

Immanuel Lutheran School

Family Handbook

2025-2026



Immanuel Lutheran School, established in 1882
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MISSION STATEMENT

At Immanuel Lutheran Church and School our mission is to build a diverse community of courageous Jesus followers.

Our expression of the mission at our school is through Faith, Love, and Literacy.

VALUES

In Jesus, we care for all, we learn without end, we celebrate as one, we engage our gifts, we show up as promised, and we love unconditionally.

TO PARENTS

Our objectives as parents and educators are the same. We wish to give your child the best possible Christ-centered education in the safest learning environment possible. This year, we will work together to proclaim God's Word and uphold our rigorous standards of learning.

This handbook is designed to help you make the fullest contribution you can to ensure your child's success at Immanuel Lutheran School, in your home, in our community, and beyond.


Principal

PURPOSE

History Jesus says in Matthew 28:19-20: "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." In order to carry out this task of teaching, Immanuel Lutheran Church founded Immanuel Lutheran School in 1882 for the purpose of giving to the youth of the congregation a Christ-centered education.

Today the church is committed to its mission while extending it to the greater Lee County community and beyond in an effort to create a diverse community of courageous Jesus followers. The school's role in accomplishing our mission is to partner with parents in bringing them (our children) up in the training and instruction of the Lord as it says in Ephesians 6:4. Immanuel Lutheran Church and School exists to assist parents in fulfilling this directive by proclaiming the life, death, and resurrection of Jesus Christ. Through the years the children attending Immanuel have been given instruction based upon a curriculum which holds the spiritual growth of the child to be of greatest importance while maintaining high academic standards in other subjects.

PHILOSOPHY OF IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran School is an integral part of Immanuel's ministry. Its purpose is to serve the Lord and assist parents to "bring them (our children) up in the training and instruction of the Lord" Ephesians 6:4. Immanuel Lutheran Church and School exists to assist parents in fulfilling this directive by proclaiming the life, death, and resurrection of Jesus Christ. Our school maintains an environment, where Christ's love permeates every aspect of the school day. The goals of Immanuel Lutheran School are:

1. Love; through Jesus in Mark 12:29-31.
2. Faith; through Jesus in Ephesians 2:8-9
3. Literacy; through research-based standards of Listening, Speaking, Reading, and Writing.

LOVE

The Great Commandment: "And one of the scribes came up and heard them disputing with one another, and seeing that he answered them well, asked him, "Which commandment is the most important of all?" Jesus answered, "**The most important is, 'Hear, O Israel: The Lord our God, the Lord is one. And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.'** The second is this: '**You shall love your neighbor as yourself.'** **There is no other commandment greater than these.**" And the scribe said to him, "You are right Teacher. You have truly said that he is one, and there is no other besides him. And to love him with all the heart and with all the understanding and with all the strength, and to love one's neighbor as oneself, is much more than all whole burnt offerings and sacrifices." And when Jesus saw that he answered wisely, he said to him, "**You are not far from the kingdom of God.**" And after that no one dared to ask him any more questions." Mark 12:29-31.

Love is also separated and delivered in the light of Affirmation, and Shame vs Guilt. Keeping in mind that learning occurs in the context of a relationship.

FAITH

By Grace Through Faith: "For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast."
Ephesians 2:8-9.

Faith is incorporated into every lesson in our classroom. We advance our Faith formally with dedicated class time and lessons from the Lutheran Religion. We also promote Faith through our weekly chapel services.

LITERACY

Conventional studies regarding the literacy of Reading are very well researched and developed. The Literacy we are promoting is more appropriately focused on learning and language acquisition. Our pillars of Literacy are rooted in the four stages of language acquisition: Listen, and Speak; Read, and Write. Your child will experience a campus-wide standard on how we promote Literacy, together.

ADMINISTRATION

The operation of Immanuel Lutheran School rests primarily with the Voters' Assembly of Immanuel Lutheran Church. The congregation elects a Board which has the responsibility for the operation of the school. This board is known as the Board of Christian Day School. This handbook outlines the policies under which the Board currently operates the school. The Principal of the school is the executive officer. The Principal carries out the policies and resolutions of the Board and the congregation's Voters' Assembly.

Current Board Members and Bylaws are available at ilgtx.com/schools.

ADMISSIONS AND ENROLLMENT

Admissions at Immanuel Lutheran School (ILS) exist (within Synodical Doctrine) to support our mission of building a diverse community of courageous Jesus followers. As part of the LCMS, we believe that the education of children is both a ministry and a partnership between the home, the school, and the church. We welcome families who desire a Christ-centered education, academic excellence, and a shared commitment to love, faith, and literacy.

We are committed to teaching distinctly from the LCMS worldview, while simultaneously welcoming children of all backgrounds.

Our goal is to provide a clear admissions process that ensures accurate placement, promotes the best interests of your child, and maintains a healthy classroom environment for all learners. Please review the next eleven sections.

1. Nondiscrimination Statement:

ILS admits students of any race, color, religious, national, or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate in administration of educational policies, admissions policies, financial assistance, athletics, or other school-administered programs. Children of other religions will not be discriminated against but will be required to attend and participate in all religious events at ILS.

2. Eligibility and Age Requirements:

- Pre-Kindergarten: 4 years of age on or before September 1
- Kindergarten: 5 years of age on or before September 1
- First Grade: 6 years of age on or before September 1
- 2nd Grade - 8th Grade: Completion of previous grade with satisfactory progress

All students must be toilet-trained and able to participate in classroom routines.

3. Admissions Process for new families:

The admissions process is designed to ensure accurate placement and alignment with the child's academic, and behavioral needs.

Step 1: Inquiry and Application

- Families complete an online inquiry and application form.
- The application includes prior school records, discipline history, special education documentation, and church membership.

Step 2: Pre-Assessment and Shadow Day

- Students entering First grade through Eighth grade will complete an academic pre-assessment to identify academic readiness and accurate grade-level placement.
- Students may participate in a Shadow Day to experience Immanuel's classroom environment and allow teachers to observe academic and behavioral readiness.

