

Immanuel Lutheran School
Parent . Student Handbook
2011-2012



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Phone (208) 733-7820 ~ Fax (208) 735-9970
Child Development Center (208) 734-3420
Website: www.immanueltf.org
School Email: school@immanueltf.org
CDC Email: cdc@immanueltf.org

WELCOME TO OUR SCHOOL

The faculty and staff welcome you and your family to Immanuel Lutheran School. Our excellent curriculum and teaching methods are only a small part of what we offer. The strength of our school lies in our dedication to demonstrate our love for Christ and His love for the children in all areas of academics and activities. You are welcome to come and be a part of our school at any time. Please check in at the office first.

The Mission of Immanuel Lutheran School is to
provide a Christ-Centered environment to nurture:

† Spiritual Growth

† Academic Excellence

† Personal Responsibility

Immanuel Lutheran School is a ministry
of Immanuel Lutheran Church

SCHOOL HISTORY

The elementary school of the Lutheran Church Missouri Synod (LCMS) dates back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in the Midwest states and established Christian schools for their children. The first of these schools is older than public schools in most states. Lutheran schools seek to work closely with the public schools in fulfilling the responsibilities of education in the community. Immanuel Lutheran is one of 2,569 Lutheran Church Missouri Synod churches involved in the operation of a School and Early Childhood Center.

Immanuel Lutheran School began as a small parochial school in 1911 with the pastor as the teacher. In 1946, the school reopened in a new building on Shoup and Blake Streets. Many of the great-grandparents, still in our church, helped dig the foundation and construct the building. Teachers were hired and Lutheran Christian education was available to everyone in Twin Falls. In the fall of 1983, the Christian Life Center, currently housing Immanuel Lutheran School, was dedicated and opened its first class. Immanuel Lutheran Church has continued to support the school prayerfully and financially throughout the years and is committed to making Christian education available to the Magic Valley area in the future.

CREDO

We Believe a Christian education is a vital aspect of God's mission and commanded by Him to the church through the Great Commission: "Go therefore and make disciples of all nations baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I have commanded you, and lo, I am with you always, even to the end of the age" Matthew 28:19-20

We Believe a Christian educator is committed to provide, to the best of his/her ability, a complete education for God's people by meeting their spiritual, academic, social, physical, and emotional needs.

We Believe the purpose of Christian education is to teach the Christian faith through instruction in God's Word.

We Believe God's people need to learn their proper relationship to God and their fellow man.

We Believe effective education is carried out through quality experiential learning programs that relate the Christian faith to every aspect of life and meet academic standards of excellence.

We Believe the uniqueness of Lutheran education lies in this: Lutheran education has a God-given directive (the Law). Lutheran education views the pupils through the cross of Christ (the Gospel). Lutheran education properly disciplines the child on the basis of a working distinction between Law and Gospel. Lutheran education accomplishes its purpose through the power of the Holy Spirit.

We Believe Immanuel supports the home uniquely through: Christian instruction throughout the day, the impact of professional teachers who are Christian, and the pulse of the "Body of Christ" at work.

We Believe that a Christian education program built on a philosophy flowing from a distinct Lutheran theology must also determine the precise objectives of its curriculum and the basis of the physical, social, and spiritual needs of the local, nation, and world communities.

HOME AND SCHOOL RELATIONSHIP

We anticipate working with children and parents who are willing to walk with us in ONENESS of spirit and purpose. Whenever the school pulls one way and the home another, the child suffers. The home is and always will be the chief agency for the child's Christian training. A Lutheran School does not relieve the parents of their God-given obligation. Rather, the purpose of our school is to assist in the vital work of Christian training. If the home and school are both CHRIST CENTERED, your child is receiving the best consistent education he or she can receive.



The basis for all interpersonal relationships at Immanuel is Matthew 18:15-16, "If your brother sins against you go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses." Children have a unique perspective on the events of their world and occasionally come to another interpretation. If you have any questions, misunderstandings, or grievances, discuss these with the person involved before telling others. As a rule, difficulties can be ironed out quite easily when the approach is made in a Christian manner. The principal is available if there is no solution and then the Board of Education will also consider the cares and concerns of parents. Any special conditions must be communicated to the teacher and the administrator in writing.

