

# Immanuel Lutheran School Parent-Student Handbook 2020-2021



*Growing children in mind and in Christ*

Immanuel Lutheran School  
703 W 3RD Street  
Mercedes, TX 78570  
Church & School office  
956.565.1518 / 3208

**Motto**

*Growing children in mind and in Christ*

**Our School Mission Statement**

*Our Mission is to promote the love and forgiveness of Jesus Christ to all children and their families within our communities and promote the true Christian life that they may be active in living the Christian faith.*

**Affiliation**

*Immanuel Lutheran School is affiliated with the Texas District, Lutheran Church - Missouri Synod*

**Purpose**

*The purpose of Immanuel Lutheran School is to provide a Christ Centered education/environment.*

**Non-discrimination Policy**

*Immanuel Lutheran School admits students of any race, color, nationality and ethnic origin to all 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, national origin, sex, age, disability, religion or political belief in the administration of its educational Policies, and other school administered programs.*

**Admission Policy**

*Immanuel Lutheran School is open to children who are members of Immanuel Lutheran and Mision Emanuel as well as other children whose parents desire for them to attend. The school is for those who are seeking a Christ-centered educational program and who subscribe to the philosophy and objectives as stated in this Handbook for Parents.*

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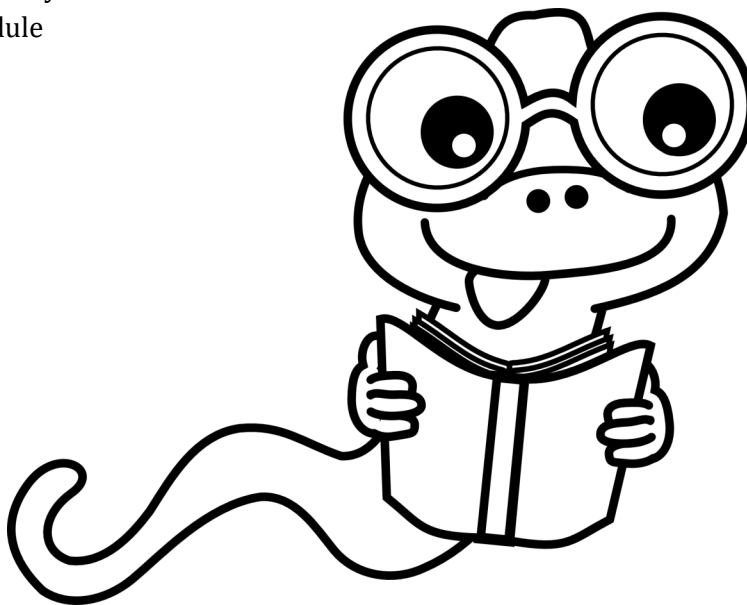
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## **Education for children of Immanuel Lutheran Church, Mision Emanuel and the surrounding communities.**

Our School is open to those who desire Christian training in the Christian faith and service and desire to meet or exceed the entrance requirements for the next grade level.

In its ministry, Immanuel Lutheran School endeavors to develop each person into a mature, wholesome personality capable to meet their responsibilities to God, to others, to themselves and to their country.

Through the school years the children attending Immanuel Lutheran School will be given instruction based upon a curriculum which holds the spiritual growth of the child to be of great importance while maintain the highest possible academic standards in all subjects.