Step 3: Family Interview

- Families may meet with the Principal or Admissions Committee (Teacher, Director of Student Services, Secretary and School Nurse) to discuss expectations, alignment, and financial support for incoming children.

Step 4: Review and Decision

Admissions decisions are made in the best interest of both the child and the school community.

Factors include:

- Academic readiness and grade placement
- Classroom capacity
- Previous discipline or referral history (including any Behavior Intervention Plans)
- Family partnership alignment with school mission
- Available support services

Students may be admitted:

- Fully Enrolled – Standard admission.
- Probationary Enrollment – For students with prior academic, or behavioral concerns. A review period will follow.
- Deferred – Families may be encouraged to reapply when placement needs align.

4. Required Documentation:

Before admission is complete, the following must be received:

1. Certified copy of birth certificate
2. Current immunization record or approved waiver (per Texas DSHS)
3. Most recent report card and standardized test scores (Grades 1–8)
4. Completed emergency information and registration forms
5. Signed parent agreement and tuition contract

5. Enrollment Priorities:

When space is limited, priority is given in the following order:

Early/Re-enrollment (February 1 - May 1):

1. Returning students (to include children enrolled in Immanuel's ECC)
2. Siblings
3. Immanuel Lutheran Members in good standing

Open Enrollment (May 1 - First Day of School):

1. Waitlisted Enrollments
2. Transfer students from other LCMS schools
3. New applicants from the community

6. Classroom Capacity and Committee Review:

To maintain quality instruction and safety:

- Typical classroom maximums are:
 - Pre-Kindergarten: 16 per classroom
 - Kindergarten–4th grade: 20
 - 5th grade–8th grade: 22
- In exceptional cases, the Principal may convene with the BCDS to consider enrollment or teacher-aide assignment.

7. Registration and Re-Enrollment:

- New Students: Families must complete FACTS enrollment before attending. It is highly-recommended to attend Open House and align financial commitments.
- Returning Students: Re-enrollment opens in February for the upcoming school year. Priority placement is held until May 1st.

8. Conditional and Continued Enrollment:

Enrollment is conditional upon:

- Continued academic progress
- Consistent family cooperation with school mission and communication
- Timely tuition payment
- Compliance with discipline expectations

A student's enrollment may be reviewed at any time if these conditions are not met.

9. Withdrawal Procedures:

All tuition and fees must be settled before records (report cards/transcripts) are released. Two weeks' notice is requested to allow timely administrative processing between campuses.

10. Financial Aid:

ILS recognizes and offers financial aid by several means. Listed below is our order of precedence to receive and apply financial aid:

1. Texas Education Savings Account program (School Voucher, School Choice)
2. Your congregational support or scholarship program (Member, Active Member assistance)
3. ILS Endowment scholarship program

11. Governance and Oversight:

The Board of Christian Day School oversees admissions policies and procedures. Final decisions rest with the Principal, in consultation with the Board of Christian Day School when necessary, to ensure alignment with Immanuel's mission, faith, and educational standards.

ACCREDITATION

Immanuel Lutheran School is accredited with the Texas District, Lutheran Church - Missouri Synod, Lutheran School Accreditation Commission, and also with the National Lutheran School Accreditation Commission. These accreditations are accepted by the Texas Private School Accreditation Commission (TEPSAC) and by the Southern Association of Colleges and Schools accreditation processes.

EMPLOYMENT NONDISCRIMINATION POLICY

Employment opportunities are available to men and women equally. We, therefore, do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

Current job descriptions and current job openings are listed at ilgtx.com/schools.

IMMUNIZATIONS

Immunization records or waiver must show compliance with state requirements, more information regarding immunizations can be found at <https://www.dshs.texas.gov/immunizations/school>. If a student transfers in, a grace period of no more than 30 days will be allowed to have required immunizations current. A student may, however, be admitted provisionally if he or she has begun the required immunizations and if he or she continues to receive necessary immunizations as rapidly as is medically feasible.

Minimum State Vaccine Requirements for Texas Children

The chart summarizing the vaccine requirements, exemptions, provisional enrollment and documentation policies are found in the back of this handbook and is updated annually. To remain enrolled in school, your child must complete the required subsequent doses in each vaccine series on schedule and as is medically feasible and provide evidence of vaccination to the school within 30 days of the first day of school. If, at the end of the 30-day period, your child has not received a subsequent dose of vaccine, he/she is not in compliance and shall be excluded from school attendance until the required dose is administered.

BASIC CURRICULUM

Introduction

The children in Immanuel Lutheran School are taught to love the Lord through Mark 12:29-31, exhibit faith in Christ through Ephesians 2:8-9, and the framework of Literacy in listening, speaking, reading, and writing in a uniform manner at Immanuel.. The Love, Faith, and Literacy framework is intentionally provided so that our children can rapidly acquire new knowledge and skills in their learning environments.

Religion

Religion is a way of life and is lived with the children throughout the day in all their school activities. As a formal course, the study of religion includes Christian living, Bible study, Bible history, memory work, and worship. The Bible is the primary textbook with supplemental material from other Lutheran sources. Children become familiar with the stories of faith in the Old and New Testaments. They can relate to many of the heroes of faith and are encouraged to live out their faith in their interactions with other students, teachers and parents.

Language Arts

God has made man a social being. As such, man must communicate with others, and others with him. To make this possible, God gave man the power of thought and thought expression (language). The language-arts curriculum is designed to help your child glorify God. Whether your child reads, speaks, or writes, they are developing their God given talents. This fundamental motivation may need to be supplemented in practice by other incentives, but it must remain basic. Children will be able to interpret written and spoken symbols. They will increase their ability to use these symbols in dealing with others. They will grow in word recognition, correct spelling, neat handwriting, and oral and written expression. They will grow also in their appreciation of the Bible and contemporary and classic literature and in their ability to choose reading matter wisely. The Language Arts curriculum includes reading, literature, phonics, grammar, composition, spelling, and handwriting.

Reading Lab

Reading Lab is a new elective (5th-8th grade) course assigned at the joint discretion of the language arts teacher and parent. This course offers a direct-teach model to improve phonics, reading fluency, comprehension, and independent reading skills. Reading Lab is ideal for children seeking to improve general reading and comprehension skills. Placement in Reading Lab can be defined by a short-term placement, or long-term placement, and with the mutual agreement of both teacher and parent.

