

# **Immanuel Lutheran School Handbook**



**50605 478th Street Courtland, MN 56021**  
**[immanuelcourtland.com](http://immanuelcourtland.com)**  
**507-359-2534**

**IMMANUEL'S STAFF**

<b>NAME</b>	<b>GRADE</b>	<b>PHONE NUMBER</b>
Mr. Dan Erdman	7-8 (Principal)	507-359-4575
Mr. Riley Pfiffner	5-6	319-423-1212
Mr. Mark Dicke	3-4	507-359-1989
Mrs. Stacy Reinhart	1-2	507-276-2412
Mrs. Sue Erdman	Kindergarten	507-359-4575
Mrs. Madelaine Lloyd	Preschool 4's (Mon. & Wed.)	612-845-7694
Miss Cindy Weiderhoeft	Preschool 4's (Friday)	507-621-3981
Mrs. Jillian Van Ness	Preschool 3's (Tues. & Thurs.)	507-720-9539
Pastor Wayne Bernau	7-8 (Religion)	507-359-2528

**SCHOOL BOARD**

<b>NAME</b>	<b>PHONE NUMBER</b>
Ashley Wahl (President)	240-770-0873
Jeff Wills	507-317-2418
Dave Hulke	507-319-3563

**TRUSTEES**

<b>NAME</b>	<b>PHONE NUMBER</b>
Brad Fitzner (School)	507-380-4955
Tad Voges (School)	507-766-0202
Mark Voges (Church)	507-228-8004
Terry Bruns (Church)	507-469-9098

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Immanuel Lutheran School believes that, as a Lutheran School of the Lutheran Church-Missouri Synod, no education is complete unless it satisfies the spiritual, academic, social, and emotional needs of its students and should assist parents in the God-given task of raising their children. Immanuel Lutheran School follows the call of Lord, "Teaching them to obey everything I have commanded you." (Matthew 28:20) In doing so, God becomes the focal point of all aspects of education, while providing instruction and guidance in all academic subjects.

This is what our faculty and board of education believes concerning Christian education. We believe:

1. The One True God – The Triune God: Father, Son, and Holy Spirit, gives us forgiveness of sins, life, and salvation.
2. Baptism is the means of grace by which we become children of God through the power of the Holy Spirit, and receive acceptance into the family of believers.
3. Our call is to carry out God's command, "Go and make disciples of all nations." Matthew 28:19
4. Christian education equips children with a foundation of faith that will be used throughout their lives. "Train up a child in the way he should go and when he is old he will not depart from it." (Proverbs 22:6)
5. In a Christian day school, God's word is studied not only in religious instruction classes, but also integrated into all academic subjects.
6. Christian education involves a life-long study of the Scriptures. All children are encouraged to regularly attend worship services and actively participate in the study of God's word at home, church, and school.
7. Christian education does not only come from the Lutheran day school, but from religious guidance, instruction, and support from school, church, and family.
8. Parents have the primary responsibility for the training of children and the school will assist the parent in the process of Christian education.
9. Christian education gives children the spiritual tools not only to grow in their personal faith, but also to share God's word with others.

## **ENROLLMENT**

Immanuel Lutheran School has an open enrollment policy to afford parents wishing a solid Christian education that opportunity. To assure a bond of discipleship from home and school, parents and children will agree to the following:

A. That the children will accept training in the teachings of the Lutheran church as taught from the Bible.

B. That the conduct of the student will be such as becomes a Christian child and that it be an asset to the spiritual welfare and educational progress of other children.

C. That the home will support the Christian instruction given.

D. That members of each family will be faithful and regular in their worship of God and utilize the worship and Bible study opportunities offered by their congregation(s). We also encourage families to pray for other school families.

E. That the children attend all special church services in which students have been asked to participate.

F. That accurate information regarding the age of the child and previous school training be supplied upon enrollment.

## **NON-DISCRIMINATORY 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. We do not discriminate on the basis of race, color, national, and ethnic origin in the administration of our educational policies, athletic, and other administered programs.

## **BOARD OF EDUCATION**

Immanuel Lutheran School is under the direct jurisdiction of the board of Christian education, which is elected and is responsible to the voter's assembly of Immanuel Lutheran Church.

The members of this board supervise the training of the children in this school. The board of parish education oversees all the other Christian educational opportunities offered by this church.

They hold regular, monthly, open meetings and keep themselves informed, through various means, of the school's functioning. A regular report is made by them to the voter's assembly of the congregation.

Immanuel has been blessed in having willing, dedicated parents to serve in this vital capacity.

### **CURRICULUM**

The word of God is the basis of all instruction. The truths of the Bible are taught not only during the Religion period, but throughout the entire day.

Our aim is to make disciples of all the children of our school, encouraging each to use their God-given abilities to help accomplish this goal. This is the concern of each Christian teacher.

