



Parent / Student Handbook

Elementary School

2022 / 2023



# Immanuel Schools

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JHS / HS Principal's Assistant	2
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[www.immanuelschools.com](http://www.immanuelschools.com)

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# **IMMANUEL MISSION STATEMENT**

**IMMANUEL SCHOOLS'  
MISSION IS TO  
EQUIP STUDENTS TO SERVE  
GOD AND NEIGHBOR WITH  
MIND, BODY AND SOUL,  
BASED ON A  
CHRIST-CENTERED  
FOUNDATION.**

## Confession of Faith

1. That the whole Bible is the inspired and infallible Word of God, and is the supreme and final authority in all matters of faith and conduct. (II Peter 1:21; II Timothy 3:16)
2. That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. (II Corinthians 13:14)
3. That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (John 1:1, 2, 4; Matthew 1:18; Philippians 2:5-8)
4. That the Holy Spirit is a person, is God, and is co-equal with the Father and the Son; convicts the world of sin, righteousness and judgment; regenerates and indwells the believer, is his constant guide and teacher, and is the enabling power for victorious living and dedicated service. (John 14:26, 16:7-8, 13; Titus 3:5; Acts 1:8)
5. That man was created in the image of God, that he sinned, and thereby incurred for himself and the whole human race not only physical death, but also spiritual death, which is separation from God. (Romans 5:12; Genesis 1:26-27)
6. That the Lord Jesus Christ died for man's sins, according to the Scriptures, and that all who believe in Him have the forgiveness of sins through His blood. (I Corinthians 15:3; Ephesians 1:7)
7. That Christ arose bodily from the dead and ascended into Heaven where He is now the believer's High Priest and Advocate. (I Corinthians 15:4; Hebrews 7:25)
8. That the imminent return of Christ from Heaven will be personal and visible and that He will judge the living and the dead. (Acts 1:11; John 5:28-29)
9. That an individual becomes a child of God by being born of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. (John 1:12-13; Titus 3:5)
10. That the church, instituted by Christ, consists of all true believers, and that the Great Commission to make disciples of all nations is the supreme mission of the church of this age. (I Corinthians 12:12-13; Matthew 28:19-20)
11. That the ordinances of the Church are water baptism upon personal confession of faith and the Lord's Supper in remembrance of Christ. (I Corinthians 11:23-26; Romans 6:4)
12. That there will be a bodily resurrection of both the just and the unjust with a state of everlasting blessedness for believers and a state of eternal punishment for all unbelievers. (I Thessalonians 4:13-18; Revelation 20:11-15)
13. That the Christian life is separated unto God, conforming to the teachings of the Word, and dedicated to the service of Christ. (Romans 12:1-2)
14. We believe and hold that the events recorded and people named in the Genesis account are historical; that the creation of man was unique; that he was created in the image of God by a special act of divine creation both biological and spiritual and not from any previously existing forms of life.
15. Marriage is a covenant relationship intended to unite a man and a woman for life. At creation, God designed marriage for companionship, sexual union, and the birth and nurture of children. Sexual intimacy rightfully takes place only within marriage. Marriage is to be characterized by mutual love, faithfulness, and submission. (Genesis 2:18-28, Matthew 19:3-12; Mark 10:6-11)

Immanuel Schools subscribes to the *Confession of Faith* of the U.S. and Canadian Conferences of the Mennonite Brethren Churches. For additional information and/or clarification of Immanuel Schools' guiding principles, please consult this handbook. Copies are available upon request.

# Philosophy

“The Bible is the inspired Word of God. It is the basis for teaching the faith, giving direction to one’s life, and training a person in right living.” (II Timothy 3:16)

Therefore, on this basis, the philosophy of Immanuel Schools is grounded on the following beliefs:

- That the home, the church and the school should complement each other, promoting the student’s spiritual, academic, social, and physical growth.
- That learning involves interaction between people and that a well-rounded education involves exposure to a variety of cultures, ideas, and issues, all of which are to be interpreted by the light of God’s word.
- That God has given differing abilities to each student. It is the staff’s responsibility to stimulate and to challenge each student according to his/her ability while seeking to develop the student’s full potential.
- That Immanuel Schools must offer the best educational opportunities possible, using the finest facilities and equipment that the constituency can afford.
- That every instructor is encouraged in professional growth and that new ideas in education are considered if they will improve the program of the school and remain consistent with its mission.
- That the student’s home, church, and school experiences should be in preparation for a life of fellowship with God through Jesus Christ and service to Him and fellow men.
- That evaluation and assessment of our educational and spiritual programs, as evidenced in the lives of Immanuel’s graduates is necessary for continued improvement toward meeting the needs of our students.

# History

Immanuel High School was founded as a Bible School in 1926 by interested members of the Mennonite Brethren Church. The educational program was carried on in the old Sunday School Building which was then located just south of the present Reedley Mennonite Brethren Church. It became the desire of the local M.B. Churches to educate their children in Biblical knowledge beyond the training the churches could give.

Immanuel Academy was established as a four-year high school in 1944. It moved to the present location, a beautiful 13.5 acre campus, overlooking the Kings River in Reedley, at 1128 S. Reed Ave. It became a fully accredited secondary school in 1969 by the accrediting agency of the Western Association of Schools and Colleges. In 1973 the Board changed the name to Immanuel High School. In 1991, Immanuel Junior High School opened with grades 7-8. The Junior High campus is located on the northwest end of the Immanuel campus. Then in 1994, it was adopted by the Immanuel High School Board to change the schools' names to **Immanuel Schools**, to include both junior and senior high school. In 1999, an additional classroom was moved onto the junior high campus to accommodate a self-contained 6th grade class. In the year 2000, a second classroom was added to the 6th grade. Immanuel has continued to maintain a high scholastic standard and desires to improve the scope and quality of its educational program. In 2004, Immanuel Schools purchased Windsor Christian Academy, located on Ave. 416. Both 6th grade classes were moved to this location establishing it as a K-6 school. In 2010, Immanuel Elementary School relocated to the secondary campus and continues as a separate K-6 campus while also enjoying the benefits of centralized resources. In 2015, Immanuel added a 50 acre sports complex located 2 miles west of the main campus. The Sports Complex houses eight tennis courts, two baseball and two softball diamonds, and is the home to County Line Stadium. Due to the relocation of Immanuel's sports facilities, a brand new elementary school was completed in 2017 on the main Immanuel campus. During the summer of 2021, additional portables and a serving kitchen were built on the elementary campus to accommodate future growth.

The school is a nonprofit corporation sponsored by the Reedley and Dinuba Mennonite Brethren Churches.

*“And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength . . .  
You shall love your neighbor as yourself.”  
Mark 12:30-31*



# **Student Learning Objectives**

## **Immanuel Schools Student Learning Objectives (SLO's)**

**Immanuel High School graduates will have the capabilities to reflect Christ through the development of character and skills as shown in:**

### **Transforming Spiritual Life**

- Students will think critically from a Biblical perspective.
- Students will develop and deepen their understanding of, and relationship with, Jesus Christ based on Biblical principles with the goal of sharing their faith.
- Students will consistently engage in activities that promote spiritual growth.
- Students will participate in community service by contributing time, energy, and talents.

### **Academic Excellence**

- Students will develop and demonstrate critical thinking, problem solving skills, creativity, and collaboration.
- Students will become responsible, self-directed, lifelong learners.
- Students will use results from informal and formal assessments to gauge their own proficiency level and move towards mastery of standards.
- Students will engage in and apply learning through various hands-on activities and projects.
- Students will utilize technology to support their learning and demonstrate responsible digital citizenship.
- Students will actively engage in pathways that promote college and career readiness.

### **Engaging Student Life**

- Students will demonstrate leadership skills.
- Students will actively engage in the restorative process to strengthen our community.
- Students will participate in a variety of co-curricular, intra-curricular, and extracurricular activities.

# Accreditation

The High School is accredited by the Western Association of Schools and Colleges. This accreditation extends through June 30, 2024.

# Memberships

Immanuel has membership in the California Interscholastic Federation (CIF), California Scholastic Federation (CSF), and is a member of the Central Sequoia League (CSL).

# Traditions

SCHOOL COLORS – Royal Blue and White

MASCOT – Eagle

SCHOOL SONG – “Hail Immanuel”

SCHOOL VERSE – Isaiah 40:31

## “Hail Immanuel”

Standing on a firm foundation,  
Guarding truths that we hold dear,  
We behold our Alma Mater,  
Sing the anthem loud and clear.

### Refrain

Hail the king who ever liveth,  
Hail Immanuel, God with us,  
To my colors e’er be true,  
Spotless white and royal blue.

Planted in a fertile valley,  
Where the living waters flow,  
Ever faithful, ever truthful,  
May our Alma Mater grow.

### Refrain

Hail the king who ever liveth,  
Hail Immanuel, God with us,  
To my colors e’er be true,  
Spotless white and royal blue.

## Isaiah 40:31

“But they that wait upon the Lord shall renew their strength;  
they shall mount up with wings as eagles;  
they shall run and not be weary;  
they shall walk and not faint.”

## **Governing Board**

The Board of Trustees of Immanuel Schools is selected by four membership churches. Two of these churches, Reedley Mennonite Brethren and Dinuba Mennonite Brethren are the legal owners since they started the school. Two other churches are participating members of the organization. These are: Hope Kingsburg and Grace Church of the Valley. The Immanuel Board of Trustees meets monthly.

## **Faculty**

Immanuel Schools strives to employ competent, certificated, and dedicated faculty members who are value-oriented and who strive for excellence. They live and teach from basic Christian concepts while sharing their own sense of values, attitudes, and their philosophy for life, as seen from God's Word. Immanuel Schools employs faculty and staff to meet the needs of the school. Employment practices shall not discriminate against applicants on the basis of race, color, or national and ethnic origin.

## **Admission Policy**

Immanuel Schools is open to anyone interested in securing a Christian education, from kindergarten through twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Immanuel Schools' rules. It must always be understood that attendance at Immanuel Schools is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

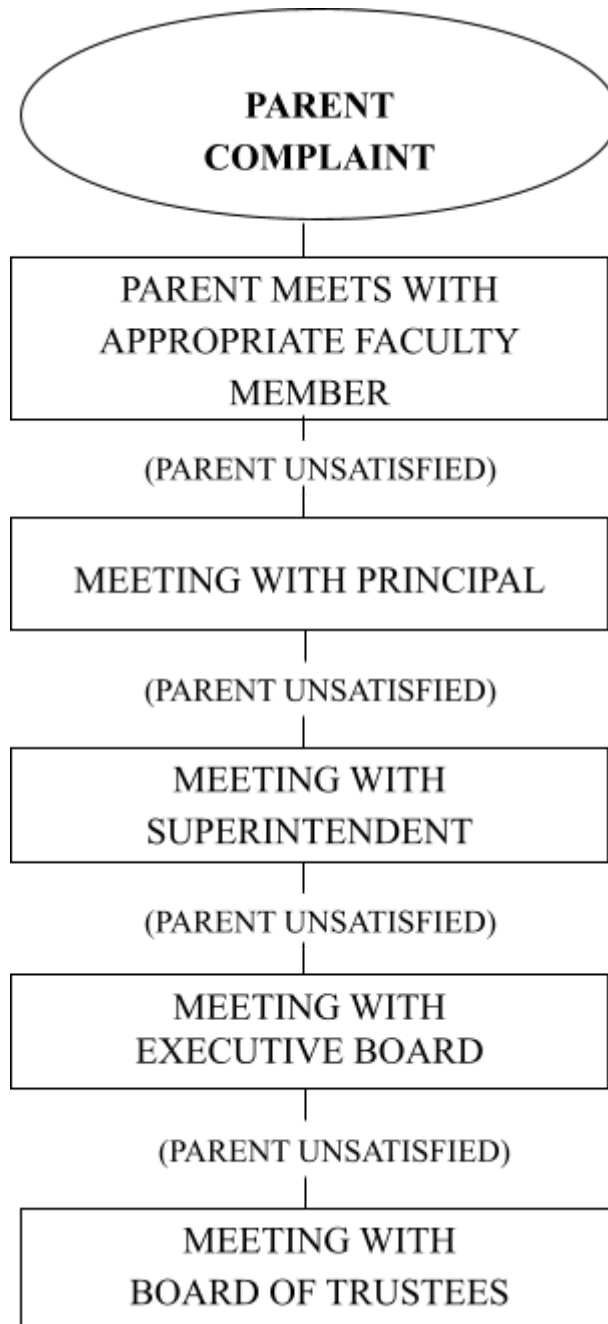
All students must be convinced that they want to attend Immanuel Schools and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God." (2 Timothy 2:15, KJV). They must also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Immanuel Schools admits students of any race, color, and national and ethnic origins 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, and national and ethnic origin in admissions policies, scholarship programs, or athletic and other school-administered programs. Immanuel Schools reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Immanuel Schools' administration and to abide by its policies. All students must read, understand, and adhere to Immanuel Schools' mission statement, philosophy, guiding principles, and Confession of Faith.

## **Biblical-Morality Policy**

Immanuel Schools' Biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, in its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition of the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual sexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (see Leviticus 20:13, Romans 1:27).

# Grievance Policy



The Executive Board and the Board reserves the right to refuse an appeal.

## Board of Trustees

<b>Michael Reimer</b> – Chairman	At - Large
<b>Phil Bartel</b> – Vice Chairman	Grace Church of the Valley
<b>Paul Davison</b> – Treasurer	Reedley Mennonite Brethren Church
<b>Dustin Pauls</b> – Secretary	Reedley Mennonite Brethren Church
<b>Dave Friesen</b>	Reedley Mennonite Brethren Church
<b>John Migliazzo</b>	Reedley Mennonite Brethren Church
<b>Lindsay Noorigian</b>	Reedley Mennonite Brethren Church
<b>Vickee Toews</b>	Reedley Mennonite Brethren Church
<b>Matt Jackson</b>	Grace Church of the Valley
<b>Larry Jost</b>	Hope Kingsburg Church
<b>Stephen Maddox</b>	At - Large
<b>Jimmy Simonian</b>	At - Large

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# IMMANUEL SCHOOLS 2022 - 2023

**August 2022**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September 2022**

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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25	26	27	28	29	30	

**October 2022**

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**January 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**March 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May/June 2023**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1		

Important Dates	
Aug 8	K-12 New Student Orientation Night
Aug 10	First Day of School
Aug 18	K-12 Back to School Night
Sept 24	K-12 Rally Day
Sept 26 - 30	Homecoming Week
Sept 28	K-12 See You At The Pole
Oct 15	Fall Dinner & Auction Event
Nov 3	Hall of Fame Dinner
Dec 16, 19, 20	K-12 Minimum Days (7-12th Finals)
Jan 26	IJHS / IHS Campus Day
Feb 14 - 16	Food Booth - World Ag Expo
Mar 13	Immanuel Golf Tournament
Mar 24-Apr 2	8th Grade East Coast Trip
Mar 30-Apr 6	IHS Chamber Trip
Apr 17-21	6th Grade Science Camp
Apr 29	Open House Spring Event
May 22-26	Senior Finals
May 26, 30, 31	K-12 Minimum Days (7-11th Finals)
May 31	Last Day of School
May 31	Kindergarten Celebration
May 31	6th Grade Salute
May 31	Jr. High Promotion
June 1	High School Graduation

2022-23 Theme
<i>"Standing on TRUTH"</i>
<i>"and you will know the truth, and the truth will set you free"</i>
<i>John 8:32</i>

Grading Periods		
Grades 7 - 12	6 week	September 16
	12 week	October 28
	End of 1st Semester	December 20
	6 week	February 17
	12 week	Mar 31
Elementary	End of 2nd Semester	May 31
	Trimester 1 ends:	October 28
	Trimester 2 ends:	February 24
	Trimester 3 ends:	May 31

Total Days 1st Semester:	87
Total Days 2nd Semester:	93
Total School Days:	180
Total Days:	185

Holidays	
Sep 5	Labor Day
Nov 11	Veterans Day
Nov 24	Thanksgiving
Dec 23	Christmas observed
Jan 2	New Years observed
Jan 16	Martin Luther King Jr.
Feb 13	Lincoln's Birthday
Feb 20	President's Day
May 29	Memorial Day

Color Code Legend	
	Staff development / no classes / office closed
	Minimum Day of School
	Thanksgiving, Christmas & Easter Break
	Office open, no classes
	Holiday, office closed
	Elementary (K-6) No Classes, P/T Conferences

## IMMANUEL ELEMENTARY BELL SCHEDULE

- Supervision begins on campus at 7:45 a.m. -



**Regular Day Bell Schedule:**

**8:00 a.m. – 2:40 p.m.**

<b>Grades</b>	<b>Times</b>
<b>START TIME</b>	<b>8:00</b>
<b>Recess K, 1st, 4th</b>	<b>10:00 – 10:15</b>
<b>Recess 2nd &amp; 5th</b>	<b>10:15 – 10:30</b>
<b>Recess 3rd &amp; 6th</b>	<b>10:30 – 10:45</b>
<b>Lunch/Recess K, 1st, 4th</b>	<b>11:20 – 12:00</b>
<b>Lunch/Recess 2nd &amp; 5th</b>	<b>11:45 – 12:25</b>
<b>Lunch/Recess 3rd &amp; 6th</b>	<b>12:10 – 12:50</b>
<b>END TIME</b>	<b>2:40</b>

**Wednesday Early Dismissal Bell Schedule:**

**8:00 a.m. – 2:10 p.m.**

<b>Grades</b>	<b>Times</b>
<b>START TIME</b>	<b>8:00</b>
<b>Recess K, 1st, 4th</b>	<b>10:00 – 10:15</b>
<b>Recess 2nd &amp; 5th</b>	<b>10:15 – 10:30</b>
<b>Recess 3rd &amp; 6th</b>	<b>10:30 – 10:45</b>
<b>Lunch/Recess K, 1st, 4th</b>	<b>11:20 – 12:00</b>
<b>Lunch/Recess 2nd &amp; 5th</b>	<b>11:45 – 12:25</b>
<b>Lunch/Recess 3rd &amp; 6th</b>	<b>12:10 – 12:50</b>
<b>END TIME</b>	<b>2:10</b>

**Foggy Day Bell Schedules:**

**Plan A**

**10:00 a.m. – 2:40 p.m.**

<b>Grades</b>	<b>Times</b>
<b>START TIME</b>	<b>10:00</b>
<b>Lunch/Recess K, 1st, 4th</b>	<b>11:40 – 12:10</b>
<b>Lunch/Recess 2nd &amp; 5th</b>	<b>12:00 – 12:30</b>
<b>Lunch/Recess 3rd &amp; 6th</b>	<b>12:20 – 12:50</b>
<b>END TIME</b>	<b>2:40</b>

**Plan B**

**11:00 a.m. – 2:40 p.m.**

<b>Grades</b>	<b>Times</b>
<b>START TIME</b>	<b>11:00</b>
<b>Break K, 1st, 4th</b>	<b>12:15 – 12:30</b>
<b>Break 2nd &amp; 5th</b>	<b>12:30 – 12:45</b>
<b>Break 3rd &amp; 6th</b>	<b>12:45 – 1:00</b>
<b>END TIME</b>	<b>2:40</b>

**Plan B - No lunches served**

**Plan C - Buses Canceled (school in session starting at 11:00 a.m.)**

**Plan D - School Canceled**

**Important:** Wednesday Early Dismissal will not be observed if it is a Foggy Day Schedule. School will end at 2:40 p.m.

**FOGGY DAY INFORMATION**

If there is a need for a foggy day schedule, it will be called between 6:00 and 6:15 a.m. Plans will be updated as needed. Foggy day information will immediately be put on the Immanuel website: [www.immanuelschools.com](http://www.immanuelschools.com), as well as [www.ABC30.com](http://www.ABC30.com). **Immanuel Foggy Day Schedules are NOT posted on Channel 18.** We will also utilize the Parent Alert system via FACTS to send sms/text notifications.

- PLAN A means that school and buses are delayed. School will start at 10:00 a.m.
- PLAN B means that buses are delayed further. School will start at 11:00 a.m.
- PLAN C means that buses are canceled but school is in session at 11:00 a.m. If on PLAN C, buses will not run morning routes but will take students home after school.
- PLAN D means school is canceled.
- Students are expected to be at school under Plans A, B, and C. **Student travel is always at the discretion of parents.** If a parent keeps a student at home to wait for clear visibility, the office must have a phone call or note verifying this, and the student must check in through the office on his/her return to school.

**Hot Lunch will be served on Foggy Day, Plan A but the menu is subject to change.**

**Hot Lunch will NOT be served if Foggy Day Plan B or C.**

**SPECIAL SCHEDULE**

The elementary school follows the JH/HS Finals Schedule start and end times in order to maintain consistency with bus routes K-12. The following schedule will be followed for the three days leading up to Christmas Break and the last three days of the school year.

**Finals Schedule  
8:00 a.m. – 11:00 a.m.**

<b>Grades</b>	<b>Times</b>
<b>START TIME</b>	<b>8:00</b>
<b>Break K, 1st, 4th</b>	<b>10:00-10:15</b>
<b>Break 2nd &amp; 5th</b>	<b>10:15-10:30</b>
<b>Break 3rd &amp; 6th</b>	<b>10:30-10:45</b>
<b>END TIME</b>	<b>11:00</b>

***\*HOT LUNCH IS NOT PROVIDED ON FINALS SCHEDULE DAYS\****

**You may send a snack with your child.**

## **TUITION AND FEES**

The Immanuel Schools Board, Administration and Staff are committed to educating your child at the highest level and understand that sending your child to Immanuel is a significant financial commitment. Please be assured that every attempt has been made to keep tuition and extra-curricular fees affordable. If at any time you begin to experience trouble with your account, please contact the business department for assistance.

### **Full-time Tuition**

<b>Annual High School 9<sup>th</sup> – 12<sup>th</sup> Grades</b>	<b>The first month's tuition payment is due for all students by July 1<sup>st</sup> to secure their enrollment</b>	<b>\$10,570</b>
<b>Annual Junior High School 7<sup>th</sup> – 8<sup>th</sup> Grades</b>	<b>The first month's tuition payment is due for all students by July 1<sup>st</sup> to secure their enrollment</b>	<b>\$8,680</b>
<b>Annual Elementary School K – 6<sup>th</sup> Grades</b>	<b>The first month's tuition payment is due for all students by July 1<sup>st</sup> to secure their enrollment</b>	<b>\$7,835</b>

### **Fees**

<b>New Student Application Fee K-12<sup>th</sup></b>	<b>Non-refundable</b>	<b>One-time fee</b>	<b>\$20</b>
<b>Student Activity Fee K-12<sup>th</sup></b>	<b>Non-refundable</b>	<b>Annual fee</b>	<b>\$150</b>
<b>Transportation Fee K-12<sup>th</sup> Bus Service 1 rider</b>	<b>Refundable (prorated)</b>	<b>Annual fee for 1 rider (if applicable)</b>	<b>\$800</b>
<b>Transportation Fee K-12<sup>th</sup> Bus Service 2+ riders</b>	<b>Refundable (prorated)</b>	<b>Annual fee for 2 or more riders of the same household/family (if applicable)</b>	<b>\$1000</b>
<b>Class Fees, Sports Fees, Textbooks, Other Resources &amp; Materials</b>	<b>See Course Schedule and Booklist</b>	<b>Annual fee (if applicable)</b>	<b>Will Vary by Sport &amp; Grade Level</b>

Students who participate in various electives and extracurricular activities could have additional charges or fees added to their accounts. Examples are Home Economics, Choir, Art, After School Clubs, and Athletics.

**Discounts** *(must meet eligibility requirements)*

<b>Pastoral Tuition Discount</b>	Contact the business office for program and eligibility details.	<b>50% of Tuition</b>
<b>Flex Rate Assistance</b>	Contact the business office for program and eligibility details.	<b>Will Vary Based on Financial Need</b>
<b>MB Church Membership Discount</b>	Contact the business office for program and eligibility details. Deadline June 1st	

**PAYMENT PLAN OPTIONS**

Immanuel Schools has partnered with FACTS Management Company to process tuition billing and payments and facilitate financial aid assessments. We are confident that families will find the technology and security of payment processing with FACTS convenient and efficient.

Student financial accounts can be accessed through the FACTS Family Portal. If you are having trouble logging into your portal or accessing your financial account, please contact FACTS 24/7 customer care by calling 1-866-441-4637.

The business office will set up the financial account billing and then send an email to new families allowing them to complete the account set up by selecting the payment plan that best suits their budgetary needs.

Families who wish to switch to a different payment plan for the upcoming school year must contact the business office prior to July 1.

Annual	Tuition payment is due for all students by July 1 <sup>st</sup> to secure their enrollment.
Semi- Annual	Tuition payment is due for all students by July 1 <sup>st</sup> to secure their enrollment.
Monthly	First Month's tuition payment is due for all students by July 1 <sup>st</sup> to secure their enrollment. Families with a monthly payment plan can choose a payment plan that ends in May or *June based on the needs of your budget.

Automatic payments are a requirement for financial accounts. FACTS payment reminders will be communicated to families based on their correspondence choices. Please choose the correspondence method that best suits your lifestyle (email, text message or both). A \$25 late fee will be charged on all late payments.

In the event that an account becomes past due because of NSF or stop payments the account holder will be contacted by FACTS management. If the account is still past due after three more payment draft

attempts, the account holder will be contacted by the business office in an effort to:

1. Bring the account current by accepting another form of payment in the office
2. Review the account issues and create a special payment agreement

Failure to comply with one of these options, shall at the election of Immanuel Schools, result in the interruption of the student's education, which may include without limitation; termination of the student's attendance at Immanuel Schools, restricting the student from final exams, grades not being released or the student being prohibited from reenrollment. Delinquent accounts may be transferred to a third party collection entity. The cost of collection, including reasonable attorney fees shall be paid by the delinquent account holder.

### **COLLECTION POLICIES AND FEES**

In the event that an account becomes past due, the account holder will be contacted by FACTS management. If the account is still past due after three more payment draft attempts, the account holder will be contacted by the business office in an effort to:

- Bring the account current by accepting another form of payment in the office
- Review the account issues and create a special payment agreement

Failure to comply with one of these options, shall at the election of Immanuel Schools, result in the interruption of the student's education, which may include without limitation; termination of the student's attendance at Immanuel Schools, restricting the student from final exams, grades not being released or the student being prohibited from reenrollment. Delinquent accounts may be transferred to a third party collection entity. The cost of collection, including reasonable attorney fees shall be paid by the delinquent account holder.

### **LATE ENROLLMENT / EARLY WITHDRAWAL**

A student who enrolls after the start of school (September or later) shall pay the full amount of tuition due for that month if their start date is anytime between the 1<sup>st</sup> through the 15<sup>th</sup> of that month.

A student who enrolls after the start of school (September or later) shall pay one half the amount of tuition due for that month if their start date is anytime between the 16<sup>th</sup> through the last day of that month.

The full amount of tuition, regardless of the start date, is due for a student who enrolls in August.

A student who withdraws prior to the first day of school will receive a full refund of paid bus fees and a **refund of paid tuition less an administrative fee equal to one month's tuition (\$783.50 IES, \$868.00 IJHS, \$1,057.00 IHS).**

A student who withdraws before the end of the school year will be charged tuition and bus fees (if enrolled in bus service) for the full month of their last day attended. Tuition and bus fees for the subsequent months of that school year will be reversed/refunded. Incidental fees will not be reversed/refunded.

## **EMERGENCY DRILLS**

Lock Down Drills, Earthquake Drills, and Fire Drills

- Lock Down Drills are held periodically during the school year. These drills are designed to help staff and students become skilled at moving to a locked and secure location within seconds in the event of an emergency. Lock Down is designed to protect our students from unwanted visitors on campus or from any activity in the surrounding neighborhoods that is potentially dangerous to our students. Instructions and directions for what to do during a lockdown are in each classroom and building on campus and will be explained in each class at the beginning of the school year.
- Instructions and directions for Fire and Earthquake Drills will be explained in each class at the beginning of the school year. Emergency and Fire Evacuation Maps are located by each classroom door.
- In recognition of the seriousness of all drills the students are expected to refrain from inappropriate behavior throughout the exercise.

## **PARENT VOLUNTEERS**

Parent volunteers are appreciated and welcome on campus. We require that all visitors/volunteers adhere to our school dress code and professional confidentiality of school matters need to be followed. Please avoid making calls on a cell phone while in the classroom setting.

Parent volunteers should check with the assigned teacher or staff member for specific duties and responsibilities and ***must*** sign in and out of the elementary office. They will be given a visitors badge upon sign-in and are to report directly to their assigned duty or classroom. Parent volunteers are important to our school and our desire is to use the serving gifts of parents to enrich the lives of our children.

## **THE ROLE OF PARENT VOLUNTEERS IN THE CLASSROOM**

As primary educators, parents make valuable contributions to your child's classroom experience. In many classrooms, teachers request parent involvement such as working with the students in small groups, providing help to individual students, preparing materials for student activities and/or attending field trips. All involvement is at the discretion of the teacher and should support the teacher in a manner that provides help in the guidance of instructional practices in the classroom.

Parents should not take initiative to interact with students, including your own child, during classroom instruction as this interrupts the learning environment. If you need to speak with your child during class time, please make arrangements through the office to have the child pulled out of the classroom to avoid instructional disruption.

It is the teacher's responsibility to manage guests in the classroom to ensure the classroom environment remains positive. Each teacher has the responsibility for directing and authorizing all activities in their classroom, including all disciplinary actions. Teachers are asked to be very specific about the role of the parent during each class session to maximize the efficiency in the classroom. A teacher's need for help may change during the classroom visit.

At times, parents are present during recess, lunchtime, classroom outdoor activities or field trips. As in the classroom, teachers and school personnel are responsible for these activities. Should you have a question or concern regarding an activity, please bring it immediately to the attention of the staff member present. It is important not to interact with the students without staff permission.



### **CLASSROOM OBSERVATION**

Parents may make prior arrangements through the school office/administration to observe in the classrooms. Please be sure to check in at the office and receive a visitors badge that is to be worn during the entire time you are on campus.

### **VISITORS**

Prospective students accompanied by a parent are welcome to visit the elementary school. Please set up an appointment in advance with the admissions office. A campus tour can also be arranged.

### **MORNING DROP OFF**

Buses will drop students off every morning in front of the office, utilizing our regular flow of traffic. Please use the Zone 1 drive-thru off of Hope Avenue to drop off all students in the morning by 8:00 a.m.

### **AFTERNOON DRIVELINE ZONE 1- GRADES 2-6: HOPE DRIVE LANE**

Upon entering Hope street from the North, drive past the Immanuel parking lot entrance on the right, and head to the drive lane entrance. A staff member will enter your placard number into our app. Please ensure that your placard is visible. This will signal the classroom teachers to send your child(ren) outside to the correct zone. When entering the drive lane, please stay along the curb on the right, so vehicles that have children loaded can exit utilizing the left side.

### **AFTERNOON DRIVELINE ZONE 2- Grades K-1 & SIBLINGS: FRONT OFFICE BUS LANE**

Upon entering Hope street from the North, drive to the Immanuel parking lot entrance on the right and turn in. If you reach this lane, you have gone too far. As you enter Zone 2, a staff member will enter the number on your placard into our app. They will then usher your vehicle to the left, towards our new portable wing by the 2-6th grade classrooms. **For after school pick-up only, we will reverse the flow of traffic through our bus drop-off lane.** Instead of vehicles facing East, they will drive along the bus lane facing West, so that Driveline Zone 2 cars can pick up students in front of the elementary office and exit our campus.

### **TRANSPORTATION CHANGES**

It is important to notify the elementary office regarding any after school transportation changes for your student. This can be done either by note or phone call to the **office**. If no communication is received from a parent or guardian, the office will proceed with the transportation mode/process your child regularly follows. Please do your best to make these changes as early in the day as possible, but by no later than 2:00pm.

### **VISITOR PARKING**

Limited short term parking is available in the large lot, north of the elementary/library building and is marked with Elementary Parking Only signs. All visitors **MUST** check in at the office. Please do not park on Hope Avenue or in designated handicap spaces unless you have a handicap permit.

### **LUNCH AND OTHER ITEM DROP OFF**

If you need to drop off a lunch or other item for your child, please bring the item to the elementary office. The item will be delivered to your child.

## **MEDICATION**

Parents must complete a Medication At School Form (available in the office) for any medications that are to be given to a child at school. In addition, if the medication is a prescription, a physician's signature and original prescription bottle is required. The Medication At School Form does not need to be filled out for medications previously approved by a parent in FACTS (ibuprofen, tylenol, etc.).

We reserve the right to refuse distribution of a medicine or procedure. If at all possible, please limit the medications that you ask the school to administer. For example, if medications can be administered by a parent before or after school instead of in the office, it would be greatly appreciated.

## **FIELD TRIPS**

All classes may take two to three field trips per year. Most field trip costs are covered by the Student Activity Fee for students. There may be additional costs for adults when accompanying students to cover transportation and entrance fees. Parental permission will be required. Transportation to field trips will usually be by bus. Non-school aged siblings are not permitted to ride school transportation and may only attend field trips if special arrangements are made in advance with the teacher, pending administration approval. School aged siblings may attend their own grade level field trips, but are not permitted to attend field trips of their siblings.

## **LOST AND FOUND**

***Please label*** your child's jackets, sweaters, lunch boxes, and backpacks with a permanent marker. When items are left on the playground, they will be placed in the lost and found. Items unclaimed will be donated to a local charity.

## **PARENT TEACHER FELLOWSHIP (PTF)**

### **Purpose of the PTF:**

The purpose of this committee shall be to promote the welfare of the child in the home, school, church, and community, by providing an organizational structure through which parents, teachers, staff, and administrators of Immanuel Schools can work together to strengthen and enhance the spiritual and educational objectives of the school.

### **Goals of PTF:**

1. To develop and implement an annual program of fund-raising to assist the overall school program.
2. To provide a support system to the classroom teacher through the organization of room parents.
3. To uphold the school in prayer.
4. To lend support as appropriate in a variety of situations such as transportation, parties, field trips, etc.

### **The PTF meets on the second Tuesday of every month at 6 p.m. on the IES campus.**

It is the desire of the PTF executive committee to provide opportunities for anyone interested to become actively involved in the projects and activities of the year. Forms are available to indicate your interests, abilities, and availability. For further information about how to become active in the PTF, please call the office. We need you and would love your involvement.

# IMMANUEL SCHOOLS

## STUDENT/PARENT PLEDGE OF SUPPORT

1. We have read, understand, and adhere to Immanuel Schools' mission statement, philosophy, guiding principles, and Confession of faith.
2. We do hereby state that we have made a thorough investigation of the school's program, curriculum, discipline, dress code, etc., and we agree to positively support the coming school year.
3. We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academic and moral/Christian behavior standards of the school and to give our child encouragement in the completion of all assignments.
4. We agree to share any complaints or negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain-of-command.
5. We understand that the standards of Immanuel Schools do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school (see Parent/Student Handbook) and that any of these offenses may result in student dismissal.
6. We understand that we are responsible for any assessments made to cover damages to the school, including book damage or property damage.
7. We will support the school by involvement in Parent-Teacher Conferences, Open House, and other school-sponsored meetings and activities.
8. We agree to pay all legal and court costs if we feel it necessary to bring legal action against the school and lose the court decision.
9. We understand that failure of the parents or child to comply with the established regulations, discipline, and parental commitment, will forfeit the student's privilege of attending Immanuel Schools.
10. We consent for Immanuel Schools to:
  - Use images of my child in promotional materials for the school.
  - Release copies of academic documents, such as transcripts for college admission purposes and scholarship opportunities; release senior social security numbers and grade point averages for Cal Grant application purposes.

We understand and agree to follow the policies and fulfill our financial commitment to pay in full the educational services the school is providing for our child (ren). We do further agree to keep our account current or notify the Business Office Manager of any financial problems making payment difficult. We are aware that if our account is not current, it may jeopardize our child (ren)'s attendance at Immanuel.

Father's Signature (or guardian) \_\_\_\_\_ Date \_\_\_\_\_  
Mother's Signature (or guardian) \_\_\_\_\_ Date \_\_\_\_\_

This pledge of support is signed with the enrollment packet.

**PLEDGE OF SUPPORT (CONT.)**

**IMMANUEL SCHOOLS GRADES K-6  
STUDENT PLEDGE OF SUPPORT**

(Please read & explain this to your child.)

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**To the student:**

1. I understand that Immanuel is a Christian school that follows God's principles. I will do my best to behave according to the Immanuel standards and Christian ethics as described in the student handbook.
2. I will do my best in my studies and strive to be an example of a child of God.
3. I will respect school property and the property of others.
4. I will respect my teachers, fellow students, and myself. I understand that failure to follow school rules and established policies may result in my dismissal.

I understand and agree to follow Items 1-4 listed above.

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Student Signature

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Date

# CODE OF CONDUCT

## GUIDING PRINCIPLES

Immanuel is a unique Christian School. The guiding principles of the school are found in God's Word. Colossians 3:1-17 contains excellent instruction in daily living. Hebrews 13:17 is clear concerning each person's responsibility. Behavior which is not pleasing to God is subject to corrective counseling and, if necessary, to discipline. Upon admission, prior to 7th grade, and prior to 9th grade, parents and students sign a Pledge of Support committing themselves to abide by Immanuel Schools' policies and procedures.

Students are reminded to respect spiritual principles, the government, Bible, Christian and American flags, teachers and other school employees, school property, fellow students, and the rights of others.

**The administration may request the withdrawal of any student who is undermining, by his/her attitude or actions, the principles of Christian education which Immanuel stands for, whether or not he/she conforms to specific regulations.**

## RESTORATIVE DISCIPLINE

### History

During the fall semester of 2005, seeking to develop a new discipline system at Immanuel Schools, administration was trained in classroom conflict management and peer mediation at Fresno Pacific University. Out of that training came the guidelines and procedures for our discipline process (Restorative Discipline).

The name Restorative Discipline is used to highlight the intended purpose, which is to encourage students and others in the school community to go to each other in time of conflict and resolve their differences.

We believe that this process will enhance the academic purpose and atmosphere of the campus both educationally and developmentally. The process will enhance maturity and at the same time provide students with the opportunity to learn from their mistakes. It will also provide the opportunity for reconciliation of those who have been injured or estranged. It will enable the restoration of an individual to his/her place in the community. It will encourage students to take responsibility by holding them accountable for their own actions, including making restitution for damages.

One of the aims of Immanuel Schools is that all members strive to voluntarily and consciously experience and nurture right relationships with God and with others as reflected in our mission statement. This requires a lifestyle of Christian discipline through accountability, which begins with self-examination and self-control, and includes personal and communal responsibility. Discipline at Immanuel, then, is an expression of the practice of community. Discipline is expressed with a "centered" instead of a "bounded" perspective. The "centered" approach focuses on Christ as the perfect role model demonstrating how we are to live with and relate to each other - the "do's." Primary attention is focused on the center, on becoming more Christ-like.

By contrast, a "bounded" approach focuses on external rules and regulations - the "don'ts." Primary emphasis is on what shouldn't be done and avoiding misbehavior. Discipline is understood as training that molds or perfects one toward reflecting the likeness of Christ. Discipline provides both accountability and

encouragement. Although the primary focus for discipline is "centered" it does recognize boundaries. These boundaries help the individual become aware of when she/he may not be in right relationship with standards established by and for the community. Immanuel Schools has agreed on a set of lifestyle standards that reflect its understanding of Biblically-directed behavior. Immanuel seeks to provide opportunities for personal and social growth and development within the context of Christian community.

Discipline is viewed as a means of encouraging individuals and groups to be accountable to the stated objectives of the school community and to each other. Students may choose to attend Immanuel Schools without making a commitment to Christ. However, the choice to attend is subject to the student's willingness to function within the guidelines and lifestyle standards established by the School's Board of Trustees. "Restorative Discipline" has been adopted as that accountability system.

### **Christian Life and Behavioral Expectations**

Immanuel Schools is a Christ-based educational community in which the faculty, staff, and most students share a commitment to Christ and the life of Christian discipleship. Immanuel believes that the total welfare of people is of paramount concern. It seeks to respect the dignity, worth, and individuality of each person within the school community. Yet, it recognizes that in order to maintain community, occasionally it becomes necessary to subordinate individuality for the sake of community.

As a Christian school system, Immanuel values community and seeks to integrate faith and learning, reflection and action. Community implies a sense of care and concern for one another. Within community, interpersonal relationships are part of the learning process. Community assumes that individuals will become more responsible for, and accountable to, one another. As they do, they are better able to understand themselves and make thoughtful commitments to God, the church, and the world. In choosing to attend Immanuel, one chooses to participate in this experience of community. The quality of human relationship and the sense of mutual care for one another should be the dominant emphasis of life together within the school community. Community needs to be understood both in the smaller, as well as in its larger contexts. An emphasis on witness and service becomes the foundation of the educational program and its implementation. As a school system rooted in the Mennonite Brethren tradition, Immanuel Schools is committed to creating and sustaining an environment that facilitates not only academic development, but also the personal, social, and spiritual development of its members for the glory of God. This is our commitment as we follow Christ. It compels us to do so with excellence.

The rules of any community grow out of a particular tradition. Immanuel Schools is firmly rooted in the Mennonite Brethren Church tradition. This tradition holds in high esteem the following characteristics:

- peace and justice;
- modest dress;
- thoughtfulness in social relationships and entertainment;
- honesty;
- respect of the rights, opinions, and property of others;
- respect for and obedience to the laws of the state;
- willingness to do good in every situation.

Within the Christian community it is important to "pursue what makes for peace and for mutual up-building" (Romans 14:19). One must be careful not to be a hindrance to a fellow Christian in one's attitude and action. Recognizing that its students are at various stages of maturity in their faith, Immanuel Schools strives to provide an atmosphere which will be conducive to spiritual growth for all. This environment thrives when one considers not only one's own interests, but also the interests of others. Christians are not only to avoid endangering the spiritual lives of fellow Christians, but are also

specifically instructed to encourage one another in the faith and to bear one another's burdens. The spirit of Christ is one of concern for and service to others.

In light of scriptural teachings and Mennonite Brethren faith tradition, Immanuel Schools has adopted a set of expectations. These standards help create an environment that promotes the social, academic, and spiritual welfare of the members of the school community. Immanuel Schools expects:

- That all members of the school community will seek to live in conformity to the pattern of life established by the Lord Jesus Christ. This pattern is best expressed by Jesus' command to love God, neighbor, and self.
- That all members of the school community will accept the responsibilities of a Christian campus community, which includes abiding by the standards and policies of Immanuel Schools.
- All members of the Immanuel Schools community are expected to conduct themselves in a manner that is consistent with the goals of the institution and demonstrate respect for self and others.
- All Immanuel students are expected to adhere to the same high standard of conduct and behavior that reflect well upon the school community and are consistent with the students' developing role as responsible and accountable citizens of the world.

### **Immanuel School Community Standards**

All students are therefore expected to abide by the following standards:

- The school recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health and, therefore, it strongly discourages members of the community from using them. No member of the community may use or possess tobacco, alcohol, or illegal drug products on campus. This also includes any event that is school sponsored on or off campus. Being on campus under the influence of alcohol or illegal drugs will result in disciplinary action. Immanuel is a drug-free environment.
- Exercise wholesome thought and speech patterns (use of profanity and coarse joking, particularly that which is degrading to gender, ethnicity and/or people groups, is not acceptable).
- Use discretion in dating practices, public and private. Students are encouraged to build balanced, healthy, Christ-centered relationships. Immanuel Schools is opposed to homosexual and premarital sexual relations.
- In an effort to minimize awkward situations, and to protect their personal relationships, students are expected to refrain from inappropriate or lingering public displays of affection or confrontation.
- In an effort to be supportive of individuals for whom it is a matter of conscience, students are expected to exercise discretion in their selection of reading materials and the use of electronic / digital devices, internet activity, social media and entertainment.
- Student attire should be appropriate, modest, and non-provocative in style.
- Attend classes regularly and conscientiously.
- Refrain from gossip and backbiting.

### **Restorative Discipline Policy**

#### **Mission Statement**

Immanuel Schools is committed to honoring God by dealing with all violations and offenses through holding students accountable to the community for their behavior in ways that recognize and protect dignity, promote personal growth and maturity, and encourage reconciliation and restoration. Discipline at Immanuel is an expression of the practice of community. It is expressed through a "centered" perspective in which the focus is on the values and behavior Jesus demonstrated and emphasized rather than a "bounded" perspective built on rules and regulations. Our goal is to become more Christ-like in our own thoughts, behaviors, and interactions. Discipline is understood as training that molds or perfects one

toward reflecting the likeness of Christ, providing both accountability and encouragement. Students are encouraged to remember that, since the relationships of the community have priority, discipline is a process of mutual accountability with the goal of restoration and reconciliation and should be a way of living and relating that often begins even before any specific standards have been violated or "rules" actually broken.

<sup>15</sup>If your brother or sister sins against you, go and show him or her their fault, just between the two of you. If he or she listens to you, you have won your brother or sister over. <sup>16</sup>But if he or she will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' <sup>17</sup>If he or she refuses to listen to them, tell it to the church; and if he or she refuses to listen even to the church, treat him or her as you would a pagan or a tax collector. Matthew 18: 15-17 (NIV paraphrased)

When community relationships are damaged by conduct that is inconsistent with the behavioral standards and/ or expectations of the campus community, students are encouraged to seek resolution through "informal" cooperative methods. The formal discipline process starts when a report is filed indicating that a student has violated a rule or standard. Confronting and resolving conflict is normal and expected. Many minor violations can be resolved informally by listening to each other and negotiating resolutions or seeking the help of mediators. We believe that violations of our adopted standards, rules and policies, can be resolved in ways that are constructive and restorative for all involved. We recognize that there is danger and opportunity in each violation. The danger is that the people directly involved and others in the community respond in ways that cause everyone to emerge from the response further alienated, more damaged, disrespected, disempowered, and less cooperative with each other and the community. The opportunity is that the violation and its harms can be recognized; agreements can be made to restore equity as much as possible, to create a safe and respectful future, and to arrange for follow-up accountability meetings that will encourage and support keeping the agreements. We believe that trust will grow when constructive agreements are made and kept, even where trust did not exist before.

We prefer to accomplish this kind of discipline as much as possible utilizing cooperative structures of informal discussion, mediation, or conferencing. We also recognize that there will be times when a person feels wrongly accused, is unwilling to enter a cooperative process, or agreement cannot be reached through a cooperative process. In those cases a restorative authority structure is designed to resolve the issues. The actions of these authorities and the consequences imposed will be guided and tested by whether they are respectful, restorative, reasonable, and, as much as possible, intended to reintegrate those who were harmed by the violation.

Since our community values both freedom and responsibility, some conflicts or violations are normal, inevitable, and expected. When all parties respond in ways that are respectful and constructive, it can be very stimulating and helpful in clarifying standards, rules, and values. We do not have to agree on everything in order to live and study together in a supportive, respectful, and civil environment.

Immanuel Schools is committed to a student discipline process that is fair, restorative, and consistent with the Anabaptist/Christian/Biblical emphasis on justice and peacemaking. The goal is to create a just and peaceful environment based on the value of right and respectful relationships rather than on fear of punishment. We believe that in this safe environment, disagreements can be vigorously debated and discussed in an atmosphere of trust and respect.

### **Restorative Discipline Goals**

God has called us into community, a network of mutually caring and uplifting relationships patterned after the example given to us by Jesus Christ. Recognizing that we who are involved in community are



imperfect people influenced by an imperfect world, student discipline at Immanuel is intended to be a process that:

1. Is fair and just.
2. Will enhance the academic purpose and atmosphere of the campus.
3. Is educational and developmental for the students involved, encouraging student maturity by providing students with the opportunity to learn from their mistakes.
4. Provides opportunity for reconciliation of those who have been harmed or estranged, enabling the restoration of an individual to his or her place in the community.
5. Encourages student responsibility by holding them accountable for their own actions including making restitution for damages.
6. Enhances the atmosphere of safety and well-being on campus.

### **Restorative Discipline Options**

The Restorative Discipline program is designed to provide students and other community members of Immanuel Schools with two main options to consider when they are in conflict with each other:

**Informal Option:** At this stage, the program provides students the "Informal Process." As in Matthew 18:15, all are encouraged to go to each other directly to resolve issues and repair damages as much as possible. Coaching and informal mediators are available through administration, counselor, Campus Pastor, faculty, and staff.

**Formal Option:** This stage consists of four sequential steps. The first step of the formal process begins with the parties involved attempting to recognize the problem, repair the damage, and make agreements to prevent the problem in the future. If resolution is not achieved at this level, the second step involves meeting with the counseling department for further exploration of and reflection on the conflict to encourage willingness to seek a cooperative and restorative solution. If a satisfactory solution is not reached at this point, the process continues to the third step, a family conference that brings students, family, and school personnel together to search for an agreement that is reasonable, respectful, and restorative. If offenders are not cooperative or if agreements have not been kept after this step, the process culminates in the fourth and final step, the initiation of the School Authority Structure. **This step could result in expulsion for students who refuse to be restored to good standing in the school community.**

Students, at any time, can refuse the Restorative Discipline process and move immediately to the School Authority Structure for judgment and appropriate punitive consequences. Serious situations involving concerns for student safety will be acted upon immediately by the appropriate authorities.

### **Informal Option: Informal and Cooperative Restorative Procedures**

When conflict has developed between members of the school community or when one has actually committed a minor violation of a standard, rule, or policy, both the offender and offended, when appropriate, are encouraged to seek out the other. Those who have been impacted by the offense or violation are to acknowledge the harm, create agreements to restore equity, develop a plan to make things as right as possible, and plan follow-up meetings to support the agreements and prevent reoccurrence.

When one experiences a conflict or observes a minor violation of a standard, rule, or policy the "observer" has the opportunity to follow the pattern of Matthew 18. Step 1 allows and encourages the observer to confront the offender with an intention of being constructive. The "observer" should ask the offender if he/she is willing to discuss the situation constructively. If so, the observer describes his/her experience. If they really hear each other, the likelihood of deciding on constructive ways to reconcile the harm created by the violation is very high. If all agree that the violation has been recognized and agreements are in

place to restore equity and clarify the future, and if the agreements are kept, forgiveness will be discovered and the situation will be resolved.

### **Informal and Cooperative Resolution Summary**

When appropriate to confront directly, or if the violation is minor with minimal impact, the offender or observer may initiate the process for reconciliation to:

- Invite a cooperative discussion/process
- Recognize the observations, experiences, violations, and harmful behavior
- Repair the harm or restore equity as much as possible
- Remember admission/respect agreements
- Create a plan to modify behavior and prevent reoccurrence

The school can provide coaching or mediators to assist parties in informally addressing conflict and offenses. This precursor of the Restorative Discipline process is and must always be voluntary. The parties involved must be willing to enter this cooperative process and work to develop a constructive outcome.

### **Formal Option: Discipline that Restores Procedures**

In cases of standards violations, if any of the involved parties are unwilling to engage this informal cooperative process, if agreements cannot be reached that satisfy all of the involved parties, if the student does not modify his/her behavior, or the violation is considered more serious, then a report is to be filed with the Principal, Counseling Department, or Faculty. This report will signal that the situation is entering the formal Restorative Discipline process.

### **STEP 1: Teacher/Student Reminders and Teacher/Student Meeting**

- The student is made aware of his/her disruptive behavior.
- The student is invited to modify his/her behavior.
- The student is reminded of the respect agreement.
- The student who modifies his/her behavior is encouraged and supported.
- If misbehavior continues, proceed to Teacher/Student Meeting.

#### **Student/Teacher Meeting**

- The student is made aware of his/her disruptive behavior.
- The student is asked if he/she would be willing to try to resolve the problem cooperatively.
- The student and teacher each describe the problem, listen to and summarize each other, and make agreements on how to prevent the problem in the future.
- Follow-up meetings are scheduled to make sure the agreements are being kept.
- The student who modifies his/her behavior is encouraged and supported.
- If the student does not modify his/her behavior or keep agreements, proceed to Step 2.

### **STEP 2: Student/Mediator Meeting**

- The student who refuses to resolve the problem cooperatively is sent to a mediator.
- The student is asked to think about what happened by writing or talking about what happened. The mediator listens to and summarizes the students' concerns.
- The student is invited to reconsider working cooperatively with the teacher.
- A plan is developed to present to the teacher in a Step 1 Student/Teacher meeting.
- If the student is uncooperative, proceed to Step 3.

### **STEP 3: Parent Contact/Family Group Meeting**

- If the misbehavior is a serious concern or if the student refuses to resolve the problem cooperatively, parents are contacted. Parents are invited to help their student consider resolving the problem cooperatively with them present. At this meeting the group writes and signs agreements made to resolve the problem.
- Follow-up meetings are held to assess if the agreements are working.
- If agreements are not being kept, proceed to Step 4.

#### **STEP 4: School Authority**

- The behavior, the respect violation, and the rule violation are reviewed.
- The reason behind the rule is explained.
- The administration informs what consequences must be imposed.

### **POLICIES OF NONDISCRIMINATION**

#### **Bullying Prevention Policy**

Immanuel Schools believes that all students have a right to a safe and healthy school environment. The district has an obligation to promote mutual respect, tolerance, and acceptance.

Immanuel Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling, cyber-bullying; and social isolation or manipulation.

Immanuel Schools expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaints process.

#### **Sexual Harassment**

Sexual harassment is the use of sexuality to harass and is best seen as an assertion of power. Sexual harassment, for the purposes of this handbook, may include but is not limited to:

- Physical assault including rape or any coerced sexual relationship.

- Pressure exerted on either an adult or student for sexual activity or for a relationship that takes on a sexual or romantic coloring which exceeds the limit of friendly relationship; any demeaning or repeated unwanted sexual propositions, unwelcome touching; leering at or ogling a person's body.
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior; sexually stereotyped or sexually charged insults, humor, or verbal abuse; and inappropriate verbal questions.

Members of the Immanuel Schools community are encouraged to report any incident to a person of authority, such as a faculty member, counselor, or an administrator. All persons in the Immanuel Schools community are obliged to take each instance seriously and inform school authorities.

### **SUSPECTED CHILD ABUSE POLICY**

The employees and volunteers of Immanuel Schools comply with the reporting requirements of California's Child Abuse Reporting Law. Immanuel Schools will immediately report any known or reasonably suspected incidents of child abuse to the appropriate child protection agency.

### **ATTENDANCE**

Parent support is essential in the matter of attendance. There is a positive correlation between school attendance and academic achievement. The activities of the classroom, including student discussion and participation and teacher instruction, are of vital importance and are difficult to make up when missed. Also, parents have a legal responsibility to see that their student attends school regularly. Please read the following attendance guidelines carefully.

Immanuel Schools does not provide an independent studies program. A student with an extended illness may be asked to withdraw from Immanuel. Each student's situation will be reviewed on a case by case basis.

### **Illness Protocol**

If students or staff are ill:

- Stay home; you can return after 24 hours (non-medicated) symptom free
- IES - pick up missed classwork/communicate with teacher

### **Tardies**

Students arriving late to class cause disruptions to the class. It is the parents' responsibility to ensure that students arrive at school on time. Students who are late are to report first to the office. ***Please call the school office before 9:00 a.m. if your child is going to be tardy, but will be ordering a hot lunch.***

### **Excused Absence**

Illness, medical appointments, family emergency, funerals, etc. may be cleared with a signed note or a phone call. It is the parents' responsibility to call the office to excuse their student ***prior to 9:00 a.m.*** on the day of the absence.

### **Pre-Arranged Absence**

It is the parents' responsibility to prearrange absences of 5 or more consecutive days. To do this, a parent must stop by the elementary office and fill out a Prearranged Absence Form no later than one week prior to the anticipated absence. Make-up work will be assigned at the discretion of the teacher and work is due one week after the return of the absence.

### **P.E. Excuse**

If your student needs to be excused from P.E. for any reason, a note or call to the office is required. If your student needs to miss three or more days a doctor's note is required.

### **Release of child(ren) during school hours:**

*Under no circumstances should a child leave the campus during the school day without proper permission.* When it is necessary to pick up your child during the school day, it is the parents' responsibility to go through the elementary office to sign out your child. DO NOT go directly to the classroom. The office staff will make arrangements and release your child from class. Please use the same procedure when taking your child off campus for lunch. In case of an emergency, we must be able to account for every child at all times. A child will not be released to anyone except those listed on the emergency card or those designated by the parent through our school office.

### **HEALTH AND HYGIENE**

In situations where the nature of dress and hygiene is not specifically covered in a detailed manner, the administration reserves the right to use its discretion in determining the appropriateness of the attire or health issue.

If a case of Pediculosis (head lice) is documented the following procedures will be followed:

- The child will be immediately removed from class and contact with other staff and students.
- The parents will be called and the child will be taken home. The child will be excused for one day after the report and documentation of Pediculosis.
- Any absences following this one excused day are unexcused. The child may not be permitted back into school unless cleared through the nurse where there will be a no nit policy.
- If a severe case persists, the child may receive absences due to treatment time excused only with a doctor's documentation or note. The school reserves the right to notify the proper authorities in order to support the best interest of the child.

### **DRESS AND GROOMING**

A neat and properly attired student will have a definite bearing on the atmosphere which is conducive to study and good work in a Christian school. God's Word speaks concerning the importance of the beauty of the inner person rather than an individual's eye-catching outward appearance.

*"Don't be concerned about the outward beauty that depends on jewelry, or beautiful clothes, or hair arrangement. Be beautiful inside, in your hearts, with the lasting charm of a gentle and quiet spirit which is so precious to God." I Peter 3:3-4 (Living Bible)*

The purpose of dress regulations is to help each student set a standard for his or her personal appearance that is appropriate within the accepted standards of the Immanuel Schools. Students are expected to demonstrate pride in their personal appearance for it reflects individually on the student and collectively on the school. Daily attire need not be expensive to be attractive and acceptable.

**The major responsibility for student appearance rests with the parents.** Parents have an obligation to guide the student's selection in proper clothing, makeup, jewelry, and hair style that is within the accepted standards as defined by the Immanuel Schools Dress Code. **Parents must see that their students are dressed appropriately for school.**

## **DRESS CODE**

- All clothing shall be neat, clean, modest, in good repair, and of appropriate size and fit.
- Skin should not be exposed through garments. Garments should not be see-through or show undergarments.
- Halter tops, short crop-tops, low cut tops, spaghetti strap tops, strapless tops, tank tops (boys or girls), backless or sideless tops, bralettes or racer-back tops are not permitted. **All tops must have sleeves, without slits, holes, or lace.**
- Skirts or shorts (girls and boys) may not be shorter than 4" above the knee.
- Leggings are allowed only when worn under a garment that is no shorter than 4" above the knee.
- Clothing with lewd or suggestive material must be avoided.
- Counter-cultural fads of dress or hairstyles with extreme cuts or unnatural colors must be avoided.
- Exposed body piercings (except pierced ears for girls), facial piercing, or tattoos are not permitted.
- Shoes or sandals must have a closed toe and heel or strap.
- Hats or caps may not be worn in the chapel.
- Special dress code regulations will be communicated for events such as Homecoming Week, Banquets, Graduation, etc.

In situations where the nature of dress is not specifically covered in a detailed manner, the administration reserves the right to use its own discretion in determining the appropriateness of the attire. **DRESS CODE MUST BE FOLLOWED AT ALL TIMES WHILE ON CAMPUS OR ATTENDING SCHOOL ACTIVITIES.**

## **STUDENT TECHNOLOGY CODE OF CONDUCT**

Immanuel Schools believe in the educational value of electronic devices/services and recognizes their potential to support our curriculum. Our goal in providing this service is to promote educational excellence by facilitating research, innovation, and communication. Use of electronic devices (including, but not limited to: computers, iPads, smart phones, smart watches) and the internet will be for the purpose of education and research and will support the educational goals and objectives of Immanuel Schools.

As members of a school community and as representatives of their school in the global electronic community, students are expected to abide by Immanuel Schools code of conduct.

1. **Personal Responsibility:** Each student is personally responsible for any misuse of the network and electronic devices. All rules of conduct described in the Immanuel Schools Handbook discipline code apply while using the network and electronic devices.
2. **Acceptable Use:** The following guidelines are to be followed and regarded as acceptable usage.
  - a. Access or transmission of material in violation of any Immanuel Schools' policy is prohibited. This includes, but is not limited to, abusive, threatening, profane or obscene material.
  - b. Immanuel Schools' access may not be used for commercial activities or product advertisement.
  - c. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws, and violators may be prosecuted. This includes, but is not limited to; copyrighted material protected by trade secret.
  - d. Home addresses and phone numbers may not be revealed.
  - e. Immanuel Schools reserve the right to monitor or review activity on electronic devices. This includes, but is not limited to, email sent or received, cache files, student's files, or printed material.
  - f. All files must be approved by the Director of Technology before being installed on any Immanuel Schools' electronic devices.
3. **Vandalism:** Vandalism in the electronic community is any attempt to harm, disrupt, or destroy data of another user or any other agency or network that is connected to the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Physical vandalism of equipment is also prohibited. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal referral.
4. **Additional Use:** These rules also apply while traveling on Immanuel buses or provided transportation.
5. **Approval:** Before students may use electronic devices or access the Internet the *Student Technology Code of Conduct for Immanuel Schools must be signed by the student and parent/guardian.*

## **CELL PHONES/ ELECTRONIC DEVICES**

At the elementary school, the use of cell phones or other electronic devices before, during, or after school are not permitted. If a parent wishes their child to have a phone for emergency purposes, they must fill out a *Personal Electronic Device Agreement form* in the office prior to the child having a phone or electronic device at school devices (including smart watches) must be turned off and zipped in their backpack). If a student has a cell phone or electronic device that has not been cleared through this agreement form, the device will be taken and the parent called. On occasion, electronic devices such as tablets or iPads may be used within the classroom at the discretion of the teacher but a *Personal Electronic Device Agreement form* must be on file. Other electronic devices such as gaming devices are not allowed on campus.

**Immanuel Schools reserves the right to search a student’s electronic device (iPad, cell phone, laptop, etc.) upon a reasonable suspicion the student has violated the school Code of Conduct or school rules.**

**PERSONAL ELECTRONIC DEVICE AGREEMENT**

This agreement must be filled out for any elementary student who has an electronic device on campus or during a bus route.

Immanuel Elementary School does not require students to have personal electronic devices (e.g., iPads or cell phones) at school, but does allow the use of personal electronic devices at the discretion of the teacher and in agreement with the Student Technology Code of Conduct in the Parent/Student Handbook. These items are NOT to be used before school, during recess and lunch, or during the after school program. When they are not in use, they must be turned off and zipped in the student's backpack at all times. Failure to follow these rules will result in the immediate loss of the privilege.

Electronic devices may be used during daily bus routes at the discretion of the bus driver. Devices may NOT be shared or passed from student to student on the bus. Because district wifi is not accessible on school buses, parents are responsible to put proper parental controls and/or internet filters on each electronic device in agreement with the Student Technology Code of Conduct in our Parent/Student Handbook. **A parent signature below indicates that your child’s electronic device(s) has proper parental controls and/or internet filters in place.** Failure to have these filters in place, failure to follow these rules, or any improper/inappropriate use of electronic devices will result in the immediate loss of the privilege alongside any other consequences deemed necessary in accordance with the school’s Code of Conduct.

If the personal electronic device is lost or stolen, it is not the responsibility of the school to replace or repair the phone; it is the parent’s choice to send it with their child to school.

Child’s Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

My child has permission to have the following device(s) at school:

\_\_\_\_\_

As a student of Immanuel Schools, I understand my responsibility to follow the terms of this agreement concerning personal electronic device use at school and/or on the bus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## **BUS RULES FOR PASSENGERS**

### **A. Boarding the Bus**

1. Help keep the bus on schedule. **Be on time** (5 minutes early).
2. Be careful when approaching the bus stop; walk on the left facing oncoming traffic.
3. School buses will stop to load or discharge students at designated stops only. Stand back away from the bus as it approaches your stop.
4. Watch your step getting on and off the bus. Always use the handrail.
5. Parental permission is required when any student wants to disembark at a stop other than his/her normal stop.
  - a. Students will present a note from a parent at the school office. A permit will be issued by the office for the student to present to the driver.
  - b. If a student does not ordinarily ride the bus, a fee of \$5.00 is charged for riding the bus. This must also be cleared through the school office and a permit will be issued for the student to present to the driver.
6. Take your seat quickly on the bus without disturbing or crowding others. Remain seated, do not lie down, and always face forward.
7. The front section of the bus is reserved for younger students.

### **B. Respect for Driver**

1. Obey the driver promptly and cheerfully; they are responsible for your safety.
2. The bus driver is in charge at all times, even when there is a coach or teacher on board.

### **C. General Conduct on Buses**

1. **All school rules and policies apply while riding a school bus.** See Parent/Student Handbook, Student Technology Code of Conduct, and Personal Electronic Device.
2. Windows are for light, ventilation, and vision. No part of the body should be extended through the window at any time.
3. Help keep the bus clean and sanitary. Eating will be left to the discretion of the driver. **Absolutely no seeds, peanuts, suckers, food on a stick or drinks will be allowed.**
4. All emergency exits are to be kept clear at all times. These are to be used **ONLY** in the case of an emergency.
5. Electronic and Media devices may only be used with earbuds or headphones and are for personal use. Devices may not be shared with other students and fall under the guidelines agreed to in the Student Technology Code of Conduct and Personal Electronic Device Agreement.
6. All musical instruments are to be kept in the under bus storage or under the seats leaving the walkway clear at all times.
7. Travel bags or such items are to be kept under the seats leaving the walkway clear at all times.
8. Aerosol spray is not to be used on buses at any time.
9. Be careful in handling sharp or pointed objects while the bus is in motion. A sudden stop could cause injury with the objects.
10. Riders wearing roller blades or athletic footwear with cleats or spikes will not be permitted to board the bus.
11. **Rides will be responsible to pay for any damages that they may have caused.**

**Any violation of the above stated passenger conduct will be reported to Administration and may jeopardize your bus riding privileges**

## **RULES OF PLAY AND SUPERVISION**

Recess time should be a time to be with friends, play, and fellowship with one another. From time to time, conflicts may arise on the playground. Immanuel wishes to provide an environment where all students feel free to worship, learn, and play. Mediation to solve conflicts will be taken to allow students to grow through the process and learn to correct inappropriate behavior. Staff, students, and peers will work to resolve any difficulties that come into play.

1. Children will be supervised at all times while on the playground during the school hours of 7:45 am - 2:40 pm (excluding Wednesday early release days when students are dismissed at 2:00 pm). For liability reasons, students are not allowed on the playground before or after school hours without staff supervision. Students may fellowship with one another at morning arrival; however, they are to line up by grade level until the first morning bell rings. After morning pledges and prayer, they will be taken to class by their teacher.
2. At dismissal, students will go to their bus line or their parent pick-up zone. They are not to play on the playground at this time.
3. Students are not allowed to walk in the parking lot at any time without a parent, guardian, or teacher.
4. While on the playground, students will be reminded of the rules if an infraction takes place. Immanuel strives to provide an environment where each child feels safe and welcome. Treating one another as we would want to be treated is the rule.

## **SCHOOL RULES**

1. No chewing gum or sunflower seeds on campus.
2. Damage to property by the student due to will or neglect will be charged directly to the parent or guardian.
3. Weapons of any kind, real or toy, are not permitted.
4. Walk at all times when going to recess and the restroom.
5. Be respectful and in control during lunch.
6. Hanging on the railings or fences is not permitted.
7. No glass containers should be brought to school.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS**

No bicycles, skateboards, roller blades or scooters will be allowed on campus. Your child may ride their bike to school. Please inform the office if your child will be riding their bike to school. Please make sure they bring a lock.

## **CORPORAL PUNISHMENT POLICY**

Immanuel Schools does not administer corporal punishment.

## **WEAPONS**

All weapons or objects resembling weapons are prohibited on campus, at any school sponsored activity, and anywhere students are under the jurisdiction of Immanuel Schools. Possession of a weapon will result in disciplinary action up to and including expulsion.

Weapons include, but are not limited to any firearm, loaded or unloaded; air guns; BB guns; pellet guns; knives; slingshots; brass knuckles; chains; fireworks; explosives; propellants; airsoft, and lighters. Any object which could be used to inflict harm on another person will be considered a weapon if the object is used in a threatening manner.

**DRUG FREE SCHOOL POLICY (adopted August 7, 2000)**

Immanuel Schools’ Governing Board declares Immanuel to be a Drug Free School and every effort will be made to ensure that it remains drug free.

Students and parents are reminded that a student of Immanuel is expected to maintain an alcohol and drug free lifestyle on and off the campus; therefore, this policy goes into effect when the student is enrolled and continues in effect until the student withdraws from school or graduates. It is in effect 24 hours a day, seven days a week, including vacation days, and during the summer break.

**Any of the following methods may be used to ensure that a drug free school is maintained.**

**1. Searches**

It is unlawful to possess, use, sell or distribute illegal (prescription or non-prescription) drugs, illegal drug look-alikes, drug paraphernalia, or alcoholic beverages. Searches and seizure have been ruled by the courts to be legal when there is a “suspicion”.

Searches may involve the following:

Personal (non-invasive) items such as, backpacks, purses ,wallets etc.

School lockers

Electronic devices (iPads, cell phones, etc.)

**2. Law Enforcement on Campus**

The board reserves the right to invite law enforcement, private agency, and/or dogs to search for drugs.

**3. Drug Testing**

Immanuel Schools may require drug testing (under reasonable suspicion). Parents will be responsible to pay for any positive drug test.

**POLICY CONCERNING INTERVIEWS OF STUDENTS BY POLICE**

It is the policy of Immanuel Schools to attempt to notify parents if police request an interview with their student before the interview takes place.

**FAILURE TO COMPLY POLICY**

Violations of school rules will result in appropriate sanctions and consequences in the sole and absolute discretion of the school, including, but not necessarily limited to, suspension and expulsion. Failure of the student or parents to comply with all current and future policies, rules, and guidelines of Immanuel Schools is grounds for expulsion. Immanuel Schools reserves the right to expel any student for violation of any current or future policy, rule or regulation by the student or parent if Immanuel Schools determines that the student or parent is not in agreement with either the philosophy or educational goals of the school. Students expelled will be considered for return on a case-by-case basis.

# STUDENT LIFE

## ACTIVITIES PROMOTED ON CAMPUS

All activities that are promoted on campus (flyers, posters, tickets, announcements) must be approved by the administration.

## CHAPEL AND ASSEMBLIES

In order to present school chapels and assembly programs which exemplify the highest standards of conduct and moral and spiritual values, it shall be the responsibility of the school administration and the certificated staff to provide programs which have been adequately prepared and directed so that a meaningful value can be experienced. At the heart of a Christian school's spiritual life is the importance of meaningful chapels.

Students are asked to enter the chapel promptly, courteously, and reverently. Chapels and assemblies are compulsory for all students. An attitude of respect and worship is maintained at Chapel. Families are welcomed and encouraged to join us on Fridays. Most times Chapel will be at 1:15 for K-3rd and 2:00 for 4th-6th. However, some Chapels will be "All School". Please refer to the school events calendar or weekly updates from teachers and administrators to confirm Chapel times from week to week.

Often assemblies are scheduled under the guidance of the Administration. Assemblies may either be secular or spiritual in nature. Staff may ask students to contribute their talent and ideas to assemblies; it is hoped that students give a positive contribution. Show appreciation for fine performances by an enthusiastic applause, but excessive noise (such as booing, whistling, hollering, and foot stomping) will not be tolerated.

## CONFERENCES AND REPORT CARDS

Report cards are issued at the end of each trimester. Report cards are given to parents first trimester at Parent/Teacher Conferences and will be sent home with students at the conclusion of trimester two and three.

Parent/Teacher Conferences will be held in November. If you are unable to make the assigned dates, rescheduling will be at the discretion of the teacher.

## STUDENT AWARDS

**Monthly Achievement Awards:** Given monthly to K – 6<sup>th</sup> students.

- Math and English Language Arts: For students who have shown significant improvement in Math, Reading, or Writing.
- Other Subjects: For students who have excelled in areas other than Math and ELA and should be recognized for their hard work.
- Century Book Club: Students at Immanuel Elementary School (K-6) participate in a Reading Incentive Program designed to motivate and reward students in reading. Students are recognized at 25 books, 50 books, 75 books, and 100 books. Students will be presented with dog tags to reward each milestone.

**Trimester Awards:** Given quarterly to 4<sup>th</sup> – 6<sup>th</sup> grade students at an Awards Assembly.  
(Music and PE grades are not part of GPA calculations.)

- High Honor Roll: For those students who earn a Grade Point Average of 3.75 – 4.0 and no “C”, “D”, or “F” grades on their report card.
- Honor Roll: For those students who earn a Grade Point Average of 3.5 – 3.74 and no “D” or “F” grades on their report card.
- Christian Character Award: This award is given to students who have shown exemplary Christian character.

**End of the Year Awards:** Presented at the end of the year to 1<sup>st</sup> – 6<sup>th</sup> grade students at Awards Assemblies and to kinder students during the Kindergarten Celebration.

- Kindergarten Awards: All Kindergarteners will receive a special, student-specific, award during the Kindergarten Celebration.
- Academic Presidential Awards: This award is signed by the President of the United States and will be given to the 4<sup>th</sup> – 6<sup>th</sup> grade students who:
  - Presidential Excellence - Maintain GPA of 3.75 – 4.0 all four quarters
  - Presidential Achievement - Maintain GPA of 3.5 – 3.74 all four quarters
- Honor Award: 1<sup>st</sup> – 3<sup>rd</sup> Grades: For those students who have maintained A’s & B’s/4’s & 3’s throughout the year in all academic subject areas.
- Achievement Award: 1<sup>st</sup> – 3<sup>rd</sup> Grades: For those students who have shown academic improvement and growth in one or more subject areas.

**Achievement Awards:** Presented at the end of the year during assemblies or in class.

- Perfect Attendance: Awarded to students who have no absences either excused or unexcused for the entire school year.
- Christian Character Award: 1<sup>st</sup> – 6<sup>th</sup> Grades: This award is given to students who have shown exemplary Christian character.

**Classroom Awards:** Presented in classrooms at the end of the year to 1<sup>st</sup> – 3<sup>rd</sup> grade students.

- Christian Development Award: 1<sup>st</sup> – 3<sup>rd</sup> Grades: Given to students who have either maintained, or shown improvement in, a specific character developmental area.

### **FACTS (ONLINE GRADES/DATA)**

Immanuel Schools uses FACTS for grading and data analysis purposes. For all 2nd through 6th grade families, grades can be viewed online and will be updated weekly. Grades for Kindergarten and 1st grade will be posted per trimester and data will be updated with each assessment on FACTS. If you are concerned about your student’s grades, please email the teacher to set up a meeting.

### **SCHOOLGY**

Schoology is an online communication tool providing weekly school information and pictures specific to your child’s class. This is a secure website, and you will be given a user code and password accompanied by a letter explaining how to access your student’s Schoology account. You will only be able to access your child’s class. We encourage each parent to visit Schoology weekly to stay current on classroom and school events.

## **CLUBS AND EXTRACURRICULAR ACTIVITIES**

Our goal is to offer meaningful growth opportunities for our students in addition to academics. Clubs and activities such as Chess Club, Science Club, Drama Club, Garden Club, E-Worship, Poetry & Prose, Art Contests, Writing Contests, and the Spelling Bee will be explained through our monthly newsletter or special notes. Please encourage your student to participate.

Student Council elections are held in September of each school year and elected positions are served for the entirety of the school year. Students in 4th - 6th grade may choose to run for an officer position. Positions include: president, vice president, secretary, treasurer, safety monitor, and classroom representative. Students must be in good standing both academically and behaviorally throughout their term.

## **AFTER SCHOOL CARE PROGRAM**

### **Offering:**

Parent pickup will be from 2:45-3:00 daily and 2:10-2:25 on Wednesdays. All students not picked up during these times will be checked into the After School Program. Parents do not need to sign up in advance or notify the school if you are running late. Students will be automatically checked in and cared for until you arrive. Care is provided until 5:00pm. All pick up will take place in the front office. Additionally, please pack extra snacks if your child will be staying after school!

### **Cost:**

Each participant in the IES After School Program will cost \$8.00 per hour, billed by the ½ hour, and will be paid through FACTS. For families that will need the After School Program daily, we are offering an optional monthly flat rate of \$280 per child (with August and December being \$140). The discounted flat rate is not adjusted for sick days, vacations, or scheduled days off of school.

### **Late Fees:**

After school care is offered until 5:00pm. Timely pick up is important! A late pick up will result in a \$10 fine per child beginning at 5:05pm. There will be an additional charge of \$1.00 per child, per minute thereafter. Students may be dismissed from the program if late pick-ups occur regularly.

### **Discipline:**

Regular day rules apply to the After School Care program. This helps the students to maintain their knowledge of what is acceptable on school grounds. Conflict resolution allows students to take an active part in the discipline process by having the students identify the problem, alternatives that could have been used, and the consequences of their actions, and possible solutions. We will utilize and follow the Restorative Discipline Flowchart, which states:

- Step 1: Review Respect Agreement, make the situation right, and receive a warning/consequence
- Step 2: Step 1 support, plus parent contact and consequence
- Step 3: Steps 1-2 support, plus 3-day suspension from the program
- Step 4: Steps 1-2 support, plus suspension from after school program; timing determined by administration.

All discipline problems will be referred back to Mrs. Ringhofer and/or Mr. Fast the next school day for review.

### **Medical & Emergency Information:**

Nursing staff will not be on site for our after school program. Students with significant allergy or medical needs may not be able to attend the program due to these circumstances.

## **ATHLETICS**

### **ATHLETICS**

Immanuel Elementary participates in Cross Country and Track. Grades 3-6 are eligible to participate in Cross Country in the fall, and Grades 2-6 are eligible to participate in Track in the spring. Our 6th grade students join 7th and 8th grade for JH sports. These sports are on a try-out basis. They include flag football, volleyball, basketball, soccer, tennis, baseball, and softball.

### **Mission Statement**

The mission statement of Immanuel Schools is to equip students to serve God and neighbor using their mind, body, and soul. This mission statement of Immanuel Athletics is to encourage our athletes, coaches, and fans to model Christ-like behavior while producing competitive, committed, and courageous teams.

### **Philosophy**

Immanuel is a Christian school that provides a Biblically based education. The school's athletic teams are to be witnesses of the Gospel to all spectators, opposing players, officials and each other. The teams will do this through their attitudes, competitiveness, actions, and words. Each athlete should learn how to glorify Jesus Christ no matter what the situation is on and off the sports venue. One of the main goals of every team is to win, but at Immanuel, it is realized that playing hard and representing the Lord is more important than the end result, whether it be a loss or victory. Winning is a by-product of playing with integrity, class, and hustle.

### **Athlete's Responsibilities (Please review these with your child)**

1. Represent Christ through your words and actions on and off the sports venue.
2. All student athletes are subject to the school rules found in the student handbook at all times. Student athletes may be subject to stricter guidelines, such as suspension from athletics as a result of experimenting with alcohol, drugs, tobacco, or performance enhancing drugs. An athlete will be suspended 1 week from athletic contests for every 1 day of a school suspension up to 3 weeks. Anything beyond a 3 day suspension will be at the discretion of the administration.
3. An athlete cannot practice the following season of sport until the current season is completed, unless agreed upon by the coaches.
4. Any athlete who is suspended from school may practice, but not play in or attend any athletic event during the suspension.
5. Coaches may choose to make cuts during tryouts.
6. The coach or the school administration can hold a student athlete ineligible due to frequent absences and/or tardies and discipline problems in the classroom and the athletic field.
7. Students must be in class at least half of the school day (2.5 hours), not including chapel, in order to practice or participate in an interscholastic competition that day. Extenuating circumstances such as a school related activity or a doctor's excuse provided may be considered as an exception.

## 8. **Sportsmanship (Players & Parents)**

- The first fundamental for good sportsmanship is showing respect for the opponent at all times. The opposition should be treated cordially and politely before, during, and after the contest. Respect the opposition during the contests by showing an appreciation for their abilities. A policy of honesty, humility, and respect should be used when interacting with guests.
- Players must also show complete and utter respect for the officials judging the contest in which they are a part. No matter how good or bad the call is, the official should be treated as an impartial arbitrator who is trying to judge the contest as fairly as possible.
- It is considered good sportsmanship for the player to know and understand the rules and etiquette that are used to regulate the sport with which he/she is involved with.
- Show self control at all times. As a player it is very important to play with emotion, but at the same time not to let emotions affect performance and behavior in a negative way.

## **Expectations of Citizenship/Attitude (Players & Parents)**

Students are expected to display satisfactory citizenship and attitude both as a student during school and as a participant in extra-curricular activities. Poor sportsmanship, profanity, vulgarity, and obscene acts are considered unsatisfactory citizenship. Any student who undermines the principles of Christianity, by his/her attitude or actions, is considered to have inappropriate behavior. Every incident will be treated as an individual case and judged on its own merit.

## **Code of Ethics (Players & Parents)**

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a friendly relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on a team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of individual players.
- 10. To remember that an athletic contest is only a game—not a matter of life and death for a player, coach, school, fan, or community.**

## **Academic Eligibility Rules**

A student is scholastically eligible if:

The student has achieved during the previous grading period, a minimum of a 2.0 GPA with no more than one “F”. A student not meeting this standard will be placed on probation for one grading period. If the GPA is below 2.0 in the probationary grading period, the student will be ineligible to participate until the 2.0 GPA is maintained for one grading period. If a student has more than one “F” a probationary period will not be granted.

Transportation for “Away” Athletic Events:

When transportation is provided by Immanuel Schools, all athletes are expected to ride the school provided transportation.