Mathematics

When God created the universe He placed its elements in a mathematical relation to one another. God also enabled man to discover and systematize many of these relationships. The idea of the number is a fundamental mathematical relationship. Understanding numbers has helped man to build his cultures, to subdue the earth and have dominion over it (Genesis 1-28). Though man has used his intellect to establish a number system, the Christian recognizes that

this system is God's gift to mankind. The mathematics curriculum will help our children appreciate the meaning and value of numbers and how it is to be used in serving God and our neighbors and it will establish skills in the basic processes and in problem solving. Mathematics will develop an understanding of measure and the principles underlying common business transactions. It will also help the children gain skills in understanding mathematical data found in reading and in making correct judgments based on such data as well as helping them to become better citizens.

Math Lab

Math Lab is a new elective (5th-8th grade) course assigned at the joint discretion of the math teacher and parent. This course offers a direct-teach, tutorial style, learning environment to children who benefit from personalized support and tailored instruction in a small, discrete, classroom setting. Math Lab is ideal for children seeking to reinforce classroom learning, prepare for exams, and enhance study topics in a supportive setting with their teacher. Placement in Math Lab can be defined by a short-term placement, or long-term placement, and with the mutual agreement of both teacher and parent.

Social Studies and History

The Scriptural commands to "rule the earth" (Genesis 1:28) and to "love your neighbor" (Matthew 22:39) are especially applicable to social studies and history. Children will learn about their environment, neighborhood, community, county, state, country, and the world they live in. The interactions between societies and the events that caused major changes are studied and children will discover how God's hand was working through each timeline. Patriotism, respect for the military, and a study of influential leaders add depth and understanding of world and national issues. The curriculum includes history, geography, economics, government and current events.

Science

Science at Immanuel begins, continues, and ends with God. With the psalmist we say: "The heavens declare the glory of God, and the skies proclaim the work of His hands." (Psalms 19:1). Science helps the child to see God as He has revealed Himself in His creation. His love, wisdom, power, and glory are seen in all living creatures, in the order of nature, and in the variety and awe for the Creator and Preserver. The curriculum includes training in the scientific method, opportunity for personal scientific experiences, and both biological and physical elements.

Music, Band, and Choir

Music is an entry level course designed to provide access to musical elements of rhythm, pitch and tempo, as well as listening skills, vocal skills, and instrumental play. Music allows the exploration of creativity, collaboration, and appreciation of music. Band is a course designed to enhance instrumental skill, technique, and ensemble play. Students will explore music literacy, rehearsal, performance, and the camaraderie of group performance. Choir is a course intended to introduce students to the joys of harmony and choral music. Vocal technique, singing, and expression are encouraged to explore the children's vast array of vocal talents.

Art and Digital Art

Art class encourages the children to explore creative expression, exploration of art forms, and develop their artistic skills. Children will interact with multiple modes of art, develop showcase techniques, and discover engaging projects and activities.

Technology

Beginning in first grade, students are taught the basics of word processing, spreadsheets, drawing, electronic communication, presentations, web-based research, and web design. A cohesive curriculum helps students advance through various levels of skill development with the use of technology. Included in these uses are units of coding, the use of virtual reality, and a variety of web-searching techniques. Students are taught the proper use and etiquette of the internet and social media as well as ways to stay safe while using technology. Each student will have access to a Chromebook lap-top computer.. Students are financially responsible for any damages to their assigned Chromebook computers.

Health, Safety, and Physical Education

Man is God's highest creation. But man's body, carefully fashioned by God, is no longer perfect. The fall into sin changed that. Still, the body is an awe-inspiring creation, one that leads the Christian to say: "I will praise You, because I am fearfully and wonderfully made; Your works are wonderful, I know that full well." (Psalms 139:14). The health, safety, and physical education curriculum at Immanuel includes health services and health education, safety instruction, and physical and recreational activities. It uses the classroom, gymnasium, and playground. The program seeks improved social relationships characterized by concern for others, fair play, and sportsmanship. It seeks an understanding of body growth, function, developmental processes; a wholesome attitude toward safety, hygiene, and personal appearance; and a healthy mind free from tensions.

PSIA (Private School Interscholastic Association)

As approved by our Board of Education we are requiring that every student in 3rd grade - 8th grade participate in PSIA. Participation by students in Kindergarten, 1st grade, or 2nd grade is highly encouraged, but not required.

We will require a volunteer for each participant the day of the competition.

ENRICHMENT CURRICULUM

The curriculum of Immanuel Lutheran School includes the school's total program for students. Elements of the curriculum here classed as elementary and middle school "specials" are an important part of our school life. They provide children with learning experiences that usually cannot be offered effectively within classroom limits. These activities include student participation in Athletics (Flag Football, Volleyball, Basketball, Soccer, Fundamentals of Baseball, Fundamental of Softball, and Cheerleading), Private School Interscholastic Association academic competitions, Accelerated Reader program, Theater, Yearbook, Capstone, Nature Club, Robotics Club, Puzzle Club, and more.

ACADEMICS

Report Cards

Report Cards are issued every nine weeks to students in Kindergarten through 8th grade. Grades are reported in a letter system and a number system. . Kindergarten report cards primarily focus on the social skills of our students, while 3rd grade through 8th grade report cards primarily focus on the academic skills of our children. 1st grade and 2nd grade report cards focus on a blend of social and academic skills. Final Report Cards are mailed after all bills are paid.

Grading Scale

A - Excellent	90-100%
B - Good	80-90 %
C - Fair	70-80 %
F - Failure	below 70%

Academic Honor Roll Criteria

Students in 1st grade through 8th grade may qualify for Academic Honor Roll. To qualify for the "A Honor Roll" distinction a student must receive all A's, (Grade Point Average of 4.0) for each grading period. To qualify for the "A/B Honor Roll" a student must have a Grade Point Average above 3.0 for each grading period.

End-of-year honors include "Distinction Roll" of all A's (no B's) on every report card. Additionally, end-of-year "Honor Roll" includes all A's and B's on every report card, with the average of all report card grades being a 90 or above.