PARENTAL COOPERATION

You can co-operate with the school by:

- Sending your child regularly, promptly, and prepared each day.
- Sending a written excuse or email after each absence from school
- Informing the school of planned absences or in the morning, if your child is ill or will not be in school, you can do so by phoning, emailing, or filling out the absence report on the school website.
- Relating to teachers anything about your child which will help the teacher understand your child better. We are both on the same team ò your child's!
- Placing money in an envelope and writing the following information on it: your child's name, grade, and the reason for the money, when it is necessary to do so.
- Having complete confidence in your child's teacher, and helping your child feel this strongly.

ADMISSION POLICY

Immanuel Lutheran School admits students of any race, sex, color, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, color, race, or national origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or any other school-administered programs.

In order to be eligible for enrollment, parents must acknowledge, accept and uphold the following:

Each child will receive training in the teachings of the Bible as taught throughout the curriculum of Immanuel Lutheran School.

The children will comply with all the rules and regulations of Immanuel Lutheran School so as to assist in its efficient, safe and orderly operation.

The children will participate in school-related activities throughout the year: school programs, field trips, and singing at church services.

Students transferring from another school may be tested for placement. Academic capability of the child must be in line with grade placement or developmentally appropriate for the child.

The child must meet the following minimum age requirements upon entry:

Preschool	3 years old by September 1 & toilet trained (No pull-ups)
Pre-K	4 years old by September 1 & toilet trained (No pull-ups)
First Grade	6 years old by September 1

New students registering at Immanuel Lutheran School are placed on a four-week probationary period. Throughout this period the child will be assessed to determine his/her academic, behavioral, social and physical adjustments to our environment. If the student continues to have difficulties adjusting, the parents or guardians will be asked to remove their child from Immanuel Lutheran School.

The Immanuel Lutheran Board of Education, through the principal, reserves the right to decline admission or continuation of a member or non-member child for the following reasons:

If the motives for enrolling the child in Immanuel Lutheran, include a desire to avoid responsibilities to another school.

If the child presents abnormal behavior.

If the previous record or present status of the child indicates that he/she would have great difficulty obtaining growth within the school program.

If the child has a disability which would prevent him/her from learning adequately under the school environment present at Immanuel Lutheran School.

If, after due process, it is determined that the child provides a significant hindrance to the safety and/or academic and spiritual nature of the school.

If parents and/or children demonstrate an ongoing unwillingness to support the administration and faculty in helping to correct the behavior.

ENROLLMENT ELIGIBILITY

Children shall be considered eligible for admission to Immanuel Lutheran School according to the following priorities:

Students whose parent(s) are members of Immanuel Lutheran Church.

Students who are currently enrolled at Immanuel Lutheran School.

Siblings of enrolled students who have not previously attended Immanuel Lutheran School.

Students of Immanuel Lutheran Child Development Center.

Students whose parents are members of sister congregations.

Students whose parents are not members of any church, or members of other denominations.

ENROLLMENT PROCEDURES

All forms in the enrollment packet must be filled out completely and submitted to the school office for review, these include:

- Registration Form and \$100 **non-refundable** deposit
- Field Trip/Photo Permission Form
- Immunization Record
- Certified Birth Certificate



New applicants in grades K-5 may be scheduled an appointment for placement testing. Admission to Immanuel Lutheran School will be upon the approval (as necessary) of the principal, teacher, and the Board of Education; after interview, testing, and records are reviewed. Preschool children will be placed on a two week probationary period. If the child is determined to have difficulty adjusting, they will need to wait until the following year to enroll.

POLICY FOR DOUBLE SESSIONS (Preschool through Kindergarten)

Double sessions will be considered only when classes are not full. ****There must be at least two openings****
Tuition for double sessions is calculated on a multi-child basis. The registration fee for double sessions will be pro-rated to the nearest month. The school reserves the right to remove the student from the double sessions if the student has difficulty with boredom, or the student interferes with the learning of the other students in the class (i.e. the double session student answers all of the oral questions in the afternoon session because they have already heard them in the morning session). Failure to meet any of the additional tuition payments will be grounds for immediate removal from the second session.

TUITION AND FEES

Registration fees are **non-refundable**. They cover the costs of books, classroom materials and school assemblies. Payment (in full) of the registration fee guarantees your child's space in the next year's class.

