

Parent and Student Handbook

2021-2022



Immanuel Lutheran School

~ Silo ~

Lewiston, MN

www.immanuelsilo.org

Bringing Christ to the Children and the Children to Christ

PURPOSE

The purpose of this handbook is to help you, the students and parents, do a better job of living your Christian life while here at school. In a Christian school, the rules are based on the Ten Commandments and are meant to help us live within the bounds of God's commands. We hope that you will use this booklet in the sense that it was developed. Following are the rules and policies that apply to students of Immanuel Lutheran School. They are listed in alphabetical order.

STATEMENT OF BELIEFS

Immanuel Lutheran School is a Recognized Service Organization of The Lutheran Church-Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone" (Eph. 2:20). With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit - are coequal and coeternal, one God.

LCMS churches, schools, and RSOs (LCMS ministries) voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our churches, schools, and RSOs agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member ministries and rostered ministers. However, the voluntary association of member ministries and rostered ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principle legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its member ministries and rostered ministers.

Churches, schools and RSOs of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS RSO operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the Synod through which the RSO holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the RSO will have authority to act on behalf of the RSO in specific circumstances. The Constitution and bylaws of Immanuel Lutheran Church govern our decision-making and policies. A copy is available upon request.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's sex (male or female) means an individual's immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one male and one female in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a male and a female who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a male and a female. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31) following the example of Jesus Christ. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Lutheran Church—Missouri Synod and its "Recognized Service Organizations" that include Immanuel Lutheran School.

ABSENCES – TARDINESS

Report all student absences by using the form on the school's website: www.immanuelssilo.org.

Being absent from school means making up work and missing out on class presentations. Please schedule appointments outside of regular school hours when possible. When appointments must be made during school hours, a doctor's/dentist's note must be provided to verify the absence. If you are planning an absence from school please bring a written excuse (email is acceptable) to your teacher prior to the absence, signed by your parents, indicating the reason for the absence. Assignments and homework should be completed prior to planned absences when possible. It is the parent's responsibility to contact the school regarding absences. Excessive student absences will be addressed by the Attendance Policy.

The school day begins at 8:00 a.m. Any student arriving after this time is considered tardy.

ACADEMIC ELIGIBILITY POLICY

In order to participate in school activities a student needs to be achieving a minimum of a D+ in each of his/her classes. Students become ineligible for participation according to the following system:

At the beginning of each week, the principal and /or athletic director will use the gradebook portion of Sycamore to determine the name of any student who is performing at a D or lower. At this point the athletic director or teacher will notify the student and parents that the student has one week to try to raise their grades to a D+ or higher or they will become ineligible for extracurricular activities. At the end of one week, if the student has not raised their grade to a D+ or higher they will become ineligible for extracurricular activities. The student is restricted from practices and games for a minimum of one week or until all grades reach a D+ or higher.

The athletic director, classroom teacher or principal will notify the student and parents of ineligibility. The athletic director will notify the head coach when a student becomes ineligible.

Students who have a D or lower at the end of each quarter will become ineligible for a period of two weeks at the beginning of the next quarter.

At the start of a quarter there is a short grace period for any eligible students. The grace period will extend for a minimum of two full weeks or until at least five scores are recorded for a particular subject.

ACCEPTABLE USE POLICY

Student / Parent Responsibility	Immanuel Lutheran Responsibility
Come to school with your device fully charged and ready for class.	Charging access is very limited.
Your device is your responsibility. Guard your device and always keep it with you or in a safe and secure place. Do not loan it out or switch devices with someone else. *A reclaim fee of \$5 may be applied to consecutive acts of carelessness.	Unattended devices will be collected and placed in the office.
Be careful with your device. Keep it away from all food and drinks. Devices should be kept in a padded sleeve/case when not in use. Never deliberately damage your device.	If your device is damaged please let your teacher know immediately. You may be able to borrow a loaner device from the school if one is available.
Loaner devices may not be removed from the building. Return all loaner devices to proper location following use in the same condition in which you got it.	Loaner devices may be available on a first come first serve basis. Classes that are scheduled to use the devices from the cart have the first priority for use.
Back up your important files, pictures, sounds, and videos with a flash drive or an external hard drive.	Immanuel Lutheran will set up Google Email accounts with Google Drive for all student users.
Guard your passwords and do not give them out to others. If you suspect someone else is using your password or login information, tell a teacher or other staff member.	Parents will have access to student passwords, but they will not be shared with any others. Immanuel Lutheran administration and staff have access to the Google accounts. Lost or forgotten passwords can be reset by request.
I understand that Immanuel Lutheran has the right to look at data, emails, logs, or files that exist on the Google drive without prior consent.	Immanuel Lutheran reserves the right to view and potentially remove harmful files or applications on an individual's device.
Students are responsible for Internet use. Use internet pages and online tools for school work,	Internet use will be monitored during school hours.