Valedictorian/Salutatorian Policy

The top five 8th grade students will be ranked in order according to the averages of all the grading periods from the student's 5th-8th grade years or as many middle school years as the student is in attendance. A minimum of two years attendance is necessary to qualify. During the 8th grade year, the averages from the "1st 9 Weeks", "2nd 9 Weeks", "3rd 9 Weeks", and "4th 9 Weeks Mid-Term" will be used. The highest ranked student shall be the Valedictorian and the next highest shall be the Salutatorian. The Valedictorian and Salutatorian must have been enrolled at Immanuel at least two full years to be eligible for these honors. All grades recorded on the report card will be considered for ranking. In case of a tie, co-valedictorians or co-salutatorians shall be named..

Progress Reports

Progress reports are emailed in three-week increments if parents have not requested otherwise. Grades are accessible at <https://familyportal.renweb.com/>.

Eligibility

Students are ineligible to participate in sports, cheerleading, band competitions, spelling bees, field days, or PSIA if they have an average lower than 70% in any of the subject areas when grades are checked on Wednesday of the mid-term at 4:00 p.m. Students are also considered

ineligible if they are serving a suspension for discipline purposes. Upon administrative review, ineligible students are required to practice but may not play for three weeks.

Reports to Parent(s)

It is the policy of Immanuel Lutheran to view the education of your child as a cooperative venture between teachers and parents. Reports are made regularly to parents as to the growth of the child in various phases of school and personal life. Report cards are issued four times a year in nine weeks increments. These reports are supplemented with scheduled parent-teacher conferences, electronic communication, and online access to grades.

Tutorials

If a student is failing at the end of any progress report or grading period, the parents and teacher will discuss the need for tutorials or intervention..

Promotion and Retention

Kindergarten promotion is based upon the child being developmentally ready for 1st grade. Criteria for such a decision is based upon social skills, academic development, physical motor skills, teachers' observations, and a collective teacher, parent/guardian, administrator conference. Achievement test results will also be considered when making a final decision. Promotion to the next grade level for 1st grade through 8th grade is primarily dependent on passing each subject with a grade of 70% or better. A student will not be retained more than once in Kindergarten through 8th grade.

Assignments

Students are required to complete all assignments. Assignments will vary from teacher to teacher and from subject to subject. While much will be completed at school, some assignments by their very nature require they be done at home. When it is necessary that students bring assignments home for completion, we request the parent's cooperation.

Homework and Daily Grades

Homework is the additional practice of skills taught in the classroom. It is assigned at the discretion of each teacher and is to be useful for the mastering of the skills taught. Students are required to complete all assignments and will receive at least one daily grade per week.

Tests and Quizzes

Tests and quizzes are given to check and assess for mastery of a topic or subject. When assigned, students are required to complete tests and quizzes under the supervision of a teacher and within a prescribed amount of time. Students will receive at least three test grades throughout a 9-week grading period.

Late Work or Re-Do

Our students are expected to turn in their assignments on time; however, sometimes an assignment does not get finished. Students will not be given full credit for late work. Missing

work will be recorded as a 0 (zero) until the work is turned in. The teacher will decide what deduction is given according to the circumstances.

Late work or "Re-Do" assignments will receive at most 70% credit. All late work must be turned in to receive a grade no matter the actual percentage.

Students who miss classes are allowed extra time to turn in or complete work assigned. Generally, this time is equal to the number of days missed. For classes that do not meet daily, students are given the same extra time counting each school day, not class day. Students who miss a class because of a school activity are responsible to complete the work from the missed classes. Teachers are not required to give extra time to complete assignments in these cases but are expected to communicate with and assist students who miss because of a school activity (sports, band, field trips). The teacher has a final judgment for each situation.

Special Services

The classroom teacher, principal, Director of Student Services, Giddings ISD Special Education Department, or other interested party may identify a student who has special or unique needs and recommend that the student be evaluated by a qualified professional for a learning disability or behavioral disability. Once mutually agreed upon, the classroom teacher will implement the recommendations given by a qualified professional under the supervision of the principal. Additional information regarding special services are available by the Director of Student Services and principal.

Attendance/Absences

In order for high academic growth to take place, regular attendance is important. Students are required to be in attendance 90% of the school year. More than a 10% absence rate will require a review of student learning and mastery of knowledge. This decision is made in consultation with the principal, staff, teacher(s), and parents. The Board of Christian Day School will be informed of the decision.

Excused absences must be supported by a written note, or electronic mail from a parent as far in advance as reasonable. Students absent due to illness three or more consecutive days need a doctor's excuse to return to school. School-excused absences include field trips, 4-H events, spelling bees, athletic competitions, band events, PSIA, and any school related activity. School-excused absences do not affect perfect attendance.

Students must be in attendance during the school day in order to participate in a school event on the same afternoon or evening. Exceptions may be made only with the principal's permission.

Sign-out and Sign-In

Parents or parent authorized adults may pick up their children early from school.. The parent or authorized adult is responsible for signing out their child and must sign the "Sign Out Sheet" in

the school office and pick up their child from the school office. The child must be signed-in when returning to school.

Tardies

Punctuality is important at school and work. In order to teach this trait it is important that parents leave enough time to arrive before the 7:50 a.m. bell. Tardies will be recorded if a student arrives after 7:50 a.m. Students are expected to arrive at school between 7:20 a.m. and 7:45 a.m. School begins at 7:50 a.m.. Three or more tardies will be discussed with the parent by the classroom teacher or principal.

NON-ACADEMICS

Dress Code

- Neat and modest
- Shoes at all times
- No cleats
- No undergarments visible
- No tank tops, spaghetti straps, or strapless garments
- No cleavage visible
- No flip-flops
- Midsection of body covered at all times
- No tobacco, alcohol, drug-related or objectionable symbols/slogans
- All clothing is to be free of holes, patches or tears
- Fingertips is the allowable length on shorts, dresses, skirts, and slits
- Leggings/tights must be worn with long shirts/tops at least fingertip length
- Earrings on girls only
- Other body piercings covered
- Tattoos covered

Hair is to be worn out of the eyes or not lower than the bottom of the eyebrows. For boys, it is not to be longer than the earlobe on the side or longer in the back than the top of a collared shirt. Extreme hairstyles that do not conform to community standards are distracting and not allowed.