If the total tuition fees for the school year are paid in full before August 1, a 3% discount will be applied.

****Registration fees do not qualify for the discount****

Tuition fees are due on the 1st of each month and will be considered delinquent if payment is not received by the 10th. A \$15.00 late fee is applied.

Enrollment **WILL BE** discontinued for accounts 30 days past due.

Statements are placed in a sealed envelope in your child's Tuesday Folders on the first Tuesday of each month. In addition, if you would like a copy by email please email us at finance@immanueltf.org. If you need to make special arrangements please contact Peggie at 733-7820.

TUITION ASSISTANCE (Grades K . 5)

Immanuel Lutheran Church has established a Tuition Assistance Fund for families who qualify. Applications are available in the school office and should be turned in as early as possible (preferably by July 1). The Board of Education, in conjunction with the principal, will determine family eligibility. All applications are confidential.

Scholarships are for tuition only
Registration fees must be paid in full
You must re-apply each school year

The **%ACTIVE MEMBER SCHOLARSHIP+** was established by the Elders of Immanuel Lutheran Church. Their desire is that all member parents nurture themselves and their children through frequent Sunday worship services and Bible studies. Therefore, they established a financial support fund for congregational member students (grades K-5) and the criterion for receiving the scholarship.

Immanuel Lutheran Church members who register new students will be granted the **%ACTIVE MEMBER SCHOLARSHIP+** as soon as the membership letter is completed and returned to the office.

Worship services times are:
8:30 AM . Contemporary
9:30 AM . Adult Education/Sunday School
10:30 AM . Traditional



CLASS SCHEDULES

½ Day AM Classes	8:30 a.m. to 11:20 a.m.
½ Day PM Classes	12:30 p.m. to 3:20 p.m.
Kindergarten	8:30 a.m. to 3:20 p.m.
Grades 1 . 5	8:30 a.m. to 3:30 p.m.

ARRIVAL

Under no circumstances are children permitted on campus before 8:00 a.m. If it is necessary for you to bring your child before 8:00 a.m.; please use the Immanuel Lutheran Child Development Center (CDC), across the parking lot. Children must be registered in advance to attend the CDC, call 734-3420 for more information.

Children attending afternoon sessions may arrive no earlier than 12:20 p.m., the classroom doors will not be opened until that time. PLEASE escort your Preschool or Pre-Kindergarten child to their classroom to insure they arrive with no distractions.

Immanuel Lutheran School does NOT provide bus service. Parents must make arrangements for transportation to and from school.

TARDY BELL

It is important that all students are in class before the tardy bell rings. Students will be considered tardy if they arrive after their class starting time. **Three occurrences of unexcused tardiness constitute an unexcused absence.** Late students disrupt both the teacher and the learning process for the entire class. Teachers will be in their classrooms at 8:15 a.m. Students who are tardy, will report to the school office for an admittance slip.

A student who is tardy more than six times in a quarter will be required to appear (with their parents) in front of the teacher, the principal and the Board of Education.

AT THE END OF THE SCHOOL DAY

Moving cars and children are a dangerous combination. For the safety of all children the following is required: **ABSOLUTELY NO PARKING ALONG THE SIDEWALK, THE FRONT OF THE SCHOOL OR THE DESIGNATED WALKWAY (between the church and school).** It is very difficult to see children leaving the sidewalk and going to cars if there are cars parked along the sidewalk. Please use the parking spaces provided; come in and pick up your child, and exit the parking lot slowly.

Children in ½ day AM classes MUST BE picked up by 11:30 a.m.

Children in ½ day PM classes MUST BE picked up by 3:30 p.m.

Children in grades 1 . 5 MUST BE picked up by 3:45 p.m.

Preschool parents may go to the classroom to pick up their children. Please be aware that classes are still in session. In all other grades, the teachers will bring their classes out to the front hall or, weather permitting, outside.

Children not picked up by the above listed times will be waiting in the school office. You will need to come in and sign them out. If this happens more than two times, on the next occasion your child will be placed in childcare. A \$50 registration fee and appropriate childcare costs will be added to your account.

STUDENT CHECKOUT

If you need to pick up your child before the end of the school day; you must come into the main office and sign them out.

