



IMMANUEL

== LUTHERAN SCHOOL ==

LOCKWOOD, MISSOURI

Student Handbook 2026-2027

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HANDBOOK OF IMMANUEL LUTHERAN SCHOOL

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Part I: Introduction

PREFACE

The *Handbook of Immanuel Lutheran School* is designed to give parents and students an overview of Immanuel Lutheran School, its objectives, goals, policies, and procedures. We encourage both parents and students to read and become familiar with the contents. It is realized that not every question will necessarily be answered so the reader is encouraged to seek answers to areas not fully covered. It is our desire that the ties between each family and the school as well as each family and the church be strengthened. This, in part, can be fostered through open communication.

Note: Policy adoptions made after the publication of this handbook override those listed on the following pages

MISSION STATEMENT

The mission of Immanuel Lutheran School is to provide a Christian environment so as to educate and develop the mind, body, and soul of each child, enabling them to be disciples of Jesus Christ in this sinful world.

VISION STATEMENT

Immanuel Lutheran School is a caring and loving Christian learning community where a high standard of academics challenges each student to personal excellence and by planting and nourishing the saving Gospel of Jesus Christ, inspires families to daily walk with Jesus.

PHILOSOPHY STATEMENT

- We believe that the Bible is God's Word. (2 Timothy 3:16-17)
- We believe that people come into a right relationship with God by grace through faith in Jesus. (John 3:16; Romans 3:28, 5:1)
- We believe that the Christian school exists to fulfill the commission that Jesus gave His church to go into all the world and make disciples in the name of the Father, Son and Holy Spirit and to teach them to obey everything He commanded. (Matthew 28:18-20)
- We believe that a child's education, whether in the church, day or home school, is predominantly influenced by the family and that the Christian church and school exist to support, compliment, and enhance the parental obligation to "Train up a child in the way he should go..." (Proverbs 22:6)
- We believe that the Holy Spirit, working through the Word and Sacrament, brings people into a love relationship with Jesus. (1 Corinthians 6:11)
- We believe that the Scripture should be taught and applied to every situation in a person's life. (2 Timothy 3:16-17)
- We believe that all people are fearfully and wonderfully made and by the love of God are precious in His sight. (Psalm 139:14)

- We believe that Christian education equips people to live out the great commandment to love God and your neighbor. (Matthew 22:37, 39; Deuteronomy 6:6-7)
- We believe that Christian education contributes to personal spiritual growth and responsible citizenship. (Romans 12:1-2; Corinthians 8:1-7)
- We believe that it is important to teach people to be responsible stewards of time, abilities, income, influence, and possessions. (Matthew 25:14-30)
- We believe that parents and teachers working together is necessary for children to mature in Christian character and purpose.

OBJECTIVES OF IMMANUEL LUTHERAN SCHOOL

Our purpose is accomplished when, in keeping with our stated mission, vision, and philosophy, the following objectives are established:

- To enlist, support, and retain a professional staff that models a faithful Christian witness.
- To assist the student in acquiring sound knowledge and understanding of the Holy Bible and Luther's Small Catechism.
- To encourage attendance and participation in worship and the study of Scripture.
- To equip students to live a Christian lifestyle.
- To equip students with positive attitudes, appropriate speech, self-control, and respect for authority and for others.
- To develop an appreciation for God's creation and an attitude of responsibility for the care and protection of the earth and its resources.
- To challenge each student to personal excellence through quality curricula, extra-curricular activities, and a capable Christian staff.
- To instill in students a desire to be lifelong learners.
- To instill a respect for all people and provide opportunities for service and interaction.
- To support the family by promoting mutual love, respect, and honor.
- To be an outreach of the Gospel to the citizens of Lockwood and surrounding communities.

A BRIEF HISTORY

Immanuel Lutheran School was founded in 1882, by members of Immanuel Lutheran Church who believed that the Christian faith and conduct could naturally be nurtured on a day-to-day basis in a school setting. The original portion of the present school building was dedicated to the Lord in 1950 and the newer addition was completed in 1999.

Today, just as through the previous decades, Immanuel continues to move forward with programs, innovations, and growth. Immanuel operates an infant/toddler care, an Early Childhood Center, and pre-kindergarten through eighth grade school.

ACCREDITATION

Immanuel Lutheran School is an accredited school of the Lutheran Church Missouri Synod. Immanuel is accredited by both NLSA (National Lutheran School Accreditation) and by MNSAA (Missouri Nonpublic School Accrediting Association).

The curriculum, instructional time, and school activities comply with both the standards and guidelines set by the State of Missouri and with the suggested guidelines established by the Lutheran Church-Missouri Synod.

The curriculum guide, Lutheran Elementary School Association (LESA), which has been approved by the Board of Parish Education of the Lutheran Church-Missouri Synod, serves as a guide in curriculum development.

CURRICULUM

The curriculum of Immanuel Lutheran School complies with the standards of the State of Missouri and of the Lutheran Church-Missouri Synod. In addition to such basics as religion, reading, science, history, language, and math, Immanuel also offers pre-algebra, classroom music, vocal choir, bell choir, hand chimes, 7-8 band, recorders, technology (Chromebooks, iPads, etc.), Art, PE and competitive sports including volleyball, football, basketball, and track. Efforts are made to integrate the faith into all subjects and to teach every subject in line with the Word of God.

ADMINISTRATION AND STAFF

The administration of the school lies with the voter's assembly. Immanuel Congregation, by the authority of the voter's assembly, holds the School Board accountable for the operation of the school. Their role is to carry out the objectives set by the congregation in regard to Christian education. The Board establishes policies and, along with the principal, strives to find ways to improve the quality of Immanuel's educational program. The pastor and principal are advisory members of the Board.

Immediate supervision and administration of the total educational program of the school rests with the principal. A major function of the principal is the implementation of board policies. The pastor, as the spiritual overseers of the congregation, are the spiritual overseers of the school, the principal, the faculty, and the staff. They are also members of the instructional staff as the chapel leader and teacher of religion in seventh and eighth grades.

The school staff includes all persons who in some way execute the policies of the congregation and the school board whether they teach, supervise, or administer in some capacity. Instructional staff members teach and are referred to as the faculty. Each full time faculty member of pre-kindergarten through eighth grade either holds a bachelor's or master's degree in education or are working towards that. Non-instructional personnel include: paraprofessionals, the administrative assistant, the custodian, and the cook. A spirit of service is expected of each staff member: a spirit of service to God, a spirit of service to the children placed in their care, and a spirit of service to each other.

PART II: SCHOOL POLICIES AND PROCEDURES

ACCIDENT INSURANCE

Immanuel Lutheran School provides medical insurance for students injured in accidents on school premises or during school sponsored activities. All claims for accidents on school premises or during school sponsored activities are to be directed to the school office. Optional 24-hour accident extension and optional 24-hour dental coverage can be purchased by the parent. Information to apply for extended coverage can be obtained from the school office or you can enroll on-line with a credit card at www.k12specialmarkets.com.

ADMISSION POLICY

The parent and child must fulfill the requirements of the Admission Policy before a child can enter and maintain regular enrollment.

- a. Immunizations must be current and a record of the immunizations must be submitted to the school before the first day of school.
- b. Immunizations must be kept up to date according to the Missouri Immunization schedule.
- c. A copy of your child's birth certificate and social security card must be submitted to the school
- d. A completed enrollment form along with registration fee must be paid.

AGE REQUIREMENTS

In accordance with state law, children must be:

Pre-kindergarten	4 years of age by July 31
Kindergarten	5 years of age by July 31
Grade 1	6 years of age by July 31

Children entering any of these grades are required to show proof of age (state birth certificate) at the time of registration.

ARRIVAL

In the interest of safety, parents are asked to drop off and pick up their children from the north side of the school. All students will enter the school through the north Family Life Center doors #13 before school begins at 8:00 a.m.

