

2023



# **Family Handbook**

Kindergarten – 8<sup>th</sup> Grade Edition

2023-2024

(Revised January, 2023)

**Growing in Faith**

**Together as Family**

**Preparing for a bright Future**

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901-388-0205 [www.ilsmemphis.org](http://www.ilsmemphis.org)

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## **MISSION STATEMENT**

Immanuel Lutheran School is a Christ-centered family where students grow in faith, experience individual academic excellence, and prepare to use their God-given talents now and into the future.

## **ILS VISION**

Our vision is to be a dynamic mission center in our community that connects people to the life-changing power of Jesus Christ, strengthens families, and equips them to live passionately for Him.

## **VISION STATEMENT**

Immanuel Lutheran School exists to provide an atmosphere where Jesus' love and forgiveness are taught and practiced, so that all may grow in wisdom and faith.

## **PHILOSOPHY**

We believe that Immanuel Lutheran School exists in obedience with the Great Commission, which Christ gave to His church in Matthew 28:18-20: "All authority in heaven and on earth has been given to me. 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."

We believe that Jesus Christ is Lord of Immanuel Lutheran School, and all our relationships are rooted in the love of Christ.

We believe that we are serving God by assisting parents in the important work of teaching and nurturing children. Ephesians 6:4 reads, "...bring them up in the training and instruction of the Lord."

We believe that the Holy Spirit is with us as we guide our students into a growing relationship with the Lord Jesus Christ.

## **ACCREDITATION**

Being an accredited school is a high honor and it assures parents, children, community, and congregations that an excellent education is being provided to the students.

Immanuel Lutheran School has been accredited by the National Lutheran School Accreditation (NLSA) since 1991. NLSA is governed by The National Accreditation Commission, composed of representatives from various participating districts of The Lutheran Church-Missouri Synod and the Lutheran Church-Canada. The process is owned and operated by The Lutheran Church-Missouri Synod as a service of LCMS School Ministry. The Tennessee Department of Education recognizes NLSA accreditation; therefore, ILS is considered a Category 2 school in TN. ILS's current NLSA accreditation runs through August 2027.

# PEOPLE OF IMMANUEL

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## STUDENTS

Immanuel Lutheran School is a Christ-centered family where students grow in faith, experience individual academic excellence, and prepare to use their God-given talents now and into the future. We are here to help children grow academically, spiritually, socially, and emotionally. Our student body is made up of a wide variety of talents, backgrounds, and experiences. It is our school's privilege to assist in the growth and development of young people.

## PARENTS

The home is and always will be the chief agency for the Christian training of the child. A Christian school does not relieve the parents of their God-given obligations. The purpose of our school is to serve as an aid and extension of the home in the vital work of Christian training. "Teach a child how he should live, and he will remember it all his life." Proverbs 22:6. When the home and school are both Christ-centered, a child is indeed receiving quality education.

## FACULTY

One of the most important ingredients of a school is its faculty. Our faculty are spirit-filled Christians trained in their respective areas of responsibility who are concerned about the total welfare of their students. The Tennessee Department of Education certifies our K-8 teachers; many of them hold Master's degrees. Varied experiences and backgrounds enrich them; most received training in our Lutheran colleges. They are engaged in a program of continuous spiritual and professional growth.

## RELATIONSHIP OF THE CHURCH AND SCHOOL

Immanuel Lutheran Church and School is one ministry. Through its school, Immanuel Lutheran Church educates children in the Christian faith and all academic areas. The school is a vital mission to our community as well as to those who belong to our congregation. The church supports the school by its prayers, volunteer efforts, and financial support.

## PARENTS AND TEACHERS IN LUTHERAN SCHOOLS (PTLS)

The Parents and Teachers in Lutheran Schools (PTLS) organization is a service organization made up of the parents, guardians, and teachers of Immanuel. Upon registration of your child in Immanuel you become a member of PTLS. The only cost to you is your service. The overall mission of PTLS is to assist Immanuel Lutheran School in fulfilling its mission of providing academic excellence.

The Purpose of PTLS is to provide resources for the school in the following four areas:

- Promoting parent involvement at Immanuel
- Providing opportunities to build relationships with other families and staff
- Providing educational resources and opportunities for parents

Each and every person is a vital part of helping our children to "grow in wisdom and faith" by being an active member of PTLS and making PTLS a true service organization.

To become a better service organization, it is incumbent on PTLS to assess the NEEDS and TALENTS of our membership and school community. Immanuel will publish opportunities for participation in Tiger Tales, emails, and classroom newsletters. You can volunteer your time and talents by notifying any of the PTLS Team Leaders or your child's classroom teacher. (Being revised currently)

## **VOLUNTEERS**

As an independent Lutheran School, ILS needs the active participation of parents, families, and friends to share in our responsibility of providing the highest quality of Christian and academic education to our students. Parent involvement is an integral part of the functioning of ILS: without it, the school would lose its sense of community and tuition would increase dramatically. To be the best ILS can be, WE NEED YOU!

All lead volunteers who work directly with children (coaches, tutors, etc.) must submit to a background check.

### **Guidelines for Volunteers**

All parent volunteers are expected to conduct and present themselves in an appropriate, positive manner when at school, in dealing with students, representing ILS on field trips and at sporting events. Volunteer drivers for field trips are required to provide proof of auto insurance and a valid driver's license. All drivers are expected to make sure all students have the appropriate booster seats and seat belts according to state and federal laws. Each driver should transport the students from ILS to the field trip destination and back to ILS without making any unnecessary stops.

## **VISITORS**

Parents, family members, and friends are encouraged to visit ILS during school hours. Visiting during class time provides the opportunity to participate more fully in your child's education. Should you wish to spend time in the classroom, please make arrangements with your child's teacher prior to your visit. Eating lunch with your child is another good way to observe and participate in your child's day. If you wish to eat with your child, simply call the School Office that day and let us know. **All visitors must come to the School Office and sign in the school visitor log prior to going to classes.** Visitors should wear a visitor's badge while on campus.

## **DONORS**

In order to provide a program of excellence, Immanuel Lutheran School depends on donations from generous people and corporations. Donations are tax-deductible. Support can be in the form of in-kind gifts, annual fund donations, estate gifts, and planned giving. Immanuel Lutheran School has an established annual fund, tuition assistance fund, and endowment fund. Contact the principal, Michelle Fischer, for more information

## **ADMINISTRATION**

Immanuel Lutheran School (ILS) is owned and operated by Immanuel Lutheran Church, which is a member of the Mid-South District of The Lutheran Church-Missouri Synod. The policies and activities of ILS are controlled and supervised as outlined in the constitution and bylaws of Immanuel Lutheran Church. The principal is directly responsible for overseeing the operation of the school. The school advisory team provides input and suggestions in regards to school policies and programs. The principal reports directly to the pastor. The pastor reports to the Immanuel Lutheran Church Board of Directors. The Board of Directors reports to the voters assembly. For a copy of the Immanuel Lutheran Church constitution and bylaws, please contact the principal or pastor. Michelle Fischer, Principal, (901)388-0205, mfischer@ilsmemphis.com

## **SCHOOL ADVISORY TEAM**

The School Advisory Team meets approximately once per month. The meeting dates are available from either the Principal or the School Advisory Team Leader. In order to foster open communication where possible, anyone may address the School Advisory Team by seeking permission from either the Principal or the School Advisory Team Lead. A portion of the meeting will be set aside for your discussion. Anything discussed in the School Advisory Team meeting is confidential. In accordance with this, these meetings are not open to the public.

