



IMMANUEL

LUTHERAN SCHOOL | WINTER HAVEN, FL

An education for
THE *Soul*
THE *Mind*
AND THE *Body*

SCHOOL HANDBOOK

Servants of the Word

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✠ IMMANUEL LUTHERAN SCHOOL HANDBOOK ✠

HISTORY of IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran School was started in 1958, with two students enrolled in Kindergarten. The school was blessed with growth, and an educational wing was added in the early 1960's. For more than sixty years, hundreds of students have received the wonderful news of salvation at Immanuel, having a strong foundation in Christ to carry with them all their lives. May the Lord of the Church continue to bless this educational arm of the congregation.

Immanuel - "GOD WITH US."

ADMINISTRATION of IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran congregation sponsors and maintains its school by supplying the facilities as well as the additional funds necessary for the operation of the school. Administrative control and the formation of school policies rests with the Board of Education.

PURPOSE of IMMANUEL LUTHERAN SCHOOL

The purpose of Immanuel Lutheran School is to assist parents/guardians with the Christian education of their children. This task involves the application of God's inspired and inerrant Word throughout the school day.

Children need to be trained in the way they should go, namely, in the Lord's way. Therefore, children need the correction, guidance, discipline, and security which only God's Word can give.

At Immanuel, it is our goal that children entrusted into our care will grow in the knowledge and love of our Savior from sin, and become useful citizens. In order to serve the Lord with their abilities and talents, the students at Immanuel are taught that they have good reason to learn of God's orderly creation (mathematical, biological, and physical sciences) and of God's continued working in the affairs of the world around us (social sciences). What better reason for

learning to communicate well (language arts) than to share God's Word of peace and promise with others?

OBJECTIVES of IMMANUEL LUTHERAN SCHOOL

The goal of Immanuel Lutheran School is to produce children who are certain of their forgiveness in Christ and who have the hope of everlasting life through Jesus. Christ's ambition was to do the will of His Father. This is the goal of the Christian school - to produce a child who wants to please his/her heavenly Father at all times by drawing on the strength that is his/hers through Christ.

The Christian educator will always try diligently to help the pupil realize that the exercise of his/her religion consists not in a mere recitation of doctrinal statements or in the accumulation of Biblical facts, but, more important, in the conscious striving toward a sincere imitation of his/her Savior in real-life situations. "But be doers of the Word, and not hearers only, deceiving yourselves." (James 1:22) For this reason the entire curriculum is always related to Christ and the Scriptures. Religion is not simply one of many subjects, but basic to our philosophy of education. "The fear (awe) of the Lord is the beginning of knowledge." (Proverbs 1:7)

CONNECTION with IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran School is a Christian school where a Christ centered education is designed for our congregational children and all who attend. We consider our Christian education to be the most complete education available, dealing with all aspects of the individual - soul, mind, and body. The school cannot take the place of the home, but it can assist parents/guardians in their God-given duty of "training" their child "in the way he should go." We are convinced that the home must uphold and reinforce the work of the school. The primary responsibility over the child still rests with the parents/guardians. We ask you to take an active part in the education of your child. "And these words which I command you today shall be in your heart; you shall teach them diligently to your

children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.” (Deuteronomy 6:5-7). “And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.” (Ephesians 6:4)

We encourage parents/guardians to bring their children to church regularly. We seek to instill in our children love “for preaching and His Word,” and expect parents to demonstrate this love in their own family.

PARENT/GUARDIANS and IMMANUEL LUTHERAN SCHOOL

We appreciate and encourage interest and inquiries on the part of parents/guardians regarding their child. Feel free to visit the school, but please make prior arrangements. Should you desire a conference with the teacher, please feel free to arrange one. Report cards are sent home quarterly. If there are any problems, a notice will be sent home prior to the report card date. Meetings will be held with the parents in connection with the report cards. If a problem arises, the parents/guardians should contact the teacher directly in accordance with our Lord’s comment in Matthew 18:15ff.

