



IMMANUEL LUTHERAN SCHOOL

2023 STUDENT HANDBOOK

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Purpose of Immanuel Lutheran School

God tells us in Mark 10:14, "Let the little children come to Me, and do not hinder them, for the Kingdom of God belongs to such as these." God directs parents in Proverbs 22:6 to "train a child in the way he should go," namely, in the Lord's way. This God-ordained work involves the application of God's inspired and inerrant Word. Children need the instruction, guidance, discipline, and security that only God's Word can give. The purpose of Immanuel Lutheran School is to assist parents in providing this Christian education to their children.

In general, Immanuel has two goals for the students entrusted to its care: that students will grow in the knowledge and love of Jesus, their Savior; and, that students will also become useful members of society. To accomplish these two goals, all aspects of the individual--soul, mind and body--must be trained.

The first goal mentioned above is reached through the study of God's Word. Accomplishing the second goal--producing useful members of society--also relies on the use of God's Word. Since the "fear of the Lord is the beginning of wisdom," God's Word serves as the backdrop for all of our classes and provides us with a purpose for studying all topics. We study biology, mathematics, earth sciences, and physics to gain insight into His creation. In history classes, we learn of God's all-powerful and abiding hand in the affairs of the world around us. We study language arts to improve our communication skills. The most valuable use of these skills is to share God's message of peace and promise with others. We consider a Christian education, such as the one offered by Immanuel, to be the most complete and meaningful type of education available.

Immanuel Evangelical Lutheran Church is a member of the Church of the Lutheran Confession (CLC). The CLC is a confessional Lutheran church body which is dedicated to proclaiming the Good News of Christ crucified for sinners. Our teachings and practices are as narrow and broad as the Scriptures themselves, since we bow only to the authority of our Lord's inerrant Word. The salvation won for us through the suffering, death, and resurrection of Jesus Christ is the driving force behind our efforts as a church body. More information can be found at www.clclutheran.org.

Enrollment Process

The school encourages all children of Immanuel Evangelical Lutheran Church, as well as children of neighboring CLC (Church of the Lutheran Confession) congregations, to enroll at Immanuel Lutheran School. As we have opportunity, we welcome children from families outside of our church body and thank God that we have the opportunity to share with others that which our Lord has so generously given to us.

Enrollment typically begins with a meeting with the principal, completion of an application, records transferred from the current school to Immanuel, and a final approval by the Immanuel Board of Education. We ask that all incoming nonmember families meet with one of Immanuel's pastors to discuss the doctrinal position of our church and school, and the potential impact on the student.

In Minnesota, children entering kindergarten must be five years old by September 1. Children entering first grade must be six years old by September 1. We require that all incoming kindergarten students complete a preschool screening test and that the results be made available to Immanuel.

Documents Needed for Enrollment

- Application for Enrollment (New students)
- Application for Reenrollment (Returning students)
- District 77 Health Census (All students, every year)
- District 77 Medication Consent (optional)
- District 77 Care Plan (for students with asthma, severe allergies, diabetes, etc.)
- Financial Aid Request
- Free and Reduced Lunch Application
- District 77 Transportation

Financial Information

Most of the school's expenses are paid by the congregation with money that is received through church offerings. The tuition amounts for each category of membership reflect the fact that Immanuel members support the school through their contributions to the church, not only by their tuition payment. Current tuition information can be found on our website or in

the school office.

New families receive the member rate for the initial year of attendance. In subsequent years, families who attend Immanuel Lutheran School but are not members of the Church of the Lutheran Confession will be asked to pay the nonmember rate (whichever is applicable) for the oldest student in attendance, but the member rates for any additional students. The third student in a family will pay 75% of the tuition costs, and the fourth and subsequent students will be reduced to 50% of the tuition costs.

Fees pay for educational supplies, computer hardware and software, physical education equipment, library materials, field trips, maintenance of lab and classroom equipment and other school needs. Fees are the same for members and nonmembers, but differ by grade level. The first money paid to the school for tuition and fees is designated as fees until the appropriate amount has been reached for each child enrolled.

The school's finance committee awards student aid based on student need, the number of applicants requesting financial aid, and the amount of money available in the student aid fund. The school financial secretary must receive requests for financial aid by July 15. Applications for financial aid are available on our website or in the school office.