CHILD DEVELOPMENT CENTER (CDC)

Immanuel Lutheran Child Development Center (CDC) is located to the east of the church and south of the school building. The entrance is through the south door and is open from 6:45 a.m. to 6:00 p.m. Monday through Friday. Please call Tara Kelly at 734-3420, for more information.

The CDC staff will escort the children who are also attending Immanuel Lutheran School to their classes and pick them up after class. Children, who remain here during the lunch hour are met by the CDC staff and taken to lunch, recess, and back to the CDC. CDC is also available during the days school is not in session.

YOUR CHILD MUST BE REGISTERED (separately from the school) AT THE CDC IN ORDER TO ATTEND.

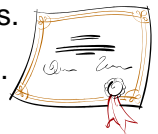
ATTENDANCE

Prompt, regular attendance is critical to your child's complete educational experience. Please see that your child comes to school well fed, rested, prepared, and appropriately clothed. If your child will not be at school, please submit the online absence form, (internet explorer only), call the school office, or email school@immanueltf.org before 8:45 a.m. It is the child's responsibility to ask for and complete any make-up work. Homework will not be available until 3:30 p.m. you must notify the teacher in order for him/her to prepare the materials.

Students in Grades 1 - 5 who have more than NINE unexcused absences per quarter, will be required to appear (with their parents) in front of the teacher, the principal and the Board of Education; to determine if enrollment will continue.

Unavoidable planned absence: If you know when your child will be absent, please obtain the assignments from the teacher prior to leaving. ** Homework is due the day the student returns.

PERFECT ATTENDANCE IS **ONLY** AWARDED FOR NO ABSENCES AND NO TARDINESS.



CURRICULUM FOR PRESCHOOL, PRE-KINDERGARTEN AND KINDERGARTEN

The early childhood education department at Immanuel Lutheran School is dedicated to providing children with a variety of activities and experiences to insure a good foundation for beginning their school careers.

The teachers prepare lessons and experiences that are developmentally appropriate for their classes. The children have time for exploration with a variety of materials; music, P.E., creative play, as well as teacher directed exposure to beginning academics. The children learn Bible stories and songs and participate in several opportunities to share with others. Most important, each child is valued as an individual and nurtured by loving Christian teachers so that he/she knows that he/she is a very special child of God.

CURRICULUM FOR ELEMENTARY STUDENTS

Immanuel Lutheran School follows Idaho State curriculum guides. Textbooks chosen from the state approved list are taught with a Christian perspective. An integrated course of Bible history and teachings of basic Christian faith, are also taught. Memory work is required of every pupil. Below are the various areas of instruction:

RELIGION: Bible study, doctrine, church history, missions, worship, and memory work.

LANGUAGE: English, reading, spelling, writing, and listening.

MATH: Basic skills and manipulative approach to math, algebra, and geometry.

SOCIAL STUDIES: Geography, history, civics, current events, and Idaho history.

SCIENCE: Concepts in biological and physical sciences, conservation, health and safety.

FINE ARTS: Singing, music appreciation, music theory, art, and creative dramatics.

PHYSICAL EDUCATION: Bodily strength and skills, rhythm, and recreation.

HOMEWORK

The challenging program at Immanuel Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals; it is also a helpful habit for future education. The amount of homework depends on the grade level and upon the ability and study habits of the student. Developing good study habits is critical to becoming an independent, life-long learner. Parents can help their children by providing a quiet place and regular time for study and checking to see if their homework is completed. Homework is assigned for enrichment or practice and is not for instruction on new concepts. Providing too much help is to be avoided. Please let the teacher know if your child does not understand the concepts. Homework is typically due the next school day. Agenda books for students in grades 3 . 5 need to be checked daily by the parents.

HONOR ROLL

Each semester, students in grades 2 . 6 who maintain a 3.5 grade average (with no Cs) and receive a satisfactory or higher in all other areas of the report card will be recognized as being on the Immanuel Honor Roll. Students maintaining a 4.0 will reach the High Honor Roll.