School begins at 8:00 a.m. and dismissal is at 3:30 p.m. Tuesday through Friday. Students are asked not to arrive at school before 7:45 a.m. The students will leave at 3:30 p.m.

After 8:00 a.m. the Family Life Center door #13 will be locked. If you need to come in after 8:00 a.m. enter through the front church door on the south side of the building. You will need to sign your child in at the office upon arrival.

ASBESTOS NOTIFICATION (ANNUAL)

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials (ACM) in Schools Rule [40 CFR Part 763 Subpart E]. This rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Immanuel Lutheran conducted a complete inspection of its facilities in 1988 utilizing the services of MEAD Environmental Associates, Inc. The results of this inspection have been included in a management plan. This management plan is available in the school office of Immanuel during normal school hours, without cost or restriction, for inspection by representatives of the EPA and the State, the teachers, other school personnel and their representatives, and parents. Immanuel is allowed to charge a reasonable fee to make copies of the management plans.

Periodic surveillance is required every six (6) months. A re-inspection of our facilities is required every three (3) years. Any fiber release episodes and any activities involving the disturbance of ACM are also recorded in the management plan.

You, as a parent, are encouraged to examine the management plan that affects your child(ren).

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of Immanuel for any reason.

Brian Wehrman has been trained to oversee asbestos activities and ensure compliance at Immanuel. As required in the Rule, Mr. Wehrman is the single contact for the public to obtain information about asbestos-related activities at Immanuel. You may be put in contact with him by contacting the office of Immanuel Lutheran School (232-4530).

ATTENDANCE POLICY

Immanuel Lutheran School meets or exceeds the legal requirements mandated by the State of Missouri for school to be in session.

Regular punctual attendance is expected and is important for a student's success in school. Absences from school should only occur in the event of sickness or emergency. All medical and dental appointments should be made outside school hours, if possible.

When a child is absent from school, a parent/guardian will need to send a Digital Academy message to the teacher or call the office by noon of the day of the absence to acknowledge the fact and give the reason for the absence. The following are excused absences:

1. Medical appointment
2. Illness
3. Family medical emergency
4. Trips, which are educational in nature
5. Student disability

If the school office is not informed by noon of the day of an absence, it will be an unexcused absence. Students with 2 unexcused absences in any quarter will serve 1 day of after school detention. Each unexcused absence after this will result in an additional day of detention. Students who are tardy more than 5 times in any quarter will serve after school detention to make up for the time lost.

When a parent knows ahead of time that his/her child will be absent (such as an absence that is not due to illness), the parent shall notify the teacher. It is the parent's and student's responsibility to contact the teachers to obtain the assignments prior to the absence and make arrangements with the teacher for the due date of assignments. Deadlines for all make-up work, tests, etc. need to be determined prior to a planned absence. When an absence is unavoidable, such as in the case of personal illness or a death in the family, the parent and teacher shall make appropriate accommodations to secure and complete assignments.

PROCEDURES FOR ADMINISTERING THE ATTENDANCE POLICY

1. All absences are recorded half days or whole days.
2. All students who arrive at school after 8:00 a.m. must check into the office and obtain an admittance slip regardless of what time of the school day.
3. Students who are not in their classroom at 8:00 a.m. are considered tardy.
4. All students leaving school during the school day must check out through the office. Office personnel must receive permission from the parent/guardian prior to students checking out. Any student leaving without checking out will be considered truant.
5. If the parent/guardian does not contact the office by noon of the day of an absence, then the absence is UNEXCUSED. Students who are absent from school, excused or unexcused, will not be allowed to participate in or attend after school activities on the day of their absence. Students who are under suspension cannot attend school activities during the time of suspension. Students must attend half of the school day to participate in an activity on that school day.
6. Students participating in school sponsored or sanctioned activities will not be considered absent from school.

BEFORE & AFTER SCHOOL CARE

Before and after school care is offered for an additional charge for prekindergarten students at the Early Childhood Center. Contact 417-232-4406 for more information.

BEHAVIOR - BULLYING

All students at Immanuel Lutheran School have the right to a safe and secure learning environment. To accomplish this, we expect students to model behavior after the love of Jesus Christ, considering not only "What Would Jesus Do?" but also "What Did Jesus Do For Us?" Therefore, bullying will not be tolerated in our school. Bullying means any form of intimidation, harassment, exclusion, ridicule, or violence that causes a student to fear for their physical safety or property. Bullying may consist of physical actions or gestures, oral or written communication, and any threat of retaliation for reporting of such acts. The consequences for bullying will be addressed according to the severity of the act and be appropriate for the age and grade level. Extreme cases may require a trip to the Principal's office, detention, or possibly expulsion. It is the responsibility of all faculty and staff to report any incidents of bullying of which they have firsthand knowledge to the Principal.

BEHAVIOR - GENERAL PROHIBITED BEHAVIOR

Students are directed to avoid undesirable behavior. A list of prohibited behavior would include but not be limited to:

1. Any disrespect for those in authority, for school property, or for the property of others.
2. Insubordination: refusal to respond to or to carry out reasonable directions of authorized personnel.
3. Verbal abuse: name calling, racial slurs, or derogatory statements addressed to others.
4. Physical abuse: pushing, shoving, hitting, and the like.
5. Disruptive actions or other misconduct: other misconduct, not listed above, that disrupts or interferes with the educational process.
6. Inappropriate language: cursing, swearing (using God's name in vain), and gross, vulgar, unsociable language.
7. Throwing objects (such as rocks, sticks, etc.).
8. Cheating on schoolwork, including plagiarism and the use of A.I.
9. Fraudulent signatures.
10. Making use of weapons, drugs, alcohol that leads to fraudulent behavior.

BEHAVIOR - ILLEGAL BEHAVIOR

Illegal behavior cannot be tolerated in a Christian environment and may result in immediate suspension or expulsion. This behavior is directly contrary to the commandments of our Lord and would include such behavior as assault, battery, involvement with weapons or items that could be realistically construed as weapons, involvement with tobacco, alcohol, or drugs, burglary, theft, robbery, arson, extortion, vandalism, or other felonious conduct. These types of behavior will be reported directly to the parents or to the proper legal authorities.

BELONGING'S POLICY

Toys, personal belongings, etc. are not to be brought to school. The teacher may confiscate any objects or items brought to school by the student, which become distracting to the class and/or the teacher. The student may regain possession of the object when one of the student's parents comes to school to obtain it. However, these items may be brought for special occasions with the permission of the teacher. If such permission is granted the items are to be placed in a designated area upon arrival at school. The teacher and school are not responsible for items brought from home

BIRTHDAY CELEBRATIONS

Parents may send one treat and/or one drink per child for their child's birthday to school for the teacher to disperse at their convenience. Gift or treat bags are not allowed. Invitations for private parties are not to be given out at school unless everyone in the class is invited.

CELL PHONES

All communication devices, i.e. smart phones, smart watches, etc. are to be powered off upon arrival to school. The student will stow such devices in the designated area in the classroom for the entirety of the school day. They may retrieve their devices upon dismissal and power them on after leaving the building. The teacher and school are not responsible for items brought from home

Consequences

1st Offense: Principal conference, electronic device taken away for remainder of day.

2nd Offense: Principal conference, electronic device taken away for remainder of day, Detention.

3rd Offense: Electronic device taken away for remainder of day, principal conference with parents and child, cell phone privileges suspended.

CHANGE OF CLOTHES (PRE-KINDERGARTEN)

All pre-kindergarten children need a complete change of clothing, including underwear, socks, shirt, and pants for emergency purposes. All clothes should be marked with the name of the child. The school cannot be responsible for unmarked clothes.