Families may choose to pay costs on a monthly (10 payments from August to May), semiannual (1 payment per semester), or single payment plan. Checks made payable to Immanuel Lutheran School should be given to the school secretary or put in the drop box by the office door. Please keep payments for lunch money separate from other payments. This is required by the lunch program. Statements for tuition will be emailed out on a monthly basis.

The school has a specific procedure that is followed to collect past due tuition and fees. When an account is fifteen days past due, the financial secretary will discuss the account delinquency with the person responsible for the payment and encourage on-time payments. If the financial secretary can ascertain that unusual or extenuating circumstances have caused the delinquency, he may adjust the payment plan to fit the needs of the family. Even in cases such as this, where the payment timetable is adjusted, the family is still obligated for the original financial commitment.

When an account is thirty days past due, the financial secretary will notify non-CLC members that if the account continues to be unresolved in the next thirty days, the school board may discontinue the student's enrollment. If a CLC member's account continues to be unresolved after thirty days, the school will ask the member's pastor to assist in discussions to resolve the account delinquency. If a member's account continues to be unresolved and reaches forty-five days past due, the school board may discontinue the student's enrollment.

Health Information

All health-related forms must be renewed every year and are available on the school website or in the school office. All students must complete a District 77 Health Census form every year.

The District 77 Medication form provides written consent for students to have medication administered at school. All medications must be brought to the school by the parent in the original container with the name of the student clearly labeled. Medications will be kept secure in the school office. With written consent, students may carry and self-administer inhalers or epipens. With written consent, students in grades 7 to 12 can carry and administer non-prescription medications. School staff cannot dispense any over-the-counter medications such as cough syrup or pain relievers without written consent.

Any student with a condition such as asthma, severe allergies, diabetes, etc. must complete a District 77 Care Plan form every year. Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

Physicals are recommended for all students and required for students participating in school athletics. Physicals are good for three years. Typically, students get physicals before kindergarten, 4th grade, 7th grade and 10th grade. Physicals should be submitted to the school office.

All students in grades 7 – 12 will be given a baseline concussion test early in the school year. These tests may be helpful in case of a head injury which could occur in PE class or in athletics.

Program Information

School Year

The calendar will be built with 170 school days. If more than 5 days are missed due to weather, reasonable efforts will be made to reschedule days.

Busing

Students who reside in district 77 can receive bus service to Immanuel. Students in grades K to 5 must reside more than 1 mile from school, and students in grades 6-12 must reside at least two miles from school to receive busing. District 77 transportation forms are available on the Immanuel website and in the school office.

Lunch

Immanuel operates a state funded hot lunch program. Applications for free and reduced lunch are available on the school website or in the office. Several microwaves and refrigerators are available to students who bring their own lunches.

Jupiter Grades

Immanuel uses the Jupiter Ed Online Grading system. You will receive an email with login information at the start of every school year. If you need login information at other times throughout the year, please contact the school office.

Weekly Update

The *Weekly Update* will be emailed to all families at the end of every week. It lists upcoming events, menus, and changes in scheduling. Other important information is often included.

Worship Opportunities (Updated 8/2023)

Students and faculty have daily devotions either in their classrooms (grades K-6) or in the church (grades 7-12). Every Monday grades K-6 will have a Monday morning devotion in the church. Every Friday grades K to 12 have devotion in the church sanctuary. All students are expected to attend the daily devotions. Visitors are welcome to come join our worship at school. During Advent (December) and Lent (Feb-April), our students will be attending 2:00 pm worship services until the end of the school day.

Locked Facility

For the safety of our students, the school will have all exterior doors locked between 8:35 A.M. and 2:50 P.M. Anyone needing to enter the school during these times must use the intercom available at the parking lot entrance.

Weather Related School Closings

Immanuel will follow decisions made by Mankato School District 77 regarding weather related school closings or late starts. If the weather looks questionable, please keep an eye on KEYC TV, or KEYC.com, or KatoInfo.com. When you see that Mankato District 77 is closed, starting late, or closing, Immanuel will close as well. You may also call the Mankato Area Public School hotline at 507-387-6046.

Wednesday Event Scheduling

Teachers, coaches, and school activity leaders do not schedule Wednesday events that extend beyond 3:05 p.m. unless they have submitted a written request (in advance of the event) to the Board of Education, and board permission has been granted. Should the board grant permission for the Wednesday event, participation in the event is optional for the members of that team or activity group.

