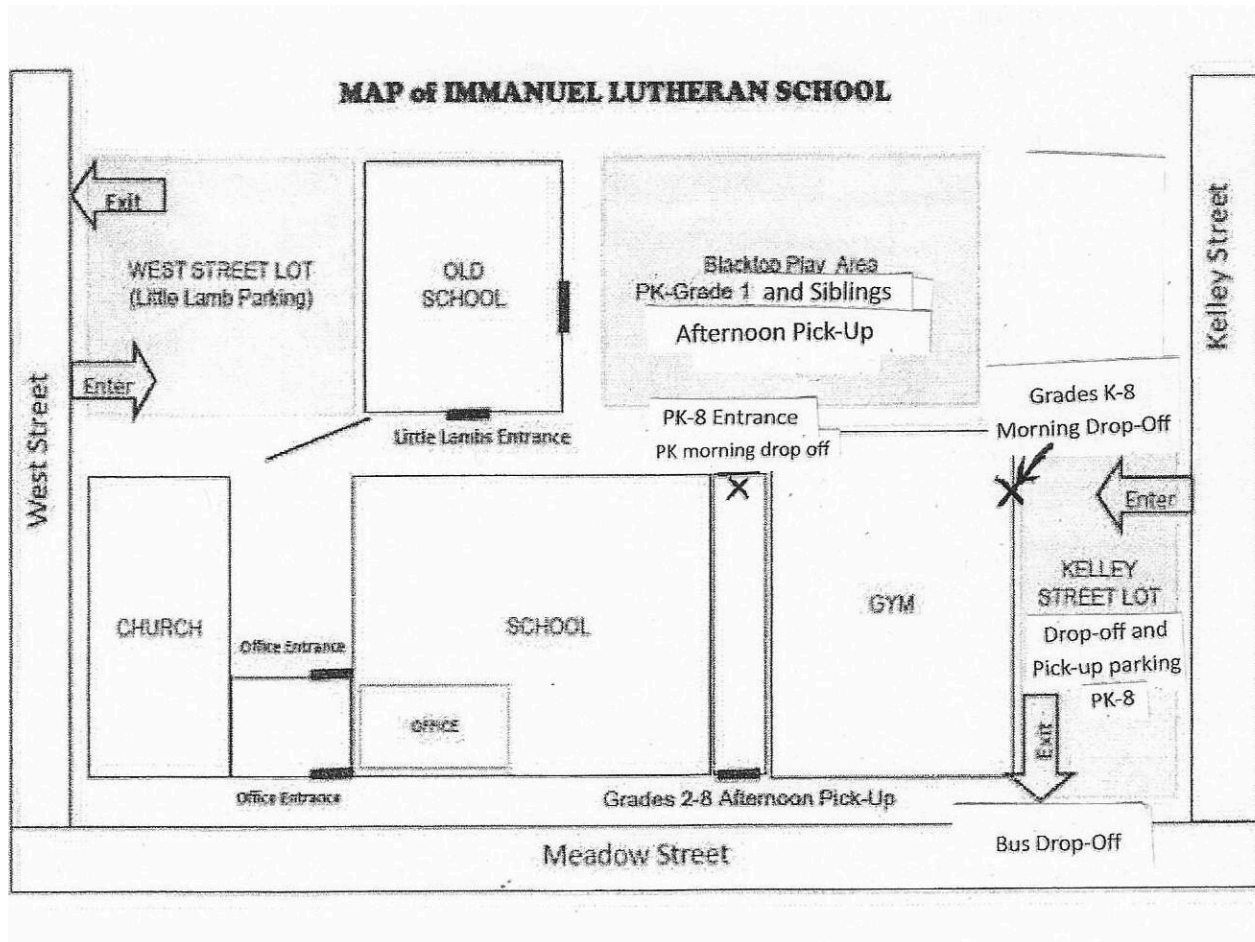




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Immanuel Lutheran School  
Handbook for Parents and Students

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## **WELCOME to IMMANUEL LUTHERAN SCHOOL**

Welcome to Immanuel Lutheran School! For over 125 years, Immanuel Lutheran has provided a Christ-centered education that links academic excellence with a loving, Christian environment. This handbook is written for Immanuel Lutheran School students and their families. Please read it carefully. Your principal, pastor, and teachers will help support you as you grow academically and in your love for 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 attitude and behavior in all relationships.
- To teach children that the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, 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.