class projects, and personal learning. You should not try to access material that is considered inappropriate by Immanuel Lutheran, or try to bypass or disable Internet filtering.	
Chromebooks have USB drives to connect digital cameras, printers, and other peripheral devices.	Student printing at school will be by permission only and is limited to school requirements.
Unfortunately, accidents will happen. Students are expected to care for each device as if it were owned by the student.	Immanuel Lutheran will repair or replace damaged devices if not due to negligent use by the student. Repair fees will be assessed at the following rates: Screen - \$150 / Keyboard - \$75 / Charging cord - \$50 / Full Replacement - \$386
CLASSROOM USE: (During school hours) <ul style="list-style-type: none"> ● Devices are only to be opened / in use with teacher permission. ● Follow all teacher directions for accessing Internet sites and programs ● Devices are not to be open in hallways, common areas, or the gym without teacher direction 	Failure to follow classroom standards may result in disciplinary action and/or the loss of computer device privileges.
Student issued devices must be returned in good condition at the end of the school year or upon transfer/withdrawal from the school.	A replacement fee may be issued for any device that has been damaged beyond repair.

AFTER-SCHOOL ACTIVITIES AND SUPERVISION

Supervision of students participating in an after-school activity is the responsibility of the coaches or supervisors for that activity. i.e. Soccer coaches are responsible for the soccer players, volleyball coaches are responsible for the volleyball players, etc.

Coaches or other after-school activity supervisors have the specific task of supervising that activity, not students who are not involved in the activity.

The school cannot assume liability for unsupervised students. Hence, it is not acceptable for younger siblings to “just stay and watch” practice or wait for games.

If children of coaches are present, they are expected to be in the same location as the coaches under supervision.

ATTENDANCE POLICY

Regular attendance is directly related to a student’s success in academic work and social behaviors. It also provides a student with the opportunity to develop important skills for the future. The following policy is in place, not as a punitive measure, but to positively encourage regular and prompt student attendance at school.

Attending school is a student’s right and responsibility. Students are responsible for making up any work that was missed due to absences. Parents are a key factor in a student’s attendance. A parent’s responsibility is ensuring that the child has access to the education offered at school and to work cooperatively with the school and student to solve any attendance problem that may arrive.

Excused Absences:

1. Student illness

2. Serious illness or death in the student's immediate family
3. Medical or dental treatment (note required from medical facility)
4. Required court appearance
5. Emergency conditions such as fire, storm, flood, etc.
6. Pre-approved family vacation
7. Pre-approved unique situations

While certain absences are excused, patterns of excessive absences are impermissible and are detrimental to student's success. A parent may "clear" up to 7 absences per school year. After this, verification of a doctor or healthcare professional must be provided, unless otherwise approved by the principal. Failure to comply will result in the Attendance Intervention process to begin.

All absences should be reported to the school before 9:00 a.m. Unreported absences will be counted as unexcused. Seven or more unexcused absences will result in a student being referred to as a habitual truant. An Attendance Intervention will take place and if deemed necessary, the student will be reported to the county for a case of educational neglect.

Attendance Intervention

1. Attendance Check
 - a. Check current and previous year's attendance for repeated patterns of absences
 - b. Check with school nurse for any medical necessity for absence
2. Telephone contact with parents/guardian
 - a. Explain student's attendance to date
 - b. Explain attendance laws and school attendance policy
3. Letter sent home if phone contact is not made
4. Meeting with parents, classroom teacher, and principal
5. Documentation turned in to county authorities

BOOKS

The textbooks that are used in our classrooms are the property of the school and church. The books are intended to be used for a number of years and are very costly. As Christian stewards or caretakers, you should take pride in using these God-given gifts wisely. Names may be written on the inside of the front cover. Excessive wear and damage to textbooks used by you will result in compensation by you, the user, before the end of the school year. Textbooks need to be covered. No stretchy, soft covers are allowed.