CHILD ABUSE

We are required by law to report any suspected child abuse to the proper authorities.

CLASS SIZE GUIDELINES

Suggested maximum enrollment for each of the classrooms is as follows:

1. Pre-kindergarten: 1 teacher or aide to 10 students, with aides as needed
2. Any combination room Kindergarten through eighth grade: 25

CUSTODY

If a parent has sole custody, and the non-custodial parent is not to see the child, the school must have a legal document stating this. We cannot deny a parent access to a child or to take their child with them unless we have a legal document on file.

DELAYED START

Should the need arise due to extreme weather or other emergency, Immanuel Lutheran School may implement a delayed start procedure. A decision about any delayed start will be made and information will be shared through a brightwheel message and put on the TV stations.

The school may determine a ONE HOUR DELAY START in which school will begin at 9:00 a.m. or a TWO HOUR DELAY START in which school will begin at 10:00 a.m. There will be no Before School Care on days with a DELAYED START. Immanuel Lutheran Early Childhood Center will be open regular hours on days where ILS has a delayed start.

Please remember that parents always have the right to make the final decision if they feel it is not safe to send their child(ren) during inclement weather.

DIGITAL ACADEMY

Digital Academy is our school information system that provides you with your child's grades, communication between you and your child's teacher or the school office, detailed financial information about your family's fees, the lunch menu, report cards, and the weekly Inside Immanuel newsletter on line. You must have a user name and password which will be supplied through the office to access.

DISASTER PLAN

A disaster plan has been developed for fire, tornado, lockdown, and other civil defense emergencies. Periodic fire and tornado drills will be conducted throughout the school year. Students will remain at school during storm emergencies. However, parents wishing to get their child in the event of such an emergency situation may pick him/her up at any time after having checked in at the office.

DISCIPLINE

The staff will deal with children in accordance with Christ's example of building one another up by admonishing in love and showing mercy at the proper time. The staff will tolerate actions acceptable for certain levels of growth and channel improper actions and behaviors to that which is acceptable. The children will be taught to understand that for happy living it is necessary to love one another, to serve one another, and to respect one another's rights and privileges. The children will also be taught that consequences will follow misbehavior.

Students are to regard all people in authority with respect and obedience whether they are faculty, staff members, or otherwise. In addition to general rules of student conduct and responsibility each teacher establishes specific guidelines for his/her classroom to insure a climate and atmosphere in which students may work and learn. If improper behavior persists parents will be notified and a course of action will be established. In the event that extensive intervention action does not produce positive results the form of discipline may include withholding privileges, detention, suspension, or even expulsion.

DISCIPLINE – PRE-KINDERGARTEN

Discipline will be individualized for each child and may take the form of a "time out" away from the children in the class until he/she is ready to return to normal activities of the day without endangering other children. The teacher will help the children learn how to get along, how to share, how to be repentant, and how to apologize (as in saying, "I'm sorry") when having done something wrong to another child. The children will be guided to forgive and return to play as friends. Severe foul language will result in immediate removal from the classroom and school for the remainder of the day.

DISCIPLINE PROCEDURES – LEVELS OF MISBEHAVIOR AND CONSEQUENCES

The goal of disciplinary procedures is to help children have the courage to accept responsibility, to receive and accept forgiveness and to begin the process of restoring damaged relationships. The following guidelines are to be used in correcting misbehavior:

Minor Offense

Throwing objects
Spitting
Teasing
Failure to follow school rules
Disruptive classroom behavior
Use of profanity, name-calling or obscenities

Major Offense

Physical Altercations
Cheating, plagiarism, using AI
Bullying
Destruction of property
Threatening behavior
Missed detention or in-school suspension

Matters of Law

Possession of weapon, controlled substance, tobacco, or sexually explicit materials or porn
Arson/Vandalism
Falsifying an emergency (fire alarm, calling 911)
Assault
Sexually explicit gestures

Discipline Procedure

1. Teacher will issue a verbal warning to the individual student.
2. Teacher will write the student's name on board after the second offense and speak with the child privately about their behavior.
3. Teacher will place a check mark next to the student's name on the third offense. Additionally, the student will either have a silent lunch period, perform a directed activity of cleaning or laps during recess. The teacher will send a Behavior Report to the parents. Repetitive behavior may lead to step 4.
4. Teacher will place a second check mark next to the student's name after the fourth offense. Upon this condition the student will be sent to the principal's office. The principal will assist the child to think through the misbehavior and its implications upon themselves and others. The teacher / principal will contact the parents and schedule a time for detention. Additional consequences of a detention are that the child will not be able to participate in any sporting event or practice during that day, or any other extra-curricular activity.

Detention Times: Pre-K-4, 3:30 p.m-4:00 p.m.; grades 5-8, 3:30 p.m-4:30 p.m. During detention students are working on schoolwork. Parents must pick their child up from detention.

5. Serious or chronic misbehavior will result in skipping some preliminary steps, at the discretion of the principal.

Consequences of Refusal to Correct Behavior

1. First Violation of four minor offenses in a day: the child will serve an after school detention.
2. Second Violation of four minor offenses in a day, or the First Violation of a major offense: The child will serve a possible school suspension of 1-3 days and they are counted as absent. FOR OUT OF SCHOOL SUSPENSIONS, School assignments will be provided by the teacher for the student to complete at home. Parents are to bring the child's completed homework to school every morning to receive credit for their work, otherwise, the "late work" policy is followed.
3. Third and subsequent violations of a minor offense or Second and subsequent violations of a major offense or First and subsequent violations of a matter of law can result in a suspension of 3-180 days. School personnel will decide on a case by case basis whether missed work can be made up during this suspension.

7-8 Grade - Missouri State High School Activities Association (MSHSAA) - 2018-2019

Official Rules: 2.2.3 Local School

- a. A student who violates a local school policy is ineligible until completion of the prescribed school penalties.

- b. The eligibility of a student who is serving detention or in-school suspension shall be determined by local authorities.
- c. A student shall not be considered eligible while serving out-of school suspension.
- d. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
- f. Each individual school has the authority to set more restrictive citizenship standards and shall have the authority and the responsibility to judge its students under those standards.
- g. Each school shall diligently and completely investigate any issue that could affect student eligibility.

2.2.4 Expulsion: A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion. An expulsion is prompt removal of a student from school following the conduct for which the student is under discipline, whereby the student is not allowed to return to school until either an appeals process reinstates the student or the duration is fulfilled. However, this period of ineligibility shall not apply to any student expulsion for conduct otherwise protected by law which does not materially and substantially interfere with the requirements of appropriate discipline in the operation of a school.

2.2.5 Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the (MSHSAA) Board of Directors.

DISMISSAL

All children will be dismissed at 3:30 p.m. At that time, a parent or authorized escort must pick the child up in the pickup line. The school will not release the child to any unauthorized person.

Riders and walkers will be dismissed from the south school entrance. Drivers will enter the alley from the west and park in the alley facing east in a single line. Children will be dismissed as their ride pulls up. Please exit through the alley to the east. Please be cautious as you are driving through the alley. Parents are to line up in the parking lot west of the church and cross Sycamore Street into the alley behind the school.

Students walking or riding bicycles will be dismissed after all riders are picked up in vehicles.

The only time that students should be picked up on the south side of the building is when you have an appointment that you need to leave immediately after school to arrive in time. In this case, you will need to come to the office to pick up your child.

If it is necessary to talk with a teacher or if the child has forgotten something and needs to return to the school; the driver should pull around to the front of the school to park.

If you have someone who will be picking your child up who is not a regularly authorized person you will need to call the school office or send a note to your child's teacher of this change.

DRESS CODE (approved 7.13.2022)

Students will be expected to dress in a modest fashion that honors the Lord. Students that do not meet these expectations or wear clothing that disrupts the classroom environment will be sent to the office to change or have their parent bring them a change of clothes.

