

Immanuel Lutheran School

1015 Cottman Avenue
Philadelphia, PA. 19111
(215) 725-7265

*“AN EFFECTIVE, CHRIST-CENTERED EDUCATION IN A SAFE
AND CARING SETTING!”*



Student / Parent Handbook

2010 - 2011

IMMANUEL LUTHERAN SCHOOL HANDBOOK

Kindergarten through Eighth Grade

2010 - 2011

Welcome!

This handbook outlines for you many of the policies and procedures we follow here at Immanuel. Please read through this handbook and keep it handy for reference during the school year. While we strive to include all pertinent information in this handbook, there are sure to be questions not covered. Please direct any questions you may have to the school office for further information and clarification.

PURPOSE

The purpose of this Christian School shall be to provide an opportunity for a Christ-centered education, in accordance with the Lutheran Confessions, and concomitant with an exemplary academic education in accordance with the laws of the Education Department of the Commonwealth of Pennsylvania. This opportunity shall be primarily for the children of the sponsoring congregation, and secondarily for the children of the Christian community at large. By “Christ-centered education” we mean an education that will:

1. Recognize that “fear of the Lord is the beginning of wisdom and the knowledge of the Holy One is insight.” (Proverbs 9:10)
2. Nurture a personal relationship with God through Jesus Christ.
3. Recognize that the Christian home, Christian congregation and Christian school form a unity that works together to educate a child. This unity is found in the Lord Jesus Christ.
4. Equip children to serve God and mankind, even as Jesus Christ “came not to be served, but to serve.” (Mark 10:45)

A BRIEF HISTORY OF IMMANUEL LUTHERAN SCHOOL

Our school began its mission of providing a Christ-centered education in 1984, when the former Our Savior Christian School ceased operation. Our Savior had been a joint venture between the congregations of St. Luke’s and Immanuel Lutheran Churches. When this cooperation ended, the congregation of Immanuel Lutheran Church decided to keep the school and renamed it Immanuel Lutheran School, providing a quality education ever since.

THE ADMINISTRATION OF IMMANUEL LUTHERAN SCHOOL

Immanuel Lutheran School is an agency of Immanuel Lutheran Evangelical Church and is under the direct control of the congregation of the church through its Board of Education. The Principal assumes direct administrative duties connected with the school.

THE BOARD OF EDUCATION

The members of Immanuel’s Board of Education for the present school year are as follows:

Elected members:

Mr. Joseph Schroeck – President

Mrs. Chris Claypoole– Vice President

Mrs. Bernice Boyle – Treasurer

Mrs. Ellen Kiefer – Secretary

Mrs. Kathy Swift

Mrs. Lisa Leporati

Pastor: The Reverend G. Warren Weleck

Principal: Mr. Douglas W. Puls

Business Manager: Mrs. Janice T. Reiff

PTL President: Mrs. Michelle Braga

Ms. Brandi Blank

FACULTY AND STAFF

Pastor/Superintendent	The Reverend G. Warren Weleck
Principal:	Mr. Douglas W. Puls
Business Manager:	Mrs. Janice T. Reiff
Office Manager:	Mrs. Linda Crawford
Eighth Grade Advisor:	Mrs. Sandra Kruvczuk
Seventh Grade Advisor:	Mrs. Colleen Price
Sixth Grade Advisor:	Miss Lindsey Clydesdale
Fifth Grade Teacher:	Mrs. Donna Jones
Fourth Grade Teacher:	Miss Christine Mundell
Third Grade Teacher:	Mrs. Chris Buttenbusch
Second Grade Teacher:	Mrs. Lisa Cortes
First Grade Teacher:	Mrs. Sian Leitz
Kindergarten Teacher:	Mrs. Brenda Monaghan
Pre-K Teacher:	Mrs. Nicole Pahnlick
Teacher's Aide:	Mrs. Denise Schoeniger
Teacher's Aide:	Mrs. Cindy Blank
Teacher's Aide:	Mrs. Susan Hoffman
Gym/Health:	Mrs. Linda Maser
Computers/Librarian:	Mrs. Wendy Brennan
Music Teacher:	Mrs. Denni Carey
German Teacher (K-5):	Mrs. Danuta Eichler
Spanish Teacher (6-8):	Mrs. Valerie Hanssens
Extended School Program:	
Director:	Mrs. Wendy Brennan
Assistant Director:	Mrs. Denise Schoeniger
Aides:	Mrs. Eileen Behrens
	Mrs. Linda Wiley
	Mrs. Linda Maser
	Mrs. Cindy Blank

NON-DISCRIMINATION POLICY

Immanuel Lutheran School admits students of any race, sex, color, national and 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, sex, color, national or ethnic origin in administration.