BOOK/TECHNOLOGY FEE AND TUITION

The book/technology fee is set at \$593 per student. Tuition fees for non-members are \$1600 for the first child, \$800 for the second, and \$400 for each child thereafter.

BOOK/TECHNOLOGY FEE AND TUITION - SISTER CONGREGATION

(Only applicable if congregation does not have a school)

The book/technology fee is \$593 per student. Tuition fees are \$800 for the first child, \$400 for each additional child.

BULLYING POLICY

Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another,

forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. Colossians 3:12-14

Finally, all of you, have unity of mind, sympathy, brotherly love, a tender heart, and a humble mind. Do not repay evil for evil or reviling for reviling, but on the contrary, bless, for to this you were called, that you may obtain a blessing. 1 Peter 3:8-9

Purpose: Immanuel Lutheran School seeks to provide a safe and positive learning environment for all students and staff. As commanded by God, our intent is to first love God and serve Him (Matthew 22:37) and to love our neighbors as ourselves (Matthew 22:39). All students, staff, and members of the school community are expected to conduct themselves in a respectful, Christ-pleasing manner; therefore bullying in any form is strictly prohibited.

What is bullying? It is difficult to define bullying as it takes place in many forms (verbal, written, physical, and through electronic media). Immanuel Lutheran School defines bullying as repeated, intentional, and hurtful actions towards another individual.

Out of Christian love, Immanuel Lutheran School will consider all reports of bullying with fairness, firmness, and consistency. Out of concern for all individuals, both victims and offenders, the following steps of the discipline process will be used when bullying is reported.

Discipline Procedures (Depending on the severity of the report, some steps of this process may be omitted)

1. Warning - The offender will be issued a verbal or written warning. Staff will discuss with the offender more appropriate ways to manage their behavior and treatment of others.
2. Loss of privileges
3. Visit with principal
4. Parents will be informed
5. Conference with the student, parents, teacher, and principal
6. Suspension
7. Referral for counseling
8. Dismissal – A student may be prohibited from a certain activity or dismissed from the school if the offender refuses to cooperate with staff
9. Law enforcement – terroristic threats or actions with criminal intent may be reported to law enforcement officials for further review

Immanuel Lutheran School will work through the Law and the Gospel to help the offender recognize their wrongful actions, admit the error, and repent. The good news of forgiveness will be shared as well.

Bullying Report Process

Concerns of bullying should be reported to the immediate supervisor of the activity where the incident occurred (head coach, classroom teacher, parent volunteer, etc.)

Reports may be verbal or written. Any verbal report will be recorded on a Bullying Report Form. All reports will be reviewed and logged by the principal. All reports will be shared with both the victim's and the offender's parents and teachers, and the report will be filed in the victim's and offender's student files. The Bullying Report Form may be found on the school website.

It's important to remember that conflict is natural and that not all conflict constitutes bullying. Here are some guidelines to help you determine whether bullying has occurred.

Normal Conflict	Bullying
Struggle for equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Intentional
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve the problem	No effort to resolve the issue
Occurs anywhere	Occurs where the bully is safe

CELL PHONES AND OTHER ELECTRONICS (Student owned / During School Hours)

Student cell phones must be silenced and kept in backpacks. Students may not use cell phones or other electronics (iPods, mp3 players, tablets, etc.) without a teacher's permission. The teacher will confiscate cell phones or electronics in the event that they are used without permission. The teachers and/or school are not responsible for damage to or misplacement of cell phones and other electronic devices. No electronics may be used in the locker rooms at any time.

CHAPEL SERVICES

Chapel worship is held each Wednesday morning at 8:10 during the school year. An offering is taken and designated for some special mission project. The services are prepared to make worshipping our God enjoyable and enriching. Students are expected to follow a standard dress code for chapel. This means being dressed modestly, neatly, and appropriately. While we don't expect your "Sunday best", we do ask that the following items not be worn for chapel: athletic shorts, shirts that display written messages, cartoons, large logos, or any other item prohibited by our dress code. Students may bring clothes to change after chapel, but this will be done at the teacher's discretion. Attendance is required by all students. We have special chapel services on the first and last days of school. During the season of Advent, chapel services are held in the afternoon at a time to be determined.