### **Philosophy**

1. God's Word, the Bible, is without error. It teaches us that Jesus Christ paid for all our sins and by faith made us children of God.
2. Christian education is vital to the mission Jesus has given to His Church which is stated in the words of the great Commission *(Matthew 28:19-20)*
3. As Christ is the center of the Christian life, so, He must be the center of our education.
4. As an extension of the ministry of the congregation and the Christian home, Immanuel Lutheran School helps fulfill five functions:
  - a. Education.
  - b. Worship.
  - c. Reaching out to others with the love and forgiveness of Jesus.
  - d. Sharing Christian faith experiences and encouraging others in their life in Christ; in service and in caring for the spiritual welfare of others.
  - e. Because of Christ's love for us we strive to actively care for the physical needs of those who are truly needy.
5. Immanuel Lutheran school will teach children the Christian faith and encourage them to live that faith in the classroom, in the home and wherever they go.
6. Our Christian educators are committed to provide a complete education for God's children by meeting their spiritual, social, physical and emotional needs. The teachers do this not only by what they say but most of all by their example off Christian living in and outside the classroom.
7. Children learn their proper relationship to God and their fellow man by sharing and living God's Word in love, patience and forgiveness. The teachers and students work together to create a classroom atmosphere of Christian love, forgiveness, acceptance and joy.
8. Immanuel Lutheran School is distinctive in that:
  - a. The word of God is taught in its truth and purity.
  - b. The Holy Spirit works through God's Word to change hearts that we may live God pleasing lives because our sins are totally and unconditionally forgiven.
  - c. Students learn from the example of Christian educators, parents and each others.
  - d. Children and teachers view each other as forgiven sinners.

- e. children learn that each child is an individual with needs and they are to try to meet these needs in Christian love.
- 9. Children learn that God (Father, Son, and Holy Spirit) originally created man in His own image - holy and capable of living in perfect harmony with God. But by his own will man disobeyed God and lost his relationship which affected his entire physical, mental, emotional, social and spiritual well being.
- 10. Immanuel Lutheran School will strive to properly apply the Law that shows us our sin and the Gospel that shows us the total forgiveness in Jesus Christ. By recognizing that the child is both sinner and saint, the Law is used to show the child his sins. The Gospel is used to apply forgiveness and faith in the Lord Jesus to the child as it assures him/her of total forgiveness and nurtures the child's spiritual growth.
- 11. Immanuel Lutheran School honors the roles and relationships expected in the family, community, school and church in the educational process's.

### **Objectives**

Immanuel Lutheran School seeks to fulfill its mission of providing the highest quality Christian education striving:

- 1. To implant a rich love for God in the children as they face life and eternity.
- 2. To foster a desire to study God's Word, the Bible, and to guide the students in reading and studying the Bible.
- 3. To challenge them with the responsibility of sharing God's Word because they love others, they want them to share in God's forgiveness.
- 4. To encourage them to be a blessing and a Christian example to all people.
- 5. To instill in the students a desire to express their love for their Lord through faithful worship at home with in their church.
- 6. To teach students the way of salvation through Jesus Christ as found in the Bible.
- 7. To fulfill or exceed the requirements of the Texas District - LCMS (Lutheran governing body of Immanuel and Mision Emanuel) and the State of Texas with regard to education.
- 8. To teach each student to apply themselves to their work and to fulfill their various responsibilities independently and cooperatively.
- 9. To develop the creative skills of each student.
- 10. To develop the God-given talents of each student, teaching the knowledge and skills required for either future study or occupational competence.
- 11. To develop the desire for wholesome physical and mental recreation.
- 12. To help each student recognize his responsibilities as members of their church, school and citizen of our nation.
- 13. To transmit the significant experiences of the past, from creation to the present time, with emphasis on heritage so that the accomplishments and failures of understanding of the problems of the present.
- 14. To strengthen and support parenthood and home life - the very basis of human society.
- 15. To understand that those associated with the school are encouraged to donate time, talent and treasure in accordance with the way the Lord has blessed them.

### **Sexual Harassment policy**

It is the policy of Immanuel Lutheran School to strictly prohibit any conduct, which constitutes sexual harassment by an employee (worker) or non-employee. The School will take action against any person guilty of such conduct. This policy is based on the Title VII of the 1964 Civil Rights Act and related court decisions.

Sexual harassment in any form toward an employee (worker) by another employee or a non-employee (e.g. student, parent, vendor and visitor) will not be tolerated.

Employees (workers) who believe that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, it will be reported or abusive sexual harassment shall report in confidence the conduct to the school administrator (or pastor of the hosting congregation) who will thoroughly investigate the incident and will present the investigated incident to the appropriate governing board. The board will decide the appropriate action the situation warrants. They could include termination of employment, contact, or enrollment. It is the responsibility of each employee (worker) to respect the rights of other employees and of non-employees.