CURRICULUM of IMMANUEL LUTHERAN SCHOOL

Our curriculum meets the academic requirements of general education as well as those requirements set down by the state of Florida. In addition, our curriculum emphasizes God’s saving love through Christ’s death on the cross. A systematic study of Bible stories, fundamental Christian doctrines, prayer, hymns, and Bible verses help make God more meaningful in the life of the child. Immanuel Lutheran School is registered with the State Department of Education.

DISCIPLINE of IMMANUEL LUTHERAN SCHOOL

The teacher conscientiously attempts to maintain Christian discipline at all times and tries to treat all children fairly according to Scriptural principles. At the same time, all must realize that students owe willing obedience to their teacher as the Fourth Commandment requires. Students are expected to show this respect and obedience to their classroom teacher as God's representative. "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you." (Hebrews 13:17)

Parents/guardians will be notified when discipline problems arise. Parents/guardians will be expected to cooperate in supporting proper methods of discipline.

CODE of STUDENT BEHAVIOR at IMMANUEL LUTHERAN SCHOOL

Section 1.01 CODE OF STUDENT CONDUCT'S PURPOSE

- A. **School Management:** One important objective of successful school management is the creation of a safe and non-disruptive environment. Acceptable student behavior is a key element in the creation and maintenance of a safe and orderly environment.

- B. **Control of Students:**
 1. **Board of Education:** The Board of Education is authorized to adopt rules and regulations for the control and discipline of students and shall decide all cases in which expulsion is recommended.
 2. **Teacher:** Each teacher is given authority under state law to establish classroom rules of conduct and consequences for infractions of classroom rules, and to have violent, abusive, uncontrollable, or disruptive students removed from the classroom.

Section 2.01 PROGRESSIVE DISCIPLINE:

When deciding what disciplinary action should be taken, the teacher shall consider the student's age, previous conduct, probability of a recurring violation, intent, attitude, and severity of the offense and, whenever possible shall impose disciplinary action in a progressive manner.

Section 3.01 LEVELS OF DISCIPLINE:

- A. **Level 1 - Parental Assistance:** The teacher shall communicate with the student and the student's parent in an attempt to solve the discipline problem.

- B. **Level 2 - Suspension - Short Term:** Suspension - Short term suspension is a form of discipline involving the temporary removal of a student from all classes for a period of one full day.

Notice of Suspension: The teacher shall make a good faith effort to contact the parent by telephone.

- 1. If the parent cannot be contacted, the student is not to be sent home during the school day.
 - 2. The teacher shall complete the Notice of Out-of-school Suspension Form and give a copy of notice to the student for delivery to the parent, and forward a copy of the notice by regular United States mail to the parent within twenty-four hours.
 - 3. The teacher shall notify the Board as soon as possible when a student is suspended.
 - 4. In most cases involving a suspension an appeal will not be granted.
- C. **Level 3 - Expulsion from School:** The Board of Education shall have the final determination of whether a student will not be allowed to attend Immanuel Lutheran School.
- 1. **Parental Notice:** The teacher shall complete the Recommendation for Expulsion and give a copy of the notice to the student for delivery to the parent, and forward a copy of the notice by regular United States

mail to the parent within twenty-four hours. The student shall not be allowed to return to school until the Board of Education has met.

2. **Board of Education Notice:** The teacher shall forward a copy of the Recommendation for Expulsion to the Board of Education in writing. This recommendation shall include a detailed written report by the teacher on the alternative measures taken prior to the recommendation for expulsion. The Board of Education shall meet as soon as possible.
3. **Final Notice:** If the Board of Education decides that it is in the best interests of the child and/ or the school that a student no longer attend Immanuel Lutheran School, the Board shall notify the parent by telephone if possible and send written notice by regular United States Mail within twenty-four hours.
4. **Appeal:** There shall be no appeal to the actions of the Board of Education.