GRADING SCALE

100 . 92%	A
91 . 83%	B
82 . 74%	C
73 . 65%	D



REPORT CARDS

Report cards are issued at the end of each quarter to children in Kindergarten . Grade 5. Parents are urged to consult the teacher (after reviewing the report card); if they need any further explanation. Brief mid-quarter reports may also be sent home. Conferences are held with the parents of pupils in Kindergarten . Grade 5 at the close of the first and third quarter. Opportunities are always available for teachers and parents to discuss classroom procedures, and student's progress and growth. Please schedule an appointment with the teacher.

TESTING

Our students are involved in the Idaho Statewide Testing program, which includes the following:

- School Readiness Test
- ISAT (Idaho Standard Achievement Test) Grades 3 . 5
- IRI (Idaho Reading Indicator) Grades K . 3

Should parents have any questions, they are encouraged to contact the teacher.

CRITERIA FOR REMAINING IN THE SAME GRADE

Failure of major subject areas is evidence indicating that passing is not possible. Parents will be kept informed and consulted. Teachers document with a file during the first quarter and keep parents informed. The principal will be updated during the school year every time follow-up conferences are scheduled with the parents. If there has been no improvement by the end of the third quarter in grades and/or attitude, parents will be notified and their child shall be recommended for retention.

HEALTH SERVICES – ILLNESS – MEDICATION

Eye and hearing screenings may be offered during the school year. Follow-up calls will be made to the parents, if further professional examinations are recommended.

Immanuel has a first aid room where minor cuts, scratches, and injuries are treated by the staff.

ACCORDING TO LAW: The school staff **is not allowed** to administer medications to children (including Tylenol or other over the counter medications) without the written authorization of the parent or guardian. All medication is administered through the school office; please pick up the forms there. All medication must be taken to the office by the parent with a form indicating proper instructions for administering.

If your child has a food allergy or special physical need, please be sure to discuss this with your child's teacher and write it on the registration form. We want to provide a safe environment for your child.

In order to protect the health of Immanuel's students and to prevent the spread of infectious diseases the following policies will be enforced:

- If a child is suffering from a fever, cold, or infection which requires them to stay inside for recess or P.E.; they need to stay home. Children, at school, will be considered able to participate in all school activities, indoor and outdoor.
- If a student develops a fever, becomes nauseous, or is seriously injured; two attempts will be made to contact the parents. If unable to reach the parents, designated emergency contacts will be called. The child must be picked up so they can rest at home.
- A doctor's excuse stating restriction, cause, and duration is required if a student is unable to participate in a given activity; such as physical education.
- Make-up work will be required for each day a child is absent. An allowance of one day per sick day is provided before the work is due.

DISCIPLINE POLICY

Immanuel Lutheran School uses positive forms of discipline, using the principles of God's Word. We believe children need praise and encouragement daily. Children experience success through nurturing, self-esteem, high expectations, respect, and accountability. Immanuel believes in strengthening the connection between family, community and school; supporting parents as first teachers.

Discipline is defined as a process that uses teaching, modeling, and appropriate consequences to change unacceptable behavior to acceptable behavior in order to ensure a safe, orderly and productive learning environment.

Every student has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe.

It is the purpose of our school to provide a positive, respectful, and safe environment, where all children can learn.

The goals of our program are:

1. To provide a safe and orderly environment for learning
2. To help students cooperate with others.
3. To help students learn self-management.
4. To help students learn to respect the rights and property of others.

To accomplish these goals, the Immanuel Lutheran staff has developed a list of ABSOLUTES, which ARE not allowed at school under any circumstance. These are:

1. No violence, (physical or verbal), including fighting, hitting, pushing, shoving, tripping, name calling or any act that could lead to either physical or emotional injury of another student.
2. No weapons or items that may be used as weapons.
3. Willfully destroying property
4. Refusal to obey, stealing, and cheating
5. Disrespect to school personnel (talking back . defiance).

6. Possession of tobacco, drugs, or alcohol
7. Touching other students inappropriately

Parents will be notified when their child is involved in any incident involving the above ABSOLUTES. Depending on the seriousness of the incident, as determined by the principal and teachers, parents may be asked to come to school to talk with their child or to take the child home for the rest of the day.

First Incident . Parent will be notified by telephone or a note will be sent home to be signed and returned to school.

Second Incident . Meeting between parent, administrator and student will be required.

Subsequent incidents will be discussed between parent and administrator to determine future action which may include out of school suspension, in-school suspension, restriction of recess, etc.

