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# Mission Statement of Emmanuel Lutheran School

Before His ascension into heaven, Jesus gave this command to His disciples, "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." Matt. 28: 19-20.

In the light of this commission, the continuing purpose of Emmanuel Lutheran School shall be to provide a Christ-centered education based upon the inspired scriptures of the Old and New Testament, the one and only authority for faith and life.

We believe that an education without Christ is an education without foundation and purpose. It is in the light of this purpose that Emmanuel Lutheran Church operates this school for the education of our children and for reaching out to the community with the gospel of Christ.

## Introduction

This handbook has been developed to aid the parents in understanding the policies and procedures of Emmanuel Lutheran School. *This handbook is to be read annually by all school parents.* Policy and procedure changes are underlined for easy identification. If there are questions concerning any of the school's policies, we ask that you bring them to the principal or the Board of Education (BOE).

Emmanuel Lutheran School  
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Tempe, Arizona 85282  
Phone (480) 967-3991  
Fax (480) 967-2809  
Email: school@elstempe.org

## Board of Education Members

Chairman: Mr. Michael Edwards

Mr. Eric Cereske

Mr. Tor Henriksen

Mr. Jay Meshay

Mr. Doug Meyer

Mr. Jim Olson

Advisory Members

Mr. Eric Brown - Principal

Rev. Snowden Sims

# Philosophy and Purpose of Emmanuel Lutheran School

God, in the book of Deuteronomy tells us, "These commandments that I give you today are to be upon your hearts. Impress them on your children." (Deuteronomy 6:6-7)

Through inspiration, Solomon states, "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

Christ tells his followers, "Feed my lambs", in I John 21:15.

Paul, in Ephesians 6:4, states, "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."

Training children in the Word is primarily the duty of parents. To help parents, Emmanuel Lutheran Church has established a Lutheran Elementary School. It does not exist in opposition to public schools, but seeks to provide a Christ-centered education that the public school is unable to supply.

## Notice of Non-Discriminatory Policy

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loans, athletic, and other school-administered programs.

## Organization

Emmanuel Lutheran School began in September of 1972, and presently serves Pre-K through Eighth Grade. It is part of the ministry and mission and is maintained and supported by Emmanuel Evangelical Lutheran Church, a member congregation of the Wisconsin Evangelical Lutheran Synod (WELS). Control and supervision of the school is exercised by the voting membership through its Church Council and the Board of Education (BOE).

## General School Objectives

The Christian education program of Emmanuel Lutheran School strives to provide faithfully for the complete welfare of each child, and to guide him/her in the maximum development of his/her spiritual, mental, and physical abilities. Parents and teachers must work together in their common goal of training God's children to walk in his ways. The objectives of the school are as follows:

- Help each child grow in the knowledge of Jesus Christ as his/her Lord and Savior through the diligent teaching of God's Word.
- Provide for the temporal and spiritual welfare of the child by means of complete Scriptural education, as well as teaching all secular subjects from the Christian viewpoint.
- Teach children to use their time, talents, and treasures to glorify God by living lives of faithful service.
- Provide children with a rich devotional life and Christ-centered school community in which God's Word reigns supreme.
- Strengthen the Christian home and congregation, teach Christian citizenship, and promote love for our

country.

- Equip children to carry out the God-given responsibility of making disciples of all nations.
- Provide children with a high quality Christian education by maintaining high standards and manageable student to teacher ratios.

## Policies

### *Absences*

If your child will be absent, please contact the school office or leave a message on the voice mail system before 8:30 A.M. stating the reason for the absence. Excessive absences will be brought to the attention of the Board of Education (BOE).

The staff and Board of Education of Emmanuel Lutheran School understand that on occasion, absence from school for reasons other than illness cannot be helped. We realize that it is often difficult to schedule doctor or dentist appointments outside of school hours. We also realize that special emergency situations can arise.

We ask, however, that parents carefully consider the scheduling of family vacations, long weekends, and other activities not related to school during the school year so that it does not require your child to miss school. Such time off causes additional planning, collecting assignments, correcting make-up work, and re-teaching missed lessons. Of greater concern, however, is the welfare of the child who may fall behind, miss classroom activities and discussions, or not be able to complete all the necessary assignments.