CHEATING

Silo School will not ignore cheating due to our concern about the student's best moral, spiritual, and ethical development. The student must understand that cheating is a violation of Christian honesty and academic integrity, as stated in the 7th Commandment. Silo School defines cheating as follows:

- Students who copy information from another person's work have cheated.
- Students who volunteer information or knowingly provide opportunity for other students to copy are guilty of cheating.
- Plagiarism is also considered cheating whether from the internet or books.
- Students who are aware of cheating in their class or in the school are encouraged to report the cheating to the teacher. This is for the good of the student who is cheating. If knowledgeable

students do not report the situation, they can become as guilty as the cheating party and may have to face some form of discipline.

Cheating usually results in loss of credit for the work. The teacher would be encouraged to contact the parents and inform them of the situation.

CHURCH ATTENDANCE

While church attendance is not a mandatory part of our school's curriculum, religion is an integral part of what we teach. All parents and students are encouraged to regularly attend worship, Sunday School, and Bible study. If you do not have a church home, we invite you to join us at Immanuel Lutheran Church – Silo. Sunday services are at 8:15 and 10:30 a.m. with Sunday School and Bible class at 9:30 a.m.

CHRISTIAN DISCIPLINE

Immanuel Lutheran School functions under the assumption that all teachers and students are Christians. Because of sin, both teachers and you, as a student, make mistakes. As Christians we know how to forgive and continue to serve our Lord by working together. The teachers are in charge of the classrooms. As students, you are to respect your teachers as they are your God-given superiors, as stated in the Fourth Commandment. Discipline problems that cannot be corrected within the confines of the school will be conveyed to the parents. Each teacher will use a discipline policy appropriate for his/her classroom.

CLOTHING PLACEMENT

Students are responsible for keeping personal belongings (backpacks, tennis shoes, boots, coats, etc.) in designated areas. These areas are your responsibility to keep clean and neat looking. Take pride in your school's appearance. Found items are put in the lost and found bins. Any items remaining at the end of the school year will be donated.

CONDUCT ON BUSESSES

The bus transportation that is provided for you students to and from school is controlled by the government and the public school. We must comply with their rules and schedules. Since we are Christians, our conduct in the public is observed very carefully. Remember to live and share the faith that we confess, and at the same time show people that our school is important to us. Riding the school bus is a privilege. The bus drivers have permission to remove you from the bus if you do not follow the rules laid down by the drivers and the public school. The rules we have at school also apply on the school bus. In events of misbehavior on the bus, the principal, public school officials, and/or bus driver will contact parents regarding the incident. Suspensions may be issued.

DAMAGES

A certain amount of wear and tear on textbooks, school desks, and school property in general is to be expected. Any excessive damage to the school property, including vandalism, will be paid for by the person who is responsible for the neglect. Be proud of the school you attend and take good care of it.

DESKS

Each desk contains personal items. Keep out of other people's desks and backpacks. Only a teacher or parent has the right to enter a student's desk or backpack.

DETENTION

Parents will be notified and arrangements will be made before a student will be detained after school. Students may be detained in their classroom for disciplinary reasons during breaks.

DRESS CODE

Students attending Immanuel Lutheran School are expected to be dressed and groomed in a humble, Christian manner. Articles of clothing that will not be allowed to be worn at school or at school related activities are: biker shorts; midriff tops; shirts with logos and/or sayings that display and promote alcohol, drugs, tobacco, or other inappropriate messages; pants with tears. No undergarments should be visible with any outfit. Girls may wear leggings; however, they must wear a top that covers **past** the hips. Tank-tops are also permissible, but the straps should be at least 1 inch in width. No 'spaghetti straps' or one strap tops are allowed. We feel these articles of clothing do not reflect the image we want to present as a Christian school, nor do they encourage a positive, Christian, learning environment. Defining appropriate classroom attire will be left to the discretion of the teacher, principal, and pastor. Sandals may be worn; however, the student must have a pair of tennis shoes that may be worn for activities such as gym classes and recesses. Sandals or flip flops are not appropriate footwear for the recess or playground. Students should dress appropriately for the weather and be neat in personal appearance and hygiene. When a student's personal appearance is compromised, the student and parents will be asked to comply with the school's policy on bodily functions.

FIRE DRILLS

During the fire drill or in the case of a real fire, leave the room as quickly and calmly as possible. Go out the door that is furthest from the fire, as indicated by the teacher. Walk down the stairs in single file and meet outside the school building at your designated classroom area on the cement play area behind the school. Remain there until called back.

GUM

No gum chewing is allowed on school property during the school day. If gum is brought to the school as a birthday treat, it is up to the respective teacher as to whether it may be chewed during the school day.