DUE PROCESS/CONFLICT RESOLUTION

Disagreements or conflicts sometimes arise. These conflicts may somehow involve a student's education in some way. In any conflict situations the individuals involved are asked to follow these following guidelines:

1. Speak to the teacher or to the person with whom there is a conflict and attempt to peacefully resolve the difference. If the conflict does involve a teacher or staff member it is advisable for the parties to set up an appointment to meet after school with the teacher or staff member. It is not helpful to the student, parent, or teacher to voice criticism in the presence of the child or outside the household. The working relationship between the child and teacher or student and student is often damaged if the problem is discussed publicly. The guidelines of Matthew 18 should be followed.
2. If a parent/teacher conflict is not resolved, contact the principal to discuss the issue. It may be necessary for the principal to call a meeting of the parties involved and attempt to resolve the differences.
3. In the event that the issue is not satisfactorily resolved the parties may ask the principal to bring the issue to the School Board. The Board will meet with all parties involved and the Board's decision will be considered final. It should be noted, however, that the Board will not entertain issues for discussion unless the concerned party has first followed steps one and two as listed above.

The goal of these steps is to restore relationships and, in so doing, promote the sharing of the gospel of Jesus Christ. Problems not settled using this procedure will be treated as spiritual matters and handled through the guidance of the pastor and ultimately by the congregation if not resolved.

EMERGENCY SCHOOL CLOSING

Inclement weather occasionally causes the closing of school. Immanuel Lutheran School will make decisions about closing school depending on the conditions. When we are closed Immanuel Lutheran School will be listed in the school closings on television, radio, Internet, and Digital Academy. If Immanuel Lutheran School is NOT LISTED—WE WILL HAVE SCHOOL. A text message will be sent out through Digital Academy for those who have signed up to receive text messages. Our decisions will be made independent of Lockwood Schools.

Weather related school closings for inclement weather will be broadcast on the following stations: KADI, KCYO, KDEB-TV, KGBX, KGMV, KHTO, KLFJ-AM, KLTQ, KLOR-TV, KOSP, KOZK-TV, KSMU, KSPR, KTOZ, KTTS, KTXR, KWND, KWTO, KXUS, KYTV-TV, KWFC, KZRQ in Springfield. KODE-12, KSNF-16, FOX-14 in Joplin. KOAM-TV 7 in Pittsburg.

If we dismiss early for inclement weather, we will call or text parents to let them know what time school is dismissing. If we cannot reach you, we will call your designated emergency contact.

ENROLLMENT

Any child of school age is eligible to apply for enrollment in Immanuel Lutheran School providing he/she meets all state requirements including immunization guidelines. All children in membership with the congregation will be given first consideration in enrollment. Final approval for enrollment for any child rests with the School Board. In order to comply with student-teacher ratios the following guideline is followed:

1. Children who are members of Immanuel Lutheran Church who are presently enrolled in Immanuel Lutheran School or Immanuel Lutheran ECC and siblings entering Immanuel for the first time.
2. Children of the congregation who have not previously been enrolled.
3. Non-member children who are presently enrolled in Immanuel Lutheran School or Immanuel Lutheran ECC and their siblings entering Immanuel for the first time.
4. Children who are not members of Immanuel Lutheran Church.

A completed enrollment form with your non-refundable registration fee, immunizations, birth certificate and social security card must be received by the pre-registration date set by the School Board, each year, to guarantee the enrollment. After this date, all enrollments will be considered on a first-come, first-serve basis.

All parents with children enrolled at Immanuel are urged to acquaint themselves with the teachings of the Lutheran Church-Missouri Synod. This could be done through regular attendance at worship services, through Bible classes, or through adult information classes. Parents should also see that their child attends church and Sunday School regularly, either at Immanuel or at the church of their choice. New non-member parents to Immanuel are encouraged to attend a short course on Lutheran teachings, thereby giving them insight on what their child/children will be taught.

EVALUATING AND REPORTING PUPIL PROGRESS

A student's success is enhanced when the parents and teachers become an educational team. Provisions for developing such a relationship are made through home visits, consultations, and by maintaining an open communication between home and school. Parents may initiate conferences as well as teachers. These conferences should be scheduled at a time when the teacher is not in class or when he/she is not responsible for the supervision of students. At least one parent/teacher conference is scheduled during the school year. This is usually soon after the end of the first quarter of school.

Report cards are issued four times during the school year. The following standards have been set for grades 1-8 in the reporting of letter or percentage grades:

A+ = 100	D+ = 71-73
A = 95-99	D = 66-70
A- = 92-94	D- = 63-65
B+ = 89-91	F = 62 or below
B = 86-88	
B- = 83-85	
C+ = 80-82	I = Incomplete
C = 77-79	N = Needs Improvement
C- = 74-76	S = Satisfactory

The evaluation that is given is a reflection of what the child has earned. It is not a reward or a punishment. Each child should be encouraged to do his/her best with the ability that God has given to him/her. (See HOMEWORK – CONSEQUENCES IN REGARD TO LATE OR INCOMPLETE HOMEWORK for consequences regarding late work.)

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities but are to remember that class work takes preference over extra-curricular activities.

FEES

A yearly non-refundable registration fee of \$500.00 is required for each student PreK-8 to help cover the cost of books and supplies.

Registration fees and all necessary forms are normally collected during a designated registration time frame. Registration fees are due at that time unless special arrangements are made. Registration may also be done through the school office during normal office hours.

PreK-8 Tuition fees for non-members of Immanuel Lutheran Church are as follows:
\$3750 per year per child.

PreK-8 Tuition fees for members of Immanuel Lutheran Church are as follows:
\$1875 per year per child.

PreK-8 Tuition payments may be made annually, by the semester, or monthly. All tuition payments are due at the first of the month, August through May.

Special payment arrangements may be made at the discretion of the School Board.

Members of Immanuel Lutheran Church have a significantly reduced tuition rate and are encouraged and challenged to match or exceed non-member tuition with their tithes and offerings to the church.

If a check is returned due to insufficient funds, we ask you to replace it with a money order or cash. There is also a non-refundable fee of \$25.00 (or whatever the bank charges) for each returned check. You will be required to pay with exact cash if your checks are returned more than twice.

Volunteer Hours: Each Pre-K-8th grade family is asked to volunteer 10 hours of time from June 1 through May 31. By your volunteer hours you help keep expenses down for our school. If parents don't want to work the volunteer hours, then your tuition will increase \$30.00 per hour not worked. (See more information under VOLUNTEER HOURS.)

FIELD TRIPS

Educational field trips are taken from time to time. Each classroom will take at least one field trip per year. Information and a field trip permission form concerning each trip will be sent home with the student prior to its occurrence. The field trip permission form will need to be signed and returned for each field trip for the child to be able to attend. At times, the student may be asked to help cover the cost of the trip.

Volunteer drivers for field trips must be 21 years of age and have a good driving record. A copy of a valid driver's license and current insurance on the vehicle that is driven must be on file in the school office before the field trip. All drivers must be approved by the school administration. All passengers must be properly restrained (seatbelt, boosters, or car seats which will be provided by the student's family) at all times. Smoking is not allowed while transporting students for field trips. Drivers are not allowed to use cell phones while driving on field trips. Drivers must be willing to follow the directions of the school administration.

When parents drive they may request their child ride with them. Decisions regarding other student passengers will be left to the determination of staff members. Drivers will be needed to help supervise students.

FINANCIAL ASSISTANCE

Immanuel Lutheran School offers financial assistance at all levels of education to children in Pre-Kindergarten through 8th grade. All scholarships are awarded on the basis of financial need. Application forms are available in the office.