## SPIRITUAL LIFE

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### WORSHIP

In addition to the Christian training, the children receive both at home and in school, we consider it necessary for the children to attend Sunday School and worship services together with their parents. Psalm 122:1 states, "I was glad when they said unto me, let us go into the house of the Lord." Parents are urged to set a good example for their children in these matters. Church attendance and Sunday School attendance are recorded weekly in the classroom.

At the end of the year, an award is presented to each student who had perfect church attendance.

Each school day, except Wednesday, begins with a devotional period. Chapel services are typically Wednesdays at 8:15 AM, to draw the students and faculty closer to their Lord and Savior. Parents and visitors are invited to attend any of these services.

Christian stewardship is an important part of Christian living, and children should be trained in this at an early age. Therefore, the children are given an opportunity to worship through their offerings and, thereby, support mission and charity endeavors.

Immanuel Lutheran Church offers two Sunday morning worship services: 8:30 and 11:00. Sunday School and Adult Bible Classes meet at 9:50. All school families are welcome to attend our Sunday worship services and Sunday School classes. If you have no church home and desire to become a member of Immanuel Lutheran Church, contact the Pastor(s) or your child's teacher.

### IMMANUEL LUTHERAN CHURCH ADULT INFORMATION CLASSES

These classes, conducted by our Pastor(s), are made available to all parents. The sessions cover the basic teachings of the Lutheran Church. In all fairness to your child and to you, the church feels that you should know what kind of religious training your child is receiving. There is no obligation to join the Lutheran Church upon completion of these sessions, although anyone wishing to do so would be eligible. Dates, times, and location of these classes will be published in our "Tiger Tales" weekly school newsletter.

## COMMUNICATION

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### PARENTS AND TEACHERS AS PARTNERS

Experience has shown that when the parents and teachers work together in obedience to God's Word, misunderstandings and disagreements can be resolved in a spirit of Christian love and forgiveness. If problems do arise, parents should address them according to the steps outlined in Scripture (Matthew 18). First, discuss the situation with the teacher or person involved. Refrain from gossiping or discussing the problem with other parents and/or in the presence of your child or other students. If the problem is not resolved by addressing the concern directly with the teacher or staff member, the next step is to contact the Principal who will facilitate a meeting with the teacher or staff member involved. If the problem remains unresolved after this meeting, parents may contact the Pastor.

### "TIGER TALES"

ILS emails a weekly newsletter entitled "Tiger Tales" to inform parents of the lunch menu for the upcoming week, volunteer opportunities, calendar of events, and various announcements regarding our school and community. This is the **main** form of communication between school and home regarding daily life at ILS. It is extremely important to read the newsletter. Anyone wishing to submit an article or prayer request for



possible publication needs to submit it to the office by 9:00 a.m. Monday morning. The office sends the newsletter Tuesdays through FACTS. The weekly newsletter is also in FACTS under School/Announcements.

## **FACTS**

"FACTS" is an online portal for parents to view and pay their school invoices, tuition and incidentals. SIS (Student Information System)/Family Portal is the portion of the portal that relates to your child's classroom work (homework, grades, progress reports), place lunch orders, and view extended care charges. Important information is in FACTS and/or emailed to you. (School closings or other important school notices). Email addresses for all teachers are on FACTS.

## **FACEBOOK**

<http://www.facebook.com/immanuelmemphis/>

## **INSTAGRAM**

[instagram.com/ilsmemphis/](https://www.instagram.com/ilsmemphis/)

## **WEBSITE**

[www.ilsmemphis.org](http://www.ilsmemphis.org)

## **SCHOOL DIRECTORY**

A school phone directory is located in FACTS. It includes phone numbers and addresses of ILS faculty, staff, and families. Families should only use this information for official school purposes. No reproduction, sharing, or unauthorized use is permitted. The directory is located in FACTS under school/directory.

## **SCHOOL CALENDAR**

This calendar shows all holidays from school, vacation recesses, teachers' conferences, etc... A detailed monthly calendar is available on our school website and FACTS.

## **TELEPHONE USAGE**

Teachers and students will be called to the telephone for emergencies only. You may leave a message with the Office Administrator who will relay it to the proper person.

Students may use the office telephone only in the case of an emergency and with the permission of his/her teacher. Teachers will issue an office pass for pupils to use the office phone. During regular school hours, students will not be given permission to use the telephones in the resource room, kitchen, or the gymnasium; they are to use the school office phone only.

Students MAY NOT use the telephone at any time for personal telephone calls such as arranging to go home with a friend. All such arrangements and other personal telephone calls must be made outside school hours and on a telephone other than the school telephone.

## **STUDENT CELL PHONES**

Students may not use cell /smart phones while on campus or on field trips. Students who need to use the phone must obtain permission from a teacher. Students who bring a cell/smart phone to school must keep it powered off and turn in to Teacher until they leave campus or are in the supervision of their parent. Students found using cell phones on campus without permission will have the cell phone confiscated and will receive disciplinary actions. The principal will return the phone to the parent.

## **WEATHER CLOSINGS**

All ILS closings due to weather conditions will be announced on the local ABC, CBS, and NBC affiliates. We are NOT connected with City or County closings. Please DO NOT call the teachers or Principal at their homes. Parents will also be notified by email and text through FACTS.

## **ACADEMICS**

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### **CURRICULUM**

At Immanuel Lutheran School, Christ permeates all subjects and activities. Teachers seek opportunities to witness in every class and to relate God's Word to all aspects of life.

A curriculum overview is available on our school website and by request in the school office. Specific grade-level standards (including how Immanuel standards meet and exceed the State of Tennessee Department of Education standards) are available upon request from the principal.

In order to maintain state approval, our school must comply with the State of Tennessee Department of Education curriculum requirements. Therefore, the curriculum and course of studies will be similar to that found in public and private schools with the addition of being Christ-centered in all of its endeavors.

The major areas of learning are as follows:

- CHRISTIAN FAITH STUDIES - Bible study, worship, faith topics, memory studies, missions, stewardship, Christian living, Bible history
- SCIENCE - Health, nature, physical-earth-biological sciences, safety, environment
- LANGUAGE ARTS - Reading and literature, phonics, English, spelling, handwriting, word study, writing, listening skills, critical thinking skills
- SOCIAL STUDIES - Geography, history, current events, government, map study, career, consumer
- MATHEMATICS - Concepts, computation, application, algebra, geometry, problem solving
- FINE ARTS - Vocal and instrumental classroom music, choir opportunities, drawing, arts and crafts, programs by guest artists/musicians
- PHYSICAL EDUCATION - Exercise, skills, games, recreation, sportsmanship, teamwork,
- COMPUTER – Technology history, keyboarding, use of applications and utilities, use of the internet, integration of computer technology with other areas of study as defined in the curriculum of each grade
- STEMM- STEMM is taught in grades K-8

### **CHOIRS**

The Cherub Choir is comprised of all students in Grades 1 - 3. Performances will be announced well in advance through the "Tiger Tales" and notes to the parents. All choir members are expected to participate in the events scheduled. If a performance needs to be missed, a written note from the parent should be given to the Choir Director before the performance stating the reason for the absence. Performances are part of the Music grade.

The Junior Choir is comprised of students in Grades 4 - 8. Performances will be announced well in advance through the "Tiger Tales" and notes to the parents. All choir members are expected to participate in the events scheduled. If a performance needs to be missed, a written note from the parent should be given to the Choir Director before the performance stating the reason for the absence. Performances are part of the Music grade.

## **PHYSICAL EDUCATION**

All students in grades K - 8 engage in at least one hour of organized physical education (in addition to recess) each week. A physical fitness test is included in the curriculum.

If children are to be excused from P.E. on the advice of a physician, parents are to inform the P.E. instructor. Occasionally, students may, during the course of the day, develop certain symptoms such that they may not be able to participate that day. However, if this occurs with regularity, parents will be notified.