WATER BOTTLES

Water bottles brought by individuals should contain only water. No mix-ins are allowed. All water bottles should have a name on them.

HALL, CLASSROOM, AND RESTROOM BEHAVIOR

In general, your behavior should show your Christian concern and respect for your fellow students and be keeping with Jesus' Golden Rule. Hallway noise must be kept to a minimum to respect and allow for learning of those around you.

HOMEWORK

The challenging academic program at Immanuel Lutheran School may require that some homework be taken home, especially memory. The amount of homework that you will have depends upon your grade level and your individual ability and study habits. When taking work home, you should find a quiet place where you can apply yourself seriously to your work and get it finished. If you find that you are consistently taking home a lot of homework, talk to your teacher and see if he/she has any suggestions on what might be done to help decrease the work taken home. It might be that the assignments are too big for the entire class. Students are expected to complete work by the due date. Teachers will have individual plans for late/incomplete homework.

HONOR ROLL

Honor roll is recognized for students in 5th-8th grade. To be an honor roll student at Immanuel Lutheran School – Silo, one must meet the following criteria:

- Only grades that are determined by percentile are used.
- Averages equaling 0.0-1.4 = “A” honor roll.
- Averages equaling 1.5-2.4 = “B+” honor roll.
- Averages equaling 2.5-3.4 = “B” honor roll.
- “Straight A” = ALL letter grades must have an “A” or “A-”.
- “A” honor roll = must have an “A” average and no grade lower than a “B”
- “B+” honor roll = must have a “B+” average and no grade lower than a “B-”
- “B” honor roll = must have a “B” average and no grade lower than a “C+”

HOT LUNCH

Students are served hot lunch at school. While students may not like everything offered to them, students should be respectful in accepting lunch. Students should practice good manners and be encouraged to try the foods offered to them. Students are encouraged to participate in the hot lunch program, but they may be allowed to bring cold lunch. Students with food allergies must have a medical note on file indicating the allergy.

IMMUNIZATION POLICY

The state of Minnesota requires all children in grades Kindergarten through 12 to show proof of updated immunizations or have a legal exemption on file. This law applies to students at Immanuel Lutheran School – Silo. Immanuel Lutheran School – Silo will enforce immunization requirements with the following policy. Kindergarten/Seventh Grade – Students not current on immunizations will have two weeks in which to get the proper immunizations and documentation on file. After two weeks, the student will not be allowed to attend school until the requirement is met. Any conscious or medical exemptions to immunizations must be reported and signed appropriately. The immunization/exemption form may be obtained by contacting the school office.

INJURIES AND MEDICATIONS

Any injury should be immediately reported to either the teacher in charge of the playground or to the principal. If medication is necessary, the school must have written notice that you are required to take the medication. Medications must be given to the teacher upon your arrival at school. Any student who is taking an unauthorized medication will be asked to stop immediately and your parents will be called at once. **THE TEACHER CANNOT GIVE ANY MEDICATION WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE PARENTS.** This includes over-the-counter pain relievers (e.g. Ibuprofen, Acetaminophen, cough drops, etc.). Medication forms are available on the school’s website. (appendix: med form) All medication must be in its original container.

INTERNET USE (During School Hours)

The laptops, Chromebooks, and desktop computers are provided to optimize classroom learning through the use of technology. Students are permitted to use the computers and internet for the purpose of education and research. Students must obtain a teacher’s permission to use the internet. Students are expected to follow all copyright laws and should not engage in any illegal activity. Email is only allowed for school projects. Users should avoid obscene or pornographic materials, cyber-bullying, sending offensive materials, and any other destructive behaviors while using the computers. No Facebook is allowed at school. Computer usage that is objectionable, negative, defamatory, or contrary to Christian practices is prohibited. Computer and internet use is a privilege. All students are expected to abide by the Acceptable Use Policy for all electronic use.

JEWELRY

For the sake of physical safety and the image that we would like our school to project, the following restrictions with jewelry will be enforced: Boys are asked to wear no earrings while at school or at school functions. No body piercing jewelry, other than earrings is allowed at school or at school functions. Excessive amounts of jewelry such as necklaces, bracelets, earrings, and rings are discouraged. Tattoos or other body markings are not allowed.

LIBRARY

The following policy will be in effect for borrowing library books:

1. Books must be signed out by the person in charge.
2. Books may be borrowed for one week with an additional two week renewal period.
3. Books must be returned to the designated return location. They CANNOT simply be replaced on the shelf.
4. A \$5.00 book replacement fee is issued for damaged or missing books.