Section 4.01 Corporal Punishment (Spanking):

It is felt that the spanking of children is best carried out at home by the parent. Therefore, teachers are not to spank children at school.

Section 5.01 Physical Restraint:

- A. **Use of Physical Restraint:** Physical restraint shall be used on a student if the child is a danger to himself or to others and/or is out of control in the classroom or on school property or at school functions.
- B. **Notification:** If physical restraint is used, the teacher shall make a written report of the incident. The teacher shall also inform the parent of the incident.

ATTENDANCE at IMMANUEL LUTHERAN SCHOOL

Regular attendance is essential for student development. Parents/guardians are to phone the school (863-967-5145) if their child will not be in school. Students are not permitted to leave the school premises at any time during the school hours without

permission from the parents/guardians. We make a special plea that children be punctual. A tardy child makes it difficult for the teacher and the students alike.

1. Florida Statute 1003.26 requires regular school attendance of children between the ages of 6 and 16.
2. It is the parent's responsibility to notify the school of the student's absences.
3. Trips with parents/guardians that involve absences from school must be coordinated with the teacher.
4. In the case of all student absences it is the responsibility of the parent/guardian to assist the student in learning the lesson material missed and completing all assignments that were missed because of the absence.
5. A "Letter of Absence" will be mailed to the parents when a student has excessive absences.
6. If the excessive absences continue, the teacher and principal will meet with the parents.
7. The Immanuel Lutheran Board of Education may be involved in all cases regarding excessive absences and will determine the student's future enrollment at Immanuel Lutheran School.
8. Parents/guardians will sign the "Contract of Attendance" for Immanuel Lutheran Church and School.

DRESS CODE at IMMANUEL LUTHERAN SCHOOL

Students are not expected to dress in any uniform fashion. They are expected to be neat and clean in their personal appearance. The manner in which we dress is certainly a part of Christian training. The parents will be informed if the student's clothes are offensive or hinder the learning process. What we wear is a reflection of who we are. "Let your light so shine before men, that they may see your good works and glorify your Father in heaven." (Matthew 5:16) Students must wear socks and shoes in school as

well as on the playground. If you have any questions about your child's dress, please contact your child's teacher.

LUNCH of IMMANUEL LUTHERAN SCHOOL

Each student will have to supply his/her own lunch. A refrigerator, a warming tray, and a microwave are available to the students.

IMMUNIZATION and HEALTH at IMMANUEL LUTHERAN SCHOOL

The state of Florida and Polk County require that children have a physical examination and submit a record of the examination and immunizations before being admitted into school. For a list of the required immunizations, please contact Immanuel Lutheran School. All medication shall be left with the child's teacher. No medication (including aspirin and Tylenol) may be dispensed without parental/guardian permission.

PRE-K and KINDERGARTEN at IMMANUEL LUTHERAN SCHOOL

Our PRE-K program is a three-hour program from 8:15-11:30. Those PRE-K students who are in need of before and after-school care should contact the school for information. Please note that each year we may or may not have a PRE-K. It is on a year-to-year basis.

The age requirements for PRE-K and Kindergarten are as follows:

PRE-K: September 1 - Four years old

Kindergarten: September 1 - Five years old

Grade One: September 1 - Six years old

DAILY SCHEDULE at IMMANUEL LUTHERAN SCHOOL

8:15 am	School begins
11:30 am	Preschool is dismissed
3:00 pm	Rest of students are dismissed

Unless previous arrangements are made, the school will not be responsible for the supervision of your children beyond these

hours. The number of school days per year meets the State Board of Education Rule 6A-1.09512 of at least 170 actual school days and 900 net instructional hours.

STANDARDIZED TESTING at IMMANUEL LUTHERAN SCHOOL

Each spring the Iowa Tests of Basic Skills (achievement tests) are given to students in all grades. These tests monitor the students' achievements in the different subject areas.