All students are required to wear tennis shoes for P.E. and/or recess.

## **BOOKS AND SUPPLIES**

Our textbooks and teaching aids are carefully selected to best fit the needs of our school and to help more effectively realize our school's objectives. All textbooks and workbooks are rented by the students. Children will be given a Bible in 2nd grade or if new to the school (3<sup>rd</sup>-8<sup>th</sup> Grade). Parents must purchase a Catechism (Grades 7-8). Each child will be held responsible for proper care of all his/her books.

Should books be lost or damaged, the cost of replacement or repair will be the responsibility of the parent and/or child. All textbooks remain the property of the school. Parents are furnished with a list of required supplies for their children prior to the beginning of each school year. Some of these will need to be replaced throughout the year. In order to protect the books, parents may choose to cover them. Do not use covering such as contact paper, laminating film, or other sticky materials to cover the textbooks. If book socks are used, be sure they are large enough to cover the book without causing damage to the spine or binding.

## **SCHOOL WORK AND ASSIGNMENTS**

Students are normally given opportunity in school to complete most of their assignments. However, the challenging program at ILS requires that some study be done at home. This is necessary not only for the accomplishment of immediate goals, but it also develops helpful habits for further education. When a child consistently brings home large amounts of work, parents should arrange to discuss this with the teacher(s).

ILS urges parents to show interest and concern in their children's work by frequently checking and discussing it with him/her. Children are expected to prepare their work neatly and accurately and to submit assignments on time. Parents can assist their children by helping them schedule homework efficiently and by providing a quiet and comfortable place for study. We request that the parent send an explanatory note if extenuating circumstances arise.

Each teacher (Kindergarten through Grade 8) has developed a procedure for collecting homework. An assignment that is turned in late will receive 20% deduction of grade. Assignments turned in more than 1 day late may receive zero credit – unless the student has an excused absence for that day. Any incomplete assignment that is turned in when due will be given credit for the correctly completed portion of the work. In the event of excused absence, the student will be permitted the school days to complete and turn in the assignment equal to the number of school days the student was absent. Exceptions to this policy may be made on an individual basis when the teacher in cooperation with the parent and student develops an individual written contract for the purpose of correcting unsatisfactory homework. If the contract is violated, the above homework policy will be enforced.

Special consideration will be given on Wednesday nights so that homework does not become an obstacle to student attendance at mid-week church services.

## **GRADING SCALE**

A+	100		
A	96-99		
A-	94-95		
B+	92-93		
B	87-91		
B-	85-86		
C+	83-84		
C	78-82		
C-	76-77	E	Excellent
D+	74-75	G	Good
D	70-73	S	Satisfactory
D-	68-69	N	Needs Improvement
F	0-67	U	Unsatisfactory
M	Missing Work	M	Missing Work
P	Pending		

## **HONOR ROLLS**

Honor Roll and Principal's Honor Roll are for students in grades 3 - 8. Students are recognized for earning excellent grades and conduct.

### **Principal's Honor Roll**

- 3.5 or higher GPA
- No grades below a B
- E in any class on the EGSNU grading scale (Conduct, Music, etc.)
- No demerits

### **Honor Roll**

- 3.0 or higher GPA
- No more than 1 C
- No F average in any class
- E or G in any class on the EGSNU grading scale (Conduct, Music, etc.)
- No demerits

## **EIGHTH GRADE VALEDICTORIAN**

This honor is awarded to the student with the highest grade point average and all E's, G's, or S's in conduct and non-graded subjects during the 6<sup>th</sup> through 8th grade school years.

## **EIGHTH GRADE SALUTATORIAN**

This honor is awarded to the student with the second highest grade point average and all E's, G's, or S's in conduct and non-graded subjects during the 6th through 8th grade school years.

These honors are calculated using the two semester grade point averages from sixth grade, seventh grade, and eighth grade point averages for each of the first three quarters in eighth grade. The valedictorian and salutatorian will be announced at the beginning of 4th quarter.

## **REQUIREMENT FOR PROMOTION TO 7TH AND 8TH GRADES**

For students in 6<sup>th</sup> and 7<sup>th</sup> grades to be promoted to the next grade, a 67.5% or higher must be earned in each and every subject when averaging semesters 1 and 2 together. Any student not meeting this minimum requirement will be required to do a summer program or be retained.

After first quarter report cards are issued, a conference will be scheduled for all students. If a student has a 75.4% or lower in any subject for the quarter the student, parent(s), and teacher(s) will make plans for improvement and possible consequences. The conference will end with all parties in attendance signing a statement acknowledging what was discussed and what must be done to improve the student's performance in that class/those classes.

The above procedure will be used as needed after distribution of the second quarter midterm report. After second quarter report cards are distributed, parents of students averaging a 1st semester grade of 67.4% or lower will be notified that their child is not performing at grade level and is at serious risk of retention. At this point, an action plan will need to be formulated, agreed upon, and signed by student, parent(s), and teacher(s).

The above process will continue as needed based on 3<sup>rd</sup> and 4<sup>th</sup> quarter midterm reports and 3<sup>rd</sup> quarter report card.

### **REQUIREMENT FOR 8TH GRADE GRADUATION**

A student must achieve a 67.5% or higher in each and every subject for BOTH semesters (not averaged together) in 8<sup>th</sup> grade in order to qualify for graduation. Any student not meeting this minimum requirement will not receive a diploma from Immanuel Lutheran School.

The first quarter report cards are issued at the mandatory parent teacher conference. At this time, any observations and questions from both the parent and the teacher should be addressed. It is beneficial for the student, parent and teacher to develop a plan to redirect any challenges.

The above procedure will be used as needed after distribution of the second quarter midterm report.

After second quarter report cards are distributed, parents of students averaging a 1<sup>st</sup> semester grade of 67.4% or lower will be notified that they have not met the minimum requirements for graduation.

### **GRADES/REPORT CARDS**

Report cards are officially issued four times a year. Grades are available for parent view online throughout the school year through FACTS. Parent conferences for Kindergarten through 8<sup>th</sup> Grade are scheduled during the first marking period to discuss each child's progress. Other conferences may be scheduled at the request of either the teacher or the parent. Parents are encouraged to schedule an appointment with their child's teacher to discuss any item that might be pertinent to the child's overall education.

No later than Tuesday, teachers are required to update the online grade book for the week's previous assignments and tests. If a teacher has not updated the grades, please contact your child's teacher directly. If the problem is not resolved swiftly, please contact the principal.

### **TESTING PROGRAM**

In addition to regular subject matter testing, standardized tests are given to the children in our school each fall and spring. Students will participate in the NWEA Map test. NWEA scores will feed into IXL, our adaptive curriculum, and will provide a student individualized growth plan based on this data.

All students that receive ESA funds will be required to take the TCAP.

## **LIBRARY**

ILS operates a library for the benefit of the children. The library is available to the children at scheduled library periods during the week. We encourage students to make use of the library and to handle books with care. The student will pay for books that are abused or lost. The fee for abused or lost books is the replacement cost of the book(s). Reference books may not be taken home.

## **FIELD TRIPS**

Teachers plan field trips off campus to extend a child's learning. The cost of a student attending a field trip is covered in tuition. All students are required to participate. Parents who wish to join the field trip may be required to pay for their expenses.

The following is observed for all field trips:

1. A letter to parents precedes the trip. A copy of this letter is also filed in the school office.
2. A signed and completed permission slip must be returned by each student before the trip (along with any necessary money).
3. The teacher and at least one other adult per 10 students accompany each group.
4. If transportation is needed, cars and vans are acceptable, provided those transporting students are following Tennessee state regulations regarding current license, current insurance, seat belts, car seats, airbags, and the like.
5. All drivers must have a proof of current car insurance in their possession while driving for a field trip.