FINANCIAL OBLIGATIONS

School Board policy requires that all financial obligations (registration fees, lunch fees, tuition fees, lost or destroyed textbooks, library books, or sports uniform fees, etc.) for the current school term be paid and that all sports uniforms be returned by the end of the school year.

FOOD SERVICE

Hot Lunch is available for \$4.00 per meal. Additional milk may be purchased for \$.65.

Students may bring their lunch from home. Lunches brought from home may NOT include pop/soda. Microwaves will be available to students based on individual teacher expectations and a student's ability to properly use a microwave. Microwaves and time are very limited, do NOT send something that needs to be heated for extended periods of time. All microwavable items must have a cover. Lunches brought from home need to be sent with your children when they arrive at school.

To help teach personal responsibility we are asking each student to clean their own space before leaving. To encourage servant leadership we are requiring our 7th and 8th graders serve the meals, clean the serving area and gets trays ready for the dishwasher

HEALTH- ILLNESS OR ACCIDENT AT SCHOOL

First aid supplies are kept at school and treatment for minor cuts and bruises can be given. Serious or questionable injuries are referred to the parents or guardians immediately. If parents or guardians cannot be reached the emergency information filled out at the time of registration are referred to for direction concerning medical care. In the event that the parents, guardians, or other designated persons cannot be reached, the child will be sent to a hospital.

In cases when a student's temperature is 100.4 degrees, parents will be required to take the child. The child may return to school after he/she is fever free for more than 24 hours without

medication. Students with rashes, or those appearing to have a communicable disease, will also be sent home and will possibly be required to have a physician's note to return to class.

Parents of students with chronic or specific health problems are required to provide a detailed description of symptoms and/or warning signs with instructions of steps to be followed in cases of emergency.

HEALTH - MEDICATION – DISPENSING AT SCHOOL

When medication is necessary it is usually more desirable for the medication to be administered at home than at school. However, any student who is required to take medication during the regular school day may do so but must comply with school regulations. By state law Immanuel's staff is not allowed to dispense medicine without the supervision of a licensed individual. Therefore, Immanuel is bound by the regulations supplied by the nursing staff representing the Lutheran schools of the Missouri District. These regulations include the following:

1. Prescription medication will be given only on written orders from a physician detailing the name of the drug, dosage, and time interval that the drug is to be given. This may come in the form of a properly completed pharmaceutical label on the bottle. The Label must include:
 - a. **The student's name**
 - b. **The current date**
 - c. **The name of the medication**
 - d. **Specific instructions concerning the time and the amount of the drug to be given**
 - e. **The name of the doctor prescribing the medication**
 - f. **The name and the phone number of the pharmacy**

Please request duplicate bottles for the medication from the pharmacy – one for school and one for home. If this is not possible, please bring the original labeled bottle to school. See the back page of this handbook for a sample of the form needed for written permission from the parents or guardian requesting the school to comply with the physician's order for medication. Additional forms will be available upon request. **Please note:** Prescription medication will not be given at school until an initial dose has been administered. The child may not enter school until 20 minutes has passed after taking the initial dose.

2. Non-prescription medication will be given only with written doctor's orders and with a signed parent permission slip for the drug to be given at school. Tylenol (or any similar aspirin or non-aspirin) may not be given at school without such written authorization. Non-prescription medication will be supplied by the parent.
3. Students with chronic or specific problems requiring medication for emergencies must have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information is to be provided and signed by the student's doctor on an annual basis.

HEALTH - COMMUNICABLE DISEASE REQUIRING EXCLUSION FROM SCHOOL

1. Chickenpox – Exclusion no less than five days after the appearance of skin eruptions. All lesions must be dry scabbed. The student must be seen by a representative of the school staff prior to returning to the classroom.
2. German Measles (Rubella) – Exclusion for seven days after the appearance of the rash.

3. Impetigo – Exclusion until the lesions are healed or documented under a doctor's treatment.
4. Measles – Exclusion during cold symptoms and seven days after the appearance of the rash.
5. Mumps – Exclusion for nine days following the onset of swelling.
6. Head Lice – Students who have lice or nits will be sent home. They are not to return to school until they have shown proof of receiving treatment and nit removal. After treatment students must be checked in the school office at the beginning of the day for approval to returning to class. The administration will work closely with a parent/guardian to give appropriate instruction on care of head lice.
7. Scabies – Exclusion until a doctor's note is received stating the student is under treatment.
8. Red or Inflamed eyes – Exclusion until the eye is clear or until a doctor's note is received stating the diagnosis and until medication has been given for 24 hours.
9. All rashes – Exclusion until the student brings a doctor's note stating the diagnosis and that the student may attend school (as long as the order follows the guidelines listed in the C.D.C., ("Communicable Disease in Man" recommendations), or until the rash is clear.
10. Fifth's Disease – Exclusion from school when a lacy rash is present. The student may return to school with a doctor's diagnosis and statement that the student is non-contagious. "Slap Cheeks" appearance will not exclude the student.
11. "Strep" Throat – Exclusion from school is required until the student has been on an antibiotic for 24 hours.
12. Vomiting/Diarrhea – The student should remain home until he/she has been symptom free for 24 hours without medication.

HEALTH - IMMUNIZATION REQUIREMENTS

Missouri law requires the school to have an adequate immunization history of every student. The parent or guardian must furnish the school a record of the student's immunizations showing that all requirements are met before the child will be permitted to attend class on the first day of school.

HOMEWORK

The role of homework is often confused and means many things to students, parents and staff. Although perhaps there is no consensus on the issue. Due to many factors, we as a board have met and revised the "Homework Guidelines" to best fit our practices and expectations here at Immanuel Lutheran School. We believe that the main purpose of homework is to reinforce and provide extra practice for concepts taught in class to help students improve their learning experience.

We acknowledge and support that students often have busy lives with many outside interests and activities. The meaning of homework is to support, not burden, learning. However, we do hope that parents can support their children with homework by providing a structured timeframe, a quiet setting, and some materials that will aid students in completing assigned tasks.

Expectations for parental involvement in homework activities will vary depending on the age of the child. Younger children may need more direct support from parents, while older children will be working independently on homework activities.

There are times when homework cannot be completed. Any concerns or circumstances about homework completion needs to be communicated with the specific teacher. There will be times when the needs of a student will require homework modifications or other adjustments. The teacher will communicate with parents to set up these arrangements.

Some examples of homework include, but are not limited to:

Home reading
Practice of basic skills in math and/or reading
Completing unfinished classwork
Studying for tests

Not making previous arrangements for an incomplete and/or late assignment with the classroom teacher will result in a consequence.

Consequences - Homework assignments that are incomplete will receive an "as is" grade. The student will complete the assignment.

HOMEWORK HINTS

The following points may be helpful for your child:

1. Check the assignments daily to see that your child understands what he/she is to be working on.
2. Make sure your child has brought home all of the necessary books and materials needed to do the assignment.
3. Provide a place to do homework away from all distractions such as radios, televisions, and telephones.
4. Encourage your child to become responsible for his/her own homework.
5. A reasonable amount is: 10 minutes of homework per grade level. (1st grade 10 minutes, 2nd grade 20 minutes, etc.)
6. Make sure back packs are packed and ready the night before.

HONOR ROLL

The Honor Roll is earned recognition for high level academic achievement in all subjects. The Honor Roll shall be compiled at the conclusion of each academic quarter. As criteria for outstanding achievement, students must have A's in all subjects to be on the A Honor Roll and any combination of A's and B's to be on the A-B Honor Roll. The student must also have S's in subjects graded with S or N. Parents are encouraged to give positive reinforcement to the child(ren) who are on the Honor Roll. Students are recognized for their academic achievement at the award's assembly at the conclusion of the school year.