Subjects taught include: Religion, Language Arts (Reading, Spelling, and English), Social Studies, History, Mathematics, Science, Music, Art, Current Events, Health, Computer, and Physical Education.

### **TUITION**

As stewards of our Lord's time, talent, and treasure, we at Immanuel bear a responsibility to the fiscal affairs of operating a school. Our congregation spends around \$5,500 per pupil each school year to provide a great Christian education for children in grades K-8. Members of Redeemer and Immanuel are given a discount on tuition.

#### **Tuition Rates 2023-2024**

	Member	Non-Member
3 Year Old Preschool	\$110/month	\$110/month
4 Year Old Preschool	\$165/month	\$165/month
Kindergarten	FREE	FREE
1st-8th	\$1500/year	\$1800/year
Family Cap	\$3600	\$4200

## **REGISTRATION**

Prior to the beginning of school, many loose ends need to be “tied up”. Registration is the formal opportunity extended to the parents and students of our school to meet the teachers, fill out the necessary forms, and obtain supply lists and other information of the classroom.

There is a registration fee of \$115/child for K-8 graders and a registration fee of \$60/child for preschoolers. These fees will help to pay for Art supplies, Religion books, Computer and Science equipment and supplies, and transportation costs. These fees are payable on registration day.

## **PRESCHOOL**

Immanuel maintains two preschool programs for the students at a 4 year and 3 year old level. The preschools are extensions of our day school and are under the jurisdiction of the school board. We believe this is an excellent way to provide Christian and preschool experiences for our children and continue to strive to meet the needs of the families and children who choose to avail themselves of these programs.

Preschool families will pay \$110/child/month for 9 months for 2 full days/week or \$165/child/month for 9 months for 3 half days/week. Additional days may be added if space is available for at a rate of \$220/month for 4 days and \$275/month for 5 days.

## **CHURCH ATTENDANCE**

Since religious instruction is an integral part of congregational life, it is extremely important that children attend worship services regularly and faithfully.

We encourage you and your family to join us each Sunday for worship. Those families with no church home are encouraged to come and worship.

A children’s worship service is held every Wednesday at 8:45 a.m. in the church during the school year (in the gym on poor weather days). These services are not intended to replace the Sunday services, but to supplement them. Parents and members of Immanuel are invited to attend whenever possible.

Offering at these services are designated for various mission and charitable purposes.

On the first day of school, opening chapel will be held in the church at 9:00 a.m. Parents and all members of Immanuel are invited and urged to attend. On the last day of school, closing chapel will be held in the church. Parents and all members of Immanuel are invited and urged to attend.

## **CONFIRMATION INSTRUCTION**

Confirmation instruction is a pastoral and educational ministry of the church which helps the baptized child through word and sacrament to identify more deeply with the Christian community and participate more fully in its mission.

Confirmation instruction is given by the pastor Tuesday, Thursday, and Friday mornings each week for students in the seventh and eighth grades. All pupils in these grades are required to take part in confirmation instruction, since it is part of our total educational program.

## **GENERAL SCHOOL DISCIPLINE**

The word “discipline” comes from “disciple”, meaning “follower”. We think of discipline not in terms of punishment, but rather as the teaching of self control. Those in authority, mainly parents and teachers, are to deal with their charges in accordance with the teachings and philosophy of Christ.

Teachers are to allow such actions which are natural to the developmental level of their classrooms, channel actions where necessary, and finally stop such behavior which interferes with the learning activities of the classroom.

Immanuel Lutheran School is a Christian community composed of students and teachers who acknowledge their creation by God and their salvation through Jesus. Within the framework of this community then, the goal shall be to establish an atmosphere of Christian respect—respect for teachers, students, adults, and property.

If the teacher is unable to obtain the desired behavior of a child, these are the steps to be taken:

1. The teacher is to meet with the child and explain how to solve the problem.
2. If this action fails, the teacher and principal will contact the parents, tell them the problem, and ask for their help to straighten this problem out.
3. If the matter is still unresolved after meeting with the child, the parents, and the principal, then the school board will be notified and appropriate actions will be taken to ensure that the problem will not continue.