When such absences cannot be avoided, please notify the teacher well in advance. Teachers will make all possible provisions, but may not always be able to prepare assignments ahead of time. Parents are expected to ensure that all make-up work is completed so that the student does not fall behind.

If you need to pick up your child on any day prior to dismissal, parents/guardians must first go to the school office.

### *Admissions*

All school age children of Emmanuel Lutheran Church are encouraged to attend their school. Children must be five years of age by September 1 to be considered eligible for kindergarten. Pupils enrolling must also present a birth certificate and record showing that the child has had the appropriate immunizations.

In cases of a transfer from another school, a transcript, as well as other pertinent records showing completion of the previous grade level, will be obtained upon permission from the parents. The administration of Emmanuel Lutheran School may ask for permission to speak with the enrollee's former school.

The BOE, principal, and staff of Emmanuel Lutheran school believe that class size directly influences quality of education. In order to ensure that the optimum education is offered and that teachers are able to spend sufficient time with each student, the following guidelines will be used when enrolling students:

1. K - 8 re-enrollment for current students and applications for new students enrolling in grades pre-K - 8 will begin on **January 1** for the coming school year.
2. Priority for all applications for enrollment will be given in the following order:
  - a. Children whose families are members of Emmanuel Lutheran Church;
  - b. Children whose families are members of other WELS/ELS churches;
  - c. Children whose families are prospective church members;
  - d. Children whose families are members of other Christian church bodies. (Students in this fourth category are enrolled on a yearly basis.)

3. Final acceptance of all applications for enrollment will be given by May 31. Final approval of all enrollments is determined by the BOE in consultation with the principal. (Applications received after May 31 will be reviewed on a case by case basis)
4. Families applying for enrollment for the first time will complete an application, supply the school with immunization and school records, and meet with the principal and pastor. (Students are enrolled on a probationary period until these requirements have been met.)
5. Families new to Emmanuel Lutheran School who are not members of Emmanuel Lutheran Church or another WELS/ELS congregation agree to attend a Bible Information Class in order to familiarize themselves with the teachings and doctrinal position of Emmanuel Lutheran Church and the Wisconsin Evangelical Lutheran Synod. (Families not meeting this expectation may not be enrolled the following year.)

## ***Athletics***

Participation in athletics is a privilege. Misuse of this privilege will result in ineligibility. To be eligible for athletics, a child must be in good academic standing. If a student falls behind in his/her school work or receives a grade lower than a "C-" on a report card the student is not considered to be in good academic standing, and therefore is ineligible to participate in athletics. Eligibility status will be reviewed at mid-quarter and end of quarter grading periods.

Restriction from athletics may be used as a means of discipline.

Students are required to conduct themselves as Christians at all athletic events and practices. Parents will help their children learn Christian sportsmanship by practicing it themselves.

Due to the lack of supervisory personnel, younger siblings are not allowed to attend athletic practices held after school. Parents may choose to send their children to the Lion's Den.

Athletes are required to participate in all practices. Playing time for "A" level teams is based on practice attendance/participation, ability, and the discretion of the coach. "B" level teams will be considered learning teams with a less competitive emphasis.

Coaching is done by faculty members and parent volunteers under the supervision of the athletic director, the principal, and the Board of Education.

Damage to, or loss of uniforms or equipment, will be paid for by the parents of the athlete.

Parents are asked to transport students to and from away games and after all home games and practices.

To help defray the cost of our athletic programs, students in grades 5 - 8 who participate in athletics will be asked to pay a \$40.00 athletic fee at the beginning of each school year. The fee will cover participation in all school-sponsored sports for the entire year.

Please refer to the *Athletic Handbook* for a complete explanation of Emmanuel's policies and procedures regarding the sports program.

## ***Bullying***

Emmanuel Lutheran School is committed to making our campus a safe and caring place for all students. We will treat others with respect and we will refuse to tolerate bullying of any kind at our school.