ATTENDANCE POLICY

Since many subjects taught are cumulative in nature, punctual, regular attendance is extremely important. Lateness and irregular attendance interferes greatly with a student's academic progress. Please try to schedule doctor, dentist, and other appointments after the close of school so your child's academic work won't suffer. School laws of Pennsylvania classify all absences as illegal or unexcused except for the following reasons: illness of pupil, death in the family and exceptional emergencies. If a student is absent more than 20% (36 days) of the school year, his/her return is subject to School Board approval. Students arriving on buses delayed by traffic or weather will not be marked tardy.

Excessive latenesses will not be tolerated and will be dealt with on an individual basis. If a student is late three (3) times in one report quarter, he/she will receive a demerit or a conduct referral from the teacher. Excused lateness must be accompanied by a note from a doctor, dentist, etc.

Students in grades K-5 will be marked late if they arrive after 8:40AM. Students in grades 6-8 will be marked late if they arrive in their homerooms after 8:20AM. Each lateness will be noted on the report card.

ABSENCES & EARLY DISMISSAL

You **must** call the school office (215-725-7265) by 9AM when your child is absent. At that time, you may request homework for the day. It will be available for pick-up at 3:15PM. (Students who request homework but do not have it done, for any reason, will lose points from their homework grade.)

An absence note must be submitted for each absence or the absence will be marked as unexcused.

Vacations when school is in session are strongly discouraged. If a child is going to be absent from school for family vacation, the parent must inform the principal and teacher in writing at least five (5) days before the absence occurs. Vacations are not excused absences.

If a student is to be excused during the school day because physician and dental appointments cannot be scheduled after school, parents **must inform either the teacher or office that they will be picking up their child early.** Also, they must come to the office and sign the student out. Students who leave prior to 12PM will be marked absent for a half-day.

BEHAVIOR AND CONSEQUENCES

We view the students and teachers as a community of believers united in the love of Christ and we affirm that positive relationships between teachers and students are vital for the educational process.

Courtesy, self-discipline, safety, and respect for others guide behavior here at Immanuel. One of our basic expectations is the “Golden Rule,” to treat others as we would want them to treat us. Common sense and courtesy go a long way in guiding behavior that respects the rights, sensibilities, and needs of others.

For behavior that does not follow the policies or goals of Immanuel Lutheran School, we reserve the right to discipline, and if necessary, to suspend or ask parents to withdraw the child.

Prior to this action, the following steps will be taken with love and concern for the child, and with regard for the education and safety of the other students in the class.

These are guidelines only! The Principal has the discretion to make decisions concerning demerits, suspensions, and expulsions based on individual cases.

Demerits:

Every attempt will be made to solve difficulties through teacher-pupil discussion. If a problem continues, the student may receive a demerit. Demerits may be assigned for, but not limited to, the following:

- Tardiness
- Breaking lunchroom or playground rules
- Chewing gum
- Failure to return paperwork (Wed. notes packet, mid-quarters, etc.) on time
- Breaking dress code
- Unruly behavior (causing a disturbance in hallways or classrooms)
- Abusive language, cursing, or inappropriate gestures
- Unworshipful behavior during Chapel
- Disrespectful behavior toward any staff members, classmates, or fellow students
- Inappropriate behavior between sexes
- Disruptive behavior on bus
- Cheating

Copies of all demerits will be sent home in the Wednesday Packet.

Students in Grades 6-8 may be assigned an after-school detention from 3:00 to 4:00pm, or a before school detention from 7:00am to 8:00am. A notice will be sent home and must be signed and returned the next

day. Since detention is a consequence of failure to follow school policy, talking, drawing, playing games, etc. are forbidden. Students may be assigned school community-service projects (sweeping, picking up trash in the yard, dusting classrooms, and other small tasks) to be performed during their detention. Parents are responsible for their child's transportation following after-school detentions at 4:00PM. Parents will be notified immediately if a student is absent from a scheduled detention.

Suspensions – A suspension will be assigned for improper behavior which includes, but is not limited to, the following:

- Stealing
- Fighting: an aggressive act that intends physical harm
- Possession/use and/or under the influence of alcohol or illegal drugs
- Possession and/or use of weapons, firecrackers or any item that threatens safety
- Smoking
- Assault on a staff member or another student (Could result in immediate expulsion)
- Harassment, threatening or intimidating a staff member or another student
- Any willful or intentional action that endangers the health and welfare of others
- Vandalism
- Leaving school property without permission of principal
- Truancy/cutting school or a school-sponsored activity
- Dishonesty: plagiarism, lying, cheating, forging signatures
- Inappropriate or misuse of school computers

Pennsylvania Public School Code “Safe Schools” Program defines “school property” as the school's grounds, any school-sponsored activity or any conveyance providing transportation to a school or school-sponsored activity. A “weapon” is any instrument capable of inflicting serious bodily injury. The school must report incidents of violence or possession of a weapon to the Office for Safe Schools as well as to the police.