## **GUIDELINES FOR CHILDREN**

Children are expected to:

- Keep guns, knives and any other instruments that represent violence at home. Parents and Board of Education members will be notified if these kinds of things are brought to school and the child will be immediately suspended.
- Obey the rules of no smoking or using alcohol on the school grounds.
- Realize that using foul language will NOT be tolerated.
- Behave themselves as Christian boys and girls at all times and in all places including church, school, playground, and restrooms.
- Refrain from throwing snowballs, shoving, tackling, wrestling, etc. while at school.
- Participate in all classroom activities. Non-participation will not be tolerated.
- Obey all safety rules as they pertain to the playground equipment.
- Help keep our building and grounds clean by picking up unsightly trash or litter.
- Keep their bikes parked until the end of the school day and leave immediately upon dismissal. Any irresponsible riding and privilege will be lost.
- Stay out of the office unless arrangements have been made with the teacher.
- Keep audio equipment such as iPods, cd players, cell phones, etc. off school premises or school sponsored activities unless special arrangements have been made.
- Stay on the school grounds and out of the wooded area unless arrangements have been made with the teacher.
- Keep dirt (mud) out of the school. Whoever brings the mud in will bring it back out.
- Limit the use of the telephone to only emergency situations.
- Walk quietly in the hallways.
- Refrain from chewing gum.
- Take turns serving as our school's safety patrol persons. (7th & 8th graders)



## **BUS POLICY**

Riding the bus is a privilege. Respect of the bus driver is required. All rules need to be followed. Bus drivers have full authority over all students and may refuse bus-riding privileges to anyone violating the rules after consultation with school administration. Bus drivers must give 12 hours notice to parents and consult with the Principal before revoking bus-riding privileges to any student.

## **REPORTING AND GRADING**

Immanuel issues reporting evaluations on a quarterly basis. Formal conferences between staff and parents are held at the end of the first quarter.

Since formal evaluation can only tell a part of a child's progress, teachers try to maintain an ongoing relationship with the home by way of mid-quarter grades, notes, phone calls, and visits. It is important to us that you stay informed of your child's progress as often as is comfortable for all concerned.

We invite you to make contact with the school whenever you have questions or concerns regarding your child's school work. Informal conferences are encouraged as needs dictate.

## **HOMEWORK**

The challenging program of Immanuel has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education.

The amount of homework depends upon the grade level and the ability of the child.

Although family situations have little bearing on the amount of homework assigned, these situations can cause problems for the child when working to complete assignments. Parents can help by providing encouragement, a quiet place to work, and ample time to complete the assignments.

If a child is unable to complete his/her assignments for any reason, please send an explanation note so that arrangements may be made with the teacher for the work to be made up. If assignments are consistently burdensome, the teacher will appreciate such information so the problem may be taken care of.

## **PERSONAL APPEARANCE**

The school board has determined the following:

Studies have shown that students who are clean, neat, and modest in dress tend to have more self-respect, self-discipline, and do better work than those who are not. Therefore, our emphasis is one of cleanliness, neatness, and reasonableness in appearance and dress. Clothes which advertise tobacco, alcohol, and music groups that defy Christianity, should not be worn to school as they tend to work against the ideals the faculty tries to instill in each student.

Shorts should be considered a possible choice for students during warm weather. No cut-offs or short shorts will be allowed.

Shirts, tank-tops and other tops must cover the midriff at all times. All undergarments should be covered as well.

Students will be able to play outside during cold weather only if the proper attire is worn, including boots, coats, hats, and gloves. Each student must bring a pair of boots to wear when there is snow on the ground.

Parents please remember that chapel is held at church and proper clothing is needed for the walk over.

## **ATHLETICS**

Because of our belief in a well-rounded education, Immanuel offers a wide variety of athletics for both boys and girls. We do, however, maintain that athletics hold secondary importance in the making of disciples for Christ.

We encourage all students to take advantage of the extra-curricular activities available. However, if a student is not fulfilling his/her academic requirements or not exhibiting a positive Christian attitude, she/he may be refused participation in those activities. This decision would be made by the teacher(s) and principal after the child has first been properly informed of possible actions.

## **ATHLETIC TRANSPORTATION**

All parents are responsible for the transportation of their children to and from games and practices. We usually practice twice a week and have at least one game a week. Please be prompt in picking up your children after their practices and games. Schedules and permission slips will let parents know what times to pick up their children. If you will be unable to pick up your children at the times they need to be, please make other arrangements for them to get home.

## **GYM USAGE**

Our gym is a building that all Immanuel can be proud of. It may be used by all members through their respective groups and organizations. In using the gym, members are asked to follow the simple guidelines as adopted by the board of education. A copy of these guidelines are available through the school office.

## **FUNDRAISERS**

ILS Students participate in several fundraisers throughout the year. This money is used to purchase school supplies and equipment, athletic supplies and equipment, help fund tuition, and many other educational needs at ILS.

The biggest fundraiser of the year is at the Pork Chop Dinner / Silent Auction in October. All families are asked to contribute 1 pan of bars as well as volunteer to help for a 1-2 hour shift to prep or serve food.

Prior to Christmas each year, the school participates in a traditional door-to-door Christmas catalog fundraiser.

## **MEDICATION**

State law requires certain procedures be adopted by school districts, thus the following procedures will be followed at Immanuel:

1. No teacher will administer any medication without written permission from the parent.
2. All prescription medication to be taken by a student at school must be accompanied with a doctor's request and parental permission with clear instructions for teacher administration.
3. No child will be allowed to hold or self administer any prescriptions or over-the-counter medication.
4. The teacher is not a professional health care provider. Thus she/he will follow the direction of the doctor and parent and accept no responsibility for the actions taken by the drug.
5. The teacher will never, in any case, administer medication from a school or personal supply. If a child needs immediate medication, the parent will be notified and the medication brought from home.

## **SCHOOL LUNCH PROGRAM**

Immanuel offers a hot lunch program to its students. Meals are offered to all students Pre- K-8. This program is offered in conjunction with the federal government and administered by the state of Minnesota.

Lunch is free during the 2023-2024 school year.

Further information can be obtained through our school lunch coordinator Sue Erdman.

## **ACTIVITIES CALENDAR**

Immanuel publishes a monthly activities calendar which provides the known school activities for that month. The calendar is sent home monthly, posted outside the school office, and posted on the church bulletin board. It should be checked regularly as it includes many important details of what is happening at our school.

## **LOST AND FOUND**

From time to time items belonging to the students and visitors become "lost". Items left for an extended period of time will be placed in a "lost and found" box which you can inquire about at the school office.

To relieve the problem of items left permanently, on June 15th of each year, the contents of the "lost and found" will be sent to a charitable organization.

Please mark all extra clothing items for easy identification and check the "lost and found" regularly.

## **BAD WEATHER**

In case of inclement weather, tune into KTOE AM 1420, 102.7 FM, or KDOG 96.7 FM on your radio. You may also watch WCCO 4 or KEYC 12 on your T.V.

Students of Immanuel from the Nicollet school district will be excused if their district cancels while school is in session.

Students of Immanuel from the New Ulm school district will be excused if their district cancels while school is in session.

If either the New Ulm or Nicollet school district's cancel before the school day begins, Immanuel will be closed for the day.

\*If either the New Ulm or Nicollet school district's cancels school before the school day begins, **or has an announced late start time of one hour or more Immanuel preschool will NOT have school.**

### **SCHOOL EQUIPMENT AND SUPPLIES**

The congregation and PTL have very generously given the school many expensive pieces of equipment and supplies for the teachers to use for the purpose of teaching your children.

The equipment, including the copier, laminator, projectors, Smartboards, laptops, desktop computers, and many other pieces, are the property of Immanuel Lutheran Church and must be used for the purposes of Immanuel's congregation.

Use of and maintenance of the school's equipment is the responsibility for the board of education.

### **COPIER**

Only "staff members" accountable to the board of education will be trained and authorized to use the copier. If others need copies made, authorized staff will be glad to help. The cost for personal copies is 10 cents/copy.

### **ATTENDANCE / ABSENCES**

It is expected that when a child is absent for a school day that the parents will notify the school as early as possible and let the teacher know why their student is not in class. When a student returns from an absence they should have a written note explaining their absence. A pupil arriving after 11:30 a.m. is considered absent for a ½ day. If a pupil leaves any time before 11:30 p.m., he/she is counted absent for a ½ day.

### **PARENT TEACHER LEAGUE**

This group holds periodic meetings for the purpose of fostering a closer relationship between the teachers and parents of the school in an educational atmosphere.

All parents who have children in our school are members and are strongly urged to become involved in the activities of this group.

## **SCHOOL DAY**

School will begin each morning at 8:30 a.m., and classes will dismiss at 2:45 p.m. each day. The teachers are expected to be at school no later than 8:00 a.m. and should leave no earlier than 3:15 p.m.

We expect all children to arrive no sooner than 8:15 a.m. unless special arrangements with the teacher have been made or due to their bus transportation. We expect all students to leave by normal transportation unless written permission is given prior to dismissal.

## **LATCHKEY/AFTER SCHOOL CARE**

Latchkey is open from 2:45-5:00 Monday-Friday. Any students not picked up by 2:45 will go to Latchkey. Cost of latchkey is \$4/hour and will be billed at the end of the month. An example of the cost breakdown is below:

Student Picked Up Between:	Student Owes
2:45-3:00	\$1
3:00-3:15	\$2
3:15-3:30	\$3
3:30-3:45	\$4

Latchkey closes at 5:00pm. A late fee of \$5 will be charged for every 5 minutes past 5:00. Please be on time to be respectful to our staff and their families.

## **DAMAGES**

The child must reimburse the school for the loss, as well as for any willful or careless damage, to the textbooks or technology of the school. School and church property, including furniture and equipment, must not be defaced, marred, or damaged in any manner. Violators will be billed for the amount of damage done.

## **FIELD TRIPS**

Times and places for field trips are left to the discretion of the classroom teacher and the principal. The teacher will notify parents of the plans prior to the outing.

We believe many educational values may be gained by actual sight and hearing experiences which are not possible in the classroom situation.