**Definition:** *Bullying is unfair and one-sided. It happens when someone keeps hurting, teasing, frightening, threatening, or leaving someone out on purpose.*

### **Bullying behaviors include the following:**

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, or name calling

Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl  
Touching or showing private body parts  
Spreading rumors or untruths about someone  
Leaving someone out on purpose, or trying to get other kids not to play with someone

**Students at Emmanuel Lutheran School will be encouraged to do the following things to prevent bullying:**

Treat each other respectfully  
Refuse to bully others  
Refuse to let others be bullied  
Refuse to watch, laugh, or join in when someone is being bullied  
Try to include everyone in play, especially those who are often left out  
Report bullying to an adult

**Teachers and staff at Emmanuel Lutheran School will do the following things to prevent bullying and help children feel safe at school:**

Closely supervise students in all areas of the school and playground  
Watch for signs of bullying and stop it when it happens  
Respond quickly and sensitively to bullying reports using the Four-A Response process and coaching (Affirm/ Ask/ Assess/ Act)  
Look into all reported bullying incidents  
Assign consequences for bullying based on the school discipline policy  
Provide immediate consequences for those who retaliate against students who report bullying.

### ***Bus Regulations***

Emmanuel Lutheran School operates a bus service to transport students from the campus of Arizona Lutheran Academy to Emmanuel's campus in Tempe. Schedules and rates are established each year by the BOE. Bus passes may be purchased in the school office and are required for all students riding the bus.

Students are required to conduct themselves appropriately on the bus at all times. Misconduct on the bus may result in a written report by the bus driver given to the principal. Written reports given to the principal will be handled with the following guidelines:

- 1st offense will be a verbal warning and possible assigned seat.
- 2nd offense will be a one week suspension from bus privileges, with an assigned seat upon return.
- 3rd offense will result in the loss of bus privileges for the remainder of the school year.

In all cases, parents will be notified.

No food, drinks, or gum is to be consumed on the bus. (Water is the only exception.)

For their own safety and the safety of others, students are to remain seated and face forward at all times.

Students are reminded that riding the bus is a privilege, not a right.

**Please Note:** Parents are asked to inform the school office as soon as possible if a child will not be riding the bus to or from school on a particular day.

Questions concerning bus service should be directed to the school office.

### ***Chapel Service***

A Chapel service is held every Wednesday. The staff and students meet in the church sanctuary from 8:30 a.m. - 9:00 a.m. A mission offering is collected at each chapel service and is sent to our school's mission projects.

### ***Church Attendance***

Attending church on a regular basis is an important part of a child's spiritual growth and training. To assist the teacher and parents in noting a child's frequency of attendance, church attendance will be taken every week. This

attendance will be noted on the report cards. Because this is such an important matter, attendance that is below 50% in a quarter will be brought to the attention of the pastors and principal.

Students of Emmanuel Lutheran School are encouraged to attend Sunday School while parents are attending Adult Bible Class. Attending Sunday School and Bible Class regularly establishes a routine of regularly feeding one's soul with the precious Word of God.

### ***Communication between Home and School***

Emmanuel Lutheran School has benefited from a high level of communication between parents and teachers throughout its history. Parents are encouraged to contact the teachers whenever a question or concern arises. A family envelope containing newsletters and other pertinent information is issued to each family at the end of the week. Parents are asked to empty the envelope, read its contents, and return it so it can be prepared for the next week. Much of the information found in the family envelope is also sent via email. Parents may elect to receive only an electronic version of all school news. Parents are also encouraged to regularly visit the classroom webpage for additional grade-specific news. (Parents are asked to refrain from sending personal business through the family envelopes.)

We realize that at times problems or misunderstandings between home and school will arise. It is not good to leave these matters to themselves, even for a short period of time. If at any time you have a question, please follow the steps listed below. These steps are based on Christ's instruction given to us in Matthew chapter 18. It is the aim of these steps to resolve any problems in a God-pleasing manner.

First, determine what the problem is. Determine with whom there is a concern and find its cause. Consider such concerns prayerfully. Go **directly** to the person with whom you have the question. Do not call uninvolved parties such as other school parents.

Second, if you feel that no solution has been found, take your concern, along with the person involved, to the principal as a second party.

Third, if the concern still exists, with the person involved, take the matter to the pastors.

Finally, if no solution has been found, consult the BOE.

We pray that you would follow these steps and work in a God-pleasing manner for the strengthening of His kingdom on earth.

### ***Conduct and Discipline***

All students are expected to obey and show respect to all those in authority. Hebrews 13:17 sets as a guide "Obey your leaders and submit to their authority. They keep watch over you... Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." I John 1:9-10 tells us, "Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

Upon enrolling a child at Emmanuel Lutheran School, a parent gives his child's teacher the authority to carry out the disciplining of the child while attending school or any of its functions. The parents can expect that our teachers will correct their children properly in the spirit of Christian love and concern.