Wednesday Early Outs (updated 7/21/22)

Teachers at Immanuel will be utilizing Wednesday early outs on the second Wednesday of every month for professional development. Classes will end at 1:05 P.M. for grades 7 to 12 and 1:00 P.M. for grades K to 6. Arrangements for after school supervision must be made with the school by the preceding Monday.

Background Checks

The school completes background checks on all staff at Immanuel Lutheran School. Background checks are also required of anyone who will be supervising students outside of the supervision of the staff. This includes coaches and drivers for field trips.

School Policies

Before and After School Supervision Policy

Students may be dropped off to wait in the school entryway as early as 7:45am. Students will be allowed to enter the school hallways and classrooms at 8:00 A.M. After 3:15 P.M., students in the building are only allowed in the entryway. All students must be picked up by 3:30 P.M. Exceptions to these times may be arranged with a staff member.

Due to the traffic between 2:30 P.M. and 3:15 P.M., no students are to be playing in the parking lot (basketball, four square, etc.) at this time. Because supervision will not be provided on the playground, parents must provide their own supervision for children playing on the playground after school.

Student players or student fans waiting for a game or practice may wait on the bleachers no sooner than thirty minutes prior to the start of the event. Players may arrive earlier if supervised by a coach. During practices, students who are not part of the practicing team are not allowed in the gym. This includes siblings of players. Unless special arrangements have been made, we are not in a position to provide supervision for non-players during games or practices.

Student Drivers

Parents who wish to allow their children to drive or ride with a student to and from school should sign our Student Driver form. This file is available on the Immanuel website or at the school office. The student parking areas are behind the gym and on the north side of the church. During snow emergency days, students may park in the lot. Students are expected to drive safely on and around campus. If a student displays dangerous driving habits, his or her parents will be notified and driving permissions may be removed.

Leaving Campus

In order to leave the school during the school day, students must have a parent-signed release form on file in the office. Students must sign out before leaving the building.

Lunch Policy

All students in the building are expected to be in the lunchroom during their designated lunch time. Students may leave the lunchroom to return items to their locker or to use the bathroom. All high school students (even those who leave campus for lunch) are expected to be back for announcements by 12:45 P.M.

Gym Shoes

Street shoes are not allowed on the gym floor. Gym shoes must be non-marking shoes that are not worn outside.

Visitors

All visitors should stop at the office. Parents of students are not considered visitors. Students who observe a stranger in the school or church are asked to report the individual to a teacher or staff member immediately.

Nonmember Involvement Policy

Enrollment at Immanuel carries with it the requirement that all students in K-12 attend religion classes and devotions. Nonmember students who are enrolled in the high school may request adult instruction classes if they would like to become members of the church. We require that all students receive our Bible-based education without disruptive or disrespectful opposition.

Singing Policy

Grade School (All Children up to completion of Confirmation)

When Jesus' disciples tried to prevent mothers from bringing their children to Jesus, He told them, "*Suffer the little children and do not forbid them for of such is the Kingdom of God*" (Luke 18:16). Following our Savior's words, we welcome all of the children in our grade school to take part in the school's choir and musical presentations during our worship services — "*singing and making melody in [their hearts] to the Lord*" (Ephesians 5:19).

High School CLC Member (Confirmation – 12th)

We assume that our members will want their children to participate both in school and church religious activities and we welcome them to do so.

High School Non-CLC Member (Confirmation – 12th)

We believe that God-pleasing worship is worship that is done “in spirit and truth” (John 4:23). Out of love to God and reverence for His Word we seek to treasure God’s Truth and preserve it among us in our preaching, teaching, worship, and way of life. Since these songs include the Word of God, they are also spiritual expressions – expressions of faith and confession. God’s Word is clear about having scriptural unity among those who join together in the ministry of His Word (see Psalm 133, Acts, 2:41–42, Romans 16:17–18, 1 Corinthians 1:10, 1 John 1:3, etc.).

Romans 15:5–6 Now may the God of patience and comfort grant you to be like-minded toward one another, according to Christ Jesus, that you may with one mind and one mouth glorify the God and Father of our Lord Jesus Christ.

Students who have confirmed their faith in or joined themselves to another congregation outside of our synod or do not have a confession of faith will not be allowed to take part in publicly presenting in the ministry of the choir’s sacred music. This includes any Immanuel church worship service, school choir concert, caroling, or the graduates’ choir at graduation. This is not a judgment of the student’s confessional faith, but rather a unified expression and ministry of our own. As part of the curriculum of ILHS, Choir as a course may be taken for credit by nonmember students whose involvement will be limited only to the class rehearsals.