## **MIDDLE SCHOOL CLASS TRIP**

Each year, 7<sup>th</sup> and 8<sup>th</sup> grade students, their parents, and teachers plan for an extended field trip, which students, teachers, and parent chaperones attend in late April or early May. This trip is a wonderful opportunity for students to experience in person what they have learned over their time at Immanuel. To participate in the class trip, students must meet the following requirements:

- Maintain an "S" average in conduct. (A student who has earned two "N's" in conduct during the school year is ineligible to participate in the class trip.)
- Maintain a passing average in each subject. (A student who has an "F" average at the end of the first semester must demonstrate improvement by the end of the third quarter to participate in the class trip.)

# **STUDENT SERVICES**

## **SPECIAL SERVICES**

According to state regulations, Immanuel Lutheran School works with the Shelby County Schools in identifying and providing services to our students with special needs. This may include, but is not limited to: vision, hearing, speech, learning disabilities, and emotional issues. The identification, screening, and some services are free to our students, depending on student qualification. Contact the principal for more information.

## **LUNCH PROGRAM**

ILS offers a hot lunch program (Monday - Friday). Menus are published in the weekly "Tiger Tales" and on FACTS. Lunch and milk orders must be purchased through FACTS. Families should place orders as soon as possible for their student, or a child is unable to get a hot lunch. Cost is as follows:

Lunch M-Th	\$6.00	Milk (only)	\$0.60
Friday lunch	\$5.50	Late orders have a \$1.00 add fee	
Extra Slice	\$1.00		

Students **do not have access to a refrigerator or microwave**. Students who purchase a hot lunch are encouraged to eat a small amount of each food item that is served.

Students are expected to keep the lunchroom tables and floors clean. All students are to comply with the school lunchroom rules.

### **LUNCH GUESTS**

From time to time, teachers will change student schedules to accommodate events, lessons, or to reward student behavior. Because of that, and because of limited space, ILS requires parents to make let the office know when they would like to eat with their student(s). Reservations/arrangements for lunch guests must be made a minimum of one business day ahead of time. Friday is the deadline for Monday reservation requests. Parents should request the reservation are welcome to join their children for lunch. Requests made by anyone other than a parent will be confirmed with a parent before permission is granted. To request reservations, call the office at 901-388-0205 or email [schooloffice@ilsmemphis.com](mailto:schooloffice@ilsmemphis.com).

### **CARBONATED BEVERAGES**

Students are expected to refrain from drinking any carbonated or caffeinated beverages prior to or during school hours. Carbonated and/or caffeinated beverages (including energy drinks) are not allowed for consumption prior to or during the school day, including lunchtime. (Parents, please bear this in mind, if you bring a lunch, to share with your child during the school day.) Exceptions to this policy may be made for special teacher-approved class celebrations.

### **EXTENDED CARE**

Extended Care is offered as a service to the parents of children attending our Day School who need to have their children adequately cared for until such time as they can be picked up. Extended Care hours are from 6:30 a.m. - 7:50 a.m. and 3:30 p.m. – 5:30 p.m. Extended Care fee is **\$6** per hour. Billing is done on a bi-weekly basis, with payment in full expected upon receipt of the bill. Balances may be viewed on FACTS. ***Services may be suspended if account is delinquent.***

When children arrive for Extended Care in the morning, they must check in with an Extended Care worker. While children who arrive 7:45 a.m. are not charged for Extended Care, they are required to stay in Extended Care until they are released by the Extended Care worker to their classes at 7:50 a.m.

After their dismissal at the end of the school day, all students who know they will attend Extended Care, must go directly to Extended Care and check in with an Extended Care worker. All children who have not been picked up by 3:30 must sign in for Extended Care.

The behavior rules and regulations for both Pre-Kindergarten and Grades K - 8 apply to Extended Care as well. We expect the same Christian conduct. If there is a problem with your child's behavior, there will be a "time out" period. If there are more than three "time out" periods in a week, the child will not be allowed to attend Extended Care for three school days. A parent will be notified in writing of any behavioral problems the day that they occur. If the behavior problem persists, Extended Care services may be withdrawn until a conference is held with the Principal and the Extended Care Director.

Students on campus after 3:30 who are not in the direct care of a parent and/or guardian, under the direct supervision of a teacher or coach, or in Extended Care receive an automatic detention.

Students picked up from Extended Care must be signed out by noting the time of departure on the appropriate form. If no departure time is listed, a student will be charged as if he/she were present until 5:30 p.m. If students are picked up after 5:30 p.m. a \$2.00 per minute fee will be added to the bill.

SPORTS PRACTICES ARE NOT TO TAKE THE PLACE OF EXTENDED CARE FOR SIBLINGS WHO ARE NOT TEAM MEMBERS. Because of their responsibilities to teach skills and conduct practice, coaches cannot be expected to provide appropriate supervision for children who are not team members. Children who are not team members and who are not under the direct supervision of a parent or other designated adult are expected to be in Extended Care. In special circumstances, exceptions may be granted with the approval of the coach, the Athletic Director, and the Principal.

## **ATTENDANCE AND ABSENCE POLICIES**

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### **SCHOOL HOURS (K - GRADE 8)**

School hours are from 8:00 a.m. to 3:15 p.m. Students admitted into the building before 7:45 a.m. are in Extended Care. Upon dismissal at the end of the school day, students who are to attend Extended Care must go directly from the classroom to Extended Care and check in. Students are to be out of the building by 3:30 p.m., unless they are involved in an extracurricular supervised activity. The school cannot be responsible for accidents or injuries that occur when children are at school during unauthorized times.

In accordance with state laws, all students are required to attend classes regularly. Regular attendance is also important if we are to guide a child in his/her optimum level of learning. Parents are requested to not take their child(ren) out of school for events that could be scheduled for another time. ILS follows State guidelines in regards to truancy <https://www.tn.gov/education/student-support/chronic-absenteeism.html>. Any student absent 30 days or more is subject to repeating the grade. Awards are given at the end of the year for Perfect School Attendance and Faithful School Attendance (missing no more than 5 days). When determining awards, 2 unexcused tardies equals one absence.

### **TARDINESS**

Tardiness is a bad habit. Tardiness causes disruption and results in loss of academic time. Statistics show that students that are absent or tardy more than 5 days have a 10% lower score on standardized test.

Students are expected to be **in the classroom and prepared to work** prior to the 8:00 a.m. bell, or they will be considered tardy. Students who enter the classroom at 8:00 a.m. or after will be sent to the office to get an admittance slip. ALL TARDIES will be considered unexcused; however, exceptions may be granted if:

1. The parent accompanies the child to the office to provide a Dr. note for the tardiness, OR
2. In the case of abnormal traffic conditions due to an accident, severe weather, or widespread power outage.

Determination of excused or unexcused will be made by the Office Staff with the Principal having the final determination.

### **Excused**

Excused tardies include illness with a Dr. note or an early doctor's appointment with a Dr. note.

In the case of abnormal traffic conditions due to an accident, severe weather, or power outages the administration may excuse tardies.

### **Unexcused**

Unexcused tardies are all late arrivals to school not accompanied by Dr. note. Forgetting to set the alarm clock, oversleeping, uncooperative children, and normal daily traffic are among the reasons considered



unexcused. These tardies have become a school concern. When a student is late, it disrupts the teacher and the whole classroom. Action may be taken by the principal if a student has an excessive tardy record. Please have your student at school on time.