Chapel Dress Code – All students should wear respectful clothes for chapel. Girls are to wear dresses, skirts, or slacks and boys are to wear shirts with collars on chapel day.

Student's out of dress code will be warned. Continued violations will result in disciplinary measures. Parents may be required to bring suitable replacement clothes.

P.E. Clothes

Students in 5th through 8th grade must wear designated P.E. uniforms for P.E. P.E. uniforms are not allowed to be worn during the school day. Students will wear their P.E. uniforms for athletic practices. P.E. uniforms are black shorts and a gold Knights t-shirt. Shorts must be of fingertip length..

School Telephone

Students may use the school phone with teacher permission. Students may use the phone for forgotten supplies, lunch or meaningful communication. Cell phones may be used only with teacher permission.

Messages and Notes for Children

To avoid interruption to your child's school day, please refrain from texting or calling them. If you must get a message to your child during school hours, please call the school office at 979

542-3319. If your child is riding home with anyone other than their parent or authorized adult please notify the front office.

Public Display of Affection

Any public display of affection deemed inappropriate is not allowed.

Health and Safety

Everything possible will be done to safeguard your child's health while they are at school. If your child becomes ill at school, you will be notified. Students will be sent home when presenting a temperature 100 degrees or more. For the protection of your child and others, we ask that you keep your child at home if they show signs of illness. Please inform our school office, nurse, or teacher of any special problems your child might have. Children must be fever free for 24 hours to return to school. All medication will be administered at the school office by a nurse or qualified staff member. Written authorization from the parent is required. Prescription and non-prescription medicine should be in the original container and will be kept in the school office or refrigerator. The staff will not supply any non-prescription medications such as Cough Drops, Tylenol, Motrin, etc, for the children. First aid will be administered as deemed necessary.

Health Screenings

The following health screenings will be administered to children at Immanuel:

Vision Testing for Kindergarten, 1st grade, 3rd grade, 5th grade and 7th grade

Hearing Testing for Kindergarten, 1st grade, 3rd grade, 5th grade and 7th grade

Scoliosis Testing for Grades 5 & 8:

- Girls at age 10 or Fall of 5th grade year and age 12 or Fall of 7th grade year.
- Boys will be screened one time at age 13 or 14 or Fall semester of 8th grade year.

Playground Activities

The teachers will supervise all playground activities.. Every effort is made to protect the child while they are on the playground. However, children are encouraged to gain independence in taking care of themselves when with a group of their own age. No child will be permitted to leave the playground without permission. Students not able to participate in play activities must have a proper excuse from home. Students are to leave school immediately after school is dismissed unless they are participating in an activity which is supervised by a teacher. Playground use after school is permitted with an adult present.

Accident Insurance

Student Accident Insurance is provided to every child attending Immanuel Lutheran School. For details, please contact the school office.. Claims should be submitted within 30 days from the date of a covered injury. Students are not covered by any other policy.

Field Trips

No students will be allowed to attend a field trip with another grade. This includes siblings. The field trip is a special privilege and learning experience for the grade. Field trip guidelines, policies, and itineraries will be set by the individual teacher.

Bus Passenger Policy

All normal school rules apply to bus passengers.

All students will ride the school bus to field trips and athletic events when bus transportation is provided. Students may ride home with an approved adult when the event is concluded. The Board of Christian Day School will have the final authority in any disputes arising from the interpretation of any section of this policy.

Lunch Program

Immanuel Lutheran participates in the National School Lunch Program and serves nutritious lunches. All meals, extra milks, and extra entrees servings and extra sides should be prepaid through your FACTS Family Portal. A monthly menu is provided to each student at the beginning of each month. If you are unable to pay for school meals due to an economic situation, please contact the school office. Children from families whose income is at, or below the government guidelines are eligible for either free or reduced price meals upon application. Please contact the school office for more information regarding free or reduced lunch prices.

Please follow the following guidelines for school meals:

- No soda is to be brought to school for lunch.
- Lunch bills must be kept current. Every Friday all parents and guardians are sent reminders. Up to \$20.00 may be charged. Prompt payment is expected when a student account is above \$20.00 in charges.
- All meals must be served with milk, water, or apple juice.
- Students allergic to milk may substitute juice. Please present a doctor's note.
- Student lunches are not allowed to be heated in the microwave.
- Outside lunches are allowed under the supervision of a parent or authorized adult (grandparent, relative, etc.).

Athletic Director's Award

- 1) The student must have participated in at least 2 sports offered during their eighth grade year.
- 2) The student must have been eligible at least 10 of the 12 eligibility periods of the year.
- 3) The student consistently exemplifies a Christian attitude during games and in practices and attends church and Sunday School regularly.
- 4) The principal, athletic director and staff members who coached will have input.
- 5) The student has no disciplinary issues..
- 6) The award is normally given to a male and a female. Ties are acceptable. There may be years when only a male or female will receive the award.

GENERAL INFORMATION

Chapel

Chapel services are conducted regularly in the church by our pastors, teachers, and students. Occasionally pastors and leaders from other Missouri Synod Lutheran congregations in the area are invited as guest leaders. Chapel offerings are taken and designated for various mission type ministries. These designated offerings will be published and distributed to the parents and students. Offering envelopes are provided by the school. Parents are invited to attend as much as possible. These services are scheduled for the first day of school, and subsequent Wednesdays at 8:05 a.m.

Church and Sunday School Attendance

We urge all students at Immanuel Lutheran to attend public worship and Sunday School. Those who do not have a home church are cordially invited to attend Immanuel Lutheran Church and Sunday School. Worship services are held each Sunday at 8:00 and 10:30 a.m., Sunday School begins at 9:15 am. A record of official church attendance is kept by the church office. Classroom teachers will record church attendance on the report card.