Disciplining is a teaching or leading process. Our program is based on the proper application of Law and Gospel. It recognizes the power of the Gospel to change the heart and the power of the Law to control the sinful nature and prepare the heart for the Gospel. Simply put, the discipline program at Emmanuel Lutheran School is reflected in these three objectives:

To teach and model appropriate behavior.

To stop inappropriate behavior.

To promote personal responsibility and accountability.

The ultimate goal of our program is to teach children how to be self-disciplined. When teachers or the principal discipline students, they are showing that they care too much for them to let them behave in a way that is not God pleasing and want to take the time and effort to help them learn how to behave in a God pleasing manner. This is done in partnership with the home. Certainly it is critical that school and home cooperate in helping the child learn self-discipline.

Generally speaking, discipline is part of classroom management and is handled by the teacher. The exceptions to this are probations, suspensions, and expulsions, which involve the school administration and the Board of Education.

Under most circumstances, discipline follows a progression until the desired outcome is reached. This progression would include discussions with the student, teacher, parents, principal, pastor, and Board of Education as appropriate.

School disciplinary action may include:

**Detention**— A period of time after school during which the student works on a predetermined project. (There is a \$15.00 supervisory charge for each detention period.)

**Probation** – A period of time during which a student is expected to demonstrate specified behaviors.

**Academic Probation** - A period of time during which a student is expected to demonstrate certain academic behaviors and he/she is unable to participate in any extra-curricular activities.

**Suspension** – The student is removed from the classroom for a specified period of time. Conditions of the suspension may vary.

**Expulsion** – Permanent removal from school.

For all classroom and school-wide discipline issues the following guidelines will be used:

After three incidents of misbehavior reported to the parents, the student will serve a detention.

After two detention periods are served; the student will receive a one day suspension and be placed on probation.

After two suspensions have been served; the student could be expelled from school.

**Situations which are considered extreme or presenting an immediate danger are determined by the principal and Board of Education and are dealt with immediately.**

### ***Confidentiality of Student Records***

All information contained in the student files will be kept confidential unless otherwise stated in writing by the parent or legal guardian. The student files will be accessible to the office assistant, health aid, principal, teachers, pastors, and parents.

### ***Course of Study***

Each school day includes devotions and formal studies in God's Word. The academic curriculum also places strong emphasis on the language arts and mathematics. A variety of series and resources are used to teach social studies, science, art, music, and physical education. All of these courses are taught in the light of God's Word. A listing of the textbooks used in your child's classroom is available on registration day.

### ***Dress Code***

In the exercise of their Christian liberty parents are asked to ensure that their children will observe a modest,

God-pleasing attitude in matters of dress and hairstyles. Because it is impossible to create a rule for every possible clothing or hairstyle issue, the judgment of compliance or noncompliance is left to the discretion of the teachers and administration. Emmanuel Lutheran School's dress code is to be followed at school and at any school-sponsored event whether it is held on or off site.

### **Neat, Modest, and Comfortable**

Clothing must be neat and clean without holes or rips. Tight-fitting clothing is not acceptable, and proper undergarments must be worn and not exposed. Clothing or personal property with inappropriate words or pictures is not allowed. (Foul language, alcohol/tobacco products, questionable messages and/or images (i.e. skulls, weapons, etc.), etc. If you are unsure, it is probably best to leave it at home.) Low-cut tops, shirts, tank tops, tube tops, etc. may not be worn. A student's midriff may not be exposed at anytime. Excessively tight, baggy, sagging pants, or pants/shorts with a printed message on the back side may not be worn.

### **Shorts and skirts**

Shorts, skirts, and dresses must be of modest length. (No "short-shorts" or mini-skirts are to be worn.)

### **Footwear**

Appropriate footwear should be worn at all times. Tennis/athletic shoes are recommended since they are required for physical education class and participation in the interscholastic sports program. Students should choose shoes with non-marking soles and avoid high heels. Flip-flops and shoes with wheels are not allowed.

### **Make-up, Hair-care, and Jewelry**

Excessive make-up or unusual hair color and styles are not allowed. Hair is to be clean, neatly trimmed and out of one's eyes. Hair-care products, perfume, cologne, etc. are not to be brought to school. Jewelry that is excessive and distracting to learning may not be worn. Earrings that dangle and large hoop earrings are deemed unsafe and may not be worn. Inappropriate items will be confiscated by the teacher. Tattoos and body piercing, other than ears for females, are not allowed.