MAKEUP

Use of makeup is discouraged as God has given natural beauty to all of our students. Parents are encouraged to monitor each child's makeup use.

NONDISCRIMINATION STATEMENT

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

PARENT TEACHER ORGANIZATION (PTO)

Parents are encouraged to participate in the activities organized by the PTO. The PTO coordinates volunteers for many school events throughout the year including concessions, family nights, and more. Funds are raised through concessions and are used to provide students and teachers with resources to enhance the school programs.

PAYMENT POLICY

Parents are to be notified of the various fees and amounts in the mailing that goes out to the families before school starts in the fall. An "Educational Fees Payment Agreement" is included in the mailing. Parents are expected to indicate their intentions for payment. Payment for these fees is to be encouraged as soon as possible. A monthly reminder is to be sent to each family not paid, beginning the first of October. The reminder is to include the options that are presently being used. The April 1st letter should state that those not paid will be discussed at the April Board meeting. Any bills not paid by the April meeting will be discussed.

PEST CONTROL NOTICE

Immanuel Lutheran School personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to the label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the school office or with the school's maintenance personnel. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

PHOTOS OF STUDENTS

It shall be the policy of Immanuel Lutheran School - Silo that it is acceptable to publish pictures of students in print and electronic media depicting their participation in school activities or as they receive recognition for accomplishments. Names of students will not be published without specific permission from parents or guardians. Parents or guardians may request in writing that their child's picture not be published and this request will be honored.

PIANO LESSONS

2021-2022: Immanuel is not planning to offer piano lessons at the start of the school year. If there is enough interest and a teacher available arrangements may be made to begin lesson instruction later in the school year or in future years.

Piano lessons may be offered during the school day. Teachers will attempt to schedule lesson times when students will not miss important content; however, piano lessons are pull out lessons. Inevitably, students will miss instructional time. Students are responsible for completing work that is missed. Teachers are not required to hold instruction while the student is absent at lessons.

PICK-UP/DROP-OFF/PARKING

When dropping off or picking up students, parents are asked to avoid parking in the spots directly in front of the church/school as this space is needed for the school bus to pull into the parking lot. If parking next to the median, parents should accompany students across the parking lot. Students in Preschool-4th grade will not be allowed to cross the parking lot without an older sibling or a parent. Please respect this request on behalf of student safety.

PLAY AREAS

The playground area may be used during any type of reasonable weather. No playing will be allowed on the blacktop in front of the buildings because of the traffic hazards. The grass in front of the gym, school, and church is off limits to help preserve the beauty of our property. During the winter, all snowballing will be done at a safe distance from buildings, cars, and nonparticipating persons. Students may play in the lower field by the cemetery or on the soccer and softball fields with adult/teacher supervision.

PLAY EQUIPMENT

When you use a piece of equipment, it is your responsibility to see that it gets back in the proper storage area. If equipment is left lying around outside or in the building, it will be picked up and put away for a period of time to be determined by the principal or teacher.

SCHOOL CLOSINGS

In the event that school closes due to weather conditions, Immanuel Lutheran – Silo will follow the closings, delays, or early dismissals of ISD #857, Lewiston-Altura School District. When weather forecasts are predicting severe weather, please discuss with your child what to do in the event of a closing, delay, or early dismissal. Announcements are posted at the following TV and Radio stations. Immanuel Lutheran will also send a text message alert and an email with announcements about closings, delays, and other school related emergencies.

TV Stations

KTTC- Channel 10, Rochester;
WCCO-Channel 4, Twin Cities
WKBT- Channel 8, LaCrosse;

Radio Stations

HOME FM 101.1
KFIL AM 1060, FM 103.1
KQYB FM 98.3

SCHOOL HOURS

Classes begin at 8:00 a.m. every morning and dismissal is at 2:50 p.m. Even though the teachers are at school early each morning, students should not be at the school before 7:40 am. There is no student supervision before 7:40 a.m. Students should report to the cafeteria upon arrival. All students not participating in afterschool activities should be picked up by 3:10 p.m. Any student not picked up by 3:15 p.m. will go to Crusader Care until picked up. Parents should contact the school if they are running late.

SCRIP PROGRAM

Immanuel Lutheran School has a Scrip Program that serves as an ongoing fundraiser for the school. Through this program individuals may purchase gift cards for a variety of stores, companies, restaurants, and more at face value. In return the brands/retailers give a portion of the card value back to the school. Cards may be purchased on school days from 7:45-8:15 am in the school cafeteria.