SUSPENSION POLICY

Students may be suspended for three days or more for the following:

Possession of drugs, alcohol, tobacco, weapons, or toys resembling them

Serious and intentional vandalism

Physically and/or verbally attacking teachers, staff, or other students

Cursing or directing obscenities at teachers, staff, or other students

Leaving the school grounds without permission

Theft of articles belonging to the school, teachers, staff, or other students

Excessive classroom disruption and/or violation of fellow students' rights

Suspensions are reported to the Board of Education for review and any further action deemed necessary. ALL missed school work must be completed and only partial credit will be given. Following any suspension the student will automatically be placed on Disciplinary Probation. Parents will be notified of the suspension.

FIELD TRIPS

During the year field trips are conducted to enrich the curriculum. Parents are notified (in written form) regarding the specifics. Volunteer drivers may be requested to provide transportation. Volunteer drivers must fill out a driver's agreement and submit a copy of their driver's license and current automobile insurance. Forms are available in the school office. Only students with signed permission slips releasing the school from responsibility while off campus will be allowed to attend.

All students must be transported to and from the field trip with the school.

If your child is not participating in the field trip, Immanuel Lutheran School will not provide alternative supervision or instruction. Parents are responsible for making arrangements for their child during that time.

OUTDOOR EDUCATION

In September of each year, the fifth grade students participate in Outdoor Education. This week long experience is held at Lutheran Camp Perkins in the Sawtooth Mountains. This learning time includes lessons in Geography, Biology, History, Art, Music, Animal Studies, and Religion. The cost is approximately \$100. Classes are not held for fifth graders who do not attend.

LIBRARY

Immanuel has a centralized and well-stocked library located within the school and classes are assigned weekly library times. Books are available to children from 1st through 5th grade and may be checked out for a period of two weeks. Parents are asked to remind their children to return books on time. Fines are collected for late returns and students will be required to pay for damaged or lost books.

Research shows that parental reading to children is one of the factors in a child's educational success. We encourage children to check out books and we encourage parents to share the stories with them. We also participate in the Accelerated Reader program. Students gain points for reading books and taking tests on them.

The library sponsors Book Fairs throughout the school year and proceeds are used to purchase new books or to replace worn books.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Since the religious program at Immanuel Lutheran School is an integral part of the congregational life, we encourage all parents and students to attend worship services and Sunday School, regularly and faithfully. If your family does not have a church home, we invite you to worship with us.

CHAPEL

Weekly chapel worship services are an important part of the Christian growth at Immanuel. Classes, teachers, and pastors lead us in worshipping our Lord each week; and are designed to increase our knowledge and commitment to Him. Offerings are taken at each chapel for child-selected projects such as; Idaho Ronald McDonald House, Alaskan Missions, and LAMP (Missionary Aviators). Chapel is held on Wednesday; alternating morning (8:50 a.m.) and afternoon (12:50 p.m.) services each week. This is a special time and we ask that everyone dress appropriately for entering God's house. Parents are always welcome to attend.

MUSIC

All Classes participate in music classes and 4th & 5th grades participate in Hand Bells. Students sing regularly for church services and other special occasions; like the Festival of Trees and the Spring Concert. Notes will be sent home regarding dates and times.

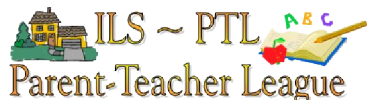
HOT LUNCH

Immanuel's Hot Lunch program was started by the PTL (Parent-Teacher League) and serves nutritious lunches daily at a nominal charge. Milk may be purchased by those who bring their lunch. Hot Lunch may be purchased on a daily, weekly, or monthly basis, in the office. Please indicate the amount to be applied for hot lunch on the check. You will receive a monthly statement of your account balances. Adult meals are also available.

Student lunches are \$1.75 per day and adult lunches are \$3.25 per day.

If your child will arrive late to school, please call the office by 9:00 a.m. if a hot lunch is needed. All children are required to eat in the cafeteria. No one is allowed to leave campus for lunch without signing out in the school office. Arrangements can be made with Immanuel Child Development Center for pre-kindergarten or kindergarten students to eat school lunch or a parent may sit with them.