### **Supervision**

Immanuel Lutheran School is an institution of Immanuel Lutheran Church and Mision Emanuel Luterana. The school is at all times under the supervision and control of the congregations' Board of Education.

The Board of Education consists of one teacher, (selected by the teachers); four laypersons selected by Immanuel voters; one by Mision Emanuel; one parent representative, selected by the School board after consulting the teachers; two pastors, one pastor from Immanuel and a pastor from Mision Emanuel. Other teachers are advisory members. The Board determines school policies, informs the voters of the needs of the school, safeguards the health and safety of the children, and brings the school to the favorable attention of the congregation members and the general public. The board members keep themselves informed on matters of policy and practice by maintaining close contact with school and through reports from the Director and/or Principal. They may visit any classroom while classes are in session after giving the teacher at least 5 minutes notice. A regular report concerning school matters is to be made by the board to Immanuel and Mision Emanuel voters meetings. The voters will have an opportunity to give input to the board at this time.

### **Entrance Requirements**

- Pre-kindergarten student must have reached the age of four (4) on or before the 1<sup>st</sup> of September.
- Kindergarten students must have reached the age of five (5) on or before the 1<sup>st</sup> of September.
- First grade students must be six (6) years old by the 1<sup>st</sup> of September.
- All other applications from grades 2 and above, must show proof of satisfactory completion of the previous grade.

Registration forms must be completed and signed by parent or guardian.

New entrants must provide the office the following items:

- Copy of Birth Certificate      \*Copy of Social Security Card
- Current Immunization Records      \*Health Information Record
  - TB Skin Test

Children in Pre-Kindergarten are required by Texas State law to have a vision and hearing screening each year.

Returning students must provide the office with the following:

- Updated Immunization Record
- Updated Health Information Record
- A Medication Authorization Form (if applicable)

It is suggested that students receive a complete physical and dental examination before entering or returning to school.

### **Health Requirements**

Before returning to school after a prolonged absence, due to illness, children must be examined by the family doctor and be given a note from the physician stating that the child is well enough to return to school

### **Dispensing of Medication**

If your child needs to have medication during school hours, parent/guardians must fill out an **AUTHORIZATON for MEDICINE DISPENSATION / APPLICATION FORM** before any medication may be dispensed. Forms are available from the office.

*Each medication requires its own form.*

All medication (*whether prescription or over-the-counter*) must be given to the teacher.

*No Medications are to be kept in lunch boxes, desks or backpacks.*

1. Parents are required to fill out a new form each and every time any medication is sent to school, as well as when the dosage or frequency changes.
2. If a medication has been stopped and restarted a new form is also needed. Copies of the form may be obtained from the office.
3. Prescription medication must come in the original container. The label must have the name and number of the pharmacy dispensing the medication, student's name, drug name , amount to be given, frequency and duration instructions.

It **MUST** be accompanied by a signed **AUTHORIZATION for MEDICATION DISPENSING / APPLICATION FORM** *and include the times for administration.*

4. Over-the-counter medication, which is to be used as needed , must be in the original container, labeled with the student's name, dosage and frequency. The above-mentioned form **MUST** also accompany it and a note from the physician stating that he is aware the child is receiving over-the-counter medication.
5. **UNDER NO CIRCUMSTANCES**, may any student self medicate.



### Contagious Diseases

Children with contagious diseases should be kept at home until released by the physician. Under **NO** circumstances should a child with a sore throat, rash, persistent cough, diarrhea, runny nose or fever be sent to school. (*Must be without fever for 24 hours before returning back to school.*)

Please notify the teacher or church/school office if your child has or has been exposed to a contagious disease.

### Student Teacher Ratio

When enrollment must be limited, we will follow Texas State guidelines as to space and student teacher ratio.

Pre-K is limited to minimum 6, maximum 8 students (due to Pandemic)

Kindergarten & Grade 1 are limited to 22 students

Grades 2,3,4 & 5 are limited to 20 students

Consideration of special cases will be made in the best interest of the individual and the school.

Special cases may involve discipline, handicap, special education, etc.

### Registration Fee

No child will be admitted until the registration fee is paid, along with any previous fees.

The **registration fee** is \$ 250.00

**No refunds will be given for registration fee.**

In case of special circumstances, such as: family moving, a written appeal may be made and will be given consideration

### Tuition Fees

\$250.00 Registration Fee, see above

Tuition by Grade Level

Grade Level	Year	Semester	9 = Installments
Pre-K (1/2 day)	\$2,250.00	\$1,125.00	\$250.00
Pre-K (full day)	\$2,700.00	\$1,350.00	\$300.00
Kinder-5th grade	\$2,700.00	\$1,350.00	\$300.00

**Tuition is to be paid monthly for 9 months starting August 1<sup>st</sup>**

**(See items 4-5 below)**

Methods of payment are as follows:

1. By the semester (3% discount when paid before August 1<sup>st</sup> and January 15<sup>th</sup>)
2. By the year (5% discount when paid before August 1<sup>st</sup>)
3. By (9) nine equal payments due the 1st of each month, beginning September 1st with the last payment due May 1st.

**(If payment is not received by the 10<sup>th</sup> of the month  
a additional \$ 10.00 will be charged.)**

4. Pre-K, (1/2 day) \$ 250.00 by the month regardless of the number of school days per particular month.
5. Pre-K & Kindergarten - 5th, \$ 300.00 by the month regardless of the number of school days per particular month.

### **Late Payment Charges**

**\$ 10.00 will be assessed on accounts not paid in full by 4:00 PM on the 10th calendar day of each month.**

If you know that you are going to be late with your child's tuition payment, please call the office immediately and they will refer you to the Board of Education.

**ALL TUITION IS DUE FROM SEPTEMBER -DECEMBER  
AND MUST BE PAID BEFORE JANUARY 1ST IN ORDER FOR YOU CHILD  
TO START THE 2<sup>ND</sup> SEMESTER.  
YOUR CHILD WILL NOT GRADUATE UNLESS THE 2ND SEMESTER PAYMENT  
IS PAID IN FULL BY MAY 15TH.**

### **Discounts**

#### **Second Child Enrolled Discount**

The oldest child pays full tuition.

The second child and each additional child of the same family attending school the same school year will receive a 25% reduction of tuition.

Children of parents who are members of Mision Emanuel or Immanuel Lutheran will receive a 25% reduction for each child.

#### **Curriculum and Instruction - Pre-K and Kindergarten**

The curriculum at Immanuel is Bible centered and supportive of our objectives of a Christian education.

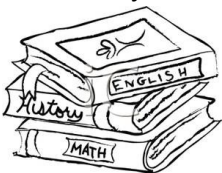
The Pre-K and Kindergarten are taught in learning centers to enhance their learning. They are taught the traditional curriculum.

The Pre-K curriculum, learning centers are Jesus time, blocks, library, dramatic play, math, art, discovery and computer lab which guides each child to begin and improve skills in math and language at the students' own pace. Math and language skills follow the Saxon guide for Pre-K.

The Kindergarten curriculum, in addition to the above, also follows Saxon Phonics for reading, spelling, grammar, and Saxon math. Immanuel Lutheran Pre-K and Kinder are an integral part of our school. The curriculum reflects Christ's love for little children and provides for their spiritual, physical, mental, social, emotional, and aesthetic development. It provides varied experiences to promote present and future growth in desirable knowledge, attitudes, self-discipline, and good conduct. The school works closely with the home to ease the child's adjustment from a life dependent on a few adults to that of a larger social group.

#### **Curriculum and Instruction for Grades 1st—5th**

The students in Immanuel Lutheran School learn to **thank, praise, honor, glorify, and serve God** at home and in school.



The aim is served when the home and the curriculum work together to:

1. Instruct the child for an eternal relationship with God.
2. Enable the student to acquire basic skills, knowledge, and attitudes in proportion to the student's capacities and needs.
3. Help the child use these skills, knowledge, and attitudes in life long relationships with God, his/her fellow man and nature.

We believe that a child should not be held back from learning and moving forward in her/his education or be pressured to go beyond her/his ability or level of maturity.

We believe the curriculum includes all Christian learning activities under the auspices of our school. The responsibility of the home is to teach acceptable moral standards that form the child's character and encourage Christian learning activities.

### **Religion**

Christianity is a way of life and is lived with the children throughout the day in all their school activities. As a formal course we learn about living the Christian life, Bible stories, memory verses, the importance of prayer and worship at school, in the home, and in their church.

#### **• Language Arts Harcourt**

The child will be able to interpret written and spoken language and will increase her/his ability to use language in relating to others, the child will grow in word recognition, correct spelling, grammar, neat handwriting, and oral and written expression. The child will grow also in appreciation of the Bible, contemporary and classic literature, and be able to choose reading material wisely.

The language curriculum includes reading, using phonics (the English language is 86% phonics based), literature, grammar, composition, spelling, and handwriting (first learning to print and then cursive writing) from Kinder through all grades.

#### **• Mathematics Saxon**

The mathematics curriculum will help each child appreciate the meaning of the values of numbers and how math is to be used in serving God and man. Math will establish skills in the practical processes of math and in problem solving. It will help the understanding of measure and the principles underlying common business transactions.

It will also help the child gain skills in understanding mathematical data found in reading and in making correct judgments based on such data as well as also helping the child to become a better citizen. These grades will be building on the Saxon math used in Pre-K and Kindergarten.

#### **• Social Studies Harcourt**

The Scriptures command us to be good stewards of the Earth (Genesis 1:28) and to "love your neighbor" (Matthew 22:39) are especially applicable to social studies.

The curriculum includes Biblical, church, and secular history, geography, and current events.

- **Science Harcourt**

Science at Immanuel Lutheran School begins, continues, and ends with God. With the psalmist we say “the heavens declare the glory of God, and the skies proclaim the work of His hands.” (Psalm 19:1)

The curriculum includes Biblical, church, and secular history, geography, and current events.

- **Fine Arts**

The fine arts curriculum uses the resources of parents and friends of the school to supply the child with a means to glorify God through separate instruction given in art, crafts, music, and drama. Each of these areas is correlated with other phases of the school program.

- **Assignments**

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

### **ENRICHMENT CURRICULUM**

The curriculum of Immanuel Lutheran School includes the school’s total program for pupils. Elements of curriculum here are classified as “Enrichment”. They provide the child with learning experiences that usually cannot be offered effectively within the classroom limits. These activities include pupil participation in:

- Art
- Assemblies
- Computer Skills
- Enrichment reader programs for all grade levels
  - Field trips
  - Science Fair
  - Spanish

#### **Report Cards**

Report cards are issued every nine weeks.

Grades are reported on a number system.

(See Report Card itself for more details)

Kindergarten reports are based on the development of each individual student.

*If all bills are paid* Report Cards are sent home with the students on the last day of school!

#### **Grading Scale for Grades Above Kindergarten**

The Grading Scale is as follows:

A-Excellent	93-100%
B-Good	84-92%
C-Fair	74-83%
D-Poor	70-74%
F-Failure	Below 70%

## Special Services

The classroom teacher, principal, or other interested party identifies a student who has special needs and recommends that the student be evaluated by a qualified professional; the classroom teacher will implement the recommendations given by the evaluator when applicable.

**ATTENDANCE:** In order for high academic growth and development to take place, regular and faithful attendance is very important. Also, in accordance with Texas State Laws, all students are to have regular and punctual attendance.

### School Hours

At 7:30 A.M. the doors open, and not before.

Pre-K 8:00—11:00 A.M. (1/2 day)

Pre-K, Kindergarten, First through Fifth grades 8:00 A.M. to 3:00 P.M.

*We desire safe arrival and departure.*

*The West gate will be open before school and after school for arrival and pickup.*

*It is required that the child be walked to class by their parent or caretaker.*

***Parents must enter the gate next to the office during the school day.***

### LUNCH

Pre-K & Kindergarten—Fifth grade are to bring their own lunch.

Lunch is from 12:00—12:45 P.M.

The school day ends at 3:00 P.M.

\*\*\*\*\***LATE PICK-UP FEE**\*\*\*\*\*

Beginning at:

- 11:45 A.M. Pre-K
- 3:15 P.M. for Pre-K, Kindergarten, Grades 1st thru 5th
- **A \$5.00 late fee per 5 minute increment will be charged and due at the time of pickup!**
- **If you have not picked up your child by 3:30 P.M., your child can be picked up at the church office.**

**You will be charged a additional \$1.00 for each minute after 3:30 P.M.**

**If you do not have the \$5.00, \$10.00 or \$15.00 for your late fee, vouchers are available.**

**YOU MUST MAKE PAYMENT THE FOLLOWING MORNING**

### SIGN IN AND OUT POLICY

Parents or caretakers will sign in and enter the time their child arrives at school and sign out when picking the child up at the end of the school day.

### DISCIPLINE POLICY

Immanuel Lutheran School Board of Education supports the teachers in their effort to maintain orderly conduct in all classes and activities.

Immanuel Lutheran School is privileged to offer this program of Christian education to the



community. It is also compelled to deny the privilege of enrollment and continued attendance if severe or chronic discipline problems occur. The general disciplinary procedures provide for teachers to penalize disruptions and distractions that interfere with teaching and learning. Continued attendance will be denied by suspension or expulsion if disciplinary problems of students cannot be changed to comply with the expectations of the teacher and the school.

The behaviors and/or learning of the enrolled student are such that they do not impede (or interfere) with their own learning or the learning of the students in the classroom (school).

### **STEPS for ADMINISTRATION of DISCIPLINE POLICY**

1. The faculty will handle matters of everyday classroom and playground management with the child or children involved. Discipline methods might include, but are not limited to temporary removal from the classroom or activity, or denial of privileges such as not participating in recess.
2. If the child's negative behavior persists, the matter will be discussed with the parents.
3. The Director will determine disciplinary actions that are appropriate if a student's misbehavior continues. Discipline actions may include, but are not limited to, a conference with the child, parents, and teacher, at home suspension, or expulsion.
4. Cases of severe misbehavior are brought directly to the Director or School Board.
5. The decision by the Director or the School Board of suspension or expulsion can be appealed to the Board of Education by written request.
6. The teachers are to report monthly to the Director any behavior problems with a specific student who continually disrupts the classroom. Basic information about these students and the extent of their disruptions will be shared with the Board of Education monthly for possible Board action.

### **NON-ACADEMICS**

#### **Dress Code**

Because a person's dress reflects her/his respect for self and others; pupils and staff are expected to dress neatly, modestly, and appropriately, and to be clean and well groomed.

Ripped or tattered clothes are not appropriate.

The **three key words** to describe appropriate dress for school are:

*Neatness, Modesty, and Comfort.*

#### **Uniform**

- Pre-K and Kindergarten are not required to have uniforms.
- Uniforms will be worn by students in Grade 1st and above.
- Uniforms consist of a light blue polo shirts with the school logo and dark blue slacks, skirts, skorts, or shorts in hot weather.
  - \* Shirts must be tucked in.
- Students will be in their uniforms Monday through Thursday.
- Fridays, the dress is casual, but according to the following guidelines.

### **Dress Code Guidelines**

- Shoes must be worn at all times; sandals must have a back strap on the heel.
- Shoes with cleats such as baseball, soccer shoes should not be worn for regular school functions.
- Tennis shoes are recommended as best for child's recreational activities.
- Clothing that bears obscene or objectionable slogans or symbols will not be allowed, (any clothing suggesting beer, alcohol, tobacco, drugs, or other drug related products is not considered acceptable).
- Shorts are permitted; the shorts should not be extremely short or tight fitting.
- No outfit should be shorter than the student's fingertips when the arms are placed beside the body, fingers pointed downward.
- No bare midriffs are permitted. Midriff must be covered even when reaching. Clothing such as crop tops should not be worn.
- Tank tops may be worn only under another shirt that meets the above code.
- The faculty and administration shall enforce the policy governing the dress and grooming code uniformly.
- Violators will be removed from the classroom and given a "0" for the class/classes missed and parents will be notified to bring a change of clothing.
- Students will be allowed to return to class once they are properly attired.

### **Physical Education**

It is our philosophy that the pupil's body is the temple of God. Through a well-directed program of physical education, the pupil will learn an awareness of this fact and consequently can develop to the fullest as an individual member of her/his family, school, community, and church. In order to carry out the learning process, the pupils must follow certain rules and disciplines. The pupils are requested to wear proper clothing and tennis shoes. We have the children's safety at heart.

### **Field Trips**

Field trips are an important part of the curriculum at Immanuel Lutheran School. They allow students to experience the learning of various aspects of the real world and to see things they have read or heard about. The teacher decides how many field trips will be taken during the year. The field trip is under the supervision of the teacher, who, out of respect for the parents is responsible to see that the children are returned to school at the scheduled time.



## ABSENCES

### I. Excused Absences

- A. Sickness
- B. Death of a family member
- C. Doctor/Dentist appointments
- D. A parental note and Dr.'s verification must be given to the teacher when returning to school.
- E. If a note is not received the absence is unexcused.

### II. Unexcused absences will be given zeros for the day's work.

### III. Tardiness **BE ON TIME TO CLASS**

- A. In order for high academic growth and development to take place, regular and faithful attendance is important.
- B. It is disruptive to have a student arrive late.
- C. Students will be considered tardy if they are not in their classroom by 8:15 A.M.
- D. Any Tardy or Absence affects the Perfect Attendance Award given every nine weeks.
- E. At no time should any of our students have an unexcused absence.
- F. **Three tardies will constitute one (1) absence.**
- G. If a note is not received, the absence will be considered unexcused.
- H. When there is a planned absence, whether it is for a day, an extended weekend, or periods of longer duration, the teacher must be contacted **prior** to the date.
- I. Constant absences without good excuse or repeated tardiness will be dealt with by the principal.
- J. **Twenty (20) or more absences will lead to failure.**





## **COMMUNICATIONS with PARENTS**

### **Parent-Teacher Cooperation**

- Cooperative effort is absolutely essential between parents and teachers.
- A close contact between school and home will be maintained to avoid any misunderstanding
- All parents of students are members of the Parent-Teacher League and are strongly encouraged to attend the PTL meetings that are held throughout the school year.
- Parents are expected to help and participate in all fundraisers for the school which help offset basic operating costs and tuition.
- Tickets for fundraisers must be sold or bought by the family.
- Remember this is a contribution.

### **Parent-Teacher Conference: Kindergarten and Grade School**

Conference times will be scheduled at the discretion of the teacher.

Parents may contact the Director/Principal to set up an appointment for a conference should they have any concerns.

### **School Hour Visits**

Any classroom visitation or observation must be cleared through the teacher PRIOR TO the day of visitation/observation.

### **Parent Communications with the School**

Immanuel Lutheran School urges parents to honestly and openly confront school personnel if problems, questions, or concerns arise. Please speak first with the individuals involved.

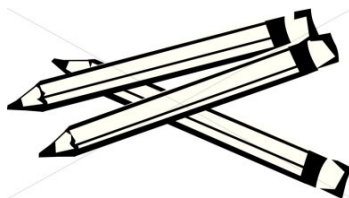
You may request a meeting with a teacher, other staff or Pastor if no satisfactory resolution occurs following that first contact.

### **Telephone**

Call **956.565.3208** to relay messages to the teachers. Parents are requested not to have a child called to the telephone. If an urgent message is taken by the teacher, the child will be asked to return the call in the office. After school hours, call **956.565.1518**.

### **Damages**

- \* The child must reimburse the school for the loss of /or damage to any books. Church and school property, including furniture and equipment, must not be defaced, marred, or damaged in any manner.
- Violators will be billed for the amount of damage done, or replacement cost.
- Students must pay full price for all books lost for replacement cost.



### Nuisance Items

- Because toys of all kinds, radios, tape, and CD players, electronic games, and the like often cause conflict in the classroom area, they are not to be brought to school.
- Nuisance items will be held by the teacher and returned to the parents at the end of the school day.

### Party Invitations

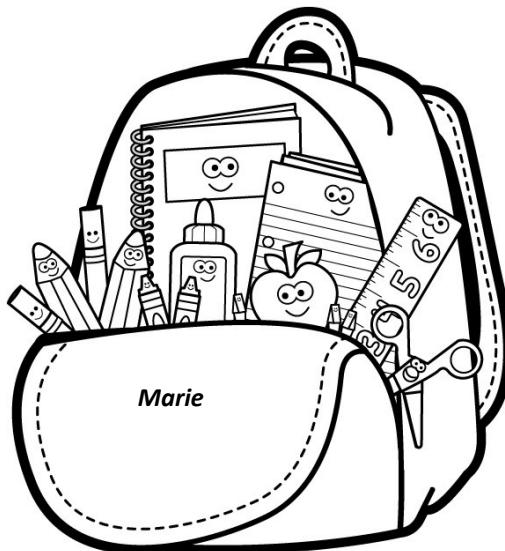
- To prevent hurt feelings and promote good relationships among the children, invitations to parties should not be distributed unless all the girls, all the boys, or the **ENTIRE** class is invited. The invitations must be given to the teacher to be distributed at a convenient time.
- If selected children are to be invited, do this privately or through the mail—**NOT** on school grounds.
- If party treats are to be brought to school, please notify the teacher (2) two days prior to the event so the teacher can schedule a time for the party.

### Identification of Personal Items

Because of the similarity of clothing and other personal belongings, please mark or print your child's name on these articles. All lost and found items will be taken to the church office. Unclaimed articles will be given to charity.

### Change of Address or Telephone Number

An accurate, up-to-date list of all home information is necessary. Parents must notify the school/church office of changes in address, telephone numbers, and persons allowed to pick up your child. It may seem time consuming or unnecessary, but it is for your child's welfare.





## **Church and Sunday School Attendance**

Consistent with the principles for which Immanuel Lutheran Church, Misión Emanuel Luterana have been established, all pupils are encouraged to attend their own church and Sunday School each Sunday.

This is expected inasmuch as church and Sunday School are the normal extension of the school program in the lives of children.

In the event that a child is not enrolled in a Sunday School or her/his parents do not attend or hold membership in a church, we invite these and others to attend:

### **Immanuel Lutheran Church**

Pastor Ed Weber  
703 W. 3rd Street  
Mercedes, TX 78570  
956.565.1518

Sunday Worship Schedule:

Worship Service @ 9:00 a.m.

Bible Study / Sunday School @ 10:30 a.m.

1st, 3rd, & 5th Sundays are Holy Communion Worship Service

### **Misión Emanuel Luterana**

Pastor Ed Weber  
257 S. Washington Ave.  
Mercedes, TX 78570  
956.463.1305

Sunday Worship Schedule:

Spanish/English Worship Service @ 11:00 a.m.

The Pastor holds classes regularly to explain the teachings of the Lutheran Church Missouri Synod



### **Board of Education Members**

Debbie Eilers

Lorri Marchant

Suzanne Wehling

Parent

Bonny Winston

Rev. Ed Weber

**Director:** Mrs. Lorri Marchant

Mrs. Virginia Guzman, Consultant (Retired)

### **Faculty**

Pre-K through 5th Grade—Mrs. Lorri Marchant

Pre-K & Kinder—Mrs. Doris Pickering

### **Children's Chapel**

Wednesdays @ 10:00 a.m.

Pastor Weber