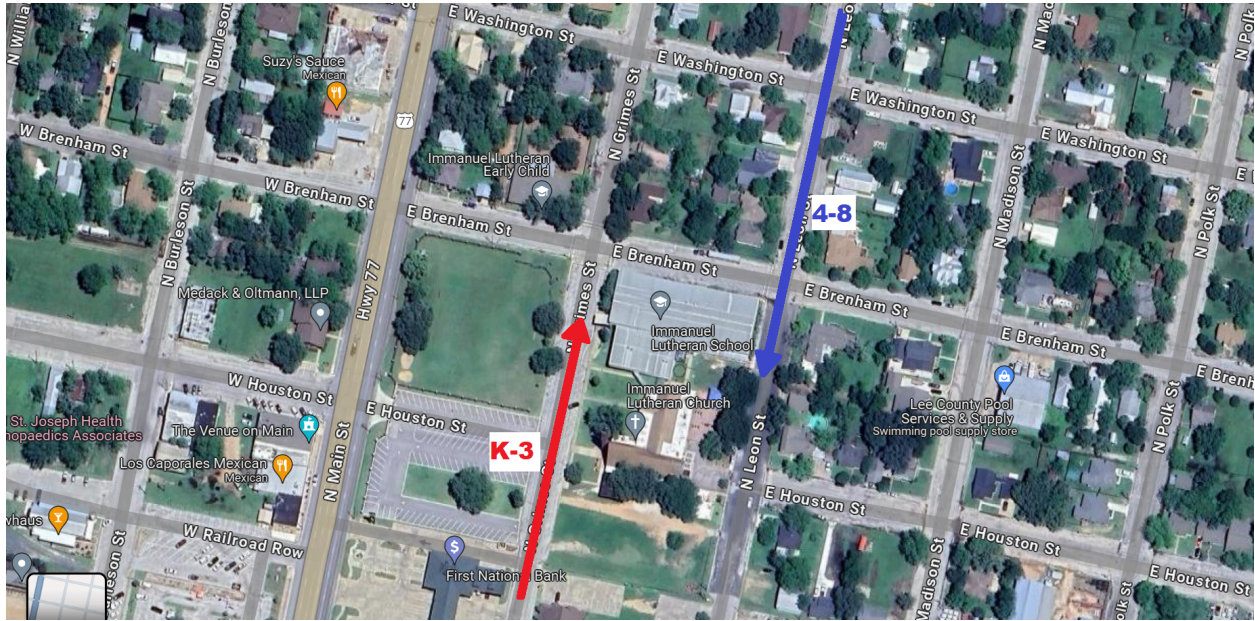
School Hours

School begins at 7:50 a.m. and dismisses at 3:20 p.m. Parents are expected to promptly pick up their children at dismissal time. Students not picked up will be brought inside at 3:35 p.m. Sonshine After-School Care is available through our Early Childhood Center's program from 3:35 p.m. to 6 p.m. In order to ensure the safety of all students, anyone not picked up by 3:35 p.m. will be required to go to the ECC's Sonshine program

Car Drop-Off and Pick-Up

These rules apply before and after school

1. Morning Drop-off is at the main school entrance on Grimes Street (west side).
2. Afternoon Pick-Up:
 - a. Kindergarten through 3rd grade pick-up is at the school's main entrance on Grimes Street (west side).
 - b. 4th grade through 8th grade pick-up is at the gym entrance on Leon Street (east side).
 - c. Families of multiple children will be picked up at the youngest child's pick-up location.
3. Afternoon Pick-Up Car Lines:
 - a. Kindergarten through 3rd grade pick-up lines will form a northbound line on Grimes street.
 - b. 4th grade through 8th grade pick-up lines will form a southbound line on Leon street.
 - c. Please keep Brenham street clear during afternoon pick-up.
4. Parents may park and meet students in the front entry.



Change of Address or Telephone

It is very important that we have your correct and current address and telephone number. Please advise the school office of any changes.

Lost or Damaged Materials

Children are allowed to take home textbooks, library books, etc. Student textbooks should be covered and kept covered. Parents assume responsibility for lost or damaged school property and materials.

School Yearbook

Each student receives an annual, or yearbook, paid for by tuition..

Smoking/Tobacco Products

Tobacco products or smokeless tobacco products are not allowed at school or on campus grounds.

Pocket Knives, Laser Lights, or Toys

Students are not allowed to bring pocket knives, laser lights, or toys to school. Items will be confiscated and returned to the parents.

Lost and Found

We urge students to have their belongings clearly marked with their names. Lunch boxes, sweaters, coats, gym clothes, and school supplies should be marked. Items found are taken to the school office. All unclaimed articles are donated to a charitable organization at the end of the school year.

Safety Drills

Safety drills are practiced through the year at the following frequency:

1. Fire Evacuation Drill - one per month
2. Crisis Lock-Down Drill - one per year
3. Severe Weather Drill - one per year
4. Emergency Evacuation - one per year

Cell Phones

We recognize that cell phones are an integral part of our life and can serve as valuable tools for communication and learning. However, to maintain a focused and respectful educational environment, we have established the following guidelines:

1. In Class: Cell phones must be “unseen and unheard.” Cell phone usage may be allowed by the teacher for educational purposes.
2. Out of Class (Hallways, Restrooms, Common Areas): Cell phones must remain “unseen and unheard.”
3. Emergencies: During emergencies and for safety, we will ask students to place their attention on the teachers and staff members giving directions.
4. Responsibility: Students are solely responsible for the security of their own cell phones. The school is not liable for any lost, stolen or damaged devices.
5. Enforcement: If a student abuses the cell phone guidelines, the phone will be collected and returned at the teachers discretion. The following guidelines will be followed:
 - a. First Offense - Collect cell phone for the remainder of the class period or lesson.
 - b. Second Offense - Collect cell phone for the remainder of the school day.
 - c. Third Offense - Parent contact and student’s cell phone is collected in the morning for a week.

Gifts/Deliveries

Gifts, flowers, balloons, etc. will be delivered to the front office. Deliveries will be held in the office until the end of the school day.