Free and Reduced Lunch Applications are available in the office. If, after reading the requirements, you feel you may qualify; please fill out and return the application to the office.



PARENTS: We urge you to join and participate in the activities of Immanuel PTL. The function of this organization is to support and promote Immanuel Lutheran School. It serves also to promote effective communication between parents and teachers in regards to the task of Christian education. Meetings are held the second Wednesday of each month at 11:30 a.m. in the school library. Childcare services are available.

DRESS CODE

We know that parents are concerned that their children come to school dressed properly and with good personal hygiene. Clothing that is immodest or disrespectful to Christian principles is not allowed.

Please be aware that today's fashions are often **not acceptable** school clothing. Any clothing and/or accessories which cause a distraction will not be allowed. Bare midriffs, see through clothing, spaghetti straps and muscle shirts (with large armholes), skulls or skeleton shirts are not allowed. Shorts and skirts may be worn, if they are no shorter than mid thigh. Shorts may not be worn November through March. No headwear; such as hats, visors, bandanas, or sunglasses may be worn in the building during school. Shoes are to be worn at all times. Fully enclosed tennis shoes (no slip-ons) are required on P.E. Days. Students who do not follow the dress code will be asked to call their parents for proper clothing. If a student is not able to reach their parent then clothing will be provided for them.

**ALL CHILDREN ARE REQUIRED TO GO OUTSIDE FOR RECESS;
REGARDLESS OF WHETHER OR NOT THEY HAVE
PROPER CLOTHING FOR WEATHER CONDITIONS.**

CLOSURES FOR BAD WEATHER

Immanuel will follow the local Twin Falls School District #411. In such cases, the principal will notify local radio stations (KCIR, KEZJ, KLIX, KTFI, Z-103) and television stations (KKVI, KMVT, K38AS) of the decisions that have been made as soon as it has been determined, hopefully by 6:30 a.m. If it is necessary to close during the day, you will be contacted at home or work.

SPECIAL EVENTS

During the school year, Immanuel sponsors a number of events such as Family Night, Volleyball Time, Carnival, Advent Services, Festival of Trees, Spring Music Performance, and/or Talent Show. Individual classes may have parties for the holidays. See the School Calendar and the Tuesday Notes for dates and times.

DONATIONS

Immanuel is a non-profit school and all donations, above tuition costs, are tax deductible.

TELEPHONE USE

The school telephone number is 733-7820. Children may be called to the phone only in an emergency. The office **WILL NOT** forward any unnecessary messages to the children. Children are not permitted to use the telephone in the office except in the case of an emergency.

GUESTS

Due to fire safety codes, insurance and liabilities, prior permission must be obtained from the teacher for any classroom guest under the age of 18. All guests and visitors need to check in at the office.

CLOSED CAMPUS POLICY

For safety and insurance reasons, no student is allowed to leave the campus during the school day without written permission and/or under the direct supervision of a teacher and/or parents. Students must be checked out through the school office.

BICYCLES

Bicycles can be dangerous. Parents should instruct their children regarding the rules of the road.+ All bicycles are to be parked in the bike rack and it is advisable to lock them. Bicycles are not to be ridden during the school day. All bicycles must be walked . not ridden (on the sidewalk) when entering and leaving the school property. Pupils who disregard bicycle safety will forfeit their bicycle privileges.

LOST AND FOUND

Each year there is a large accumulation of lost and found items. You can help us reduce this amount by labeling your child's items and regularly checking for lost items. The lost and found storage bin is located in the office. Unclaimed items will be donated to local charities at the end of each semester.

NUISANCES

Anything that detracts from the learning curriculum such as: cell phones, toys, comic books, gum, candy, matches, radios, electronic equipment, should not be brought to school. Such items will be confiscated and returned to a parent in the office. Money should be brought to school only for specific purposes.

SCHOOL PARTIES

School parties will only be allowed after visiting with your child's teacher. Birthday Parties must be cleared with the teacher in advance so as not to interrupt learning in the class. Invitations for parties held outside of the school should be mailed and not brought to the school if the whole class is not invited. This will prevent many hurt feelings. Parties should be limited to special times and events and not be elaborate in nature. Goodie bags+should be reserved for special occasions and are not appropriate for birthday parties. Please check with your child's teacher for those times when goodie bags are allowed.