### **Demerits for Unexcused Tardies:**

- **1-5 Violations or Unexcused Tardies:** Teacher Notifies Parent
- **6-9 Violations or Unexcused Tardies:** Teacher or office calls parent to notify of excessive tardies (Teacher notifies Principal)
- **10 or more Violations:** Teacher meets with parent or student serves detention (at Teacher/Principal's discretion).

### **Detention for Unexcused Tardies:**

For students receiving a detention for excessive tardies, a special detention will be held once a month from 7:15-7:45 in the morning. Parents/guardians will be notified when their student must serve a detention for tardies. **Parents will be charged an additional \$20.00 for the time students spend serving a detention for excessive tardies.** Payments for this detention must be made to the school office on or before the day of the served detention.

We request that ALL absences be phoned into the school office by 9:30 a.m. After an absence, a child is expected to make up all homework, quizzes, and tests, as the teacher deems necessary. Assignments and books can be picked up after school either in the classroom or the school office.

Any student leaving or returning to the school premises during normal school hours must do so via the school office. The parent or designated adult must sign the child in or out of school. Either written parental consent must be given if the person is not the parent of the student.

### **NON-EMERGENCY ABSENCE**

In the event that a non-emergency absence of three (3) or more days must occur during the school year, parents are required to inform the principal in writing at least three (3) school days prior to the absence. The Principal may "approve" the absence and inform the classroom teachers. Teachers may, but are not required to, provide assignments before the student leaves. All school work missed due to an approved absence is due within the number of school days equal to the number of school days absent. If prior approval for the extended absence is not obtained by the parents, all missed school work will receive zero credit.

## **HEALTH AND SAFETY**

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### **ILLNESS**

We would like to maintain a healthy environment for our students. Therefore, if your child is sick, he/she should stay home. Please notify the school as soon as possible if your child has or is exposed to a contagious condition so that we may notify other parents in a timely fashion.

Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of over 100 degrees, vomiting, diarrhea, or head lice will necessitate the school sending your child home. A sick child who is sent home may not return to school until he/she is free from all symptoms. **YOUR CHILD MUST BE FEVER FREE FOR 24 HOURS BEFORE HE/SHE MAY RETURN TO SCHOOL.** A doctor's note should be presented to the school office if the child has been absent more than three days due to illness. This is for the protection of your child as well as the other children.

Parents are responsible for providing the school with the name and number of the child's doctor and at least one emergency telephone number that can be used to locate a reliable friend or relative in the event that parents cannot be contacted. If your child becomes ill at school, we will call you or your designated representative so that your child may be taken home. You will be contacted if your child exhibits any of the symptoms listed above and asked to pick up your child as soon as possible.

ALL MEDICATIONS, PRESCRIPTIONS AND OVER-THE-COUNTER, ARE DISPENSED ONLY THROUGH THE SCHOOL OFFICE WITH APPROPRIATE DOCUMENTATION AND PERMISSION. All medications must be in the ORIGINAL pharmacy container with the child's name on it. Medications are kept in a locked box in the school office and dispensed as directed by the Office Manager. Prescription medication may only be given if a child has a written consent form which includes the medication's name, dosage amount, instructions, and where applicable, the doctor's name. This will ensure that your child receives his/her medication in the proper dosage and at the proper time. PRESCRIPTION MEDICATIONS WILL BE DISPENSED ONLY AS DIRECTED BY THE PHYSICIAN.

Routine screening checks of student's vision and hearing are done at ILS each year. You will be notified when these screenings are scheduled. These are either free or at a nominal charge.

Preventative measures such as eating balanced meals (including breakfast), proper amounts of sleep, regular exercise, and regular daily hygiene are the basic responsibility of the parents.

### **HIV/AIDS POLICY (Students)**

It is the policy of Immanuel Lutheran School to permit HIV-infected students to enroll and participate fully in all aspects of the education program as long as they are medically able to do so. Mandatory screening for HIV infection shall not be a condition for school entry or attendance.

If a student's parents/guardians choose to disclose the child's health status, all matters pertaining to that student will be under the direct supervision of the Principal.

The school will work with the Tennessee State Board of Education and the Shelby County Health Department to ensure all students' rights, confidentiality, and health are protected.

The Principal shall convene an evaluation team composed of the student's parents/guardians, the student's physician if s/he elects to attend, a physician or nurse from the Memphis and Shelby County Health Department as designated by the regional health office, the Principal, at least two School Advisory Team members, and whenever possible the student. The evaluation team shall evaluate the student's health status relative to attending school.

The Principal shall be responsible for requesting that the parents/guardians have released to the Memphis and Shelby County Health Department medical records and a statement from the student's physician regarding the health status of the student reported to have HIV/AIDS. In addition, the Principal will gather information regarding the student's cumulative school record. These records will be reviewed by the evaluation team.

The evaluation team shall assume responsibility for determining when a student's medical condition warrants the student's removal from the classroom. For any child determined as warranting removal from the classroom due to medical reasons, the school shall be responsible for determining the appropriate educational program for the child in the least restrictive environment which is medically, legally and educationally sound; this may include referral to the local public school system for services that cannot be provided at Immanuel. The parent/guardian shall be included as part of the decision-making process.

Because AIDS/HIV infection is a progressive disease, regular medical and educational monitoring will be conducted by the evaluation team.

#### **CONFIDENTIALITY**

No information concerning an HIV-infected student shall be divulged, directly or indirectly, to any other individual or group without written consent of the parents/guardians. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the Principal in a locked file. If the HIV-infected student is under the age of eighteen (18), access to this file will be granted only to those persons who have the written consent of the infected student's parents/guardians. Individuals will be informed of a student's HIV infection on a "Need to Know" basis, as decided by the evaluation team, with the written consent of the parent/guardian.

## **BEHAVIOR STANDARDS**

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### **CLASSROOM EXPECTATIONS**

All students at ILS, regardless of age, are expected to exemplify the highest standards of conduct, as their behavior standards must be based upon Christian principles. Although teachers have their own classroom rules, all students are expected to:

1. Show respect and courtesy to all students and adults on the Immanuel campus - during the school day, during Extended Care, and during other school activities.
2. Demonstrate care for the building and equipment.
3. Behave in a manner that maintains a proper learning environment.
4. Use language (spoken and written) befitting a Christian.

A loving concern for students as children of God means using firm corrective measures when necessary. For further details about ILS's discipline procedures refer to the "School Discipline Plan" outlined below for grades K-8 and the specific pages on discipline in the preschool section.

### **GENERAL RULES AND REGULATIONS**

ALL STUDENTS IN THE SCHOOL ARE SUBJECT TO ITS RULES AND REGULATIONS AND ALSO TO THOSE CREATED BY EACH INDIVIDUAL TEACHER FOR HIS/HER CLASSROOM. THESE RULES APPLY TO EXTENDED CARE AND ALL SCHOOL-RELATED EVENTS AS WELL.

The following general rules apply to behavior:

1. Each student not willing to respond or cooperate with teacher directives will be referred to the Principal. After consultation with the teacher, the Principal may suspend the student from regular classroom activities.
2. Children should come to school prepared for the day's work. This includes assignments, books, paper, writing implements, and any other supplies required by the classroom teacher.
3. Students are expected to enter the building promptly upon their arrival.
4. Students are to walk in the hallways and on the sidewalks.
5. Orderly conduct must be maintained in the cafeteria, the hallways, and the restrooms as well as in the classroom.
6. All children are expected to go outside per teacher directions on days when weather permits. A written note from the parent must be presented to the teacher should reasons of health or sickness prevent a child from doing so. All exceptions are left to the discretion of the child's teacher.
7. Nuisance items, toys, and other objects that distract from the learning environment are not to be brought to the school and may be confiscated by the teacher.
8. No bicycles, skateboards, or other wheeled devices are to be brought to school, except with permission from the Principal.