HOURS

School begins at 8:00 a.m. and dismissal is at 3:30 p.m. Tuesday through Friday. Students are asked not to arrive at school before 7:45 a.m. The students are to leave at 3:30 p.m. unless they are participating in after school activities. Before and after school care is available for a fee for those who are in prekindergarten.

LEAVING SCHOOL DURING SCHOOL HOURS

At no time are students to leave the school grounds during the school day without the teacher's permission. This also applies to students who have permission to stay after school for athletics or other extra-curricular activities.

Parents desiring to have their child dismissed from school before the regular time of dismissal are requested to: send a note with the child to give to the teacher and school secretary, send a message to Haley Bartlett on Digital Academy, call or e-mail the office.

If someone other than a family member is to pick up the child, please notify the school as well by note or phone call. For the safety of the child no student will be released to an unidentified person and no child will be dismissed without the required communication.

Due to liability purposes no child may be left unsupervised in the building. Students must sign out of the school office when leaving early. Please make your plans the evening before and send a note or a message on FastDirect. If, however, you find your plans change during the day please call the school by 2:30 p.m.

LOCKERS

School lockers are the property of Immanuel Lutheran School and are provided for the convenience of 4th – 8th grade students to use during the school day. Students assigned to a locker are responsible for the care of that locker. Students are not allowed to change lockers. Bottles, cans, cups, or any liquid container will not be kept in the lockers. Money, medication or any other valuables should not be kept in the lockers.

MOVIES

All movies shown at school or during school functions must be G rated.

MUSIC PROGRAMS

The music program at Immanuel Lutheran School provides an opportunity for students to excel in the area of musical arts and to make use of their talents in service to the Lord. This may be accomplished through singing in the classroom; instruction in music theory; or playing rhythm instruments, hand chimes, and hand bells. Special music presentations and concerts are presented during the school year.

As part of the Music program the visibility of our school to Immanuel Lutheran Church in worship is part of the ministry and mission of Immanuel Lutheran School.

NEWSLETTER

A parent-teacher communication called "*Inside Immanuel*" is given to the students, one copy per student, on the first day of the week. This communication informs parents of important happenings, lunch menus, testing schedules, and the like that will be coming up that week or in the near future. This newsletter is accessible in Digital Academy.

NONDISCRIMINATORY POLICY

Immanuel Lutheran School admits students of any race, color, national and ethnic 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 race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

PARENT COMMUNICATION FOLDER

Every student has a yellow Parent Folder. This folder will be used by the school to communicate with you. The weekly newsletter and any information that the school sends out will be sent home in this folder.

Please check your child's backpack daily for the Parent Folder. When the Parent Folder is in your child's backpack please take the information out and read the information in the folder. Please place the folder in your child's backpack to be returned to your child's teacher the next day.

PARENT/TEACHER LEAGUE

The school has a functioning Parent/Teacher League which is scheduled to meet four times during the school year: normally, the fourth Sunday of September, the second Sunday of November, the first Sunday of March, and the evening of the all school spring performance.

This organization exists:

- a. To create a better understanding between home and school.
- b. To provide an opportunity for mutual cooperation between parents and teachers.
- c. To assist the school by means of projects and fund raising endeavors.
- d. To help parents and teachers achieve greater competence in Christian child training.

Through room parents, the PTL sponsors parties for the pupils and teachers. These parties include Christmas, Valentine's Day, and each teacher's birthdays.

See Parent/Teacher League Constitution on page 30-32.

PICTURES

School pictures are usually taken during the fall and received prior to Christmas. Parents have the opportunity to purchase packets of their child's pictures if they desire. Pictures will be taken of all students for use in the school yearbook.

RULES

BATHROOM RULES

1. Use the bathroom for the purpose for which it is intended.
2. Talk softly so as not to disturb other classrooms.
3. Deposit all paper towels in the wastebasket.
4. Climbing on partitions and standing on toilets is not allowed.

CAFETERIA RULES

1. Use proper table manners.
2. Do not share or deliberately throw or spill food.
3. Enter and leave in an orderly manner.
4. Visit quietly while eating and remain in your seats until finished.
5. Dispose of all your trash and push in the chair.
6. Place trays and utensils in the proper place and order.
7. A teacher may assign seating arrangements at various times.
8. Stay seated during the lunch period.

GYMNASIUM RULES

1. No playing on the bleachers or the stairs.
2. Do not kick balls except when it is an organized part of a class.
3. No Dodge Ball or Ball Tag except when it is an organized part of a class.
4. Use all equipment properly.
5. Wear tennis shoes.
6. No balls may be used when the P.A. system is set up.

HALLWAY RULES

1. Walk at all times on the right side (running may be done in the gym or outside).
2. Be quiet in the halls and do not disturb others.
3. Keep hands, feet, and objects to yourself and off the walls and ceilings.
4. Be courteous and respectful.

PLAYGROUND RULES

1. Follow directions the first time given.
2. Leave sticks, rocks, and snow on the ground
3. 1st Grade and lower may not sit on the bars of the merry-go-round.
4. Climbing on top of the monkey bars is not allowed
5. Wait until the merry-go-round stops to get on or off.
6. Slide down the slide on your bottom with your feet first.
7. Leaning off the edge, hanging over the side, or jumping on the slide is not allowed.
8. Sit in the swings without spinning or bailing out.
9. Pulling on clothes and tackle games are not allowed.
10. Shoes must be worn at all times.
11. Tree climbing is not allowed.
12. Play only on the school yard.
13. Sit only on the picnic table benches.
14. Hanging from basketball hoop is not allowed.
15. Use all playground equipment properly.
16. Only PK-3 are allowed on the slides.
17. All recess equipment must be returned to the building.

SCHOOL PROPERTY

Pupils who through negligence or carelessness cause damage to school property or to the property of a fellow student will be held responsible for the cost of damages incurred. This includes any abuse to textbooks, library books, desks and any school equipment.

SPORTS

SPORTS OBJECTIVES

Our lives and actions should constantly reflect service to Christ. As children of God we should set high standards and continually strive to meet them. The athletic endeavors at Immanuel Lutheran School should reflect Mark 12:30, *"Love the Lord, your God, with all your heart, with all your soul, with all your mind, and with all your strength."* Athletics can help with the student's total spiritual, mental, emotional and physical health development.

The objectives of Immanuel's Athletic Program are as follows:

1. To develop opportunity for Christian witness in practice and competition.
2. To promote the Christian lifestyle in athletic competition as in all of life.
3. To develop respect for authority (as with the coach and the officials).
4. To develop an attitude of good sportsmanship among the athletes, parents, and spectators.
5. To promote participation and school spirit.
6. To promote and encourage cooperation and teamwork as a contributing member.
7. To teach students the fundamental skills in the sport.
8. To promote working within the boundaries of the game to win.
9. To teach respect for each person's ability.
10. To increase physical development, physical conditioning, and self-confidence.
11. To develop interaction with athletes from other schools.
12. To provide worthwhile and interesting activities for students outside the regular class day.
13. To develop appreciation of the value of physical activity as a lifelong pursuit.

SPORTS POLICY

The goal of Immanuel Lutheran School's sports program is to encourage all eligible students to participate. All children are allowed to play regardless of ability if they are eligible. Students are eligible if they:

1. Are enrolled in Immanuel Lutheran School.
2. Have an annual doctor's physical on file in the office before the first practice.
3. Maintain a "C" average in each subject and have no incompletes in any subject.
4. Attend practices and games regularly (All absences must be excused by the coach).
5. Maintain and display Christian example both on and off the court.
6. Are in attendance at school the day of the game.

Grade checks are done on Fridays at 3:00pm, teacher will notify the parent if their student is ineligible.

Guidelines: Student must maintain at least a "C" in each class, if the grade drops below a "C" the student is ineligible until the grade is back to the "C". Ineligibility does not include practice, just cannot compete in a competition until the grade back to a "C".