Visitor Guidelines

Visitors are welcomed at Immanuel. We ask that the following guidelines be observed:

1. All visitors should notify the school office in advance and should report to the office upon arrival on campus. You are also asked to check out at the school office for security reasons.
2. During the class day, please limit your visits with a teacher to coincide with their conference period. Conferences should be arranged in advance as teachers make use of their planning period to get ready for class.
3. We do not encourage students to bring guests to school to attend classes.
4. Any exceptions to the above should be addressed to the principal.

School Pictures

A professional photographer is contracted each year for individual and group pictures. The pictures are sold to the students for the enjoyment of exchanging and having photos for the family. Notices of these takes will be given in advance.

Emergency Dismissal

In the event of an emergency such as ice, snow, or other adverse weather conditions, school may be dismissed early or canceled. Parents will be notified via FACTS text message system: ParentAlert. Immanuel will follow with the public school schedule when weather conditions warrant a change.

School Parties

Classroom parties for 5th grade through 8th grade are sponsored by the room mothers/fathers for Christmas and end of the year only. Parties for all other grades are at teacher's discretion. Monthly birthday parties may be considered by homeroom teachers. You may provide treats to your child for your child's birthday, but treats for all other children are left to the discretion of the classroom teacher. Invitations may be handed out at the classroom teacher's discretion.

Room Mothers/Fathers

Room Mothers/Fathers are selected each year to help the classroom teacher, the school administration, and the Parent-Teacher-League to disseminate important information and request parent help. The room mothers/fathers are also in charge of the school parties.

Office Information

Please feel free to call our school at 979 542-3319 between the hours of 7:30 am and 4:00 pm. Teachers may be contacted through the office and they will return your call as soon as they are able. Remember they are obligated to their class most of the day.

School Colors/Mascot

Immanuel Lutheran's school colors are Black and Gold. The athletic teams are known as the Immanuel Lutheran Knights.

Parent Teacher League

The PTL supports the school programs, students, parents, faculty, and staff by organizing events that raise funds, educate, and encourage. The group is organized by parent volunteers elected to the offices of president, secretary, and treasurer.

Student, Teacher, Parent Complaint Policy

Jesus has taught us to condemn gossip as it destroys relationships and reveals a lack of wisdom. However, when a complaint is present the appropriate channel for students, parents or teachers shall be from the complainant to the offending party then to the teacher, principal, and finally to the Board of Christian Day School. Every effort will be made to satisfy the complainant at the earliest possible stage so long as the complaint is presented to the offending party by the complainant.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual concerning an offending party, the Board or Board member shall refer this complainant back to the offending party. If necessary, the principal may be informed of the problem or complaint and act as a mutual mediator.

In general, the first step toward solving a student, parent, or teacher problem shall be dialogue between the student or parent or teacher and the offending party. The next step is to involve the teacher or mutual mediator. Every effort should be made to solve the problem at the lowest level. If satisfaction is not met, the third step shall include a meeting with the student, parent, teacher, and the principal. If satisfaction is still not met, the fourth step shall include a meeting with the student, parent, teacher, principal, and the Board Chairman or designated Board Member.. If no satisfaction is apparent after step four, the matter shall be given to the Board of Christian Day School for their immediate attention.

Communication:

God calls us to treat one another with respect and love. He calls us to speak with gentleness. Communication should always be direct with the teacher, principal, or board members. Parents or students who resort to social media to air private grievances publically are not following the guidance of scripture. In such cases, a meeting will be held to resolve the issue or determine if enrollment should be terminated. Please limit texts and calls to teachers during school hours to avoid interruptions and maximize learning time.

Addendum:

If critical, the principal shall contact the Board of Christian Day School within a 24 hour period after the incident or complaint has come to the principal's attention.

DISCIPLINE POLICY

School Code of Conduct

“See something, say something.”

This code of conduct is not only at the core of our school, and its safety, but also the core of our community.. The Code begins with a commitment by each student to personal integrity, is expanded by a refusal to condone unsafe and inappropriate behavior, and is strengthened by the support others and of appropriate consequences

Motivation for The Code of Conduct

At the heart of our purpose is the sincere hope for a truly Christian community. For this purpose to be realized, the members of the community must commit to follow the two greatest commandments as expressed by Jesus Christ in Matthew 22:37, 39. The first is "to love the Lord your God with all your heart and with all your soul and with all your mind." The second is "to love your neighbor as yourself." These two commands have called our school community to formulate the Code of Honor as the inspiration and core of an honorable lifestyle. The desire at Immanuel Lutheran School is that its members individually and corporately strive to walk worthy of the calling to faithfully follow Christ.

Statement of Classroom Management and Effective Discipline

Immanuel Lutheran School is a Christ-centered school. All discipline, therefore, should follow Christian principles based on the proper balance of Law and Gospel.

- All student conduct is weighted as “appropriate” versus “inappropriate”.
- The student must learn to do those things that are pleasing to God, and to refrain from doing those things that are displeasing to God.
- The student must learn to help others, not hurt them by word or deed.
- The student acts out of love of God (the Gospel), not out of fear of God or a desire to escape punishment (the Law).
- Acknowledging our sinful human nature, we realize that the Law and earthly consequence must be a part of our discipline program.

The primary purpose of classroom management and discipline is to provide the safest place for children to love, learn, and grow. To accomplish this, we must demonstrate the types of behaviors that are expected and define behaviors which are not allowed. Discipline will not be used to shame a student. Inappropriate student behavior can disrupt the learning environment. To promote the best learning environment, we commit ourselves to the following responsibilities:

The Teacher will

1. Prepare a purposeful, scheduled lesson.
2. Provide timely feedback.
3. Maintain appropriate relationships with all students and faculty members.

The Principal will

1. Provide the time, tools, and training necessary for teachers to provide a purposeful, scheduled lesson.
2. Provide timely feedback to faculty members, students, and families.
3. Maintain an appropriate relationship with all faculty members, students, and families.

Child Abuse or Child Neglect Reporting

Teachers and all school employees are considered professional reporters in Texas and are required by law to report suspected child abuse or neglect immediately, but no later than 48 hours after the initial suspicions of abuse or neglect. Teachers and school employees cannot delegate to or rely on another person to make the report (Texas Family Code § 261.101(b)). Failure to report suspected child abuse and neglect is a crime (Texas Family Code § 261.109).