If, however, a High School Non-member student and/or their family decide they would like to take adult instruction class with the pastor with the clear intention of becoming members of Immanuel Ev. Lutheran Church, the student will be allowed to take part in the public ministry of the choir at the discretion of the pastor.

Attendance Policy (reviewed; updated 8/22)

Students are expected to be in attendance and on time for all classes and study halls. Before school begins, parents should contact the school secretary when students will be absent or tardy. Parents of students in grades K to 6 should contact their student’s teacher and the school secretary. If the school secretary does not receive notification from a parent within 24 hours of a student’s absence, the absence will be an “unexcused” absence. It is the responsibility of the parent/guardian to inform the school when his/her student is absent from class or school.

Excused/Unexcused Absences & Tardies

Students in grades 7–12 will serve a 15-minute detention for every unexcused tardy that occurs during the 2nd to 8th periods. Unexcused tardies for 1st period classes and 1st period study halls will result in a written warning after the second 1st-period unexcused tardy. Every three unexcused tardies will count as an unexcused absence. These unexcused tardies will be cumulative for the entire school year. If a student is more than 15 minutes late, an unexcused tardy becomes an absence.

Unexcused absences will result in detention time equal to the unexcused time. Six hours of detention will be served for an unexcused full-day absence. On the first unexcused absence a phone call will be made home to notify the parent/guardian that the absence occurred. On the second unexcused absence a phone call will be made home to notify the parent/guardian that the absence occurred and the student will meet with the assistant principal. When a student reaches three unexcused absences (missing one or more periods without excuse on three separate days) in a school year, an attendance alert letter will be sent to the parents and the Board of Education will be notified. Also at the time of the third unexcused absence, the principal, assistant principal, student, and the student’s parents will meet to address the concerns. After the fourth unexcused absence the case will be reported to the county of residence of the student for truancy. Continuing unexcused absences will follow the procedure outlined in the county’s truancy program.

The Principal, not the parent/guardian or the student, will determine if an absence is excused or unexcused.

Absences and tardies may be excused only for the following reasons:

1. Student illness
2. Serious illness of a family member
3. Chronic or long-term illness verified by a doctor’s signed statement and authorized by a school administrator
4. Funerals
5. Emergency situations that require the presence of the student elsewhere or prevent the student from going to school

6. Delays caused by weather, road conditions, traffic, or vehicle failure that could not be planned for prior to or at the time of departure
7. Authorized appointments with school personnel (principal, assistant principal, guidance counselor, pastor, etc.)
8. Special family events and events that are part of an extracurricular organization's program. Plans to miss school for an event of this nature should be arranged and presented (to the principal/faculty) in advance by the parent(s).
9. College visitation. Two days are allowed for juniors and seniors to visit a college campus. A post-secondary counselor from the college visited must sign a statement verifying the visitation. The note must be given to Immanuel's school secretary when the student returns to school.
10. Principal's Discretion.

Alarm clock excuses or simply "running late" excuses are not acceptable.

Students are expected to be in their assigned seats when the class period starts. Students who are not in their assigned seat at the start of the class period will be recorded as tardy. Students who arrive fifteen minutes (or more) after the start of class will be recorded as absent.

Participation in Extra Curricular Activities

Our students are required to be in school all day on the day of a game in order to play. Should appointments be necessary, communication with the coach and school in advance is important. Students are also expected to be in school, beginning with first period, on days following games. (provisions will be made for extreme circumstances). Students that do not comply will not be allowed to participate in the next event. A warning will be issued the first time for a student that is tardy for 1st period following a game, after that events/practices will have to be sat out that day.

Student Illness

Students are not to return to school within 24 hours of vomiting or fever. Students who have influenza-like illnesses (influenza, COVID-19, etc.) should remain home until symptoms improve and they are fever free for 24 hours. Influenza-like illness is defined as fever $\geq 100.0^{\circ}\text{F}$ and cough or sore throat (in the absence of a known disease other than influenza).

Loss of Course Credit Due to Lack of Attendance

On the 6th excused absence or 4th unexcused absence the student will be placed on attendance probation through the following quarter. The student and family will be notified of the attendance probation by a letter from the Board of Education and if the student does not meet the attendance requirements outlined in the notification letter through the following quarter the student will receive an "F" (59%) for all courses indicated in the notification letter. Extended family vacations (2 or more days), school related activities, college visits, medical verification, military, suspension, athletics, testing, funerals, and family emergencies, do not count towards this number.