### **Dress Code Violations**

Dress code violations will be addressed in the following manner:

First offense— parents will be contacted, the dress code will be reviewed, and if possible the school will handle any necessary clothing adjustments.

Subsequent offenses— parents will be contacted immediately to bring the student appropriate clothing to wear. The student will be removed from class until the situation is rectified.

Students may not borrow clothing from others to correct the situation. Once the parents have corrected the situation and spoken to the teacher or principal, the student will be allowed to return to class.

Should repeated violations (3 or more in a school year) occur the matter will be discussed between the administration and the BOE to determine further action.

### ***Emergency Closing***

In the event of an emergency which necessitates the closing of school, parents will be notified by phone and/or email. Announcements may also be made on local television and radio stations.

### ***Fees and Tuition***

An annual registration fee of \$300 per student is charged to help defray the cost of classroom materials used by the student. All fees related to registration should be paid on or before the Registration Day held prior to the start of the school year. (See school calendar for the exact date.) Students may also be required to purchase religious books which are not included in the registration fee.

A separate tuition schedule will be published each January for the upcoming school year. Students with unpaid fees or tuition at the end of the school year will not be re-enrolled for the next school year until accounts are paid

in full or a payment plan has been arranged with the Fiscal Affairs Committee in consultation with the Board of Education when requested.

On Registration Day each family is required to establish a tuition payment plan. A representative from the Fiscal Affairs Committee will be available to meet with each family. The following payment options are available for school families.

1. One payment plan – full tuition due on or before September 30 of the current school year
2. Two payment plan – ½ due on or before September 30 of the current school year and ½ due on or before February 28 of the current school year.
3. Monthly Electronic Payment through *Simply Giving* – payment is automatically deducted from a checking or savings account

Families will receive a monthly invoice for tuition and outstanding school fees.

Emmanuel charges \$20 for checks or EFT's returned for non-sufficient funds (NSF). We will also pass on any other bank charges incurred as a result of the NSF.

School families who are unable to make full tuition payments or those in need of an alternative payment plan must speak with a member of the Fiscal Affairs Committee, Board of Education, or the principal prior to Registration Day.

Emmanuel's Fiscal Affairs Committee and the Board of Education expect that all school tuition accounts will remain current. Delinquent accounts will be addressed in the following manner:

1. Accounts 15 days late will receive a reminder notice.
2. Accounts 60 days late will receive a letter requesting a meeting to discuss an alternative payment plan.
3. Accounts 90+ days late will be considered severely delinquent and will accrue an additional interest charge of 6% annually.

Families struggling to make timely tuition payments are encouraged to initiate a discussion with the Fiscal Affairs Committee, Board of Education, or the Principal. Emmanuel Lutheran Church is willing to work with our school families regarding the payment of tuition.

School families should understand that the actual cost of education is more than the tuition charged. The weekly offerings given by all members of Emmanuel Lutheran Church help support the educational program at Emmanuel Lutheran School. School families who are members of Emmanuel Lutheran Church are asked to prayerfully consider their weekly church contributions. The actual cost of education per student for the 2009-10 school year at Emmanuel Lutheran is approximately \$5000.00.

## ***Field Trips***

Parents will sign a field trip permission slip at the beginning of each year. Information for each field trip will be sent to parents well in advance. With the exception of the end of the year class field trips, all field trip costs are included in the registration fees.

Parents will be needed to serve as chaperones and drivers for such trips. Drivers are asked to secure each rider with a safety belt and take every precaution to ensure the safety of the children. Drivers are not to place any students in the front seat of their car if it is equipped with a passenger-side air bag.

(All field trip drivers and chaperones must have a signed *Volunteer Driver Form* on file in the school office.)

## ***Fine Arts***

As part of its regular curriculum, ELS offers music and art classes. The following extracurricular fine arts opportunities are also available: junior choir, private piano and band lessons for an additional charge; group band; and an 8th grade hand chimes group. Students are also encouraged to use their God-given musical talents

to assist in worship during our Wednesday chapel services. A sign-up sheet for chapel musicians is located in the school office.

