Parent and Student Handbook

2014-2015

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Immanuel Lutheran School

~ Silo ~

Lewiston, MN

[www.immanuelsilo.org](http://www.immanuelsilo.org)

**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.

**ABSENCES – TARDINESS**

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 may be requested to verify the absence If you are planning an absence from school please bring a written excuse 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 (included on last page).

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, teachers will report to the principal and athletic director the name of any student who is performing at a D or lower. At this point the student becomes 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 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.

 Adopted: November 2013

**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. Silo school does not provide or have available any kind of after-school care. Therefore, if it becomes absolutely necessary for a younger sibling to stay, the parents are responsible to make arrangements for supervision with someone other than the coach of the activity. It is also expected that any financial arrangements will be taken care of between the parents and the care giver.

The coaches and/or supervisors are exempt from this policy when they are “on duty.”

November 8, 2012

**BAND**

The Lewiston-Altura band director offers individual instrument lessons to students in grades 5-8. Parents make payment arrangements directly with the band director. Individual students in grades 7-8 may be invited to participate in full band at the Lewiston-Altura High School. These students are permitted to leave the school twice a week to participate in band. Transportation must be arranged by the student’s parents. The student will be responsible to complete any school work that is missed during the time they are at band.

**BICYCLES**

Students may ride bicycles to and from school, but not while at school. All bicycles are to be parked in the area designated on the school grounds. Remember to follow safety rules when riding on the roads. NO motorcycles, ATV’s, or snowmobiles allowed.

**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.

**CELL PHONES AND OTHER ELECTRONICS**

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 phone 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.

**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 at 2:00 p.m.

**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.

**CONDUCT ON BUSSES**

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 (write-ups) on the bus, the principal 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 to 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 flips are not appropriate footwear for the recess or playground. Students should have dress appropriate 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 which can be found on the website [www.immanuelsilo.org](http://www.immanuelsilo.org) under the “Read Me” navigation page.

**FIRE DRILLS**

During the fire drill or in the case of a real fire, leave the room as quickly and calmly as possible. Follow the signs posted in your classroom and/or 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. Remain there until called back.

**GUM**

No gum chewing is allowed on school property during the school day. This policy should also apply to the time that you spend riding on the bus. 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.

**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.

**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**

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. All students take hot lunch unless provisions are made according to medical/nutritional needs as indicated in the Cold Lunch Policy.

**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, etc.). Medication forms are available on the school’s website. All medication must be in its original container.

**INTERNET USE**

The laptops and school 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.

**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.

**PHOTOS OF STUDENTS**

It shall be the policy of Immanuel Lutheran School - Silo that it is acceptable to publish pictures of students on the website ***immanuelsilo.org*** 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.

**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**

You are to play on the grass to the south and west of the buildings when weather permits. 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. Absolutely NO PLAYING in the ditches along Howard Luehmann’s driveway or the highway.

**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.

TV Stations Radio Stations

 KTTC- Channel 10, Rochester; HOME FM 101.1

 WCCO-Channel 4, Twin Cities KFIL AM 1060, FM 103.1

 WKBT- Channel 8, LaCrosse; KQYB FM 98.3

 KSTP- Channel 5, Twin Cities KROC AM 1340, FM 106.9 WCCO- 830

Winona AM 1380

Winona FM 95.3 & 99.3

**SCHOOL HOURS**

Classes begin at 8:00 a.m. every morning and dismissal is at 2:55 p.m. Even though the teachers are at school early each morning, students should not be at the school before 7:40 a.m. as teachers use the morning time for daily preparation, faculty devotions, and meetings. All students not participating in afterschool activities should be picked up by 3:10 p.m. Parents should contact the school if they are running late.

**SNACKS**

Students in grades 1-8 may bring a morning snack to school. Snacks must comply with the snack policy found at [www.immanuelsilo.org](http://www.immanuelsilo.org) on the “Read Me” navigation page. Snacks should be a single-serving, healthy, and must be consumed before 10:00 a.m. 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. 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. 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.

**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 will 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 may be viewed on the school’s website [www.immanuelsilo.org](http://www.immanuelsilo.org) on the “Read Me” navigation page. The wellness policy covers wellness, hot lunch, snacks, and other general information regarding health and wellness.

**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 doctor or health care 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 be 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
	1. Check current and previous year’s attendance for repeated patterns of absences
	2. Check with school nurse for any medical necessity for absence
2. Telephone contact with parents/guardian
	1. Explain student’s attendance to date
	2. 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

Adopted June 2014