Family Vacations will be limited to five missed school days per year. Once five days have been reached the subsequent days will count towards the attendance policy. Attendance is required for the remainder of the grading period to enable the student to successfully complete the course. If a student receives a failing grade due to absences for both quarters of the semester, no credit will be given for the semester. Truancy may also be reported to the Assistant County Attorney. Students may appeal the loss of credit or "F" to the Board of Education by the specified date, which will be in the attendance letter. This appeal must take place within the time specified in the notification letter and the appeal must be in writing. The student is expected to be at the appeals meeting.

Make Up Work

Make-up work differs from late work in that make up work is work that was assigned when a student was absent. Students must complete all daily work and tests missed due to an absence. Students are responsible for all assignments given and material covered while they are gone. Students should contact the teachers for the exact assignments. Two school days are allowed to complete the work of each school day missed. Work that is not made up in accordance with this time limit may be given a grade of zero. Teachers may extend the amount of time allowed for turning in make-up work.

Leaving/Returning During the School Day (added 1/2023)

Students in grades 7-12 who have appointments or must leave or return for some other reason must check in with the office to either sign in when they arrive or sign out when they leave in order to accurately track attendance.

Asbestos Notification (updated 10/2022)

Our school has been inspected or has been re-inspected for asbestos materials according to the requirements of the Asbestos Hazard Response Act.

Our school building does have some asbestos containing materials, as do most schools in the country. This material is in good condition, and we have an asbestos management plan in place to help maintain it and keep it from becoming a hazard to health. We do regular six-month surveillance of this material to ensure that it is staying in stable condition.

By law, we must notify staff and parents each year of the availability of this plan. The plan is available for you to see by contacting the school office.

Pesticides (Updated 10/2022)

According to Minnesota statute (§121A.30) schools are required to inform parents and guardians if they apply certain pesticides on school property. Specifically, the law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying. This information can be obtained by contacting the school office. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), you may contact the school office.

Student Conduct

Atmosphere/Attitude

Our school strives to achieve an atmosphere of love and consideration. We encourage the development of personal responsibility and of concern for others out of love for Christ. Therefore, we welcome new students, are supportive of them, and accept them as part of our school family. We appreciate the benefits of a family-type setting, and expect upper class men to set an example for younger students in establishing a Christian atmosphere, an environment where honesty, respect, and safety prevail.

Bullying

There will be no harassment of another student. Harassment is defined as any improper conduct of a sexual, physical, or verbal nature which creates a hostile environment. Bullies pick easy targets, operate away from authority, and do not realize how painful, damaging, and long-lasting their remarks and actions can be. Another aspect of bullying is that the victim is picked on repeatedly. Bullying is done through several methods with cyber bullying becoming a very common and serious problem. Subtle remarks, facial expressions, body language, and any other action or message that is used to intimidate, ridicule, or insult another person is wrong and is prohibited. It is helpful if bullying is reported to a teacher.

Public Display of Affection (PDA) (updated 12/2023)

Public Display of Affection (PDA) includes any physical contact between students of the opposite sex that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as others around them. Hugging, kissing, back/neck massages, and sitting in the lap of another are some examples of PDA. PDA's are prohibited at school, school events on or off campus, and bus rides.

Banned Items

No student shall use or have in his possession (including in vehicles) alcoholic beverages, tobacco, illegal drugs, fireworks, guns, knives, or any other weapon.

Chapel Attendance (added 7/2022)

Attendance at chapel by students is an expectation of enrollment at Immanuel Lutheran School in grades 7-12. Students who are in attendance, but need to miss chapel must get approval from the principal or assistant principal prior to the absence.

Students who are late for chapel will be considered absent. Students who are late will receive a verbal warning the first time they are late. All unapproved absences will result in a 15 minute detention.

Chemical Use

The school's policy for students is to totally avoid use of "controlled substances" before, during, and after school. This includes weekends and vacations. The main purpose of the chemical abuse policy is to help students quit using these substances and to reduce the potential for other students to become involved with controlled substances.

The policy requires teachers to report to the administration any suspected chemical abuse problems. The administration must investigate the suspicion and determine whether a chemical dependency professional needs to become involved. If the chemical dependency professional determines a student is chemically dependent, the school may prevent the student from attending school until he receives treatment. The policy calls for much more punitive measures for possession of illegal substances. Suspension from school is an example of a punitive measure. In cases where it has been determined that a student is in possession of illegal substances, the school will notify the police immediately.