SEVERE ALLERGIES

Students with severe allergies should have a completed plan for allergic reactions (i.e. peanut allergy, severe asthma, bee stings, etc.)

SNACKS

Students in grades K-8 may bring a snack to school. Snacks must comply with the snack policy. Snacks should be a single-serving, healthy, and will be consumed at the teacher's discretion. Snacks should not be shared. Students are responsible for all snack clean-up.

SPORTS

The sports program at Immanuel Lutheran School consists of co-ed (boys and girls on the same team) soccer, co-ed volleyball, boys' and girls' basketball, co-ed softball, and boys' and girls' track and cross country. All students participating in any program must have their parent's permission. Practices will take place after regular school hours. Parents are responsible for providing the transportation home after practices. Parents also are responsible for transporting athletes to and from games. Be sure they are reminded about having to pick you up after practices before you leave home in the morning, as the telephone is not to be used for that purpose. See separate Athletic Guidelines for more information about participation in sports.

STANDARDIZED TESTING

Immanuel Lutheran School has adopted the NWEA Measures of Academic Progress (MAP) as our standardized test. Students will test in both the fall and spring to seek a measure of individual growth. Student progress reports will be shared at the November parent-teacher conference and in the fourth quarter report card. To request additional test results, please submit a request in writing to the principal.

STUDENT INFORMATION / SYCAMORE

Student and family information is managed through a program called Sycamore. Student profiles, grades and account information for hot lunch and child care are available for viewing in Sycamore. Parents are encouraged to regularly review the information in Sycamore to stay informed about the student's progress. Sycamore is also used to send messages to parents regarding urgent school announcements. Login information may be obtained by contacting the school office.

STUDENT ILLNESS POLICY

Please do your part in protecting our staff and students from the spread of illness. Below are some guidelines for when a child should stay home from school and when he/she may return to school (including extracurricular activities).

As always encourage good preventive measures as well; make sure your child is getting plenty of rest, eats a balanced diet, and practices good personal hygiene.

Reason for Absence	When to Return
Fever of 100.0 F or higher	Fever free for 24 hours without the aid of medication
Vomiting and/or diarrhea	After symptoms have subsided
Strep throat	24 hours after beginning medication (antibiotic)
Continuous or uncontrollable cough	After symptoms have subsided
Mattery eyes	After evaluation for pink eye. If diagnosed as pink eye, 24 hours on medication
Head lice	After the condition has been treated.

SUSPENSION

Students who have received an out-of-school suspension for disciplinary reasons are not allowed to attend classes or to be involved in any school event including athletic activities. They are banned from the classroom until student, parents, and the teacher have the opportunity to meet and resolve the situation. Students are given an unexcused absence from classes during the suspension. Homework assigned on the day of suspension is required to be completed, but no credit will be earned for it.

TELEPHONE

The school telephone is only to be used in case of emergency during the school hours. If you feel you must use the telephone, ask permission of a teacher first. Once school begins, it WILL NOT be used to get parents to bring forgotten assignments.

TORNADO DRILLS

In the event of a tornado warning, the principal will announce over the phone intercom that students should take safety precautions for a tornado drill or actual warning. As it sounds, you are to proceed in the same manner as for a fire drill to your designated areas. You are to remain there until danger has passed. A tornado drill will be practiced a minimum of once per school year.

WEAPONS

Weapons such as knives, guns, sling-shots, etc. are not allowed on the school/church property. If a teacher or other staff member has cause to believe someone has a “weapon” on the school/church property, the suspected individual may be searched. If such a person is found to be in the possession of a “weapon” or responsible for a “weapon” being on school/church property, that individual will be held accountable. The Winona County Law Enforcement Agency will be contacted, and the individual will be suspended from school until the matter is resolved between school, student, and parents. Toy weapons are also banned from the school/church grounds unless it has approved permission for a class project.

WELLNESS POLICY

The wellness policy covers wellness, hot lunch, snacks, and other general information regarding health and wellness. The wellness policy may be found on the school website.

WINTER PLAY / SNOW

Snowballing is allowed only in designated areas. No snowballs or snowmen in playground area. Sledding is allowed only when the teacher is present at the hill. No jumps are to be made. All students playing in the snow must have proper winter attire including boots, snow pants, jacket, and mittens/gloves.