## **Grading**

The percentage/letter grading scale for all grades at Emmanuel Lutheran School is calculated as follows:

|         |    |           |    |
|---------|----|-----------|----|
| 100%    | A+ | 83%-85%   | C+ |
| 97%-99% | A  | 80%-82%   | C  |
| 93%-96% | A- | 77%-79%   | C- |
| 91%-92% | B+ | 75%-76%   | D+ |
| 89%-90% | B  | 72%-74%   | D  |
| 86%-88% | B- | 70%-71%   | D- |
|         |    | Below 70% | F  |

A grading procedures handout will be available prior to Registration Day.

## **Health Services**

### **Emergency Information**

Current emergency information is required for each student. A card is filled out by the parent for each child at the beginning of each school year. In case of emergency, our procedure will be to contact the parent at home or work and contact medical professionals if the situation requires. The school should be notified if any changes occur (address, telephone number, physician, dentist, work telephone number, etc.) during the school year.

### **Illness or Injury**

Please keep your child home from school if ill. A child with any kind of rash, lesions, or any suspected communicable disease should be kept out of school until diagnosed by a physician. A child should be fever-free for **24 hours** before returning to school. If vomiting and diarrhea are present the 24-hour policy is also used. If your child needs to be excused from gym or recess or has special limitations due to illness or injury for more than three days a doctor's note will be required.

### **Head Lice**

A child cannot be in school with untreated head lice. A child will be excluded for 24 hours after treatment and may return to school if no live lice and no nits are seen. Exclusion will be made if nits are found. Check your child's head on a regular basis and notify the school if you find head lice on any member of your family.

### **Physicals and Immunizations**

Physical examinations are recommended for all children entering Kindergarten and Grade 7. All students entering grade 7 must show proof of having received a 2<sup>nd</sup> dose of MMR (Measles/Mumps/Rubella) and TD(Tetanus/Diphtheria) booster. According to state law, all children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Kindergarten and 7<sup>th</sup> grade students must show proof of having completed the Hepatitis B immunization series. Documentation of varicella vaccine or documentation of a history of varicella disease must also be provided for kindergarten and 7<sup>th</sup> grade students. Students who cannot be vaccinated due to medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption form from the Health Office. Prior to the first day of the new school year, the school office must have documentation of immunizations. Your child will not be allowed to enter school until the immunization requirements have been met.

### **Screening Programs**

Vision and hearing screenings are done for students in grades K and 7<sup>th</sup> and all new students each year. Students may also be referred for screening by a parent or teacher. Students with known concerns will be routinely monitored.

## **Medication Policy:**

Whenever possible, we recommend that medication be given to students at home. Any medicine brought to school will be kept in the classroom or school office and dispensed from there.

Written authorization from a parent/guardian must be received before any medication can be administered. Prescription medication must be provided in the original prescription bottle with the pharmacy label.

Non-prescription (over-the-counter) medication must be supplied in the original labeled and sealed container.

Please note: this also applies to any student requiring an inhaler.

New medication authorization from parent and doctor is required if there is any change in the dose or time of medication or if there has been a change in medication.

The school will not administer any medication without written permission and directions. The school does not keep a supply of over the counter medication for student use.

## **Communicable Disease Policy**

In the event of an outbreak of a communicable disease, parents will be notified by phone, special note, or newsletter announcement. Parents are asked to keep children at home and consult a doctor if their child shows symptoms of pink-eye, chicken pox, flu, and the like.

When a student of Emmanuel Lutheran School is a carrier of a life-threatening communicable disease, parents of that student may be required to give permission to the principal to notify the parents of another student who has experienced an exposure.

Students are encouraged to regularly wash hands as well as practice other good personal hygiene.

Emmanuel Lutheran School is in compliance with all federal and state legislation regarding blood pathogens, asbestos, hazardous chemical exposure, sexual harassment, and the like.

## ***Homework***

Homework is not a means to itself, but rather the unfinished portion of school work used to practice new skills and reinforce the lessons. You can expect that your child will bring home some degree of school work. Some very loose guidelines for homework time are as follows: grades one and two about fifteen to thirty minutes per night, grades three through five about thirty minutes to one hour, grades six through eight about one hour to ninety minutes. Please call your child's teacher if your child regularly spends an extraordinary amount of time on his/her homework.

All assigned school work, whether it is done at school or home, is expected to be completed and handed in on time.