Dress Code (reviewed and updated 4/2022)

Students at Immanuel should make every effort to ensure that the clothing they choose to wear is both modest and appropriate. Clothing which is immodest does not reflect our Christian values. Other clothing might be inappropriate because it does not reflect the level of professionalism with which we approach our work here at school. Please do not attempt to dress as close to the line as possible, but rather try to make choices which reflect Christian character.

Clothes that we do not deem modest and appropriate for school include the following:

- Clothes which are ripped or worn out above the knee, excessively torn below the knee, or unclean
- Slippers
- Outerwear which does not completely cover underwear
- Skirts, dresses, or shorts that are too short
- Clothes that are too tight (shirts, jeans, leggings, etc.)
- Leggings that are worn as pants. (Leggings are allowed when worn under a skirt or dress of appropriate length.)
- Tops that are too revealing (neckline, midriff, or arm opening)
- Clothes which contain offensive content (Examples include: references to material that would not be appropriate for younger students, sacrilegious references, innuendos, etc.)
- Clothes which contain advertisement for drugs, tobacco or alcohol
- Hats which are worn during the school day

Students who violate the dress code will be asked to change or put on additional clothes in order to correct the problem. A message will also be sent home to parents describing why the student's dress was in violation of the dress code. Additional consequences may be applied.

Hallways

Students should not sit on the floor or lie down on benches. Do not store things on locker tops, under the benches, or other places in the hallways. Objects found in these places will be moved to the lost and found.

Lockers

The school assigns one locker to each student. Students may put locks on their lockers if they provide the school office with a duplicate key or the lock combination. Faculty members may inspect student lockers at any time. Students may use magnets to secure things (in good taste) inside their lockers.

School Technology Acceptable Usage

Any usage of technology which does not align with our Christian values will result in the removal of the device and/or removal of permission for future usage of the device. Such unacceptable uses include viewing or distribution of obscene or sexually explicit materials, use of technology to bully, threaten, harm the reputation of others, or take part in any illegal activity.

It should also be anticipated that privileges will be removed from a student if that student demonstrates that technology is a distraction from academic responsibilities. While in class or a supervised study hall, technology is only to be used for academic purposes. Devices are not to be used in locker rooms.

This acceptable use policy applies to school technology even when the devices are used outside of school. This acceptable use policy applies to student-owned technology when used in the school building.

Cell Phone/Device Usage

Cell phones and other devices may only be used before school, over lunch by 7-12 graders, and after school. Students may get special permission during school to make phone calls or use their devices for other reasons. Please carefully consider the privacy of others when taking photos or video at school or any school related event. It should be anticipated that any usage of a device without permission or in a way which does not align with our Christian values will result in the removal of the device and/or removal of permission for future usage of the device. These devices will be given to the principal and returned when a parent comes to the principal to get the device.

Playground Rules:

1. No throwing objects unless it is a ball in a supervised game.
2. No climbing on fences or tree.
3. No wrestling or rough-housing.
4. Only approved equipment is to be used.
5. Snow and rocks stay on the ground.
6. No school equipment should be taken out before or after school

Gym Rules:

1. Gym shoes required on the gym floor
2. No hanging on the rims or hoops
3. Pull-up bar is for pull-ups only
4. No students in the equipment room
5. No shooting on the classroom side of gym during study halls
6. No sitting on or playing behind the scorers' table or concession stand
7. No kicking balls in the gym (unless organized by a teacher)
8. No students on the closed bleachers

Detention

Detentions are to be served in the designated room, immediately after the last class on the same day the detention is given. If the student is unable to serve the detention on the same day it is given, the student's parent must contact the principal to make alternate arrangements. Students who skip detention will serve a double-length detention the next day. If bus students miss the bus due to a detention, the parents must make arrangements for different transportation.

Board Probation

The principal will take cases of special concern to the Immanuel Board of Education. The concerns may be academic, behavioral, or a combination. The board may place students on board probation. When a student is placed on probation, the board will write a letter to the family outlining clear expectations for that student. The principal will report every meeting to the board regarding the student's behavior. If the student does not meet the expectations outlined by the board, their enrollment at Immanuel may be discontinued.