FIELD TRIPS at IMMANUEL LUTHERAN SCHOOL

Field trips will be scheduled during the school year if transportation is available. A permission slip will be sent home with your child prior to each field trip. Your child must have a signed permission slip in order to participate in any field trip.

NON-MEMBER ENROLLMENT at IMMANUEL LUTHERAN SCHOOL

In line with our Lord's command to "go and make disciples of all nations," (Matthew 28:19ff) we at Immanuel recognize our specific mission calling. Therefore, we will give consideration to all applications by non-members for enrollment in our school.

Those who wish to make application for enrollment must make an appointment with the teacher. This will be an interview between the parents/guardians, student, teacher and pastor. The pastor will have a follow-up meeting with the parents to explain the main teachings of the church and school from the Bible. The application will then be brought before the Board of Education for final approval.

Non-member children are expected to participate in daily devotions, Bible History, Catechism, and Hymnology classes.

Non-member children are encouraged to attend Immanuel Lutheran Church services regularly, especially those at which the children sing.

No efforts to promote contradictory religious views will be permitted. This could cause confusion for all concerned. Such

efforts might include verbal promotion of another church or its beliefs or participation in activities unbefitting children of God. Each non-member child's status will be subject to review by the Board of Education in connection with the teacher and pastor.

REGISTRATION FEES at IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran Church values the privilege and blessing of Christian education very highly. For this reason the congregation heavily subsidizes the operational expenses of the day school, resulting in the modest tuition cost.

Registration fees shall be required of all parents/guardians whose children attend Immanuel Lutheran School. The registration fee and tuition schedules shall be reviewed annually by the Board of Education. Registration fees cover materials and books used during the school year.

The registration fee, book fee, and technology fee cover the costs of field trips, books, and technology.

All the fees are to be paid by the end of August unless prior arrangements are made.

Registration Fee	\$ 25.00
Technology Fee	\$ 75.00
Book Fee	\$200.00

TUITION PAYMENTS at IMMANUEL LUTHERAN SCHOOL

The annual tuition rate for students of Immanuel is:

\$4,000.00 (\$400/month) Grades: Kindergarten - 8th

Payments may be made monthly. Payments will be divided over ten equal installments. The first installment due August 20 and the tenth installment is due on May 20.

It is our desire that no student be turned away from Immanuel for financial reason. Therefore, GRANT PROGRAMS are available to all students attending Immanuel. Please contact the principal regarding this program.

SCHOLARSHIP PROGRAMS at IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran School participates in the Florida Tax Credit Scholarship Programs (McKAY, FTC, FES, HOPE, and Family Empowerment Program as run through Step Up For Students. These scholarship programs are designed to help families who have met Florida state requirements send their children to Immanuel Lutheran School. A list of criteria to see if a family qualifies, can be found at the Step Up For Students website or the Florida School Choice website: www.stepupforstudents.org; www.floridaschoolchoice.org For additional information, please contact Immanuel Lutheran School.

ACCOUNT PAYMENTS at IMMANUEL LUTHERAN SCHOOL

All accounts must be kept current in order for the student to remain in school. When a student is dismissed or withdrawn for any reason, the tuition will be charged for the whole month, even if the student is in attendance only a portion of that month. Written notification of withdrawal must also be submitted to the school. Payment of accounts may be mailed directly to the school:

**Immanuel Lutheran School
1449 34th Street NW
Winter Haven FL 33881-1903**

Make all payments to Immanuel Lutheran School. We recommend paying by check. The check acts as your receipt and prevents the loss of cash sent with student and/or cash credited to the wrong account.

All accounts will be charged a \$30.00 fee for each returned check.

When payment is not received by the 20th of a month, the person in arrears will be notified and given until the last day of that month to be paid up.

Accounts in arrears after 30 days (15th day of the following month) will be brought to the Board of Education.