9. Students who through negligence, carelessness, or malicious intent cause damage to property that is not their own will be responsible for the cost of the repairs or replacement.
10. After 3:15 p.m. children who are on campus but not in Extended Care or under the direct supervision of a parent, guardian, or teacher may receive demerits.
11. Guns, knives, and other weapons are NOT allowed on school grounds. Possession of these items will result in confiscation, suspension and/or expulsion. Appropriate legal authorities will be notified.
12. No Gum chewing.
13. Drugs and alcohol are NOT allowed on the school grounds. Possession of either or both of these will result in confiscation, suspension and/or expulsion. Appropriate legal authorities will be notified.
14. All rules and regulations apply to day care and extra-curricular activities, such as sports practices and musical production rehearsals.
15. Students may not use cell /smart phones while on campus or on field trips. Students who need to use the phone must obtain permission from a teacher. Students who bring a cell/smart phone to school must keep it powered off and in their backpack until they leave campus or are in the supervision of their parent. Students found using cell phones on campus without permission will have the cell phone confiscated and will receive disciplinary actions. The principal will return the phone to the parent.

### **SCHOOL DISCIPLINE PLAN (Grades K-8)**

The goal of discipline at ILS is to teach students Christian attitudes, self-control, orderliness, and efficiency rather than to punish them. Therefore, teachers will deal with pupils in accordance with the teachings and philosophy of Christ. Pupils are to be taught to love others, serve others, and respect others' rights and privileges. In all cases of discipline, the spirit of Matthew 18 shall prevail ("If your brother or sister sins go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup> But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of or three witnesses'. <sup>17</sup> If they still refuse to listen, tell it to the church.") However, to effectively modify and correct misbehavior when it occurs, the following plan has been established. This is done in the spirit of Proverbs 22:6 *"Train up a child in the way he should go and when he is old he will not depart from it"*.

### **DEMERIT SYSTEM**

A "demerit system" is used by the teachers and Principal to help maintain consistency in discipline. Demerits may result in detention, suspension, or expulsion. There are three kinds of demerits, a "Discipline Demerit", a "Dress Code Demerit", and an "Unexcused Tardies Demerit".

#### **Dress Code Demerits and Demerits for Unexcused Tardies**

- **1-5 Violations or Unexcused Tardies:** Teacher Notifies Parent
- **6-9 Violations or Unexcused Tardies:** Teacher or office calls parent to bring in clothing item/or to notify of excessive tardies (Teacher notifies Principal)
- **10 or more Violations:** Teacher meets with parent or student serves detention (at Teacher/Principal's discretion).

#### **Discipline Demerits**

- **1-3 Demerits (E)** – Email or Parent and/or Student conference with Teacher
- **4-6 Demerits (G)**– Parent and/or Student Conference with Teacher and/or Principal
- **7-9 Demerits (S)**– One-hour Detention or a Work Crew Period
- **10-15 Demerits (N)** – Parent and Principal Conference and 1 to 3 Day Suspension
- **15 or more Demerits (U)** – Consideration for Expulsion by School Advisory Team

\*\* Circumstances may lead to deviation from above points.

\*\*\* Email sent home after each demerit step:

The total number of conduct demerits resets at the end of each quarter for grades K - 2; resets at the end of each semester for grades 3-8.

### **Behaviors Resulting in Demerits**

#### 1 Demerit

- Minor damage to school property
- Interference with the learning environment (making noises, misbehavior, interruptions, etc.)
- Repeatedly not prepared for class
- Use of profane or vulgar language (first offense)

#### 3 Demerits

- Lying
- Use of profane or vulgar language (after initial warning, 2 or more offenses)
- Refusal to cooperate with a staff member
- Verbal or physical, disrespectful behavior toward another student
- Disrespectful comments or behavior toward or about any staff member
- Cheating (no academic credit will be given)
- Concealing or damaging property of others
- Repeatedly interfering with the learning environment

#### 9 Demerits

- Stealing
- Harassment (verbal, written or physical) of another student

#### 12 Demerits

- Significant damage to school property
- Fighting or deliberately hurting others

#### 21 Demerits (suspension until hearing before School Advisory Team)

- Violence directed at staff/faculty member or another student
- Improper use of internet & social media regarding disrespectful comments concerning staff or students of ILS
- Possession of tobacco, drugs, alcohol, or a weapon
- Major damage to school property
- Overt behavior/speech of a sexual nature

#### NOTE:

- ❖ A larger number of demerits may be received for flagrant and/or willful, discipline violations
- ❖ A record of each student's demerits will be kept for the entire year; however, certain classes will reset the conduct grade based on demerits at the end of the quarter/semester. (See description under "Discipline Demerits" p.17)
- ❖ The School Advisory Board, in decision with the Principal, reserves the right to insist upon the immediate withdrawal of any student whose presence is considered detrimental to the school.
- ❖ At the end of the school year, any student completing the year with an "N" or "U" in conduct will receive a behavior contract and letter stating that the student will begin the following school year on probation for behavior.

### **DETENTION**

Detentions may be given to students who repeatedly choose to violate school policy in areas of uniform, infractions, and classroom disturbance. These detentions will be served on an assigned date (before or after school hours). The Principal will be notified, in a timely manner, when a detention needs to be scheduled. Parents/guardians will be notified when their student must serve detention. Detentions will be spent in the Principal's office or a classroom. Other appropriate consequences may include a "work detail" or special

assignment. ***Parents will be charged an additional \$20.00 for the time students spend in detention.*** Payments for detention must be made to the school office on or before the day of the served detention.

For students receiving a detention for excessive tardies, a special detention will be held once a month from 7:15-7:45 in the morning. Parents/guardians will be notified when their student must serve a detention for tardies. **Parents will be charged an additional \$20.00 for the time students spend serving a detention for excessive tardies.** Payments for this detention must be made to the school office on or before the day of the served detention.

## **SUSPENSION**

When students have received 10 demerits, he/she may receive a suspension of up to 3 school days. A conference between the student, the parent(s), and the principal will be scheduled. At this time, the principal will go over occurrences that led to the suspension, as well as expectations during the suspension. Students are expected to turn in all work on time during the suspension. After the conference, parents will receive a letter from the principal outlining what was discussed during the conference. Another conference will be scheduled for the morning the student is expected to return to the classroom.

## **EXPLUSION**

If the same behavior continues after suspension, and/or different behaviors arises causing additional suspensions, expulsion may take place. The parent(s), student(s) and principal will meet and formalize expulsion procedures. Expulsion is a last resort.

## **COMMUNICATION PROCESS FOR BEHAVIORAL PROBLEMS**

In spite of all our expectations, children still misbehave, sometimes deliberately, sometimes unintentionally. When a student continues to misbehave, the teacher contacts the parent(s) so they can cooperate in helping the child to understand the problem and implement a plan for modifying the behavior. The teacher may also ask the Principal to assist in diagnosing problems and implementing a plan for modifying the child's behavior.

When a student or parent has a concern about discipline, he/she should discuss it with the teacher. If the problem is not resolved, the student or parent should present the concern to the Principal.

When parents observe or hear about incidents at school that concern them, they should immediately contact the teacher who was responsible for supervising the children. Seeking answers and solutions to such concerns will eliminate damaging accusations and hearsay.

When a parent feels a concern has not been addressed, the Principal should be asked to assist the parents and teacher with the problem. As a final step in addressing a problem, the parents should request a meeting with the pastor and/or the school advisory team.