Due Process

At times, parents may have questions or concerns regarding school decisions or policies. Generally, the faculty or staff member that is most closely associated with the matter should be contacted first. For example, if a problem should arise in the classroom, the teacher and parents should discuss and resolve the problem. If the teacher and parents are unable to resolve the problem, they should contact the principal. The principal will meet with the teacher and parents to help resolve the matter.

Academics

Graduation Requirements

25 credits are required for high school graduation. The following specific courses are required.

Math	3 credits
English	4 credits
Social Studies	4.25 credits
Science	3 credits
Physical Ed.	1 credit
Health	1 credit
Computer 1	0.5 credits
Career Intro	0.25 credits
Speech	0.2 credits
Economics/ Personal Finance	0.2 credits

All students must be enrolled in a religion course and a music course every semester.

All students in grades 9 – 12 are required to take 25 classes per week.

All freshmen are required to schedule at least one study hall per day. Exceptions may be made if requested by parents in writing.

All credits awarded to a high school student will be officially awarded upon completion of the course. Students that withdraw prior to the completion of a course will receive “no credit”, but will have their course grades transferred to a different institution if that is their reason for withdrawal

Post-Secondary Education Option (PSEO)

The Post-Secondary Education Option (PSEO) program is an educational program administered by the State of Minnesota. The program allows qualifying high school juniors, and seniors to earn high school and college credit simultaneously. There is no cost to the student for PSEO tuition or materials. Each college has different deadlines and documentation requirements. It is the student’s responsibility to meet deadlines and requirements for these programs.

Immanuel requires that all credits in the areas of religion, social studies, earth science, life science, and health that are needed for high school graduation be earned through courses taken at Immanuel.

We believe Immanuel offers a comprehensive program and would not want students sacrificing a well-rounded education by taking PSEO classes that focus on narrower topics within a discipline. Also, our courses do more than help students meet graduation requirements: they offer our faculty opportunities to instill our confessional perspective in students.

Students should not schedule PSEO classes that will cause them to miss our 9:50am chapels.

5-credit or 4-credit college courses will count as 1 high school credit. A 3-credit college course will count as 0.75 high school credits. A 2-credit college course will count as 0.5 high school credits. A 1-credit college course will count as 0.25 high school credits.

Driver Education Credit

Driver education, successfully completed in public school, summer school, or through private lessons, is given a quarter credit. Credit is given after proof of completion of the course is received.

Adding or Dropping a Class

Students may add a class within the first two weeks of that course. Students may drop a class, within the first three weeks of that course. Any course dropped after three weeks will be recorded as “withdrawn/failed” and will adversely impact a student’s GPA.

Individualized Academic Plan

An Individualized Academic Plan (IAP) is a plan that may be used to assist struggling students in their success at Immanuel. An IAP is a plan offered by Immanuel, not by the state or the district. The design and implementation of an IAP will be a

collaborative effort on behalf of the student, parents, teachers, counselor, and principal. The plan will include specific goals for improvement. To reach those goals, the plan may incorporate features such as tutoring on a regular basis, the modification of assessments and/or assignments, flexibility on deadlines, or other adjustments which may be helpful to the student. Meetings to reevaluate the success of an IAP will be held every semester or more frequently as needed.

Make Up Work

Make-up work differs from late work in that make up work is work that was assigned when a student was absent. Students must complete all daily work and tests missed due to an absence. Students are responsible for all assignments given and material covered while they are gone. Students should contact the teachers for the exact assignments. Two school days are allowed to complete the work of each school day missed. Work that is not made up in accordance with this time limit may be given a grade of zero. Teachers may extend the amount of time allowed for turning in make-up work.

Study Hall

The basement will serve as the study hall location and a teacher will be assigned each period to supervise the study hall. Students in grades 9 to 12 will be on supervised or released study hall status. Students on supervised status are required to be at the designated supervised study hall location in the basement. Underclassmen are expected to be in the basement area for all study halls, but if they are on unsupervised status they may work quietly with peers at the student lounge or other locations throughout the basement. Upperclassmen who are on released status have the privilege of using the gym but should not use the two hoops which are located on the classroom walls. Upperclassmen who are on released status have the privilege of signing out and leaving the building during study hall or lunch period.

Any student earning a failing grade in any course will be placed on supervised status. Teachers may place any student on supervised status for missing assignments or for not performing up to their potential. Parents may request that their student be placed on supervised status. All 9th graders will be on supervised status for the first quarter.