Suspensions will be out-of-school for between one to three days at the discretion of the principal. A pupil/parent/principal conference is required following all suspensions. The third suspension within one school year is with the intent to expel, pending review by the School Board.

Consequences:

Grades 6-8

- 3 demerits = 1 detention
- 6 demerits = 1 day out-of-school suspension
- 9 demerits = 3 day out-of-school suspension
- 12 demerits = expulsion

Grades K-5

These are guidelines only! **The Principal has the discretion to make decisions concerning suspensions and expulsions based on individual cases!** This includes exercising our option on whether to invite a particular student back for the following school year.

3 demerits will result in a conduct referral (after-school detention) Conduct referrals are given to the principal for action. A copy will go in the student's permanent file.

2 conduct referrals will result in a one (1) day suspension

3 conduct referrals will result in a three (3) day suspension

4 conduct referrals will result in expulsion

3 lates in one (1) marking period will result in a demerit being given.

BIRTHDAY PARTIES

Children often consider their birthdays the most important day of the year. On that day, you may wish to bring cake, cupcakes, or cookies to share with your child's classmates and teachers. Please check with your child's teacher for any food allergies amongst your child's classmates. If you are having a party for your child, invitations can be distributed at school **only** if every child that is the same sex as the birthday child is invited or the birthday child's whole class is invited. Otherwise, please use the mail or e-mail.

BUS

Students should arrive at their assigned bus stop 5-10 minutes before the bus is scheduled to arrive. Problems with bus scheduling or routing, or with behavior on the bus, should be reported to the principal. Students who regularly ride a bus are permitted to get off at a stop other than that regularly scheduled only when they present a note which has been signed by a parent to the driver and the principal.

Serious or continued misbehavior will be reported by the bus driver to the principal. A student's first infraction will be met with a written warning. At the second infraction, the student will be suspended from bus privileges. The severity of the suspension will be determined by the principal. **Remember riding the bus to school is a privilege not a right!**

Bus Rules

- No smoking
- Observe the same conduct as in the classroom.
- Be courteous. No cursing and/or inappropriate language is permitted.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Keep head, hands, and feet and objects inside the bus at all times.
- Do not damage the bus seats or any part of the bus.
- Stay in your seat.
- Cooperate with the bus driver.
- The bus driver is authorized to assign seats.
- Cross in front of the bus only after making eye contact with the driver and he/she signals you to cross.

NO PARKING IS PERMITTED IN THE BUS ZONES AT ANY TIME.

CHAPEL

Chapel is the focus of our worship as a school and a symbol of our community united in love of Christ. Students and staff come together to share in this corporate worship. All students are expected to actively participate in the service in singing hymns and hearing the Word.

Chapel is held at 8:45 a.m. on Wednesdays for all students, teachers, and staff. Parents and friends are invited and encouraged to join us. For most chapel services, one class (or one of the choirs) takes a special part in the service. This may be in the form of a song, drama, recitation, slide show, litany, etc. Please note that during Lent we hold a combined service with ILC (Immanuel Lutheran Church) beginning at 1:30pm.

CHRISTMAS PROGRAM

Upper (5-8) and lower (K-4) grade classes alternate each year in performing a Christmas program. All parents and friends are invited to attend this program which highlights the year. Participation by all students during their class' assigned turn is mandatory. Consequences for not participating will be at the discretion of the Principal.

CORA (Counseling Or Referral Assistance)

CORA is an agency funded by the state to provide the following services to non-public schools in our area:

Psychological evaluation	Speech Therapy
Psychological counseling	Educational testing
Remedial work in math and reading	Consultations with teachers
Guidance programs for groups of students	Consultations with parents

These services are provided free of charge. Services may be performed at ILS or off-campus at CORA. When off-campus, CORA buses students involved in counseling or remediation to their site once a week during the school day for a 45-minute period.

Students who are involved in CORA services, other than group guidance programs, must be referred by a teacher. Once students have been referred, they go through a screening and testing process at CORA that may involve several sessions and interviews with parents.

Parents are encouraged to cooperate with the services offered by CORA when they are appropriate, because we have found CORA to be a caring and professional agency that can contribute significantly to the educational process for many students.

CURRICULUM

Immanuel Lutheran School is on its way to becoming a full-fledged Core Knowledge School. Core Knowledge schools are dedicated to teaching solid academic content and skills to all children. Teachers make a commitment to teach all the topics in the Core Knowledge Sequence at the assigned grade levels. This commitment ensures consistency, and it helps avoid serious gaps in knowledge, as well as needless repetitions in instruction, as students progress through the grades.

In addition to the Core Knowledge Sequence, the Christian religion is taught. It is taught not only as an added subject area, but also as a way of life permeating the total curriculum. As a child progresses through the grades, they learn more and more about the Bible, worship, and church history. In order for religion to become a part of their life, the child systematically learns from memory the chief parts of the Christian doctrine, prayers, Bible verses, and hymns.

In most of the secular subjects, the school uses textbooks commonly found in the public school of the community. A well-rounded program of studies includes in addition to Religion, English, Reading, Social Studies, History, Science and Health, German or Spanish, Mathematics, Physical Education, Art, Music, and Computers.

Our tools of teaching are up-to-date. Special state programs allow us to purchase several thousand dollars worth of textbooks and audio-visual materials each year. Our methods of teaching attempt to blend the

best of the new with the traditional, emphasizing individual attention student participation, and firm but loving discipline.

DRESS CODE

A dress code is maintained to promote neatness of appearance of our students. Sneaks or “sneaker type” shoes are not permitted, except on gym days. This includes indoor soccer shoes, leather sneaks, and canvas shoes. The principal has discretion in the definition of “sneaker type” shoes. Students must wear school shoes to and from school each day. Flip flops or open toe shoes are not permitted. They may bring sneakers to wear during recess.

T-shirts are not permitted. ILS sweatshirts may be worn (in classrooms only) on cold days. Make-up is not allowed to be worn by anyone up through Grade 4. **Light** makeup and nail polish may be used by girls in grades 5-8. **Small** earrings may be worn by girls in all grades. Hoop earrings may be no more than ½” in diameter. No other body piercings are allowed. Boys **may not** wear earrings of any kind. Girls’ uniform skirts, skorts, or jumpers may be no shorter than 1” above the knee. **For both boys and girls:** Hair color and styles must not cause an unusual amount of attention, including unusual colors.

When the temperature is predicted to be 75° or higher, students may wear their gym shorts and gym t-shirts. **If you choose to wear shorts on a day of 75° or higher, you must wear the approved gym shorts and t-shirt.** Please listen to **KYW 1060 AM only** in the morning for the daily weather forecast. Gym wear is NOT permissible on Chapel days (Wednesdays).

Students should dress in accordance with the dress code for field trips unless the teacher receives permission from the principal to do otherwise.

Parents are expected to assist their children in following the dress code.

THE PRINCIPAL HAS FINAL DISCRETION ON WHAT IS PROPER ATTIRE.

Girls: #49 plaid jumper or skirt-skirt length is to be no more than 1” above knee
Navy blue skirt, skort, or dress slacks (skirt, skort length no more than 1” above knee)
White collared blouse, polo shirt, or turtleneck
Solid colored white, black, or navy blue socks, anklets, leotards, or pantyhose (grades 5-8 only)
Light makeup and nail polish (grade5-8)
Small earrings

Boys: Navy blue or black dress slacks in poly/cotton or cord material
White dress shirt, polo shirt, or turtleneck
Black or brown belt if slacks have belt loops
Navy blue, black, or white socks
HAIR: No longer than collar length cut above the ears and out of the eyes

All: Shoes: Saddle, oxford, dockside, loafer in brown, blue or black; heels no higher than 1”
Sweaters: Navy blue solid color long sleeve crew or v-neck
Sweatshirt material is unacceptable.
Vests: Navy blue solid color v-neck or crew neck
Waistlines: Shirts for boys and tops for girls are to be neatly tucked in at the waist. Slacks are to be worn at the waist and may not rest on hips.

Chapel Days (Wednesdays):

Girls: Girls must wear white **blouses** and jumpers, skirts, skorts, or dress pants

Boys: Boys must wear white **dress shirts**, dress slacks, and ties

All: Navy blue sweaters or vests may be worn.

NO POLO SHIRTS OR TURTLENECKS

Gym Days: **FIRST TO EIGHTH GRADES**

Gray sweatshirt or t-shirt imprinted with Immanuel Lutheran School logo

Navy blue sweatpants or **JERSEY** knit shorts

Sneakers must be worn on gym day

Please Note!

Shirts must be tucked in with the waist band (girls) or the belt (boys) visible. Students must arrive and leave school in uniform. (The only exception for this is participation in after school-sponsored sports activities)

Violation Consequences: 3 dress code violations will result in a demerit being issued.

ELECTRONICS & CELL PHONES

Students are advised not to bring electronic devices to school. If you do, you bring it at your own risk. Immanuel Lutheran School assumes no responsibility for lost or broken devices. Students are permitted to bring cell phones to school **BUT** must turn them **off** during school hours. Students may not use their cell phones to call home because they don't feel well or forgot something. All calls to parents must go through the school office. Any student caught using their cell phone for calls or texting during school hours, will have the phone confiscated and the parent will be required to come pick it up. Again, Immanuel assumes no responsibility for loss or damage of cell phones.

EXTENDED SCHOOL PROGRAM

Immanuel Lutheran School runs an Extended School Program. The morning program runs from 6:30 am to 8:00 am when the schoolyard aide takes over. The afternoon program begins at dismissal until 6:00 pm. Students must be pre-registered to attend. The program is available on a daily or as-needed basis. The ESP operates on all school days except the first and last days of school. For rates, policies, and procedures, contact the Program Director.

EXTRA-CURRICULAR ACTIVITIES

Students who are not on academic probation are eligible to participate in a variety of after school activities. The activities vary from year to year and may include soccer, softball, basketball, cheerleading, among others. Fees may be charged to help defray any costs incurred.

Practices for team sports are held after school, as are the games. Signed parental permission slips are necessary for participation in all sports programs. Transportation to and from games and practices must be provided by family or friends.

Student Council conducts various activities, such as dances and tag days, throughout the year. Meetings will be held either before or after school.

EMERGENCY PHONE NUMBERS

You will be asked to fill out an emergency phone number form during the first week of school. These numbers will be used to contact you if your child has a medical emergency. **It is vital to return the completed information promptly, and to update numbers whenever they are changed.** Also please

let the school office know in writing if a child is to be picked up by one parent only. A copy of court ordered custody agreement must be submitted to the school.

You will also receive a snow emergency form on how to contact you in the event we close early due to a weather or other emergency. This form will be given to your class head room parent. The room parents will contact you in case should school need to close early. ***It is extremely important to report any changes in phone numbers or contacts to the school office and headroom parent.***

GRADING

The school reports to parents four (4) times a year. In these reports, an effort is made to go beyond academic achievement in order to also evaluate the student's emotional and social growth.

In line with our belief that home and school must work together, individual parent teacher conferences are mandatory for the first and third marking periods, with at least one parent attending. Conferences for the second marking period are held at the request of the teacher and/or parent.

Mid-quarter reports may be distributed during each of the marking periods. These reports inform parents of **unsatisfactory progress** in certain subjects. These reports are to be signed by the teacher, parent, and student and returned to the homeroom teacher.

In addition to scheduled conferences, parents are encouraged to make appointments to speak to teachers at any time during the school year to discuss their child's progress. Frequent communication between parents and teachers is vital for the educational process.

When you are seeking accurate or specific information about your child's progress in school, it is always advisable to make an appointment for a conference with your child's teacher, rather than relying on an informal or impromptu conference at a social gathering or chance meeting. This allows the teacher to have the relevant information readily available. **(Parents are not permitted to come to a teacher's classroom without an appointment or permission from office.)**

The grading system is as follows:

Grades 1-8		Special Grading
		Grades 3-5
A+	97-100	O - Outstanding
A	93-96	G - Good
A-	90-92	S - Average
B+	87-89	N - Needs Improvement
B	83-86	U - Unsatisfactory
B-	80-82	
C	75-79	
D	70-74	
F	69 & below	

***All Students:** In order to be promoted to the next grade a student may not fail more than one (1) major subject: Language Arts, Math, Science, or Social Studies, or two (2) minor subjects.

The report card has five columns. There is one column for each quarter's grades. The fifth column is for the average for the year and is used to determine academic achievement awards in June.

For grades 6-8, the major subjects are English, Reading, Math, Science, and History. The minor subjects are Music, Computer, Art, Religion, Gym (Gym is Physical Education and Health averaged together), Spelling, and Spanish.

Honor Roll- Grades 3-8

First Honors 94.5 or above = Principal's Award
(grades 5-8 must average 80 or above in all minor subjects)
(grades 3-4 must receive a satisfactory or higher in minors)

Second Honors: 87.5-94.4
(grades 5-8 must average 80 or above in all minor subjects)
(grades 3-4 must receive a satisfactory or higher in minors)

In figuring out averages for Honor Roll in grades 6-8, minor subjects will be averaged together to create a major subject. The major subjects will then be averaged together.

A student is placed on academic probation when the student fails any major subject or more than one minor subject. When a student is placed on academic probation, he/she may not participate in any extra curricular activities. Parents will be informed that their child is on academic probation via a letter mailed home. At least one parent must then attend a meeting with the principal and teacher. Students will be re-evaluated at the Mid-Quarter of the next marking period and, if sufficient progress is made, the student may be removed from probation at this time.

HOMEWORK

Our school's policy is to encourage homework on a limited basis. As students progress through the grades, homework is increased in limited amounts. The following are approximate time ranges for the grades. (The actual time involved will, of course, vary from day to day and depend on the particular teacher and student)

K & 1 st Grades	0-15 minutes	4 th Grade	15-45 minutes
2 nd Grade	5-20 minutes	5 th Grade	20-60 minutes
3 rd Grade	15-30 minutes	6 th -8 th Grades	60-90 minutes

There may be days on which there is little or no homework, and other days where there is more than the usual amount. Homework assignment books will be distributed to students in grades 4-8 in September. All homework assignments are to be recorded in these books. It is the parents' responsibility to check and sign this book on a daily basis. If you have any questions about homework, please discuss them with the teacher by arranging an appointment, or using the method of communication agreed upon.

HONESTY

Students should be clear about each teacher's special academic expectations. Unless otherwise specified, students should not give or receive aid on exams, tests, quizzes or lab reports, and should observe time limits for testing and assignments. While some homework is meant to be done together, no student should ever copy another's work, or let their work be copied; when this occurs, both sides are participating in a dishonest act.

Students should cite all sources used in the preparation of written work.

Talking, joking, and writing notes are not permitted in any test situation. Transgressions such as those mentioned above will be considered cheating.

Immanuel Lutheran School is committed to the independent development of each individual within a context of mutual respect, trust, and concern. To this end, absolute honesty in all academic and social relationships should be based on open, honest, communication, which includes lying in word or deed, use of other's work, invasion of privacy, sexual or racial harassment, and drug or alcohol abuse. Additionally, none of these acts will be tolerated through the use of technology.

LUNCH

Students eat lunch in the lunchroom at their assigned lunch time. The teacher is with them during their lunch break. Parent volunteers serve lunches – pizza on Tuesdays and Fridays, hot dogs on Thursdays, and other lunches as they schedule. Parents may opt to purchase lunch or send in a packed lunch. Information on the PTL lunches is included in their weekly newsletter. For parents who opt to send in their own lunch, there are a couple of guidelines.

1. The lunch should not have to be refrigerated
2. The lunch should not have to be heated up
3. If a spoon or fork is needed to eat the lunch a plastic utensil should be brought with the lunch

MEDICAL SERVICES

Each year, many thousands of children enter school for the first time. Some of these children enter with previously unidentified health problems such as poor vision, hearing loss or dental caries; some have been inadequately immunized against dangerous diseases. Still others have more serious impairments and handicaps. Many of these health problems affect the child's ability to learn.

The purpose of the Division of School Health Services is to identify as early as possible specific health problems and to facilitate treatment so that each child can benefit, to the fullest extent possible, from the educational program offered in the classroom. It is also the purpose of the Division of School Health Services to participate in the educational process to the end that individuals leaving the school system will be better able to provide for their own health needs and, later on, for those of their own children.

Within the framework of these interconnected goals, the Division of School Health Services carries out specific mandates contained in both the Public School Code and Health regulations of the Commonwealth of Pennsylvania. Thus, the Division of School Health Services is both a service division to, and an integral part of, the total educational system, contributing significantly to the learning ability of each child through good health.

School Health Services has a State Mandated Program that includes:

- Physical examinations upon entry and in Grades 6 & 11
- Vision Screening
- Growth Screening
- Hearing Screening
- Scoliosis Screening in Grades 6 & 7
- Tuberculin testing

Students are provided with health education and counseling, referrals to community resources, and given current information to make them aware and informed healthcare consumers.

In order to attend public, parochial, or private schools in Philadelphia, pupils must have all immunizations current or exempted. Ideally, the administration of medication or utilization of equipment should take place at home. However, if the need exists for pupils to have these services remain in school, they will be

provided on an individual basis. This policy applies only to medication, equipment, or machinery necessary to maintain the pupil in the classroom. Equipment and medication requested for acute conditions or for recovery purposes will not be favorably considered.

All medications should be in its original pharmaceutical container labeled with child's name and accompanied by a signed note with directions for administration and sent to the school office.

The school nurse is assigned to schools on a pupil ratio basis, and is not in the building everyday. It is possible to reach the nurse by telephone at any time. Please feel free to contact him/her whenever the need arises.

MUSIC

Music is taught in all grades. Piano lessons are taught on an individual basis. Pupils and parents are informed of these services each fall.

OPEN HOUSE

Open Houses are held several times during the year for prospective students. Prospective parents and students are invited to tour the school and meet the teachers, staff, and parents. Flyers will be made available for you to post in your local grocery store, churches, recreation centers, etc. We need your participation in recruiting new students! Remember, our policy is if you are named as the reason a new student is registered at ILS and this student stays the entire year, you receive credit for a month's tuition for one child.

PARENT-TEACHER LEAGUE

Website: www.ilsptl.org

The school sponsors a Parent Teacher League, for the purpose of Christian edification and good relations between parents and the school. Through this organization, the school is able to establish better home-school relationships, and to provide parents with help in the all-important task of training Christian children.

PTL meetings are held during the school year. Along with the business meetings, the PTL may provide programs of interest to the parents. At least one parent from each family is expected to attend these meetings to show an interest in the school.

Many other service projects and programs are conducted by the PTL. Volunteers serve hot lunches to the students on a regular basis. Room parents provide holiday parties for the classes. The PTL also staffs the important phone committee and school store.

PARENTAL QUESTIONS OR CONCERNS

Parental involvement and cooperation are important to the operation of the school. Occasions may arise during the school year when you as a parent may have questions or concerns about your child's progress, school policy, etc. The following guidelines have been established so that the process will be a constructive one.

1. Express your concerns individually and specifically in a courteous manner
2. Express your concerns to a school person (teacher, principal, or business manager) who can deal effectively with them.

The logical sequence in most instances for proceeding on point #2 is:

1. Make an appointment to speak with the teacher. If you still have questions or concerns following the conference;
2. Make an appointment with the principal.

There will, of course, be cases in which the order should be changed. Sometimes, for instance, it will be more appropriate to speak directly to the principal.

You are urged to use this constructive process, so that concerns will be heard and can be seriously considered. You are also reminded that concerns need not be major ones to be addressed.

In practice, the greatest impediment to effective teamwork between ILS and parents grows out of misunderstandings about school decision-making processes. Who makes decisions, how are they made, and how are they communicated?

Ultimate decision-making authority at the school rests with the School Board and the Congregation of Immanuel Lutheran Church. The school board is comprised of elected members of the church's congregation. The board does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating faculty, or in issues related to daily routines, and does not act as an appeals board for decisions made by the school's administration.

PARENTAL RESPONSIBILITIES

Your child will be in school less than thirty-five hours a week. During the much greater amount of time that he/she is not at school, it is your responsibility to advance, support, and supplement the Christian education he/she receiving at school. There are a number of things you can do to help your child in this respect:

- As a Christian parent, give your child the example of a Christian life in your home – not in contradiction to the Christian principles taught in school. This is extremely important.
- Pray very often – for your child and with your child. Do not underestimate the power of prayer. Prayer will be emphasized at school.
- We strongly recommend that your child attend church and Sunday School regularly. Do not leave a vacuum in your child's life on weekends. Go to church with your child. If you don't have a worship home, you are always invited to attend Immanuel Lutheran Church. Church and/or Sunday school attendance is recorded on the report card.
- Allow your child to participate in all school functions and programs. These are important for his or her fullest development.
- Cooperate fully in carrying out the programs and regulations set up by the School Board, the Pastor, the Administration, and the teachers. We all have one common prime concern in our school – your children.

*** IMPORTANT:** When parents choose to enroll their child at ILS, they agree to subscribe to its mission, follow its rules, and abide by its decisions. First and foremost, however, parents and all school personnel must be guided by an ethic of mutual respect. Trust and mutual respect are the essential underpinnings of an effective relationship between families and the school.

PHYSICAL EDUCATION

Each class has a gym period scheduled each week. Whenever weather permits, gym classes are held outdoors in the school year. Students are required to wear the gym clothing mentioned under the "Dress Code" section of this handbook.

PROBATION

All new students are accepted into Immanuel Lutheran School on a probationary basis. Academic performance and behavior will be reviewed at the end of the first report card quarter. If the student is exhibiting unsatisfactory performance, the student will be given the chance to rectify his or her performance by mid-quarter of the second report period. If no satisfactory progress is made at this point, the child will be dismissed from the school.

A student will be placed on academic probation if he/she fails one or more subjects in a report period. During this time the student will not be permitted to participate in extracurricular activities in order to concentrate on academic studies. The probation may be lifted at mid-quarter if sufficient progress is made. A letter will be sent to the parents advising them if their child has been placed on academic probation.

SCHOOL HOURS

	<u>Full Days</u>	<u>Half Days</u>
Pre-K :	8:30AM-2:50PM	8:30AM-12:00PM
Kindergarten:	8:30AM-3:00PM	8:30AM-12:00PM
Grades 1-5:	8:30AM-3:05PM	8:30AM-11:55AM
Grades 6-8:	8:15AM-2:55PM	8:15AM-11:45AM

SERVICE PROJECTS

Jesus has commanded us to love one another. As his disciples we are charged with sharing our blessings with those in need. To that end the students make an offering each Wednesday in chapel. These offerings are donated to charities in our neighborhood, country and across the globe. Teachers also plan other service project that the class participates in as a whole. These community service projects vary from year to year and may include a community cleanup, making sandwiches for a local food kitchen, collecting canned foods for the food closet, and making meals for Aid for Friends. Through these projects students learn to be good stewards of the gifts God has given them: their time, talent, and treasure.

SNOW CLOSINGS

Whenever it is announced on the radio or TV that “all Philadelphia Public and Parochial schools are closed” because of snow or other hazardous weather conditions, Immanuel Lutheran School will also be closed. We may also close on other days because of weather conditions or other emergency situations. If this is necessary, our school closing number of **“188”** will be announced on KYW News Radio 1060AM. Occasionally, the school will be dismissed early because of worsening weather conditions that threaten to make driving hazardous. We will again close early whenever it is announced on the radio that “all Philadelphia Public and Parochial schools are closing early.” We may also close early on our own. When this is necessary, our number (188) will be announced on KYW radio and the phone committee will attempt to contact each family. This is difficult during the work day, so keep abreast of the situation by listening to the radio when hazardous conditions are forecast. This is also true for our Extended School Program. Please make arrangements with friends, relatives, or neighbors who will be available on an emergency basis.

It is important that your child be given instructions as to where he/she should go if there is an early dismissal and you are not home.

STUDENT COUNCIL

Student Council conducts various activities, such as dances and tag days (no uniform days), throughout the school year. Students in grades 5-8 who are not on academic probation may participate. Meetings will be held either before or after school.

SUPPLIES

Students will be expected to maintain a supply of paper, pencils, pens, and other commonly used items. An exact list of what is required for each grade is distributed before the first day of school. Please check this list periodically to make sure that supplies are adequate so that frequent borrowing may be avoided. The school store will stock most of the supplies that are needed by students.

TRUANCY

Regular, punctual attendance is required for all students. Truancy will not be tolerated. Cases of truancy will be handled immediately by the Principal in accordance with school board policy. It is ultimately a parent's responsibility to be sure your child is in school and ***ON TIME*** every day. Punishment for instances of truancy will be suspension, with the Principal exercising his discretion as to the length of the suspension. Three instances of truancy will result in the expulsion of the student.

TUITION POLICY

As a convenience to parents of Immanuel Lutheran School, we have instituted a monthly tuition payment plan. Parents paying through this plan need to have their payments in the school office by the 20th of each month from July through April. A late fee of \$25 will be assessed where called for. All delinquencies will be reported to the School Board.

When an account is 30 days delinquent, the school will mail a notice of the delinquency. Parents will be given a time frame of no more than 30 days to clear the delinquency **OR** contact the school office to discuss alternate payment arrangements.

Should an account become 60 days delinquent, the School Board will deny the child(ren) the privilege of continued attendance at Immanuel Lutheran School until such time as the account is cleared.

If your check is returned from your bank for any reason, a \$30 service fee will be levied on your account. If the check is returned for "in-sufficient funds" subsequent payments must be made in cash, bank check, or money order.

School records of delinquent families will be withheld and released only when the delinquency has been cleared.

Families that are having temporary financial problems are encouraged to promptly inform the School Board through the Business Manager or Principal.

VISITORS

All visitors and parents **MUST** sign in and pick up a Visitor badge at the school office (Bingham Street entrance), for security reasons. Parents may arrange to make an appointment to visit a classroom by contacting the teacher or the school office. Unscheduled visits to classrooms are discouraged. ***Please note-** No one is allowed in any classroom without the teacher's knowledge or permission.

WEDNESDAY NOTES, STUDENT PACKETS

The school publishes a weekly newsletter called the Wednesday Notes. Information from the school office and PTL will be included in these notes. This will keep you informed of what is happening and what will be happening in the near future. Please be certain to read the Wednesday Notes each week. Paper copies of the Wednesday Notes will be distributed every week in September and will be posted on the school's website. Beginning in October, the Notes will be posted on the school website at <http://ils1015.home.comcast.net>. A link will be sent to parents during September before we go electronic. Parents who do not have internet access or an email address will continue to receive a paper copy. By sending the Notes electronically our goal is to become more ecologically responsible.

Grades PreK-3 will be sending material home on a daily basis or as marked. For grades 4-8, important papers, tests, etc. will be sent home in a packet every Wednesday. The top sheet of the packet will include the number of papers enclosed and any additional comments, as needed. This top sheet **must be signed by one parent and returned** to the homeroom teacher on Thursday morning. Parents may write any comments they feel necessary on the sheet.

If you have information to be included in the Wednesday Notes, please have it in the school office by Monday morning, so there is sufficient time for inclusion.