lambs opens at 8:30 AM
- PK-8 drop off begins at 9:30 AM
- PK-8 school day begins at 10:00 AM

**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 cancellation 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 is available after that time in the school office.

### **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.

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 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 discreetly, 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 PEANUT-FREE snack and refillable water bottle each day. Time is allowed in the daily schedule for snacks. Parents are urged to provide a second healthy snack for students who are staying for Extended Care or afterschool activities. If you need ideas for healthy snacks, please call the office to speak with us about options.

## 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. 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 any 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**

Students in grades 2-8 are issued a Chromebook to use at school for the academic year. The devices are for educational use only. Middle school students in grades 7 and 8 are allowed to take their devices home on a daily basis. They are responsible for the care of the device and for bringing them back to school each day charged and ready for use. Inappropriate use of a school-issued device at home, will result in a school-use only. All device use at school is monitored. Devices and chargers should be returned at the end of the school year in good condition. Devices that are damaged or lost will be replaced at the parent’s expense. In the event of remote learning, all chromebooks will be sent home for those who need them.

## **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 Church and 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)**

Because more than 50% of Immanuel's students live in Connecticut, the city of Bristol is required by state law, through their public school system, to provide bus transportation for any Immanuel Lutheran School 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 buses with one other parochial school in the city.

## TUITION

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 different tuition rates:

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. This rate is being phased out in the next two years.

To be classified as an “Active Member,” member students need to attend church services at Immanuel Lutheran Church regularly. 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 or the Board of Elders 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 tuition rate.

### Payment Options

1. *One Payment in Full.* If this payment is made before the start of school the family will receive a 5% discount on their tuition if paid by check.
2. *Ten Equal Payments.* The first of these payments is due by August 15 and the last payment is due by May 15.
3. *Twelve Equal Payments.* The first of these payments is due by June 15 and the last payment is due by May 15.

You may make tuition payments through the Brightwheel app. We recommend using an ACH transaction as your fee is much less. You are also welcome to stop by the office and pay by check or cash. You may also mail your check to Immanuel Lutheran School, 154 Meadow Street, Bristol, CT 06010.

### 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 30 days may result in the student being asked to withdraw from school until appropriate payments are made.

### **TAX-DEDUCTIBLE TUITION THROUGH CHET 529**

CHET 529 allows for distributions of up to \$10,000 per year for K-12 private or parochial schools! Contributions to a CHET 529 account are tax deductible up to \$5,000 per year for single filers or \$10,000 per year for joint returns. Families should also consider the CHET Baby Scholars program to receive \$250 when starting an account before your child turns one year old. The 529 accounts may receive gifts from family and friends as well. Parents can learn more at the following link under Flexible Use of Funds.

<https://www.fidelity.com/529-plans/connecticut>

### **VOLUNTEERING**

Parents of Immanuel Lutheran School students are asked to volunteer for events and activities throughout the school year. Events include Germanfest, Son and Mum Float, Sauerkraut Supper, Fall Fundraiser, Field trip Chaperone, Christmas Pageant, Daughter Dance, Nerf Night, Lutheran Schools Week, Fairs, Musical, Bible Bee, Spring Musical, Book Fair, Back to School Picnic, Graduation Celebrations, and Coaching sports. A sign up list is available at the Meet the Teacher event.

## PARENT PERMISSION FORM

Please read and indicate your agreement with each statement by checking the box for each section. If you do not agree with a statement, do not check it. Your signature is required at the bottom of page 30.

### Handbook Acknowledgement

- I understand the handbook is located on the school website, [www.ilcs.org](http://www.ilcs.org), and available for viewing or printing at any time. I have read, and understand the contents of the Immanuel Lutheran School Handbook. I have read and understand the following:
  - Delinquent Tuition ramifications
  - Dress Code expectations
  - Discipline Policy
  - My child understands it is his or her responsibility to try their best every day to follow the rules, guidelines and expectations set by the teachers and principal.

### Illness

- I understand that my child is not to come to school if they exhibit symptoms of illness as outlined on page 5 of the handbook. I understand that my family's honesty and cooperation regarding symptoms of illness plays a critical role in keeping everyone healthy..

### Walking Field Trip Authorization

Your child, as a student of Immanuel Lutheran School, is eligible to participate in school or church sponsored activities. Many of these activities are within walking distance of the school.

- I allow my 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.
- I understand that I will be notified of walking field trips in advance.
- Photo/Video Release**

Throughout the year photos and videos will be taken of students, student activities, special events, etc. The school would like 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. Photos and videos may be used to promote the school.

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



### Chromebook Liability

Students in grades 2-8 are issued Chromebooks for educational use in school. Middle School students are eligible to be issued a Chromebook for use at school and home. The value of a Chromebook replacement could be up to \$300. Lost or damaged chargers can be up to \$50.

- I understand that parents are financially responsible for damage or loss of their child's school issued device and charger. Students are expected to be responsible in the care and use of their device. Students are prohibited from using devices in inappropriate ways. Chromebooks should be charged overnight, at home or at school, to allow for full use during the school day for any project or assignment. Many of our new textbooks are online only, and will be available only if your device is charged and ready for use.
- I understand that I am responsible for the cost of replacement of my child's damaged or lost Chromebook of up to \$300 or a lost or damaged charger of up to \$50.
- I understand that without acknowledging this responsibility, my child will not have use of a school device. Personal devices from home may not be used at school.

Child's name (printed) \_\_\_\_\_

Parent's name (printed) \_\_\_\_\_

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

Parent's name (printed) \_\_\_\_\_

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