For incomplete school work, the following guidelines will be used.

1. After three incomplete assignments during the current quarter, the student's parent/guardian will be notified by the classroom teacher.
2. After six incomplete assignments during the current quarter, the classroom teacher will meet with the parent/guardian to develop a plan for correcting the situation.
3. After nine incomplete assignments during the current quarter, the student will be placed on academic probation. A meeting with teacher, parent/guardian, and principal will also take place to further discuss plans to correct the situation.
4. Subsequent incomplete assignments during the current quarter could result in suspension from school.

Students will start "fresh" at the beginning of each quarter of school.

## ***Honor Roll***

Emmanuel Lutheran School supports an “A” and “B” honor roll program for all students in grades 5 - 8. Honor roll students are determined at the end of each quarter. To qualify, “A” honor roll students must maintain an “A” or “A-” average in the core subjects of religion, math, reading, English, social studies, and science. To qualify for the “B” honor roll, students must maintain a “B” or “B+” average in the core subjects. Honor roll students will be posted at the end of each quarter. Any students receiving “A” honors in all four quarters of the school year will qualify for the *Principal’s Honor Roll*. Special certificates will be awarded to students qualifying for these honors.

## ***Internet***

Emmanuel Lutheran School is equipped with internet and E-mail access. Any use of the internet must be under the supervision of classroom teachers. Students may not transmit or receive any unauthorized personal or school information. For personal safety, students will not be allowed to set up times and places to meet with people, and only under direct supervision will the students be allowed to use “chat.” Any misuse of the internet of any kind will result in loss of privilege for the remainder of the school year. (All students in grades 3 – 8 are required to sign a *Computer and Internet Usage Agreement*.)

## ***Mandatory Reporting of Suspected Abuse***

The teachers and principal of Emmanuel Lutheran School are required by law to report incidents of suspected sexual, emotional, physical, or other abuse and neglect to the proper authorities. Under this law, parents are not to be notified of the report.

## ***Memory Work***

Memory work is a vital part of the child's training in the truths of Scripture. Memory work schedules for grades K - 8 will be sent home on a regular basis. Parents are urged to help their children in this work, and to listen to them recite the assignments before the memory work is due.

## ***Miscellaneous Information***

*Money:* Please avoid sending money to school with your child, unless it is for a specific purpose and enclosed in an envelope clearly marked with the child's name.

*Toys:* Please do not allow your child to bring toys to school, unless permitted by the teacher. Toys will be taken away if problems arise.

*Electronic Devices:* Students are not to bring portable music players or video games of any kind to school or school-related functions. CDs and other types of music files and game cartridges should stay at home. (If your child uses a portable music player or game while riding the bus, the item(s) must be turned off and kept in the child’s backpack until the child is on the bus.) The school is not responsible for lost or damaged music players or games.

*Cell Phones:* Cell Phones are not to be used at school, on the bus, or at any school sponsored activity. If a child does need to bring a cell phone to school, the phone should be turned off and remain in the book bag or backpack while at school, a school sponsored activity, or on the bus. Parents who need to get in touch with their child during the school day should call the school office.

*Gum:* To keep our church and school property neat and damage-free, gum chewing is not allowed before, during, or after school or at any school sponsored activity. **Emmanuel Lutheran School is a gum-free campus.**

## ***Parent Participation Program***

We have been fortunate to have members of the congregation volunteer their time and talents in many ways to assist our school. Parents have the opportunity to volunteer in a variety of areas at *Registration Day* in early August. Please contact the school if questions or suggestions regarding Emmanuel’s Parent Participation Program. (All classroom volunteers must have a signed *Volunteer Application Form* on file in the school office.)

## ***Parent - Teacher Conferences***

Parent - Teacher conferences will take place after the first quarter report cards are sent home. Additional consultations periods may be scheduled if desired by either the teacher or parents.

## ***Perfect Attendance Recognition***

Students with perfect attendance for the entire school year will receive special recognition and a special certificate for their accomplishment.

## ***Promotion***

The promotion of each student from grade to grade is based upon the student's satisfactory achievement of required class work. A child will not be retained without previous consultation with the parents. Promotion is based on achievement standards the school has established and the God-given abilities of the student.

## ***Property Damage***

In practicing responsible stewardship with our possessions and those of others, children are expected to pay for any damages to books, desks, or other property for which they are responsible.