Restricted Areas

At no point should any student be unsupervised in areas such as the stage, the sanctuary, the church balcony, closets, kitchens, locker rooms, or other places where there is no supervision.

Academic Standards

Teachers at Immanuel will ensure that their classes meet or exceed those state standards which we decide are valuable and appropriate for our students. Where standards contradict our values or where we decide they are not academically valuable, they will be disregarded.

Extracurricular Activities

See [Athletic Handbook](#) for more information.

Academic Eligibility

Students in grades 7-12 must earn passing grades to participate in athletics or other extracurricular activities. Students who are not earning passing grades will be ineligible to participate in competition or practice. These levels will be reevaluated every week based on the final course grade progress.

General Eligibility

The following rules concerning eligibility apply to students in 7-12. A student found to have consumed or possessed alcohol or illegal drugs will be suspended from participation in extracurricular activities. The Board of Education will determine the starting date of the ineligibility. The duration of the suspension will be as follows.

First Offense: After confirmation of the violation, the school will suspend a participant for two consecutive weeks. The student must miss a minimum of two athletic contests. Athletes are to continue practicing with the team.

Second Offense: After confirmation of the violation, a three week/six game suspension is given. The three-week suspension should cause six games to be missed. Six games is the minimum; if more games are played within the three weeks, those games are also missed.

Third Offense: After confirmation of the third or subsequent violations, the participating student will lose eligibility for the next twelve consecutive interscholastic events or twenty-eight calendar days, whichever is greater. The student will participate in practice sessions during the period of ineligibility and is allowed to attend the banquet and graduation if the board grants permission beforehand.

For any events, the student serving a suspension may attend as a spectator only.

Athletic Participation Regarding Non-Students

Participation on Immanuel athletic teams is considered a privilege and is limited to students enrolled in Immanuel Lutheran School. Non-students are not allowed to participate as students in school activities or events. Events include, but are not limited to, the freshman carnival, sophomore fun run, banquet, the Washington DC Tour, and the senior class trip. Activities include, but are not limited to, extracurricular activity such as athletics and drama productions.

Exceptions may be allowed for non-students to participate in activities. If the number of Immanuel students participating in the activity is below the maximum guidelines as described below, that exception can be made by the athletic director and coach. Exceptions made when the number of players exceeds the maximum guideline may be made by the Immanuel Lutheran School Board of Education. Non-students will be asked to pay the same activity fee as enrolled students.

Maximum Guidelines

- 8 players per basketball team
- 17 players for the sum of Varsity and Junior Varsity basketball team
- 17 players for the sum of Varsity and Junior Varsity volleyball team
- 17 players per soccer team

Concussion Policy

Immanuel Lutheran School is committed to the prevention, identification, evaluation and management of concussions. In the case of a confirmed or suspected concussion, we will follow the following protocol. We will ask all students in grades 5 - 12 to take a baseline test early in the school year. This test may be useful to medical professionals as they evaluate and treat any future concussions. All athletes, their parents, and coaches will be given concussion informational sheets, and all teachers will be asked to take an online concussion training course.

Acute Injury

When a player shows any symptoms or signs of a concussion, the following should be applied.

1. The player will not be allowed to return to play in the current game or practice.
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours after injury.

3. The player should be medically evaluated after the injury.
4. Return to play must follow the medically supervised stepwise process described below.

Return to Play Protocol

Return-to-play decisions are complex. An athlete may be cleared to return to competition only when the player is free of all signs and symptoms of a concussion at rest and during exercise. Once free of symptoms and signs of concussion, a stepwise symptom free exercise process is required before a player can return to competition. Each step requires a minimum of 24 hours. The player can proceed to the next level only if he/she continues to be free of any symptoms and or signs at the current level. If any symptoms or signs recur, the player should drop back to the previous level.

The return to play after a concussion follows a stepwise process:

1. No activity, complete rest until all symptoms have resolved. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise—for example, skating in hockey, running in soccer; progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

The final return to competition decision is based on clinical judgment, and the athlete may return only with written permission from a health care provider. Neuropsychological testing or balance testing may help with the return to play decision and may be used after the player is symptom free, but the tests are not required for the symptom free player to return to play.

Signs Observed by Coaching Staff

Appears dazed and stunned Is confused about assignment or position
Forgets sports plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Can't recall events prior to hit or fall
Can't recall events after hit or fall

Symptoms Reported by Athlete

Headache or "pressure" in head
Nausea or vomiting Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Does not "feel right"