Students are not to wear caps, hats, or other headgear in the building while at practice or at games. Students are to wear approved uniforms and for indoor sports they must wear

non-marking gym shoes both at practice and at games. Parents are responsible for getting their children to and from all games and practices and they are encouraged to attend as many games as possible.

SPORTS - SPECTATOR EXPECTATIONS FOR SPORTS

Spectators from Immanuel should:

1. Let the coach do the coaching.
2. Focus on encouraging our own team and refrain from any degree of critical, sarcastic or negative spirit.
3. Demonstrate an appreciation of the skillful play of opponents.
4. Refrain from booing any player, coach, or referee or making distracting noises.
5. Set positive examples to students and adults as role models of mature Christian behavior.
6. Clean up your trash when leaving a game.

STUDENT RECORDS

A personal record is kept on file for each child enrolled in Immanuel. The file includes such information as a copy of the child's birth certificate, standardized test scores, quarterly grades, attendance records, conduct reports, immunization/health records, and any records transferred from other schools. The records are available for parental inspection. In the event of a child's transfer to another school, a copy of such records will be transferred after receiving a written request from that institution. The request must be signed by the child's parent or legal guardian and all outstanding tuition and fees must be paid in full. According to policy, the records are not given to the parents for transfer.

TECHNOLOGY USAGE (Internet, Computers, Chromebooks, Tablets)

Technology Usage access is available to students and teachers at Immanuel Lutheran School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Along with access to computers and people all over the world, INTERNET access contains materials that may not be considered of educational value in a school setting. We have taken precautions to limit access to controversial materials through adult supervision and by teaching students about responsible use. The use of our school's Technology Usage capabilities is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges for the person(s) involved. Consequences for a violation of any portion of this policy lies with the principal according to the discipline policy.

Terms and Conditions

Acceptable Use - The purpose of Technology Usage at Immanuel Lutheran School is to support research and education in and among academic institutions in the U.S. by providing access to unique resources. Technology Usage must be in support of education and research and consistent with the educational objectives of Immanuel Lutheran School. Transmission of any material in violation of a U.S. or state regulation is prohibited. This includes, but is not limited to: threatening, obscene or pornographic materials.

Privileges - The use of Technology Usage is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines

outlined in this document, the system administrators will deem what is inappropriate use, and their decision is final.

INTERNET Etiquette - Users are expected to abide by the generally accepted rules of network etiquette:

- Do not reveal your personal address, phone number or credit card number.
- Do not write or send abusive messages to others. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- INTERNET access is strictly limited to the times when an adult is present in the computer lab or classroom during school hours and non-school hours. INTERNET access is forbidden without direct adult supervision at all times. The supervision must be made by an adult who is familiar with INTERNET usage, and is in the classroom, working with the students. Access to “chat lines” or other interactive areas is also not allowed for the safety of our students. Failure to comply with this rule will result in immediate loss of INTERNET access privileges.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of the INTERNET or other student materials. This includes, but is not limited to: uploading of or creating computer viruses or destroying or changing other student materials.

All terms and conditions as stated in the Technology Usage Agreement are applicable to Immanuel Lutheran School. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri and the United States of America. The Technology Usage Agreement must be signed and returned to the school before technology usage will be allowed. The agreements will be kept on file. A copy of your child’s signed form will be provided upon request to the school office.

TECHNOLOGY - SCHOOL PROVIDED TECHNOLOGY

1. All school provided technology will remain at school.
2. Students are responsible for the proper care of their device, including any costs of repair or replacement. Malfunction of device will be covered by warranty or school.
3. The school reserves the right to restrict student use of device and inspect a student’s device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their device.
4. Students must comply with teachers’ request to shut down the device.
5. Students are not permitted to use any device to record audio or video media or take pictures of any student or staff member. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
6. The student will use the school’s secured wireless network.
7. Students may set up and access personal e-reader accounts with the signed parent permission form on file at school. Students may not download from e-reader account on school device.

TELEPHONE USAGE

Parents wishing to speak with a child or teacher are asked to refrain from calling during class hours, except in the case of an emergency. Normally a student will not be called to the phone but a message will be taken and delivered to the classroom.

Children who need to use the telephone at school must obtain permission from a teacher or administrative assistant. Student's use of the phone should usually be reserved for emergencies. Forgotten materials or assignments are not emergencies.

TESTING

The Iowa Test of Basic Skills is administered each fall and spring to all K-8 students. They also enable us to pinpoint weaknesses in our program and materials, and to locate areas requiring more attention for individuals or groups. These tests are scored and the results are entered into the child's permanent records.

When special needs are noted with individual students diagnostic testing may be administered by the Barton, Dade, and Jasper County Special Education Cooperative. These tests are only administered with the permission of the parents or legal guardians. The results from all testing are utilized in the guidance and instruction of the child.

All students who enroll into Immanuel Lutheran School from another school or who have been home schooled may be tested to determine the student's readiness and grade placement.

Students entering kindergarten are administered a developmental screening test in the spring.

TEXT MESSAGING

Text Messaging is done through Digital Academy. If you would like to receive a text message when school is dismissed for inclement weather, you will have to set up Digital Academy for text messaging. If you need assistance with this, please contact the school office. If you have forgotten your Username or password, please call the school and we can give you this information.

TEXTBOOKS AND SUPPLIES

All textbooks and workbooks are furnished to the pupils through the registration fees.

The student is responsible for these books until they are returned. If a book is returned damaged beyond normal wear, a replacement cost factor will be imposed. Immanuel Lutheran Church provides a Bible for students entering 3rd grade and all new 3rd-8th grade students. A list of other supplies required by each individual classroom teacher is provided separately. Each student is expected to have the necessary itemized supplies and replenish them throughout the year. The Bible provided to 3rd graders and all new 3-8 grade students and the Catechism provided for each confirmation student are their personal books to keep.

TRANSFER POLICY

All students requesting transfer to Immanuel from another school:

1. Must be able to function in academics and conduct in a regular classroom setting.
2. Must provide adequate achievement test scores and transcripts of records from the previous school or schools.
3. May be administered placement testing if it is deemed necessary. Grade placement recommendations will then be made based in part on the test results and from their transcripts.

VISITORS IN SCHOOL/CLASSROOM

For the safety of the children, all school doors will be locked during school hours. Entrance may be gained to the building through the front church entrance. All parents and visitors are required to check in at the office, which is located at the church entrance.

Visits to the classroom must be scheduled in advance with the classroom teacher and limited due to disruption of instructional time. This includes conferences with teachers. Such conferences should be held after school hours. If it is necessary to speak with a child or to deliver any material during school hours, come to the school office and speak to the administrative assistant.

VOLUNTEER HOURS

Each Pre-K-8th grade family is asked to volunteer 10 hours of time from June 1 through May 31. By your volunteer hours you help keep expenses down for our school.

The family volunteer hours can also include hours donated by grandparents. Where there is a divorce, the combined hours worked by each parent will constitute the family hours. If parents don't want to work the volunteer hours, then your tuition will increase \$30.00 per hour not worked.

We will have several opportunities for you to volunteer throughout the year. Examples are: serving as room parent, helping with the Parent/Teacher League Octoberfest fundraiser, FishNBids, and helping throughout the school year with various activities.

Opportunities for Volunteering will be relayed to parents through the weekly "Inside Immanuel" newsletter that is sent home on the first day of the week.

WORSHIP

As our Lord does not want us to forsake the assembling together in worship (Hebrews 10:25) Immanuel Lutheran Church and School strongly encourages regular church and Sunday School attendance for both parent and child. Christian education is a lifelong process of the family worshipping together and studying God's Word and learning how to apply God's Word in life. Therefore, the classroom teachers keep a record of each student's church and Sunday School attendance to help encourage regular participation. The attendance information is recorded on the child's report card.

Daily devotions are conducted in each classroom. Midweek chapel services are held each Wednesday. Opening chapel services are conducted on the first day of the school year and closing services are conducted at the end of the year. Offerings taken at these services throughout the year are used for mission projects. Parents, family members, and others are welcome to attend any of the chapel services.

PARENT/TEACHER LEAGUE CONSTITUTION
IMMANUEL LUTHERAN CHURCH
LOCKWOOD, MO

ARTICLE I
NAME

The name of this organization shall be Immanuel Lutheran Parent/Teacher League (PTL).

ARTICLE 2
OBJECTIVES

The objectives of this organization shall be:

1. to create a better understanding between the home and school.
2. to provide an opportunity for mutual cooperation between parents/guardians and teachers.
3. to assist the school by means of special projects and endeavors.
4. to help parents/guardians and teachers to achieve greater competence in Christian child training.

ARTICLE 3
MEMBERSHIP

The qualifications for membership are:

1. being parents/guardians of one or more children enrolled in Immanuel parish school.
2. being a communicant member of Immanuel Lutheran Church or of a congregation affiliated with the Lutheran Church-Missouri Synod, shall be entitled to hold an elected or appointed office. All members shall be entitled to participate in all the activities of the league and shall have the right to vote.
3. being a friend of Christian education at Immanuel.
4. a voting member shall be those requesting their name added to the membership roll.
5. Parents/guardians of one of more children enrolled in Immanuel Lutheran School shall automatically become roll call members.
6. Parents/guardians whose children are no longer enrolled in Immanuel Lutheran School will be removed from membership roll, unless they request to remain a member.
7. Non-Lutherans may also belong to Immanuel Parent/Teacher League and shall be entitled to participate in the activities of the League and shall have the right to vote. They will be eligible to hold an elected or appointed office.

ARTICLE 4
OFFICERS

The elective officers of this organization shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Executive Member

ARTICLE 5
DUTIES AND POWERS OF OFFICERS

The President's duties and powers shall be:

1. to preside at all meetings
2. to be ex-officio member of all committees
3. to appoint all committees unless otherwise specified
4. to call special meetings when necessary, and with the consent of the majority of the other officers, to call off a regular meeting because of unavoidable circumstances

The Vice-President's duties shall be:

1. to perform the duties of the president in the event of his/her absence or inability to serve
2. to perform such other duties as the executive board may from time to time prescribe

The Secretary's duties shall be:

1. to keep the minutes of all regular meetings, to be read for approval at the following meeting
2. to take care of all correspondence
3. to read all papers which are to be acted upon whenever requested

The Treasurer's duties shall be:

1. to have charge of the funds collected
2. to pay all the bills of the organization
3. to keep necessary financial records and make a report at each meeting regarding the financial status

The duties of the Executive Member shall be:

1. to act as member of the executive board together with the president, vice-president, secretary, and treasurer
2. to take over any special duties that may arise
3. to serve as publicity director at the appointment of the president
4. to serve as chairman of the room parents

ARTICLE 6
METHOD OF AMENDMENT

This constitution may be amended by a two-thirds majority vote, when more than half of the members are present, at the next regular meeting after the amendment is proposed.

BYLAWS

1. The regular meetings shall be held four times during the school term: typically September; November; March; and night of school spring program. Enough time shall be provided for discussion of problems between home and school. Meetings shall last no longer than two hours.
2. The executive board shall meet enough ahead of time of the next meeting to prepare an agenda.
3. The meetings shall be held in Immanuel's gym or meeting room.
4. Election to be held at the last meeting of the school term.
5. The election of officers shall be by majority vote of the members present.

6. The Vice-President shall be elected every year.
7. Officers (except President and Vice-President) shall hold office for a term of two years. Said officers may succeed themselves twice.
8. Officers shall be the parents/guardians of at least one child in school.
9. The Secretary and Executive Member shall be elected in the odd years and the Treasurer shall be elected in the even years, so that two members of the executive board shall have had one year's experience.
10. The duly elected Vice-President shall upon completion of a one year term automatically become President for one year. A Vice-President shall be elected to the vacant office.
11. In the event that any member of the executive board is unable to complete an elected term, the duties of such person shall be performed by someone elected by a majority vote of the members.
12. The executive board shall appoint an auditor whose duties will be to audit the Treasurer's books at the completion of each Treasurer's term.
13. Officers' terms shall run from June 1 through May 29.

Revised: July,2022



212 W 4TH St.
P.O. Box H
Lockwood, MO 65682
417-232-4530

PHYSICIAN'S REQUEST FOR MEDICATION TO BE GIVEN AT SCHOOL

I request that the school personnel give the following medication to:

Description of medication:

Reason for medication:

Adverse effects of medication:

Directions for administering medication: _____ Time of dosage _____

Amount of dosage _____ Route of administration _____

Any emergency instructions that might be applicable

Length of time the medication is to be given: _____

Physician's Name _____
Please Print

Physician's address _____

Physician's telephone number _____

Date

Signature of Physician



212 W 4TH St.
P.O. Box H
Lockwood, MO 65682
417-232-4530

PARENT'S REQUEST FOR MEDICATION TO BE GIVEN IN SCHOOL

I request that the school personnel give the following medication to

Medication must be brought to school in a container with the original label, appropriately labeled for administration during school hours. Medicine to be given at school is to remain at school for the period of time it is to be given. Please have your pharmacist label two containers for prescription medications, one for school and one for home.

Description of medication:

Directions for administering medication:

Time of dosage _____ Amount of dosage _____

Route of administration _____

Length of time the medication is to be given: _____

Physician's name _____

Physician's telephone number _____

Prescription number _____

Date

Signature of Parent

2026-2027 CHURCH AND SCHOOL STAFF

Principal:	Mrs. Amy Schnelle
Confirmation:	Rev. Gary Boye
7-8:	Mrs. Heather Moennig
4-5-6:	Mrs. Brandy Coureton
1-2-3:	Mrs. Beth Haubein
Kindergarten (AM)	Mrs. Amy Schnelle
PK & Kindergarten (PM)	Mrs. Payton Wilkinson
K-8 Art:	Mrs. Kayla Warren
PK-8 PE:	Mrs. Cheyenne Schnelle
Computer:	Mrs. Kayla Warren
Music:	Mrs. Erin Osborne
Church & School Secretary:	Miss Haley Bartlett
Custodian:	Mrs. Rebecca Forrest
Pastor	Rev. Gary Boye

SCHOOL BOARD

Chair	Mr. Wes Spinks
Vice-Chair	Mrs. Tina Schnelle
Secretary	Mrs. Erin Eggerman
Member	Mr. Chris Bowman
Member	Miss Toni Kreissler

PARENT/TEACHER LEAGUE OFFICERS

President	Mrs. Annie Hedeman
Vice-President	Mrs. Brooke Eggerman
Secretary	Mrs. Emma Parker
Treasurer	Mrs. Cheyenne Schnelle
Executive Member	Mrs. Melissa Spinks

**Immanuel Lutheran School
Lockwood, MO**

2026-2027

PARENT-STUDENT HANDBOOK AGREEMENT

It is our goal to work in partnership with each family who sends their children to Immanuel Lutheran School. In order to be unified as a school family, we believe it is necessary that each family unit shares a position of agreement with ILS regarding the policies and procedures as stated within this handbook.

If, after completely reading this handbook, you and your student can agree to abide in SPIRIT and PRACTICE with the limitations contained within, we require that you sign below affirming your agreement and support. This page must be returned to the school office.

Thank you for your cooperation and we look forward to a great school year!

Student's Name(s) **(print)** _____

Parent/Guardian Name(s) **(print)** _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please read, sign and return this form to the school office by Friday, August 28, 2026.