## ***Public Notification Law***

In January of 1997, a Public Notification Law went into effect. This law requires notification of residents, including schools, when a convicted sex offender is being released and residing in that area. The amount of information provided depends on the level of conviction of the offender. If Emmanuel Lutheran School receives such notification, the school will notify parents of students with all pertinent information received.

## ***Registration Day***

In order to create good communication between parents and school, there will be a *Registration Day* scheduled prior to the start of the upcoming school year (Usually in early August). At this *Registration Day* teachers will be available to meet with parents, share any pertinent classroom information, and schedule a home visit if desired. Parents can expect to receive a school calendar, handbook, supply list, classroom schedule, etc. A variety of forms will need to be completed and tuition payment plans will be set up. (Most of the information and forms will be available online prior to *Registration Day* for your convenience.)

## ***Report Cards***

Report cards will be sent at the end of each quarter. Parents are asked to study the reports carefully, sign the envelope, and return only the envelope to school as soon as possible. Please consult with the teacher if you have any questions concerning the report. Additional progress reports for students in grades 1 - 8 will be made available by the teacher through Emmanuel's online grading program. (More information about this program will be available at *Registration Day*.)

## ***School Hours***

The school day will run from 8:15 a.m. to 3:00 p.m. Students arriving before 8:00 a.m. or remaining after school past 3:15 p.m. will be sent to the Lion's Den and parents will be billed accordingly.

The kindergarten day is the same length as grades one through eight, and is in session Monday - Wednesday - Friday.

## ***School Library***

Each classroom is supplied with a number of books for students to use. At book report times, it may be necessary for students to make a trip to the public library since the supply of classroom books is somewhat limited.

## ***School Lunch***

There is an optional hot lunch program available to the students of the school. It is run by a private vendor who provides a menu and publishes the lunch fees. Hot lunch information is shared on *Registration Day* in August. For a nominal cost milk is also provided on a daily basis for interested students. Students in grades 3-8 who bring

their lunch have microwave ovens available for use on certain days. Parents and children are encouraged to make healthy lunch choices. Please do not bring candy, soda pop, energy drinks, and the like.

### ***School Photographs and Yearbooks***

School pictures will be taken each year, generally in the fall. A professional school photography company takes the pictures, which you may purchase if you desire.

A school yearbook will also be produced and made available shortly after the end of the current school year.

### ***School Telephones***

Students may not use the classroom or office telephone without the permission of a staff member. Students may not make personal plans on the phone during school time. If the parent must contact a student or teacher at school during the school day, please call 480-967-3991. If you are not able to speak directly to a staff member, please leave a voice mail message and you will be contacted as soon as possible.

### ***Security***

Emmanuel Lutheran School is equipped with signs notifying all visitors that they must report to the school office. All classroom and restroom doors except the school office and church entrance will be kept locked during the day. The staff has been advised to approach any unfamiliar visitors and ask how they may be helped. Students who see unfamiliar people or suspicious activity should inform one of the staff members immediately.

### ***Tardiness***

Excusable tardies are those that result from illness, unavoidable traffic delays, or appointments for medical, dental, or optometrist visits that could not be scheduled outside of the regular school day.

If your child is tardy, please speak with your child's teacher or send a note explaining the situation.

An excessive number of unexcused tardies (6 or more per semester) will be brought to the attention of the principal and the Board of Education.

### ***Testing***

During the school year, students in grades three through eight will be given achievement and aptitude tests. The school uses the results to determine curriculum strengths and weaknesses. The results will also be shared with the parent(s)/guardian(s) of each child.

If a child has undue difficulty completing routine classroom assignments, the teacher may refer the child for special services testing, which is available through the school. If a child is determined to need special education, a plan is worked out with the parents, the classroom teacher, and the special services personnel. Speech therapy is also available through the local school district.

## **Closing Thoughts**

Emmanuel Lutheran School is operated as a mission arm of Emmanuel Lutheran Church. Through the school, children are taught the precious truths of God's Word across the curriculum on a daily basis. The school does not take the place of the family's role in educating children; rather the school exists to assist parents in this important responsibility. It is the desire of the entire Emmanuel staff to create a culture of cooperation, high expectations, and mutual respect as we work together to carry out the task our Lord has placed before us. May God bless us in our endeavors!