## **DRESS CODE**

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### **Attire**

Personal appearance is important at school and school-sponsored activities. Students are expected to dress neatly, modestly, appropriately, and to be clean and well groomed. ILS students take pride in their appearance and present themselves as a God-pleasing witness to others.

### **School Uniform**

**PURCHASED FROM FRENCH TOAST SCHOOLBOX**

Order at: **FrenchToastSchoolbox.com**

**School code is: QS44HUY**

**or**

## **PURCHASED FROM LANDS END**

Order at: [School Uniform](#) | [My Account](#) | [Lands' End \(landsend.com\)](#)

**Immanuel Lutheran School, Memphis TN**  
**Preferred School Number 900194713**

\*Short or long-sleeved pique shirts, navy, black, gold, or gray with Immanuel Lutheran School monogram.

\*Boys and Girls: Khaki or Navy Blue slacks or shorts (no “skinny jeans” style, no external Pockets)

\*Boys and Girls K-2: Khaki or Navy blue pull-on shorts or pants.

\*Girls K-8: Plaid skirt or culottes. (only on French Toast)

\*Girls K-2: Navy blue jumper

\*Optional: Navy sweatshirt with ILS monogram

Navy fleece jacket with ILS monogram

White short sleeve blouse may be worn with jumper.

**\*All shirts and sweater vests must have ILS Monogram**

### **Other dress code items**

- Belt will be solid black or brown leather with no ornamentation (must be worn 3<sup>rd</sup>-8<sup>th</sup> grade).
- Shoes must be athletic/tennis shoes.
- Socks must be seen above the shoe.

### **General Guidelines**

- Jumper, skirt, culottes, and shorts hemlines should be knee-length
- No hats, caps, or other headgear are allowed
- Hair is to be neat and clean, natural colors, kept out of the eyes, and not causing any distraction to the learning environment
- No excessive jewelry or make-up may be worn
- Facial or body jewelry and tattoos are not permitted.

This list is not an all-inclusive list, but serves as a guideline for appropriate dress. The school retains the right to make adjustments as needed during the school year.

### **FIELDTRIP DRESS CODE**

Students are expected to follow the uniform dress code as for any other school day. If a fieldtrip warrants an exception to this, the teacher must have the approval of the Principal for an alternate dress code for the day. The dress code for the day will be published on the fieldtrip permission slip.

## **DRESS CODE NON-COMPLIANCE**

Students who wear non-approved clothing or lack required clothing items will receive a demerit and, in the event of frequent uniform infractions, will receive a demerit and will be sent to the office in order to notify the parent to bring the appropriate uniform item. Repeated non-compliance may result in a detention.

### **DRESS CODE NON-COMPLIANCE**

Students who wear non-approved clothing or lack required clothing items will receive a demerit and, in the event of frequent uniform infractions, will receive a demerit and will be sent to the office in order to notify the parent to bring the appropriate uniform item. Repeated non-compliance may result in a detention.

## ADMISSIONS

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Applications for enrollment for future years are accepted throughout the year. Parents are notified of their child's acceptance as space is available. Within those enrollment periods, acceptance is given with these priorities:

1. Children already enrolled from the previous school year
2. Siblings of children already enrolled from the previous school year.
3. Children of members of Immanuel Lutheran Church
4. Children of other Lutheran congregations
5. Children of families from our community

Students entering kindergarten must turn 5yrs old before August 15<sup>th</sup> to be eligible for enrollment.

Items needed for registration: school application, student profile form, birth certificate, academic records from previous school (if applicable), immunization record (TN State Immunization Form or exemption form), and registration fee.

### NON-DISCRIMINATORY POLICY

ILS believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunities be prescribed by Title IX of the Educational Amendment of 1972. We therefore do not discriminate on the basis of sex in administering our educational policies, program activities, and employment practices.

ILS admits students of any race, color, or national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin administration of its educational policies, admission policies, athletic, and other school administered programs.

### ENROLLMENT

Each school year all children at ILS (new and returning) are assessed an enrollment fee. This fee is to be paid while completing the re-enrollment packet. Until the enrollment fee is paid in full, the child's name will not be placed on the class roster. If your tuition account is delinquent, any monies presented for enrollment fee payment will be applied to tuition account. Enrollment money will not be accepted as such if tuition account is delinquent.

The enrollment fees for the coming school year are set each year by the School Advisory Board and the Board of Directors. Enrollment fees **DO NOT** apply to tuition. Enrollment fees are nonrefundable.

See "Admissions Policies" for further details regarding registration and enrollment procedures.

### REFUNDS

In order for any part of the tuition agreement, or fees, to be forgiven, students must be withdrawn ***before July 15 OR move more than 50 miles away from 6319 Raleigh Lagrange Road Memphis, TN 38134.*** (This includes monthly tuition payments that are pending)

### TRANSFER STUDENTS

1. All transferring students are required to present a current report card to the office before admission to a class. Health, academic, achievement testing, and other necessary documents will be requested by the ILS office from the student's previous school. All transferring students will be tested prior to



admission to determine grade placement and whether or not Immanuel can meet their academic and other needs. If a student's appropriate placement or acceptance is in question, the transferring student and their parents will meet with the Principal (and/or the appropriate classroom teacher or teachers) prior to admission to determine if the following conditions apply:

- a. The student who tests 6 months or more below grade level in any area. If this is the case, the student will be evaluated further to determine whether or not placement at Immanuel is appropriate.
  - b. The student was recognized as being a discipline problem at any other previous school.
  - c. The child is not able to function in a normal classroom setting. This could be determined by observation, past performance, past tests, or an ability test administered by the Principal prior to enrollment.
2. The Principal will schedule a meeting with all the teachers who will have contact with each new student for the purpose of disclosing information transferred to Immanuel from the student's previous school(s).
3. All new and transfer students will be placed on a probationary period up to six weeks. At the end of the probationary period, the child's status at his/her previous school at the time of the transfer, his/her academic status, academic achievement, and conduct will be reviewed by teachers and the Principal to determine the appropriateness of the child's placement in Immanuel and in the assigned grade. At the end of the probationary period, one of three things will happen:
  - a. The student will be accepted;
  - b. The student's probationary period will be extended;
  - c. The child will no longer be allowed to attend classes at ILS.
4. After a meeting with the child's respective teacher(s) and the Principal is held, the parent will be notified of the child's status in writing. This will be given to the child's parent or guardian before or at a conference held after the six weeks' probationary period.

After the second week of the second semester each school year, ILS will accept transfer students from schools outside the Memphis/Shelby County area only. In unique situations, acceptance may be made at the discretion and consent of the Principal and classroom teacher(s).

### **Special Situations:**

- a. Pupils wishing to transfer from Immanuel will be given a transfer that is processed through the office and the teacher. All bills and other obligations must be fulfilled before the transfer is given or records are released.
- b. Pupils are required to register each year before the opening of school. A registration fee is assessed. This fee covers book rental, tests, workbooks, most curriculum-related supplies, student insurance, field trips, and a yearbook. The registration fees are to be paid before application or re-enrollment will be processed.
- c. We do not accept pupils nor will we continue to serve pupils who can be served better by special, resource classrooms with specialized teachers.

## **FINANCIAL SUPPORT AND FEES**

The benefits resulting from a Christian Education are priceless. The combined costs of capital investments, improvements, salaries, utilities, janitorial service, equipment, books, and supplies represent large expenses. ILS is maintained and supported by members of Immanuel Lutheran Church through their regular contributions, whether they have children enrolled or not.

## TUITION

The Immanuel Lutheran Church Board of Directors approves the tuition rates each year. The rates are published in January.

Immanuel Lutheran Church offers a Scholarship to qualifying for member that meet the definition of "active member" as defined by the Board of Lay Ministry:

- Faithfully attend worship services at least 20 times a year
- Faithfully partake of Holy Communion at least 4 times a year
- Regularly give of tithes and offerings
- Participate in the Ministry of Immanuel Lutheran Church
- Faithfully study the Word of God
- Develop an active prayer life
- Be in fellowship with others
- Be a witness of your faith to others by what you say and do

## TUITION PAYMENT OPTIONS

Accepted methods of annual/semi-annual payment are check, cash, credit card (Visa, MasterCard, and Discover). All Credit Card payment must go through FACTS. The only method of monthly/bi-weekly tuition payment is by automatic draft through FACTS.

Tuition payments may be made in any of the following ways:

1. Annually - due July 15
2. Semi-annually - each payment due July 15 and December 15
3. Those paying annually or by semester receive a discount. See office for details.

If a tuition payment is insufficient, the company will put a hold on your account. They will not try to deduct the payment again. You will be notified by the office that the payment was insufficient and action will be taken to collect this payment. Your account will be taken off hold and the automatic drafts will start again with the next payment.

ILS will also assess a \$25.00 fee for checks (paid directly to ILS for tuition, daycare, lunch, school fundraisers, etc.) returned for NSF.

Before school begins and the child is allowed to attend class, all Registration fees must be paid in full to the school office. All annual, semiannual, and monthly accounts must be current before a child is allowed to start the new school year.

## LATE FEES

Penalties are imposed for late payment of fees. The procedure is as follows for PK3 through Grade 8:

- **Step 1:** Tuition past due by **30** days – Family is notified (by ILS) stating that services may be withheld (report cards, school records, student suspension) if the balance is not paid in full. Patrons are directed to make payment or contact the school immediately. If the balance is not paid in full within 10 days of the date of the letter, the student may be suspended.
- **Step 2:** Tuition past due by **40** days – Student(s) may be suspended and not allowed to return to school until the balance is paid in full.
- **Step 3:** If your child has been suspended for non-payment of fees or for any uncollected fees at the end of the school year or early withdrawal, your account will be reported to TRW, a national credit bureau, as well as a collection agency.

**EXTENDED CARE** - The above policies and procedures apply to all Extended Care Accounts

## **DELINQUENT ACCOUNTS**

Report cards are held and parents may not log into FACTS in lieu of payment for past due charges (i.e. sports fee, extended care, lunches, etc.) Permanent records are not forwarded to new schools until all accounts are PAID IN FULL.

### **ALL ACCOUNTS MUST BE CURRENT PRIOR TO THE BEGINNING OF ANY NEW SCHOOL YEAR!**

Recognizing that special circumstances or hardships may occur, a conference may be scheduled with the principal to discuss tuition related issues.

In the case of financial hardship and request for payment arrangements, the school requires that the patron make a "good faith effort" toward partial payment of fees. This "good faith effort" should be made on a regular basis, according to the patron's financial situation. All special payment arrangements will be made in writing with the patron and the principal. (Penalties as outlined above also apply to special payment arrangements.) Failure to make a good faith effort, or failure to make payment arrangements in writing, will result in immediate suspension of services to student(s) until the account is brought up to date.

All financial arrangements and requests will be treated with the strictest confidentiality by the principal, school office manager, and business administrator.

## **MISCELLANEOUS**

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### **LOST AND FOUND**

A lost and found box is located each year in a designated area. Parents are encouraged to check the contents of the box occasionally. Labeling all your child's belongings serves as a preventative measure. Losses should be reported to the teacher. Labeled clothing will be returned to its owner, and unlabeled clothing will be given to charity. Each quarter period, the lost and found box will be emptied and items donated to charity.

**PLEASE PRINT YOUR CHILD'S NAME ON ALL UNIFORMS, COATS, JACKETS, AND P.E. CLOTHES!**

### **LOCKERS**

Students are totally and personally responsible for the lockers they occupy. They are to keep them neat and clean at all times. No decorations of any kind are permitted on the outside of the locker door. No stickers may be placed either inside or outside the locker. Students are to refrain from using their lockers for storing dirty gym clothes, opened drinks, food, or trash. The school reserves the right to inspect all lockers at any time. Students may use a padlock to lock their lockers as long as the teacher is given the code or a duplicate key. In the event the lock fails or a key is left at home, the school reserves the right to cut off the lock in order to gain access.

Students in grades 5 through 8 are issued gym lockers during the first PE class and are responsible for their use and condition. Students in grades 4 through 8 are also assigned locker space in their classrooms.

### **BIRTHDAY PARTIES**

Parents are invited to send a snack to celebrate their child's birthday. When doing so, please contact the teacher to schedule a day and discuss the type of snack to be distributed since some students have special dietary restrictions. The snack will then be distributed at the teacher's discretion. No in-school birthday parties are allowed.

Students may distribute birthday party invitations to their classmates in school with the teacher's permission only if all classmates are invited. Otherwise, invitations should be mailed or distributed at a different time.

### **CORPORATE PROGRAMS (Fundraising Opportunities)**

Immanuel Lutheran School is involved in a number of programs whereby we can receive free materials for the school, with your help. Among these programs are:

- Box Tops
- Scrip
- Target School Program
- Kroger School Program
- Amazon Smile

Many other companies will also match gifts that individuals give to schools. Please check with your company regarding this policy.

### **PARKING**

No unattended vehicles are allowed in the driveway in front of the school between 7:45 am – 8:20 am and 2:45 pm- 3:20 pm. Parents who wish to park their car need to use the parking lot.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **TAHERA MANAGEMENT PLAN (ASBESTOS FREE)**

A copy of the TAHERA Management Plan, which states that ILS is "asbestos free", is available in the office for public review at any time.



# Immanuel Lutheran School

*Memphis, Tennessee*

## MISSION OF IMMANUEL LUTHERAN SCHOOL

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Immanuel Lutheran School is a Christ-centered family where students grow in faith, experience individual academic excellence, and prepare to use their God-given talents now and into the future.

A copy of the Family Handbook is available online at the school's website at [www.ilsmemphis.org](http://www.ilsmemphis.org). A hardcopy is available upon request through the school office.

I understand that compliance with Immanuel Lutheran School's policies and procedures are my responsibility and that failure to comply may lead to the dismissal of my child from school. I also understand that I am responsible for knowing the information contained in the handbook. I further understand that this handbook may be amended or modified in writing by Immanuel Lutheran School at any time, for any reason, with or without prior notice.

I understand and support the mission and vision of Immanuel Lutheran Church and School.

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Child's Name (Print)

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Parent's Name (Print)

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Parent's Signature

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Date



**Photo Release Form**  
**Immanuel Lutheran School**  
**Memphis, TN**  
**For the 2023-2024 School Year**

I, being the parent, guardian of \_\_\_\_\_, hereby consent that the photographs or videos taken of him/her during the 2023-2024 school year while he/she is enrolled at Immanuel Lutheran School as a student may be used by Immanuel Lutheran School.

These pictures may be used on school Bulletin Boards, local newspapers, in the school newsletter, school yearbook, school websites, or scrapbooks made in class.

Furthermore, I consent that such photographs and or videos shall be the property of Immanuel Lutheran School, which has the right to duplicate, reproduce and make other uses as Immanuel Lutheran School deems necessary.

- ❖ It is okay to use my son/daughter's photograph, etc. as described above.
- ❖ I **DO NOT** give my consent to have photographs of my son/daughter used by Immanuel Lutheran School in any way, as specified above.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Please sign and return this to the school office. This paper will be kept on file in the student's permanent record in the school office for only one year. Parents need to sign a permission slip every year that their child is enrolled in school. Parents always have the right to update and change this at any time during the school year.