## **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 limited 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.

## **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. The BOCE meets regularly and is accountable for establishing the goals and objectives of Christian education in concert with the mission statement of the congregation, and for regularly reviewing and appraising the programs and policies of the school as relates to the entire program of Christian education in the congregation.

The overall supervision of the school, staff and students, rests with the principal who carries out the policies and procedures of the Board of Christian Education in accordance with Church Constitution and By-Laws. 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.

If you have any questions or concerns, please contact the school or church office to obtain the appropriate contact information and procedures for reaching the Board of Christian Education.

## **ADMISSION**

### **Enrollment**

Applications for new families are to be filled out through FACTS, our online management system using this link: <https://il-ct.client.renweb.com/oa/?memberId=18605>

Upon review and acceptance of the application, new families will receive another link that invites them to enroll and select a payment plan. This enrollment process also requires a commitment fee, set by the Board of Christian Education. The commitment fee is a down payment on the tuition owed and holds the student's spot in the event the class fills to capacity.

The commitment fee includes a FACTS processing fee and, for convenience, these charges are combined and shown as one total in FACTS. Only the commitment fee portion will be applied to the final tuition payment. The commitment fee and associated processing fee are non-refundable if a student is withdrawn midyear.

Although enrollment is ongoing for new students, returning students must re-enroll by July 1st so that staffing can be secured. Any returning family that registers after July 1st will forfeit their ability to deduct the commitment fee from their tuition.

Decisions regarding enrollment are left to the discretion of the principal. Students who are new to Immanuel may be asked to take a placement test in math and language arts to determine their grade level. A kindergarten readiness test may be administered to students registering for kindergarten who did not attend Immanuel Lutheran Preschool, or when retention is recommended.

### **Ages of School Children**

1. Preschool applicants must reach their third birthday (PK3) or fourth birthday (PK4) no later than September 1st 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!
2. Kindergarten applicants must reach their fifth birthday no later than September 1st of the school year for which they are applying.

### **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.

### **NON-DISCRIMINATION POLICY**

Immanuel Lutheran School does not discriminate on the basis of race, color, sex (as determined at birth and not subject to change), national or ethnic origin in the administration of its admissions policies, educational policies, and other school administered privileges and programs. However, all staff working in our school must be Christian, and students attending our school must be open to learning about Jesus Christ, our Lord and Savior.

## 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.

### Payment Options

1. *One Payment in Full.* If this payment is made in full by August 15th before the start of the school year, the family will receive a 5% discount on their tuition if paid by cash, check, or an ACH transaction through FACTS.
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.

Payment plans will be set up through FACTS. We recommend using an ACH transaction as a credit card payment generates fees. You are also welcome to send checks directly to FACTS.

### Delinquent Tuition

Delinquent tuition is a serious matter. The principal is responsible for ensuring that all tuition payments are collected in a timely manner. Accounts that remain unpaid for more than 30 days may result in the student being required to withdraw from school until the account is brought current or an approved payment arrangement has been established. Students may also be excluded from extracurricular activities, and any previously awarded tuition assistance may be subject to forfeiture. Tuition accounts must be in good standing, or an approved payment arrangement must be in place, before a student will be permitted to enroll for the following 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. 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. Information is kept confidential and evaluated by the principal, business manager, and the pastor. Families are informed of their award in May.

## **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 \$100 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>

## **CURRICULUM**

### **What We Teach**

Immanuel Lutheran School provides comprehensive and quality instruction for students in grades Pre-K through 8. The school is deemed an approved school by the Connecticut State Department of Education and includes all subjects which are prescribed by the State for elementary schools. We meet and often exceed the Connecticut state standards, however, we are not a public school and therefore are not required 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 centered around the worship of the Triune God, and that the learning of all subjects is within the context of Christian understanding. We teach that the fruits of the Spirit are a result or outcome of faith and key to Christian living. We do not bend to societal pressure and topics of the day. We stand firm in our traditional Christian values and Lutheran doctrine, which stem directly from the Bible without alteration. We arm our students with knowledge of the truth, and they are encouraged to share that truth with others. Our curriculum embraces creationism. We teach that we are all God's children, created by Him in His image. 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 seek to establish a learning environment in which both students and teachers approach learning with confidence. Students are given opportunities for meaningful learning experiences whereby they can grow educationally according to their God-given abilities. We affirm the importance of stimulating student interest and motivation through the instructional process, and helping students develop self-discipline and good study habits so they can take personal responsibility for their learning at home and at school to prepare them for life.

## **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 that include Math, English Language Arts, Science, Social Studies and Religion. Flexible grouping may be utilized to meet the learning potential of all students. Middle school students also receive instruction in foreign language, STEM, and bells and all students participate in Music, PE, and Art.

## **CHAPEL, PRIMARY CHAPEL, AND PRE-CHAPEL**

**Chapel** services, for grades K-8, are led each Wednesday at 9:00 AM by the Pastor in the sanctuary. Chapel is an actual worship service that includes a focus on the Word of God, a message geared toward school age children, singing praises to God, and prayer. Our middle school students participate in the service as acolytes and they also collect offerings that go to a chosen mission outreach.

**Pre-Chapel**, for three and four year old preschools, are led on Tuesday mornings by the Pastor in the sanctuary. They typically include a Bible story, a song and a prayer. Children learn about being in God's house and about God's love.

## **DRESS CODE**

**General Policy:** The purpose of the dress code is to establish and promote an equitable, positive, safe, educationally focused, Christian environment. It 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 authorizes the Principal to make appropriate judgments on Dress Code issues.

### **PK Dress Code**

1. Dress in comfortable play clothes and wear bottoms that are easily pulled up and down to promote independence.
2. Velcro shoes are preferred until students can tie their own shoes.
  - All students must wear sneakers for P.E. classes.
  - No flip flops, Crocs, slippers, or backless shoes.
  - Snow and rain boots may not be worn all day. A change of shoes must be brought to school.
3. 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.

4. PK students who nap should bring bedding in every Monday for the week in a labeled bag. Everything will be sent home on Fridays or the last day of care for washing unless it needs to be cleaned sooner. Cots are sanitized daily and also assigned to each child.
5. Children should come to school wearing clean clothing that includes coats and backpacks.

### **K-8 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 or button down dress shirt
  - Any color is allowed but it must be a solid color. (No prints)
  - 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 (solid color)
  - Must be worn at the waist and not low riding
  - No sweatpants, wind-pants, cargo pants, yoga pants, scrubs, or pajamas
  - Leggings for girls may not be worn alone as pants, they are only allowed under jumpers, dresses or skirts.
  - Every Friday is dress-down day. Jeans without rips, tears, or holes may be worn
5. Shorts: navy, black or khaki (solid color)
  - Must be worn at the waist and not low riding
  - Must come to the top of the knee (or lower, Bermuda length).
  - May not be worn from November 1- March 31, unless weather conditions warrant otherwise as per the principal's decision.
  - Capri length pants for girls are permitted.
6. Skirts/Skorts/Jumpers/Dresses for girls: navy, black, or khaki (solid color)
  - Must come to the top of the knee (or lower).
  - Must wear tights or leggings underneath from November 1-March 31 unless weather conditions warrant otherwise as per the principal's decision.
  - Must wear tights, leggings, or bike shorts underneath if shorts are not built in
7. Sweaters/Sweater vests/Fleece vests/Sweatshirts: (solid color only)
  - No writing or pictures (unless ILS spirit wear)
  - Cannot be worn inside out
  - Dress code appropriate collared shirts must be layered underneath any top that does not have a collar.
  - Hoodies are not to be worn inside the school.

8. Dress-Down Days - Every Friday is a dress-down day.
  - Students may wear jeans and solid-color t-shirts, ILS spirit wear or ILS t-shirts.
  - Students may not wear clothing with writing or pictures, sweatpants, wind-pants, cargo pants, yoga pants, leggings, scrubs, pajamas or hoodies
9. Special Dress Occasions: Special dress days are promoted during Lutheran Schools Week and throughout the year. Examples are Beach Day, Pajama Day, Dress-Your-Best Day, and the like. If students opt to not participate, they should wear regular dress code clothing.
9. Footwear: Sneakers are preferred and strongly recommended, but all footwear must be in good repair.
  - All students must wear sneakers for P.E. classes.
  - No flip flops, Crocs, slippers, or backless shoes.
  - Snow and rain boots may not be worn all day. A change of shoes must be brought to school.
10. Grooming: Hair must be cut for a neat, clean appearance, and out of the eyes with no exaggerated styles
  - Hair must be a natural color
  - Modest makeup will be allowed for girls in Middle School
  - Nails should be kept short, neat, and clean (no press on nails)
  - If ears are pierced, earrings must be studs for safety. No dangle or hoop earrings.
  - No tattoos of any type may be worn
  - All students and their clothing must be clean, including coats and backpacks
  - Perfume, cologne, or strong body scents and lotions are not allowed
  - Upper elementary and middle school students should wear unscented deodorant.
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 or caps 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.

### **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.

### **SCHOOL SUPPLIES**

Students are expected to be prepared daily with the necessary supplies, as outlined for each grade on the supply list, beginning on the first day of school.

### **SNACKS**

Time is allowed in the daily schedule for snacks. Students are encouraged to bring a healthy NUT-FREE snack and refillable water bottle for water each day. Drinks other than water are not allowed in the classrooms but can be brought for lunch. Parents are urged to provide a second healthy snack for students who are staying for Extended Care or afterschool activities.

### **HOT LUNCH**

Hot lunch is available five days per week. The cost is \$4.00 per meal. A monthly lunch menu is made available on FACTS for students to choose which days to buy hot lunch. Lunch orders must be pre-paid through FACTS before the end of the previous month to make preparations easier for our volunteers.

### **HOMEWORK**

Homework is assigned according to age group and curriculum goals of the school, and teachers will discuss grade-specific homework policies at the beginning of each school year.

The purpose of homework is for 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 into your child's needs. Homework should be done by the student, neatly and on time. The average amount of time spent on homework will increase as the student advances through the grade levels. 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.

### **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.

## **REMOTE LEARNING**

In the event of a lengthy school closure due to weather or other unforeseen situations, remote learning will be enacted. Students in grades 3-8 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. Younger students will be given packets from school which are tailored specifically for their grade level. Parents will not have to teach their children at home, but may be asked to help with motivation and encouragement.

## **GRADING**

The school year is divided into trimester reporting periods. Students will receive report cards three times per year and middle school students (grades 6-8) also receive a progress report at midterm. Achievement testing is done in grades 3-8, three times a year.

## **GRADUATION CEREMONIES**

Graduation ceremonies are conducted each year for PK4, Kindergarten, and Eighth Grade. We reserve the right to exclude families who haven't fulfilled their financial obligations. The valedictorian and salutatorian of the eighth-grade class will be determined by the highest cumulative GPA earned throughout 7th and 8th grade with a minimum GPA of 3.5 or 90%.

## **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.

## **SCHOOL HOURS**

- Grades K- 8, Monday, Tuesday, Thursday, Friday 7:50 AM to 2:25 PM /Wednesday 7:50 AM to 2:05PM. Student drop off is between 7:30 and 7:50 AM
- PK, Monday, Tuesday, Thursday, Friday 7:50 AM to 2:15 PM /Wednesday 7:50 AM to 2:05PM. Student drop off is between 7:30 and 7:50 AM
- The school office is open from 7:30 AM until 4:30 PM Monday through Friday. Summer hours may be shorter.
- Morning Announcements occur at 8:05 and are read by one of our 7th and 8th grade students over the loudspeaker. Students say the pledges, read a Bible verse, read all announcements, and end with the Lord's Prayer or Luther's Morning Prayer.

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

When school is canceled, has a late opening, or an early dismissal due to inclement weather, you will be notified by text message and email of the change. It will also be posted on the major TV networks (ABC, CBS, NBC, FOX61). Immanuel Lutheran School 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 9:00 AM
- PK-8 drop off begins at 9:30 AM
- PK-8 school day begins at 9:50 AM

**Early Dismissals:** Early dismissals always dismiss at 12:30 PM.

**Extended Care:** 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.

## **MORNING DROP-OFF**

Morning drop-off is between 7:30 and 7:50am. Staff members will be on duty during that time to supervise K-8 students who will gather in the back parking lot or gymnasium during inclement weather. Please do not drop your child off until you see a teacher on duty. If you need to bring your child to school before 7:30, please refer to the morning extended care information that follows. All students should arrive at school no later than 7:50am.

PreK students should also arrive between 7:30 and 7:50 am and be brought to the gym door off the back parking lot by a parent where they will be met by staff and escorted to their supervised classroom.

**Procedures for PreK - grade 8 families who wish to park and escort their child:** Between 7:30 and 7:50 AM parents should enter the Kelly Street parking lot off of Kelley Street and park utilizing the spaces in the center. You may then walk your children to the supervised area in the back lot, or back gym door for PK students. In case of inclement weather, a staff member will be at the side gym door to allow students to walk directly into the gym. To leave, exit onto Meadow Street, where you can turn right or left. If a bus is dropping off students on Meadow Street, please be patient and wait for them to leave.

**For K-8 parents who wish to drop off their children and not get out of the car:** Between 7:30 and 7:50 AM, parents should enter the Kelly Street parking lot off of Kelley Street, drive straight toward the gym and pull over along the sidewalk. Students can be let out onto the sidewalk to either go to the back parking lot, or into the gym through the side gym door during inclement weather. Please note: If you need to get out of the car or help your child in any way, you will need to park your car, and walk your child to the door or back parking lot.

### **AFTERNOON PICK-UP**

Parents picking up students in **PK, Kindergarten, 1st Grade, and their siblings**, should enter the Kelley Street parking lot off of Kelley Street, and park in that lot utilizing the spaces in the center. You will then walk to the back parking lot to wait for students to be dismissed out the back gym door (2:15 for PK and 2:25 for K and 1) (2:05 on Wednesdays for PK-1). To leave, exit onto Meadow Street, where you can turn right or left. Please be mindful of the buses loading students, and do not pass when you see the red lights flashing.

All parents picking up students in **Grade 2-8** should drive down Kelley Street, pass the entrance to the parking lot, and turn right onto Meadow Street. You will then pull over along the curb beginning at the gym doors off Meadow St. to wait for students to be dismissed at 2:25 PM (2:05 on Wednesdays). The supervising teacher will call students to come out when cars are parked safely along the curb. While waiting, please do not block the exit onto Meadow St. Parents should also not be getting out of the car as children in grades 2-8 should be able to buckle themselves without assistance. When leaving, please be mindful of the buses loading students, and do not pass when you see the red lights flashing.

### **CHANGE OF PLANS**

Parents should notify the school office as soon as possible with any changes to an after-school plan. Anyone other than a parent picking up a child from school must be on the official pick-up list. Parents may update their pick-up list in the school office. Identification will be required.

### **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.

### **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.

## **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. 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, and the Extended Care cost is \$10.00 per hour of use. Any late pick ups, past 5:30 PM, costs \$1 per minute per child. Accounts that are 60 days delinquent for Extended Care will result in the child(ren) being unable to attend until the balance is paid in full.

## **ATTENDANCE**

Immanuel Lutheran School adheres to the State of Connecticut requirement of 180 days and roughly 900 hours of instruction. Attendance records are kept, and parents are responsible for seeing that their children attend school regularly. When a student is absent, the parent must contact the school office by email or at 860-583-5631, by 9:00 AM to report the absence and the reason. If students miss more than three consecutive days of school, a doctor's note will be required to return to school. Any unreported absence will be considered unexcused. Students with excessive unexcused absences are at risk of retention or withdrawal. The teacher and/or principal will conference with parents to address this issue and take whatever appropriate steps they deem necessary to resolve it. Your child's teacher and principal are mandated reporters and obligated to report educational neglect due to excessive absences.

The practice of taking students out of school for family vacations and other events causes disruption in the child's classroom learning, causes extra work for the teacher, and is strongly discouraged! In these cases, the absences are considered unexcused and all assignments, tests, and quizzes will be kept for the student on a daily basis by the teacher. Upon return, the students will have as many school days to make-up all work as school days missed. Work not completed within the specified time will be marked with a zero. Teachers are not required to provide homework prior to a vacation to a family.

## **TARDINESS**

Tardiness should be rare, not routine. Students should 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. If a student is tardy and arrives after 8:00, parents are asked to park in the Kelley Street Lot and walk students to the school office using the door on Meadow Street by the flagpole. The back parking lot door will no longer be staffed and our locked door policy will be in place, making that entrance unusable after 8:00 am. After ringing the doorbell on Meadow Street, parents will walk students to the office and sign them in giving a reason for the tardiness before students are allowed to proceed to class. Tardiness is recorded and becomes a part of the child's permanent school record. Students who arrive on time develop good habits and routines, transition better into the school day, and tend to perform better in school.

## **SUPERVISION FOR AFTER-SCHOOL ACTIVITIES AND EVENTS**

Parents should ensure that their children are appropriately supervised at all after-school activities and events. This includes sports activities, church activities, and other special events. Students should never be dropped off for events and left unsupervised. The person supervising should be a responsible adult (not an underage older sibling). Parents can make arrangements with other parents to supervise each other's children. If students are at events without parental supervision, the parent will be called and expected to promptly pick up their child or stay for the event.

## **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. 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, lunch, recess or after school detention may be given by teachers in accordance with classroom rules and expectations, or by the principal if determined appropriate. Parents will be notified if a student receives multiple recess or lunch detentions and they will be given advance notice if an after school detention is needed.
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. Parents may be required to attend a meeting to discuss behavior if a teacher, in consultation with the principal, deems it necessary.
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. Any student who receives 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, or 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.

## **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, and the decision of the Board of Christian Education is final.

## **MEDICAL NEEDS**

### **Injury or Illness**

1. BBHD provides a health aide for Immanuel Lutheran School. Under the direction of a BBHD nurse, the 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 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 in the FACTS family portal. 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 by a parent/ guardian to the school's nurse, principal or child's teacher with the prescribed medication in its original container along with the action plan for dispensing clearly stated in writing. This must be signed in by the principal or teacher along with the parent/ guardian. Tylenol and other over the counter medicine cannot be distributed by school personnel without a doctor's written authorization.

## **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/guardians to monitor their children for symptoms, conditions or criteria that are associated with communicable diseases. 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 or COVID-19
- 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 AT 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 and 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. 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 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.

### **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.

## **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; or 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 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.

## 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 K-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.

### **FUNDRAISING**

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.

### **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 once a month and parents are encouraged to participate.

### **VOLUNTEERING**

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

## **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 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 at the midterm of the first trimester of the year.
- **Spring Parent/Teacher Conference:** This is an optional conference for either the parent or teacher to discuss student progress.

## **COMMUNICATION**

### **From the Principal**

It is important that parents keep informed of school events and their child's academic progress. A weekly newsletter will be emailed to parents regarding general school events and notifications.

### **From the Teachers**

Your child's teacher will routinely send out a notice giving details about classroom activities, assignments and expectations. Parents are given a formal report card detailing their child's progress three times a year and midterms are given out in middle school. 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.

### **From the Parents**

Parents are welcome to contact 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.

## **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.

## **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 and its faculty and staff. 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.

**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 this page.

**Handbook Acknowledgement**

- I have read and understand the contents of the Immanuel Lutheran School Handbook that include the policies on discipline, illness, attendance, dress code and tuition.

**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.
- I grant permission for Immanuel Lutheran School to use my child(ren)’s photos for school use only.

**Chromebook Liability**

Students in grades K-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 for 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. Some of our new textbooks are available online, and will only be utilized by students who have a device that 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 \_\_\_\_\_