Anti-Bullying Policy

We are a “See Something, Say Something” campus. Immanuel Lutheran School does not tolerate bullying or inappropriate behavior in any form. We are committed to ensuring a safe, caring, and above all, Christian environment which promotes personal growth and positive self-esteem for all.

God’s word speaks to us regarding our interactions with others:

Ephesians 4:29, 31-32 – Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

1 Thessalonians 5:11 – Therefore encourage one another and build each other up, just as in fact you are doing.

Colossians 3:13 – Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.

The legal definition (Texas Education Code 37.0832) of bullying has been expanded in the following way:

1. Can consist of all communication (direct, indirect, cyberbullying fake profiles, photoshopping photos, fake profiles, or photos).
2. Includes off-campus actions and communications that interfere with a student’s educational opportunities, or significantly disrupts the school environment.
3. No longer has to be a pattern, can be one significant act.
4. Authorities may be notified, and all students’ parents or guardians must be notified.

Students – Resolve issues in a Christ-centered way. Speak to a teacher with details of bullying or inappropriate events. Students who witness bullying will report the incident to a teacher.

Staff – Act as a Christ-like role model. Teach and expect appropriate behavior. Listen to and verify reports of bullying or inappropriate behaviors. Protect victims from further harm. Identify

patterns of behavior and be proactive. Act to stop behavior from reoccurring. Make referrals for additional support when needed

Parents – Let your child know bullying and inappropriate behavior is not tolerated in any form. With staff support, encourage students to resolve the situation themselves. Seek to understand the perspective of all involved regarding the issue. Communicate any concerns to the teacher and principal.

Forgiveness and reconciliation

With Christ as our example, we expect that forgiveness will be sought, given, and received. Our goal is for the students and families to achieve reconciliation.

Reporting, documentation, and consequences

Incidents of bullying and inappropriate behavior will be addressed in an immediate and timely manner. If bullying is identified, a notification form will be completed for acts of bullying. A copy of the form will be sent home and a parent must sign the form to be returned to school the next day. This copy will be retained at school in the discipline file. Progressive consequences will be administered based on the specific behavior and the number of offenses. Examples of consequences include, but are not limited to: privileges removed, detention, suspension, and expulsions. The BCDS will be notified of all suspensions and expulsions.

Behavior Reporting

Appropriate and inappropriate behavior deserves attention. Parents will be notified at the end of each day if their child received a poor behavior report. These and other reports will come from the teacher via a face-to-face visit, telephone call, email, text, or written note. Appropriate behaviors include:

Following directions

Walking safely in hallways

Talking in turn

Productive note-taking

Positive affirmation

Appropriate language

Appropriate body language

Timeliness

Appropriate care of materials and school property

Preparedness

Consequences for inappropriate behaviors will inevitably vary, and are private within the teacher-student-parent relationship, but generally adhere to the following guidelines:

1. Teacher warning and/or conference in the hallway, at lunch, before class, after class, before school, or after school; and may result in appropriate classroom consequences.
2. Principal warning and/or conference which may result in an appropriate classroom consequence, lunch detention, after-school detention, suspension, expulsion, or withdrawal.

Consequences for inappropriate behaviors will likely impact extracurricular activities.

Expulsion Policy

A student may be expelled if the student commits any of the following offenses on school property or while attending a school-related activity on or off school property:

- * committing an assault Section 22.1(a)(1), Texas Penal Code.
- * handling or being under the influence of marijuana or alcoholic drink.
- * behaving in a manner which contains the elements of the offense of retaliation against any school employee.
- * engages in conduct punishable as a felony listed in Title 5 Penal Code and the principal or designee has reasonable belief that the student has engaged in the conduct. (murder, kidnapping, sexual assault, indecency with a child, injury to a child, elderly or disabled person, abandoning or endangering a child, deadly conduct, terrorist threat, aiding a person to commit suicide, and tampering with a consumer product.)
- * brings to school a firearm as defined by federal law under the Texas Penal Code. (gun, starter gun, frame of a gun, firearm muffler, explosive device, illegal knife such as a knife with a blade over 5.5 inches)
- * uses a hand instrument designed to cut or stab another by being thrown; dagger, dirk, stiletto, poniard, bowie knife, sword, pocket knives, spear, or a club.
- * behaving in such a way as to contain the elements of aggravated assault, sexual assault, or arson. (Texas Penal Code) "

Employee-Student Sexual Harassment or Abuse

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. Sexual harassment of students by employees can be discrimination on the basis of sex under Title IX.

A School official who has authority to take corrective action on the school's behalf and who has actual notice of teacher-student sexual harassment or abuse.

Sexual Abuse by Employees

When an administrator learns of facts or a pattern of inappropriate sexual behavior by an employee under his or her supervision that plainly point toward the conclusion that the employee is sexually abusing a student, the administrator shall take appropriate action.

Student-Student Sexual Harassment or Abuse

When gender-based peer harassment takes place in a context subject to the school's control, and that school exercises substantial control over the harasser, it shall take appropriate action in light of the known harassment. The school shall not directly discriminate on the basis of sex when addressing peer sexual harassment.

Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student or a school employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment/Abuse by Employees

School employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Reporting Requirements

Any school employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law. An employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or the Title IX coordinator.

Investigations

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed. Any reports of sexual harassment that are not minor shall be referred to the Title IX coordinator. Oral complaints shall be reduced to writing to assist in the School's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Notice to Parents

The School shall notify the parents of all students involved in sexual harassment by student(s). The School shall notify parents of any incident of sexual harassment or sexual abuse by an employee.

Protection From Retaliation

The School shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

Complaint Process

For the purposes of the following complaint process, "days" mean calendar days.

Level One: A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, designee, or the Title IX coordinator for students. The student may be accompanied by the parent or other advisor at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person

who is the same gender as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office for Civil Rights. The principal or designee or the Title IX coordinator shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of the initial conference. The student or parent shall be informed if extenuating circumstances delay the investigation. Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to a person who is the subject of the complaint.

Level Two: If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Board of Christian Day School or designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint.