



Preschool Handbook

2023-2024

(revised July, 2023)

Growing in Faith

Together as Family

Preparing for a bright Future

6319 Raleigh LaGrange Road Memphis, TN 38134

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www.ilsmemphis.org

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History

Immanuel Lutheran School was founded as a ministry of Immanuel Lutheran Church in 1947. At that time, the school was located on Highland Avenue, which is inside the I-240 loop. In the 1970's, the church purchased land at the current property and operated a split campus for several years. Over a course of 20 years, buildings have been added and expanded at the Raleigh LaGrange site. The church sold the church and school on Highland and worshipped in the multi-purpose room, and then the gymnasium until the sanctuary was built in 1996. Over the years, Immanuel Lutheran School added full-time kindergarten and then preschool.

Immanuel Lutheran Church was organized in 1924. Immanuel Lutheran Church is a member of the Mid-South District of the Lutheran Church – Missouri Synod and owns and operates Immanuel Lutheran School (ILS). The policies and activities of ILS are controlled and supervised as outlined in the Constitution and By-laws of Immanuel Lutheran Church. The Principal is directly responsible for overseeing the operation of the school. The School Advisory Team provides input and suggestions in regard to school policies and programs. The Principal reports directly to the Senior Pastor. The Senior Pastor reports to the Immanuel Lutheran Church Board of Directors. The Board of Directors reports to the Voters' Assembly. For a copy of the Immanuel Lutheran Church Constitution and By-laws, please see the Principal or Pastor. Further information about both church and school is available from various publications that can be located in the church and school offices as well as on the church and school websites (<http://www.ilcmemphis.org> and <http://www.ilsmemphis.org>).

VISION OF IMMANUEL LUTHERAN CHURCH AND SCHOOL

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

Aims:

- To provide thorough instruction in God's Word so that children may know, trust, and believe in Jesus the Christ as their Savior and strive to conduct themselves in a manner pleasing to Him.
- To cooperate with the Christian home and the church in educating children to follow Jesus so that by the power of the Holy Spirit, they may become blessings in their homes, joyful servants in their churches, and worthy citizens of their communities.
- To serve as an outreach arm of the church for the families who may not be practicing Christians.
- To provide thorough instruction in all the state-required elementary subjects in harmony with God's Word so that the children may live fruitful lives on earth in a God-pleasing manner.

- To afford opportunities for Christian fellowship, stewardship and servanthood as powerful factors in building character and helping children grow into the Holy Christian Church.

MISSION

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

ILS VISION STATEMENT

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

PHILOSOPHY

We believe that Immanuel Lutheran School exists in obedience to the Great Commission which Christ gave to His church in Matthew 28:18-20. "All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age."

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

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

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

ACCREDITATION

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

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

PEOPLE OF IMMANUEL

STUDENTS

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

PARENTS

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

FACULTY

One of the most important ingredients of a school is its faculty. Our faculty is composed of spirit-filled Christians who have been trained in their respective areas of responsibility and are concerned about the total welfare of their students. Our teachers are certified by the Tennessee Department of Education; many of them hold Master's degrees. They are enriched by varied experiences and backgrounds; most have been trained in our Lutheran colleges. They are engaged in a program of continuous spiritual and professional growth.

RELATIONSHIP OF THE CHURCH AND SCHOOL

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

PARENTS AND TEACHERS IN LUTHERAN SCHOOLS (PTLS)

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

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

1. Promoting parent involvement at Immanuel
2. Providing some fundraising events to further the mission of the school
3. Providing opportunities to build relationships with other families and staff
4. Providing educational resources and opportunities for parents

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

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

VOLUNTEERS

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

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

GUIDELINES FOR VOLUNTEERS

All parent volunteers are expected to conduct and present themselves in an appropriate, positive manner when at school, in dealing with students, representing ILS on field trips and at sporting

events. Volunteer drivers for field trips are required to provide proof of auto insurance and a valid driver's license. All drivers are expected to make sure all students have the appropriate booster seats and seat belts according to state and federal laws. Each driver should transport the students from ILS to the field trip destination and back to ILS without making any unnecessary stops.

VISITORS

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

DONORS

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

ADMINISTRATION

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

Michelle Fischer, Principal, 388-0205, principal@immanuelmemphis.org

SCHOOL ADVISORY TEAM

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

SPIRITUAL LIFE

WORSHIP

In addition to the Christian training the children receive both at home and in school, we consider it necessary for the children to attend Sunday School and worship services together with their parents. (Psalm 122:1 "I was glad when they said unto me, let us go into the house of the Lord." and John 8:47 "He who is of God, hears God's Word.") Parents are urged to set a good example for their children in these matters.

Each school day, except Wednesday, begins with a devotional period. On Wednesday morning at 8:15, a special chapel service is held to draw the students and faculty closer to their Lord and Savior. Parents and visitors are invited to attend any of these services.

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

Immanuel Lutheran Church offers two Sunday morning worship services: 8:30 and 11:00 and a Sunday evening at 5:00. Sunday School and Adult Bible Classes meet at 9:50. All school families are welcome to attend our Sunday worship services and Sunday School classes. If you have no church home and desire to become a member of Immanuel Lutheran Church, contact the Pastor(s) or your child's teacher.

IMMANUEL LUTHERAN CHURCH ADULT INFORMATION CLASSES

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

COMMUNICATION

PARENTS AND TEACHERS AS PARTNERS

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

PARENT CONSULTATIONS

Any special needs of the child shall be brought to your attention throughout the school year. A conference can be arranged at any time - simply ask or call the teacher. You are urged to consult with the teacher whenever problems arise regarding your child at home or at school. If you do not have an opportunity to talk with us, please send a note explaining the situation. The better we understand your child, the better we can work with him/her.

PARENT PARTICIPATION AND OBSERVATION - Parents who wish to visit the classroom may arrange to do so with the teacher after the first month of school. You are invited and encouraged to do this.

PROGRESS REPORTS – Student assessments are done twice a year – mid-year and end of year. Progress reports are given at that time. (Mid-year progress reports are distributed at parent/teacher conferences in January.)

"TIGER TALES"

ILS emails a weekly newsletter entitled "Tiger Tales" to inform parents of the lunch menu for the upcoming week, volunteer opportunities, calendar of events, and various announcements regarding our school and community. This is the **main** form of communication between school and home regarding daily life at ILS. It is extremely important that this be read. Anyone wishing to submit an article or prayer request for possible publication needs to submit it to the office by 9:00 a.m. Monday morning.

FACTS

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

FACEBOOK

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

INSTAGRAM

<instagram.com/ilsmemphis/>

WEBSITE

www.ilsmemphis.org

SCHOOL DIRECTORY

A school phone directory is published each year. It will include phone numbers and address of ILS faculty, staff, and families. It is to only be used for official school purposes. No reproduction, sharing, or unauthorized use is allowed. The directory is located in FACTS under school/directory.

SCHOOL CALENDAR

A school calendar is presented annually in the spring by the principal. This calendar shows all holidays from school, vacation recesses, teachers' conferences, etc... A detailed monthly calendar is available on our school website and FACTS.

TELEPHONE USAGE

Teachers and students will not be called to the telephone during school hours unless there is an emergency. You may leave a message with the secretary who will relay it to the proper person.

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

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

STUDENT CELL PHONES

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

WEATHER CLOSINGS

All ILS closings due to weather conditions will be announced on the local ABC, CBS, and NBC affiliates. We are NOT connected with City or County closings. Please DO NOT call the teachers or Principal at their homes. Most school closings will also be posted on the school's website – www.ilsmemphis.org and FACTS home screen. An email and text will also be sent via FACTS to notify parents.

ACADEMICS

In these days of ever expanding knowledge, it has become increasingly important that every child be as fully prepared as possible for entering the formal education phase of his/her life. To assist parents in this endeavor, Immanuel Lutheran Church maintains a Pre-School for both three and four year olds. These classes attempt to provide an environment designed to meet the educational and growth needs of a child before entering the more formal Kindergarten situation. In addition to guiding each child in his/her mental and physical life, the classes (in cooperation with the home) give the child early Christian training, which lays the foundation for future spiritual training and growth. PK-3 and PK-4 classes are available Monday - Friday mornings from 8:00 a.m. to 4:00 p.m.

GUIDELINES

The early years of a child's life are filled with many needs. We recognize these as physical, mental, emotional, social and spiritual. Up to this point, parents have had the responsibility of satisfying these needs. We at Immanuel want to support and assist you in this task. We know that until people feel good about themselves, they cannot feel good about others and cannot learn and develop to their potential. We believe our primary task is to help each child feel good about who he is...A special child of God!

SPECIAL OBJECTIVES

The role of the Christian Pre-School program is that of satisfying the needs of its children in the following areas:

1. The need to trust
 - a. The Lord's will in all situations
 - b. Their parents who love them
 - c. Their teachers who support the parents in their efforts
2. The need to explore
 - a. Their senses
 - b. Their vocabulary
 - c. Their capabilities
 - d. Their individuality
 - e. Their creative abilities
3. The need to live with others
 - a. Sharing
 - b. Taking turns
 - c. Coping with life

CURRICULUM

Our Pre-School program provides the children with first-hand experiences. To a great extent it is flexible and is based on the interests of the child as they occur from day to day

We are very pleased to use the Early Start curriculum. The program gives quality materials and monthly themes to guide the year.

- JESUS TIME - Worship, Bible stories, Christian attitudes, songs, prayers
- LANGUAGE DEVELOPMENT - Stories, discussions, puppetry, poetry, use of books and films, dramatic play
- PRE-READING & MATH SKILLS - Sorting and classifying, counting and measuring, understanding object relationships, recognition of alphabet and numbers 1 - 12
- MUSIC - Singing, listening, rhythm instruments, movement
- PHYSICAL DEVELOPMENT - Organized and free indoor and outdoor play
- SOCIAL STUDIES - The meaning and value of the seasons, holidays, home, church, community, machines, nature walks, cooking
- SCIENCE EXPERIENCES - Care of God's world, investigations into water, air, magnetism, simple machines, nature walks, cooking
- ART EXPERIENCES - Color and many media forms

ADDITIONAL EXPERIENCES - Field trips and guests provide additional enrichment. The program also provides additional material, challenges and more extensive experience in the above areas according to the child's readiness level

Your involvement in sending in materials and helping at home is vital. Communication is of utmost importance. Please check backpacks every day.

MONTHLY CALENDAR - Monthly calendars will be sent home to inform you of upcoming events and topics to help familiarize you with the materials your child will be encountering

Each day we will have a "Super Star"! This child will be special for the entire day. He/she will be the helper in all areas and will bring something for "Show and Tell". He/she will also provide the mid-morning snack for the class. The "Super Star" will be listed on the monthly calendar for each day.

"SHOW AND TELL" - In bridging the gap from home to school, it frequently helps the child to bring something to share with his/her classmates. This is also a great asset in language development. Your child will have "Show and Tell" the day that he/she is "Super Star". We recommend that fragile and valuable toys and objects and toys associated with violence, e.g. guns, be left at home.

In addition, the child should not bring toys meant to be put in the mouth, such as whistles, horns, balloons, etc., or stick objects of any kind. Pets are welcome after clearance with the teacher so that they may plan on the visit.

SNACK TIME - Children enjoy bringing and sharing a treat from home. We ask that this mid-morning snack be provided by the parents. The child responsible for the daily snack will be listed on a snack calendar that will be sent home monthly as well as being posted in the room. The teachers will send home an approved snack list each year.

LIBRARY

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

FIELD TRIPS

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

For all field trips the following is observed:

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

STUDENT SERVICES

SPECIAL SERVICES

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

LUNCH PROGRAM

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

Lunch	\$5.50
Milk(only)	\$60
Late orders have a \$1.00 add fee	

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

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

Parents are welcome to join their children for lunch. Please notify the office – early that morning – so that the kitchen staff can plan and prepare adequate amounts of food. Adult school lunches are \$5.00 each.

CARBONATED BEVERAGES

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

EXTENDED CARE

Extended Care is offered as a service to the parents of children attending our school who need to have their children adequately cared for until such time as they can be picked up. Extended Care hours for preschool are from 6:30 a.m. - 7:45 a.m. and 4:00 – 5:30 at \$5.50 per hour.

Billing is done on a weekly basis, with payment in full expected upon receipt of the invoice. Invoices will be sent every other week. *Services may be suspended if account is delinquent*

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

Extended care closes at 5:30 p.m. If your child is not picked up by 5:30 you will be charged \$2 a minute after that. We understand that there are unforeseeable circumstances that arise. If this is the case, please contact the Extended Care Manager at 901-501-5710 so we can make arrangements with a caregiver to stay after closing with your child.

ATTENDANCE AND ABSENCE POLICIES

ATTENDANCE

ARRIVAL - Parents may wish to bring their children to the Pre-School rooms in the morning. We ask that all parents be out of the classroom by 8:00 a.m. so that the teacher can begin class on time. A teacher or staff member will be on morning duty outside the main entrance daily. When you feel comfortable letting your child walk in on his/her own, the teacher will be there to offer any necessary assistance.

ATTENDANCE - Regular attendance is important if we are to guide your child to his/her optimum level of learning. Parents are requested not to take their children out of school for events that could possibly be scheduled for another time.

TARDINESS- Tardiness is a bad habit. Tardiness causes disruption and results in loss of learning time in the classroom. Morning Pre-School classes start promptly at 8:00 a.m. Please be sure that your child is present by the time class starts.

ABSENCES- We request that all absences be telephoned in to the school office by 9:30 a.m. The school office will call and check on your child if he/she is absent without any parental notification. Children absent due to communicable disease or condition should have a doctor's permission prior to returning to class.

Hours

Official Preschool Hours:

- 6:30-7:45 Extended Care \$5.50/hour
- 8am – 4pm full day program
- 4pm-5:30pm Extended Care \$5.50/hour

HEALTH AND SAFETY

ILLNESS

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

Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of over 100 degrees, vomiting, diarrhea, or head lice will necessitate the school sending your child home. A sick child who is sent home may not return to school until he/she is free from all symptoms. **YOUR CHILD MUST BE FEVER FREE FOR 24 HOURS BEFORE HE/SHE MAY RETURN TO SCHOOL.** This is for the protection of your child as well as the other children. Re-admission of a child recovered from a contagious condition may require written approval from the child's physician.

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

contacted if your child exhibits any of the symptoms listed above and asked to pick up your child as soon as possible.

MEDICATIONS

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

SCREENINGS

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

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

HIV/AIDS POLICY (Students)

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

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

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

The Principal shall be responsible for requesting that the parents/guardians have released to the Memphis and Shelby County Health Department medical records and a statement from the

student's physician regarding the health status of the student reported to have HIV/AIDS. In addition, the Principal will gather information regarding the student's cumulative school record. These records will be reviewed by the evaluation team.

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

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

CONFIDENTIALITY

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

BEHAVIOR STANDARDS

BEHAVIOR

GENERAL EXPECTATIONS

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

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

A loving concern for students as children of God means using firm corrective measures when necessary.

CLASSROOM DISCIPLINE

A classroom discipline plan has been developed which affords every student the guidance needed in making good decisions about his or her behavior and, thus, an opportunity to learn in a positive and nurturing classroom environment. The plan below outlines the classroom rules, positive rewards, and consequences for appropriate and inappropriate behavior.

Rules

1. Do what the teacher tells you to do.
2. Keep hands, feet, and objects to yourself.
3. Keep hurtful words to yourself.
4. We must walk when told to walk.

To encourage students to follow the rules, appropriate behavior will be recognized with praise, positive notes, phone calls home, and positive feedback to the parent when he/she picks up the student.

However, if a student chooses to break a rule, the following steps will be taken:

- First time: Warning
- Second time: Time out (3 minutes)
- Third Time: Time out (5 minutes)
- Fourth Time: Call Parents
- Fifth Time: A talk with the Principal

Severe disruption will result in a talk with the Principal and the child's parent(s).

If repetitive disruption occurs or a major infraction occurs, preschool students may enter the step-discipline plan.

The conduct reports received for inappropriate behavior will be used to determine the conduct grade.

GENERAL EXPECTATIONS

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

The following general rules apply to behavior:

1. Each student not willing to respond or cooperate with teacher directives will be referred to the Principal. After consultation with the teacher, the Principal may suspend the student from regular classroom activities.
2. Children should come to school prepared for the day's work. This includes assignments, books, paper, writing implements, and any other supplies required by the classroom teacher.
3. Students are expected to enter the building promptly upon their arrival.
4. Students are to walk in the hallways and on the sidewalks.
5. Orderly conduct must be maintained in the cafeteria, the hallways, and the restrooms as well as in the classroom.
6. All children are expected to go outside per teacher directions on days when weather permits. A written note from the parent must be presented to the teacher should reasons of health or sickness prevent a child from doing so. All exceptions are left to the discretion of the child's teacher.
7. Nuisance items, toys, and other objects that distract from the learning environment are not to be brought to the school and may be confiscated by the teacher.
8. No bicycles, skateboards, or other wheeled devices are to be brought to school, except with permission from the Principal.
9. Students who through negligence, carelessness, or malicious intent cause damage to property that is not their own will be responsible for the cost of the repairs or replacement.
10. After 3:15 p.m. children who are on campus but not in Extended Care or under the direct supervision of a parent, guardian, or teacher may receive a detention.
11. Obscene or offensive language will NOT be tolerated and may result in a mandatory detention.
12. Written and verbal threats will result in a mandatory detention.
13. Fighting on school grounds will NOT be tolerated and is grounds for immediate suspension and possible expulsion from school. Students taking part in such behavior will be immediately referred to the Principal.

14. Guns, knives, and other weapons are NOT allowed on school grounds. Possession of these items will result in confiscation, suspension and/or expulsion. Appropriate legal authorities will be notified.
15. No Gum chewing.
16. Drugs and alcohol are NOT allowed on the school grounds. Possession of either or both of these will result in confiscation, suspension and/or expulsion. Appropriate legal authorities will be notified.
17. All rules and regulations apply to day care and extra-curricular activities, such as sports practices and musical production rehearsals.
18. Students may not use cell /smart phones while on campus or on field trips. Students who need to use the phone must obtain permission from a teacher. Students who bring a cell/smart phone to school must keep it powered off and in their backpack until they leave campus or are in the supervision of their parent. Students found using cell phones on campus without permission will have the cell phone confiscated and will receive disciplinary actions. The principal will return the phone to the parent.

DISCIPLINARY PROCEDURES

IF A STUDENT IS REFERRED TO THE PRINCIPAL FOR DISCIPLINARY REASONS THE FOLLOWING STEPS WILL OCCUR:

Step 1 – Principal-Issued Detention:

Parent(s) will be notified that a student will be serving a Principal-Issued Detention. The Principal will schedule and monitor the detention. The detention will consist of some type of constructive work.

Step 2 – Out-of-School Suspension (OSS) - up to 5 days

A student serving an OSS will be dismissed from school on a specifically scheduled day. The student will not be re-admitted until the principal, teacher, parent(s) and student have met to plan for elimination of the condition that brought about the OSS.

Step 3 - Expulsion

NOTE: The teacher may refer a student to the Principal for consultation/encouragement/warnings. Such referral will not necessarily result in the disciplinary steps listed above. Teachers inform the Principal of the reason for the referral when the student is sent to the office.

COMMUNICATION PROCESS FOR BEHAVIORAL PROBLEMS

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

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

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

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

ADMISSIONS

APPLICATION

Applications for enrollment for future years are accepted throughout the year. Parents are notified of their child's acceptance by phone call and/or email through the FACTS system

ENROLLMENT

Students entering 3-year-old preschool must turn 3 (Potty Trained) before August 15 to be eligible for enrollment.

Students entering 4-year-old preschool must turn 4 before August 15 to be eligible for enrollment.

Items needed for enrollment: completion of enrollment packet sent via FACTS, birth certificate, academic records from previous school (if applicable), immunization record, and enrollment fee.

Enrollment fees do not apply to tuition. They are used to prepare for the upcoming year.

ENROLLMENT FEE

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

The enrollment fees for the coming school year are set each year by the Board of Directors.

Enrollment fees **DO NOT** apply to tuition.

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

REFUNDS

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

NON-DISCRIMINATORY POLICY

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

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

TRANSFER STUDENTS

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

All transferring students and their parents will meet with the Principal (and/or the appropriate classroom teacher) prior to admission to determine if the following entrance requirements have been met:

- 1) The child was not a discipline problem at any other school.
- 2) The child is of average or above average ability and is capable of functioning in a normal classroom. (This would be determined by past performance, past tests, or an ability test administered by the Principal or Admissions Director prior to enrollment.)

All transferring students will be tested prior to admission to determine grade placement and whether or not Immanuel can meet their academic needs. Students who test 6 months or more below grade level in any area will be evaluated further to determine whether placement at Immanuel is appropriate.

All new and transfer students will be placed on a six-week probationary period. At the end of the probationary period, the child's status at his/her previous school at the time of transfer, his/her current academic status, academic achievement, and conduct will be reviewed by teachers and Principal to determine the appropriateness of the child's placement in Immanuel and in the assigned grade. At the end of the probationary period, one of three things will happen:

- 1) The student is accepted;
- 2) The student's probationary period is extended;
- 3) The child can no longer be allowed to attend classes at ILS.

After the second week of the second semester each year, ILS will accept transfer students from schools outside the Memphis/Shelby County area only.

DRESS CODE

ATTIRE AND APPEARANCE

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

Pre-school children must wear comfortable play clothes of the self-help variety. Children take pride in managing their own clothing, but are easily discouraged by attempts to deal with tight clothes or small fasteners. Overalls, one-piece outfits and clothing with small buttons, hooks, or snaps are often difficult for children to manage. We ask that you not send your child in clothing such as those previously mentioned. We require children to wear tennis shoes as footwear since we have daily physical activities either outside on the playground or in the gym.

As accidents sometimes happen, we request that you provide a clean set of clothing, to be kept in their book bag, for your child. It is recommended that this be a full set of clothing - socks, underwear, pants, and shirt. The teacher will remind you as the seasons change, to be sure the extra clothing you have brought is appropriate for the season.

FIELDTRIP DRESS CODE

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

DRESS CODE NON-COMPLIANCE

Students who wear non-approved clothing or lack required clothing items will be sent to the office in order to notify the parent of the infraction.

FINANCIAL SUPPORT AND FEES

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

TUITION

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

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

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

TUITION PAYMENT OPTIONS

Accepted methods of annual/semi-annual payment are check, cash, or through FACTS. Monthly and bi-monthly payments may be made through FACTS.

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

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

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

LATE FEES

Fees are imposed for late payments. The procedure is as follows for PK3 through Grade 8:

Step 1: Tuition past due by **30** days – Family is notified (by ILS) stating that services may be withheld (report cards, school records, student suspension) if the balance is not paid in full.

Patrons are directed to make payment or contact the school immediately. If balance is not paid in full within 10 days of the date of the letter, the student may be suspended.

Step 2: Tuition past due by **40** days – Student may be suspended and not allowed to return to school until the balance is paid in full.

Step 3: If your child has been suspended for non-payment of fees or for any uncollected fees at the end of the school year or early withdrawal, your account will be reported to TRW, a national credit bureau, as well as a collection agency.

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

DELINQUENT ACCOUNTS

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

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

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

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

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

MISCELLANEOUS

LOST AND FOUND

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

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

BIRTHDAY PARTIES

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

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

CORPORATE PROGRAMS

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

- Box Tops
- Target School Program
- Kroger School Program
- Amazon Smile
- Lands End

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

PARKING

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

FERPA

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

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

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

Or you may contact us at the following address:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

TAHERA MANAGEMENT PLAN (ASBESTOS FREE)

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



Department of Education

[Standards for School-administered Child Care, Chapter 0520-12-01](#)

SUMMARY

Program Organization and Administration, 0520-12•01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.

- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the custodial parent. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
 - A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult/child ratios and group sizes must be followed.

Single-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant (6wks-12 m)	8	1:4
Toddler (1 1 m-23m)	12	1:6
Two (2) years old	14	1:7

Three (3) years old	18	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

Multi-age grouping chart:

AGE	GROUP SIZE	ADULT:CHILD RATIO
Infant — 18 months	8	1:4
18 — 36 months	12	1:8
3 — 4 years old only	20	1:10
3 —6 years old*	24	1:13

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult/child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Teachers and assistant teachers must be 21 years of age if hired after June 30, 2017. Any staff member under the age of 21 must be supervised by an adult, except for before and after school programs.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.

- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.

- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

Care of Children with Special Needs, 052042-01--14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-.15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-K is enrolled in the program is 1:17.

- | AGE | Group Size | Adult: Child Ratio |
|-----------------------|------------|--------------------|
| Including 3 year olds | | 1:12 |
| Including 4 year olds | | 1:15 |

COMPLAINT HOTLINE: (LONG DISTANCE) 1-800462-8261

(NASHVILLE AREA) 615-313-4820



Immanuel Lutheran School

Memphis, Tennessee

MISSION OF IMMANUEL LUTHERAN SCHOOL

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

A copy of the Family Handbook is available online at the school's website at www.ilsmemphis.org. A hardcopy is available upon request through the school office.

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

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

Parent's Name (print)

_____ Date Signed _____
Parent's Signature



Photo Release Form

Immanuel Lutheran School
Memphis, TN
For the 2023-2024 School Year

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

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

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

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

Name of Student: _____ Grade: _____

Parent's Signature _____

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