

# Emmanuel Lutheran School

## Handbook

2022-2023



**IN** *Christ*  
**ALL THINGS**

Colossians 1:15-20

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## Who We Are

Our congregation is over 60 years old. Emmanuel Evangelical Lutheran Church was incorporated and began serving Tempe and the greater Phoenix valley in 1951. In earlier days it held services on 7th Street and Myrtle (near College Avenue and University) in the building which is now the "Trophy Den." In 1963 the congregation moved to its present location at 715 W. Southern Avenue.

Our congregation is a member of the Wisconsin Evangelical Lutheran Synod (WELS), which numbers about 380,000 people throughout the nation. There are over 20 WELS congregations here in the Phoenix valley. Through the WELS we preach the gospel in many places across this nation and around the world. Our mission offerings to the synod are used to train future missionaries, pastors and teachers; to publish Christ-centered materials; and to bring the gospel to others in the United States and around the world.

## Emmanuel Lutheran Church Mission Statement

Emmanuel Lutheran Church shares the love of Jesus and the truth of his saving Word with the people in our church, our community, and the world.

The objectives of our mission are

- To **preach**, by proclaiming the Word of God, as we worship and praise God in a loving Christian atmosphere;
- To **teach**, by fostering an ongoing increase in knowledge and maturity in God's Word;
- To **reach**, by sharing the gospel of God's Word with all people, and to do so;
- By **each** member actively participating in our ministry.

We teach that Jesus Christ, true God and true Man, was crucified and died to make full payment for our sins. Some of our basic beliefs as noted in our congregation's constitution are as follows:

- We confess the divinely-inspired canonical books of the Bible as the only source and basis of our faith and doctrine. Emmanuel Evangelical Lutheran Congregation agrees to be guided in the interpretation of the Bible by the *Book of Concord*, 1580.
- We believe the Bible to be not only inspired but also infallible and error-free and "is useful for teaching, rebuking, correcting and training in righteousness." (2 Timothy 3:15-17)
- This congregation accepts and confesses the following Symbols and/or Statements of Faith of the *Book of Concord* of 1580 as true statements of Scriptural Doctrine: The Apostles' Creed, The Nicene Creed, and The Athanasian Creed, as well as the original *Book of Concord*.
- This congregation accepts and confesses these symbolic books without reservation, not insofar as they are the Word of God, but because they are the presentation and explanation of the pure doctrine of the Word of God and summary of the Christian faith held by this Evangelical Lutheran Church.
- We believe that God wonderfully and immutably creates each person as male and female, and that these two distinct, complementary sexes together reflect God's design.
- We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)
- We believe that baptism is a holy act. It is instituted by God. Using water and God's Word it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants also are sinful and therefore need the spiritual rebirth brought about through baptism.
- We believe that Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. Only people who repent of their sins and receive proper instruction in the Christian faith should be admitted to this sacrament.

# Mission, Vision and Objectives of Emmanuel Lutheran School

## Mission Statement

Emmanuel Lutheran School exists to reflect the light of Jesus in the community and in cooperation with families, to equip children with the power of God's Word and academic excellence.

## Vision Statements

In order to carry out its mission, Emmanuel Lutheran School commits itself to the following vision statements:

- To assist parents in fulfilling their God-given responsibility of bringing up their children in the training and instruction of the Lord. (Ephesians 6:4)
- To help students develop their talents and abilities to use in their life of thankful service to their Lord.
- To encourage our students and their families to be life-long learners of God's Word.
- To reach out into our community with the Gospel message.
- To provide a safe, nurturing environment with high academic standards where students are encouraged to strive for excellence.
- To provide quality instructional methods, materials and a comprehensive curriculum all taught in the light of God's Word.
- To work in close cooperation as teachers, principal, parents, pastors and support staff in realizing this vision.

## Objectives

Our objective is to work together with parents to help our children grow intellectually, physically, spiritually and socially.

- **Intellectually** - Students at Emmanuel Lutheran School receive a high quality, well-rounded, Christ-centered education that prepares them for a lifetime of service to God and neighbor. All subjects are taught in the light of God's Word. It is made clear that God's Word applies to every aspect of our lives.
- **Physically** - Recess, interscholastic athletic programs and physical education classes are ways in which students can grow physically and use their bodies to

glorify God. Students learn that their bodies are a gift from God and that they accept responsibility for their health, safety, recreation and rest.

- **Spiritually** - Students learn to grow in the knowledge and grace of God, trusting in Jesus Christ as their personal Savior from sin through His suffering, death and resurrection from death. Students learn to live a life of service to Jesus, who lived, died and rose for them.
- **Socially** - Students learn to recognize all people as God's creation and to show kindness, love and respect to their peers, family members, pastors, teachers, government authorities and all of His representatives here on earth.

## **Expectations**

**Parents and students can expect that Emmanuel Lutheran School faculty and staff will:**

1. Be prepared for the classes taught.
2. Have a servant attitude in their approach to ministry.
3. Carefully assess each child's individual abilities.
4. Encourage each student to work to his or her potential.
5. Have a willingness to assist students.
6. Be available for students and parents.
7. Speak well of Emmanuel Lutheran School students and their families.
8. Express the joy of carrying out the Gospel ministry at Emmanuel Lutheran School.
9. Pray for the students and families of Emmanuel Lutheran School.

**The Emmanuel Lutheran School faculty and staff expect that students will:**

1. Have a willingness to participate, cooperate, and learn.
2. Take responsibility for class assignments and projects.

3. Complete all assignments on time using one's God-given talents to their fullest.
4. Conduct themselves in a manner that demonstrates Christian love.
5. Go to the classroom teacher when there is a question or problem regarding class work.
6. Challenge themselves to succeed at the highest possible level.
7. Understand and reflect the joys and blessings of the Gospel ministry carried out at Emmanuel Lutheran School.
8. Pray for your parents and the Emmanuel staff.

**The Emmanuel Lutheran School faculty and staff expect that parents will:**

1. Have your child at school on time each day.
2. