

# IMMANUEL EVANGELICAL LUTHERAN SCHOOL



## SCHOOL HANDBOOK

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**TEACHING YOUNG MINDS  
PREPARING YOUNG HEARTS**

Immanuel Ev. Lutheran Church and School  
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Salem, OR 97302  
503-371-5473

Web [http: www.immanuelsalem.com](http://www.immanuelsalem.com)

## **MISSION STATEMENT**

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***Immanuel Lutheran School exists to develop and strengthen discipleship in young people and their families through a quality, Christ-centered, curriculum which is based on the Holy, Inspired, Inerrant, Word of God, and prepares students to excel in their continuing education and life.***

## **GOALS AND OBJECTIVES**

Through our program of Christian education we strive to provide faithful guidance to each child in the maximum development of his/her spiritual, physical, and mental abilities given by God. Thus the objectives of our school are to:

Actively and continually reach out to the community through our school with the Gospel message.

Foster an outreach mindset toward the people in the community as well as fostering that mindset among all teachers, staff, students, and parents to strengthen the members of Immanuel.

Provide a high quality well-rounded education (spiritual, mental, and physical) with academic expectations for each student in keeping with the individual's God-given ability.

Provide a challenging curriculum combining modern technology with traditional subjects.

Provide educational opportunities for spiritual growth for families and members outside of the regular school curriculum.

Provide opportunities for service for all members, students, and their families.

Make the school accessible financially to any student, member, or non-member, through scholarships and service grants.

Actively pursue growth in enrollment, faculty, staff, and facilities.

Continually evaluate our standards, methods, actions, and policies in order to maintain a quality, Christ-centered education, and to ensure that we meet the changing needs of educating children while remaining focused on the unchanging truths of God's Word.

## **SUPERVISION AND MANAGEMENT**

Immanuel Lutheran Church and School of Salem, Oregon, operates this school as a Lutheran Elementary School. Its supervision is under the Board of Education of Immanuel Lutheran Church and School. The Board of Education is comprised of elected members of the congregation, the principal, the pastor, and the congregation's president.

Immanuel Lutheran School is one of 369 Lutheran Elementary schools within the Wisconsin Evangelical Lutheran Synod (WELS). This system is the fourth largest private school system in the United States with approximately 31,000 children enrolled in these schools which are staffed by over 1,700 dedicated free gift, this school cannot and does not discriminate on the basis of race, color, nationality, or ethnic origin in its policies, athletics, or other school administered programs.

### **HOME AND SCHOOL COOPERATION**

Since this school is an aid to parents (who have the primary responsibility) in bringing up their children in the nurture and admonition of the Lord, it is vitally important for the home and school to cooperate with each other to the fullest extent. That is why we welcome discussion with our parents on the educational development of their children.

Parents can also help the school a great deal in its task. Following are just a few ways in which parents can render service to the school:

- By letting the Word of God be the guide in all phases of their daily life.
- By attending church regularly with their children.
- By having regular family devotions and table prayers.
- By assuring that the children are regular and prompt in attendance.
- By showing interest in what the child does and encouraging him/her in the things he/she can do.
- By discouraging the bringing of any distracting toys or novelty items to school.
- By praying for the school and staff.
- By encouraging respect for teachers.
- By refraining from being critical of school procedures in the presence of the child.
- By always projecting a positive attitude toward education particularly Christian education.

### **HOME VISITS**

Teachers will make annual home visits to the parents of children in their classrooms. These home visits are carried out to create a closer relationship between home and school and between parent and teacher. Teachers will make these visits before the new school term and after making appointments with the parents.

### **PARENTAL GROWTH OPPORTUNITIES**

Parents can also become better informed about the doctrines taught to their children by attending Bible Information Classes offered through the church. We offer two classes during the year, one in the Spring and one in the Fall. The 10-week class is made up of a majority of people who have never gone to church, or who are members of a Christian church who want a refresher on basic Bible teachings.

### **NOTICE OF NON DISCRIMINATORY POLICY**

In view of the fact that the Bible teaches that "God does not show favoritism" (Acts 10:34), and in keeping with the primary purpose of this school, which is to tell its students the joyful message that Jesus Christ has redeemed all people from sin and its curse and has won full salvation and eternal life for all as a free gift, this school cannot

and does not discriminate on the basis of race, color, nationality, or ethnic origin in its policies, athletics, or other school administered programs.

### **ADMISSIONS POLICY**

Immanuel Lutheran School has been established to provide a Christian education primarily for the members of Immanuel Lutheran Church. All families of Immanuel Lutheran Church are eligible and encouraged to send their children to Immanuel Lutheran School. While the church supports the school through its operating budget, members using the school are charged a reduced amount of tuition for their child's education.

Children of families who are not members of Immanuel Lutheran Church will be admitted into Immanuel Lutheran School on an annual basis.

#### **Students will be admitted according to the following priority:**

- Families who are members of Immanuel Lutheran Church.
- Families of other WELS or ELS churches.
- Families who have no church membership.
- Families who are active in their own Christian churches.

### **WORSHIP AND SUNDAY SCHOOL ATTENDANCE**

Naturally, we are vitally interested in the spiritual welfare of the children in our school. A Lutheran Elementary School education supplements family worship: it does not replace it. Because worshipping in church is an essential part of Christian living, all students and their families are encouraged to attend church services and Sunday school faithfully. Parents are reminded that faithful church and Bible class attendance on their part is essential in setting a good example for their children about the importance of God and his Word in their lives.

### **SINGING IN CHURCH**

Because worshipping in church is an essential part of Christian living and because singing in church is an integral part of our school music program, all Immanuel Lutheran School students are required to attend the regular Sunday Church worship services in which their class is scheduled to sing. If you cannot attend the scheduled service, please contact your child's teacher.

Class singing schedules will be made available to parents and students at the beginning of the school year.

### **CHAPEL**

Every school week the children will have the opportunity to participate in a special chapel service which is conducted in the church. Immanuel's pastor will lead the students in these services. Parents, grandparents, and church members are invited to attend "coffee hour" on Wednesdays. Come and join us for fun and fellowship over a cup of coffee, and then join the students of Immanuel Lutheran school for chapel.

### **MISSION OFFERINGS**

At the chapel services each student has the opportunity to bring a monetary gift to Jesus and thus learn one of the very important principles of Christian Stewardship. The proceeds from these offerings will flow toward a mission endeavor of the WELS. Parents will receive information about the offering goal at the end of the school year after the faculty and students have chosen mission projects.

### **ENROLLMENT REQUIREMENTS**

Students applying for Kindergarten must be five years old by September 1 of the anticipated enrollment year. Students applying for or entering first grade must be six years old by September 1 of the anticipated enrollment school year. A copy of an applicant's actual birth certificate will be required and kept on file as proof of age.

As required by Oregon law, students attending Immanuel Lutheran School must have doctor verified, complete, up-to-date immunization records on file at school. Information regarding all required forms is available through the school administration office.

### **CLASSROOMS**

Immanuel Lutheran School is configured in multi-grade classrooms. Multi-grade classrooms have contributed greatly to our WELS school system's 150 years of academic excellence.

Teachers in multi-grade classrooms are often better prepared and supplied to custom-tailor instruction to the needs of individual students than teachers in single-grade classrooms. Multi-grade classrooms are filled with a great range of books, materials, and stimuli that are naturally available to all students, no matter what their age. The teacher can use these resources to deliver excellent small-group instruction for each child. The community of children in a multi-grade classroom is truly unique!

At Immanuel Lutheran School the enrollment will be limited to sixteen students in Kindergarten. There will be a limit of twenty-two pupils per classroom in grades one through eight. The number of grades per room will be determined by total enrollment in the classroom.

### **CURRICULUM**

Immanuel Lutheran School offers a challenging curriculum that is comprehensive, developmentally appropriate, and sequentially consistent. The curriculum is designed to provide a well-rounded education: spiritual, physical, academic, and social. Textbooks used by Immanuel Lutheran School, in most cases, are secular in nature. This allows the teachers to help students learn to distinguish between Biblical truths and worldly philosophies and theories.

Subjects offered include (on a grade appropriate basis):

- Christian Faith and Living
- Communication Skills: Reading, Writing, Speaking, and Listening
- Mathematical Skills
- Science

- Social Studies
- Technology
- Fine Arts (Art and Music)
- Physical Education

### **GRADES AND GRADING**

Our grading system follows the percent and letter system:

95-100%. . . . .	A	I. . . .	Incomplete
93-94%. . . . .	A-	N. . .	Needs Improvement
91-92%. . . . .	B+	U. . .	Unsatisfactory
87-90%. . . . .	B	S. . .	Satisfactory
85-86%. . . . .	B-		
83-84%. . . . .	C+		
79-82%. . . . .	C		
77-78%. . . . .	C-		
75-76%. . . . .	D+		
71-74%. . . . .	D		
70%. . . . .	D-		
69%. . . . .	F		

Families are strongly encouraged to look over their children’s graded work with them, and contact the teachers with any questions they may have. Teachers, likewise, will be communicating with parents on a regular basis. With these two practices in place, grades on a student’s quarterly report card will hold no surprises. Parents are asked to attend a conference with their child’s teacher at the end of the first and third quarters.

### **STANDARDIZED TESTS**

Standardized achievement and/or intelligence tests are administered annually to grades three through eight to determine student, class, and teacher strengths and weaknesses. The Terra Nova 3rd Edition test is used throughout the schools of the WELS at this time and OAKS Oregon Assessment of Knowledge and Skills. The school will use these results to aid them in evaluating student and curricular progress. Test results will also be reported to parents.

### **HOMEWORK**

A certain amount of homework is necessary and can be expected. Each teacher will communicate with families regarding their homework policies and expectations. Students will be required to do memory work associated with Bible study, hymn study, and other academic course work. Parents can be supportive by providing a scheduled study time and place for their child, and overseeing completion and organization of homework.

### **DISCIPLINE**

It is not only the right but also the duty of parents to use loving discipline in the raising of their children. The Lutheran Elementary School teacher, when acting on behalf of the parents, has the same right and duty.

Our students in accordance with God's command to "***Honor your father and mother***", owe obedience and respect, not only to their parents, but also to all teachers whom the Lord has placed over them.

Individual teachers have different classroom rules and are expected to communicate those rules to the students and to the parents. Teachers expect parental support for the classroom rules and for the consequences administered when those rules are broken.

Teachers will make every effort to treat every student fairly in accordance with God's Word.

On the other hand, all students attending Immanuel Lutheran School must submit to the wholesome discipline of the Word of God (Ephesians 6:4), and must also submit to reasonable consequences by the teacher in cases of serious transgression. Again, parental support will be expected and appreciated. Students who see the teacher and parent working together for their welfare tend to respond better to discipline administered by the teacher.

Attending Immanuel Lutheran School is a privilege. The administration of the school reserves the right to suspend any student who proves to be incorrigible, despite patient admonition and reasonable consequences, and whose attitude or conduct tends to have an adverse spiritual or moral influence upon the other students in the school. Suspension may be initiated by the Principal and becomes effective immediately for a period not to exceed three school days. The suspension can be lifted at the discretion of the Principal, but only after he has consulted with the parents and has received assurance that the offense will not reoccur.

Expulsion can be ordered only by the Board of Education, and only after every other attempt to help the parents and the student have failed. An expulsion will remain in effect for the remainder of the school year, at which time the matter may be submitted to the Board of Education for their review and recommendation.

Complaints that may arise are to be dealt with outside the regular school hours and, as a rule, should be directed to the teacher involved. If a proper settlement is not reached, the matter may be taken to the Principal, the Pastor, and finally the Board of Education, and in that order. These are procedures that are outlined in Scripture (Matthew 18: 15-20) and better guarantee that acceptable resolutions to differences of opinion are reached.

### **DRESS CODE**

We expect our students to adhere to the principle that their bodies are the Temple of the Holy Spirit and as such should be kept clean, healthy and modest in appearance. Short shorts, cut-off shorts, mini skirts, spaghetti straps, tank tops, halters, tube tops, (no exposed midriff) muscle shirts, undershirts worn as outer garment, etc. are considered inappropriate. Advertisements on T-shirts, hats, and jackets that promote tobacco, alcohol, musical groups, violence, gang influence or satanic connotations are not allowed.

Hats and bandannas will not be worn inside buildings. **Socks must be worn at all times as well as weather-appropriate outerwear.** Students may not wear pierced jewelry other than earrings. Neither are students allowed to wear unnatural hair color.

We realize that there will never be unanimous agreement on some items of clothing, and therefore the faculty reserves the right to tell a child to refrain from wearing items of clothing that they feel is not conducive to the Christian school environment.

### **ATTENDANCE**

Students are to attend school regularly and are to be on time. The teachers try to develop each child's abilities as much as possible, and absence from school reduces learning opportunities. Even though all missed work is made up, the student has lost the benefit of the regular firsthand classroom and activity. If a student is ill and will not be in school, the teacher should be notified before the school day begins. If this is not possible, contact through a signed note or phone call is required. Parents should make arrangements for homework if their child will miss an extended period of time. Parents should immediately notify the school if their child has a communicable disease.

We urge parents to make doctor or dentist appointments for non-school hours; however, we will excuse a child from school who has a written permission note or whose parent has contacted the teacher.

Parents are urged to plan vacations around the school calendar. Parents should notify the teacher in writing as soon as possible if they plan to take a child out of school for a vacation or other activity. This knowledge will allow the teacher to develop a homework plan with the student and parents in advance.

### **TUITION**

Students enrolled in grades Kindergarten through eight who are not members of Immanuel Lutheran Congregation are charged a tuition amount that closely matches the actual cost of educating their child(ren). Members of Immanuel Lutheran Congregation are charged a reduced tuition amount because of their added responsibility to support Immanuel Lutheran School through their regular church offerings. These tuition charges are established annually by the Immanuel Lutheran School Board of Education and approved by the voting assembly of Immanuel Lutheran Church. For current tuition levels, please review the Tuition/Fees Schedule available in the school office.

Tuition billings issued by the Immanuel Lutheran School Board of Education require eleven monthly payments. A five- percent discount is available for a full year tuition payment made by the opening day of school. A two and one-half percent discount is available for a semester tuition payment paid at the beginning of each semester. Parents of students may apply for financial assistance.

**First month's tuition is due on August 1. The second payment is due September 1st. The last tuition payment is due June 1.** Requests for special payment arrangements other than those above will be considered, but must be made to and approved by the Board of Education.

### **EDUCATION FEES**

All students in grades Kindergarten through eight will be charged education fees established by the Board of Education and approved by Immanuel Lutheran Congregation voters. For current educational fees, please review the *Tuition/Fees Schedule* available through the school office.

### **PAYMENT PROTOCOL**

Where as Immanuel Lutheran School is in need of an orderly way of following up on those families that are having trouble paying, here is a suggested way of alleviating the problems.

- 1. The person recording the money alerts the person who has the most contact with the parents that there is an individual family behind. The contact person will then notify the recording person of the solution that came of the conversation.**
- 2. If the conversation with the contact person did not achieve a mutual agreement or the parent defaults on the said agreement, the recorder of the tuition shall create a letter. This letter shall be created out of Christian love, reminding the parent that they are behind and how much they are behind in their payments.**
- 3. If per conversation and written letter the situation is not resolved, then it will be the duty of the recorder to send the family a bill. This bill will have late fees and interest charges. The board will still have the flexibility of working with each family and their finical situation.**
- 4. It is not the desire of the School Board to expel any students over financial matters. As long as all avenues have been explored and exhausted, then the board will have no other choice but to let the student go.**

### **RETURN CHECK POLICY**

It is not a good stewardship to write checks that are not sufficiently funded. Immanuel Lutheran School expects all families to be good stewards and uphold their agreements with us. Immanuel has had problems with returned checks. Immanuel Lutheran School should not be expected to absorb the expense of returned checks. The following penalty(s) will be passed on to those families that write Immanuel Lutheran School bad checks.

- A first offense will be assessed the same fee the bank charges Immanuel Lutheran
- A second offense will be assessed the same fee as the bank plus another 10% of the amount of the payment.
- A third offense will require your family to have verification from the bank to guarantee the amount of the check.
- Finally, if all of these options are exhausted your family will become a cash account only.

Truly Immanuel Lutheran desires all of its families to be good stewards. For it is God pleasing to do so.

**SCHOOL SUPPLIES**

The books and supplies issued to the students at Immanuel Lutheran School are on loan and remain the property of the school. The school will therefore, retain school texts and all consumable workbooks after use and/or completion by the students.

Any student-caused damage to or loss of books, equipment, desks, and other school supplies/property during the school year will result in a charge to the student equal to replacement cost of the item.

Each student in grades three through eight will need a personal copy of the New International Version (**NIV**) Bible. Each student in grades six through eight will need a personal copy of the current WELS publication of **Luther's Small Catechism**. These required religion books, remain the personal property of the student.

**Kindergarten**

- 3 pencils #2
- 10 glue sticks
- 1 bottle Elmer's white glue
- 1 box 34 crayons
- 1 pair scissors (Fiskars)
- 1 tissue box
- 1 pencil box
- Colored pencils
- Markers (washable)
- 1 backpack
- 1 eraser

**GRADES 1-2**

- 12 pencils #2
- 1 bottle Elmer's glue
- 8 glue sticks
- 1 box 24 crayons
- Markers (washable)
- 1 set watercolor paints (8 count)
- 1 pair scissors
- 2 tissue boxes
- 2 spiral notebooks
- 1 pencil box
- 1 backpack
- 1 ruler (12 inch/30cm)
- 2 erasers
- 3/ 2-pocket folders
- 1 protractor
- 100 sheets loose leaf paper (wide rule)
- Bible (NIV translation)
- 1 paint shirt (An adult size shirt works well. Button-up is preferable, but t-shirts work well also.)

**GRADES 3-5**

- 12 pencils #2

- 1 bottle Elmer's glue
- 3 glue sticks
- 1 box 24 crayons
- Markers (washable)
- 1 set watercolor paints (8 count)
- 1 pair scissors
- 3 tissue boxes
- 3 spiral notebooks
- 1 pencil box
- 1 backpack
- 1 ruler (12 inch/30cm)
- 2 erasers
- 3 2-pocket folders
- 1 protractor
- 100 sheets loose leaf paper (wide rule)
- Bible (NIV Translation)

**GRADES 6-8**

- 10 pencils #2
- 2 red pens
- 1 glue stick
- 1 box 24 crayons
- Markers (washable)
- Protractor
- Compass
- 1 pencil box
- 2 tissue boxes
- 1 backpack
- 1 ruler
- 100 sheets loose leaf paper
- 2/ 1 inch 3-ring binders
- 4/2-pocket folders
- 1 pair scissors
- 2 erasers
- Colored pencils
- 2 Spiral Notebooks

### **STUDENT RECORDS**

Student records include academic achievement, report cards, test scores, medical records, and other necessary information. These records are confidential, but parents/guardians and members of the school staff may make inspection. They are not available to non-school personnel without express written consent of the student's parent or legal guardian.

Parents are responsible for ensuring that student records are kept up-to-date with valid emergency contact numbers and names of persons authorized to pick up children.

In the event that there are court imposed restrictions concerning custody of a child, parents and legal guardians must make sure a copy of the court documents are on file in the office before the first day of classes each year of enrollment. It is necessary for the school to have this documentation in the student's record for proper release of information, grades, records, etc.

### **EMERGENCIES AND ILLNESS**

If your child is injured or should become ill at school, the teacher will give temporary care and the parent will be notified. If the parent/guardian or emergency contact person cannot be reached, the school will call the family physician. The school must be notified of any unusual health problems.

**Children should not come to school if an illness is contagious or prevents them from participating in normal school day activities. If an illness prevents a child from coming to school, please call to inform the office of any absence. A child should not return to school until he/she is well.**

### **SCHOOL CLOSINGS**

If it becomes necessary to close school for the day, there will be appropriate announcements made over area radio and television stations and at our school web site <http://www.immanuelsalem.com>. Immanuel Lutheran School emergency closings will coincide with the Salem/Keizer School District. Any late opening or school closing announced for the Salem/Keizer public school system will apply also to Immanuel Lutheran School.

**In case of prolong and highly contagious epidemics the Board of Education and school administrator have the authority to cancel school. This action will be taken into consideration for the well being of our school if 30% or more of the student body is affected.**

### **SCHOOL TELEPHONE**

As a rule, students will not be allowed to use the school telephone. Students are expected to plan ahead to avoid the necessity of calling home during the school day. Calls to make plans to stay for after-school activities, or calls to make plans with friends and classmates for non-school activities will not be allowed. Please make all personal arrangements before coming to school.

Students will not be called from the classroom to answer the phone except for an emergency. If a parent needs to call the school to speak to the student or the teacher, please make calls before classes, during noon recess, or after school hours to avoid disrupting classes.

**All cell phones and other electronic devices are to be turned into the classroom teacher upon arrive at school. Devices will be returned to students at the end of the school day.**

### **DAILY SCHEDULE**

**School hours for grades one through eight are from: 8:30 a.m. to 3:15 p.m.**

**Half-day sessions for Kindergarten are from: 8:30 a.m. to 11:30 a.m.**

**The school building doors will be opened daily at 8:00 a.m.**

Children will be allowed to enter their classrooms after 8:00 a.m. to prepare for the school day. Students that arrive to school before 8:00 a.m. or are at school after 3:30 p.m. will be directed to our before and after school care. The families will be billed at the end of each month for this service. If this is a service you would like to participate in full-time please contact the Principal.

There will be no play on the playground allowed either before or after school since there will be no supervision of the playground at that time.

Classes are dismissed at 3:15 p.m. Children are expected to leave immediately unless they have classroom duties to perform or are waiting for transportation. All students should leave the school no later than 3:30 p.m. Students may not leave the school grounds during school hours without written permission from parents.

### **TARDINESS**

**The school day begins at 8:30 a.m.** Please have children at school and in their classrooms by this time. Punctuality is a key to the start of our day, and also a valuable lesson for our children. Frequent tardiness will result in a consultation with school administration to discuss further actions.

### **TRANSPORTATION**

Immanuel Lutheran School does not provide any transportation of students to or from school. Parents/guardians are responsible for the transport of their own children; however, drivers are encouraged to work together to meet student travel needs.

Use of bicycles by students for school transportation is limited to travel to and from the school. Students who ride bicycles to school are required to leave their bikes locked in a designated school area upon arrival. Skateboards or skates of any design used to transport students to and from school will not be allowed to operate on the school grounds.

### **LUNCH**

Hot lunches are provided through the Salem-Keizer school district at a rate of \$2.30 per meal. Menus are available a month in advance, and payments are due at the time an order is placed. All orders must be received by the 20<sup>th</sup> of each month.

### **STUDENT MEDICATION**

Teachers and staff will not give any medication, including prescription or over the counter products, to a child without written and dated permission from a parent/guardian. For prescription medications, a copy of the physician's instructions for the medication must be included with the permission form.

All medications must be in a properly labeled prescription bottle from a pharmacy or doctor's office, or in the case of nonprescription products, in the original, labeled container. The medication should be brought to school by the parent or guardian.

Possession of illegal medication or illegal drugs will cause immediate suspension of the student and consideration of expulsion by the Board of Education.

### **LOST AND FOUND**

All unclaimed articles found at school will be turned in to the school office where the legitimate owner may claim them. At the end of the year, unclaimed articles will be donated to a charity.

### **SCHOOL PICTURES**

School pictures are taken once each year, in the fall. Student portraits are available for purchase, but no family is obligated to purchase any pictures.

### **FIELD TRIPS**

Students will be taken on field trips from time to time. The students will be asked to share the expenses involved in such trips. All students are expected to attend such trips as part of the school day. Parents are encouraged to assist on these trips as drivers and chaperones. All drivers and chaperones need to fill out the Private Auto—Certification of Insurance form available at the school office.

Parental permission must be given for any student to be taken off the school grounds; consequently, permission slips must be signed and on file before a student is allowed to participate in a field trip.

### **OPEN HOUSE**

The school is open to your visit anytime during the academic year. Advance notice is appreciated. An official open house will be held each spring.

### **CO-CURRICULAR ACTIVITIES**

Immanuel Lutheran School may participate in the co-curricular activities offered by the Pacific Northwest Principal's Conference. Most of these activities are weekend activities held in the state of Washington. Among the activities offered are the following: Soccer Jamboree and Tournament, Geography Bowl, Choral Festival, Science Fair, Basketball Skills, Basketball Tournament, Forensics/Drama, Art Fair, Spelling Bee, Environmental Camp, Math Bowl, Olympics, and Softball Jamboree and Tournament. Activities will be promoted as available.

### **SCHOOL CALENDAR**

An official school calendar will be distributed in June for the next school term. Immanuel Lutheran School exceeds the minimum state required hours of education for all grade levels. Copies of the school calendars that will include listing of class days, in-service days and days off during the school year are always available in the school office.

### **SCHOOL SAFETY**

Immanuel Lutheran School is a safe school. Students not only will be safe in their Savior's arms, but they will also feel safe in all school-related activities. Words and actions of a harassing or threatening nature toward or against others, even in jest or among friends at Immanuel Lutheran School will be considered serious and consequences will be administered accordingly.

A student who expresses a threat of harm or violence in any fashion against another student, faculty/staff member or against its facility will be subject to suspension by the principal. The term of suspension will be determined on a case-by-case basis. Parents will be notified and the report will be registered with any other necessary public authorities. The Board of Education will then determine if any further action is necessary.

Oregon law (ORS 339.325) requires that a school notify parents of students whose names appear on a targeted list (hit list) or when a student makes threats of violence or harm. An attempt to notify by phone or in person will be made within 12 hours of discovery of the threat; written notification will be sent within 24 hours.

All violations of federal or state weapons laws will be immediately reported to the Principal and mandated action(s) up to and including removal from enrollment for a period of not less than a calendar year will accordingly be carried out. (ORS 339.250) Such expulsions shall be reported to Board of Education and to the appropriate proper police contact agent.

We also have available the school Emergency Action Plan. Please contact the school if you would like a copy.

*It is our prayer that God will continue to bestow His bountiful blessings upon our teachers and the children entrusted to their care. May the Christian education, which our children receive in their homes, church, and school, prove to be a lasting blessing to them as they walk their various paths here on earth. May the Lord continue to increase the faith the children now have, so that finally when their last hour comes, they may enter the eternal home which God has prepared for all believers in Christ, their Savior. To this end we ask for your prayers, also.*

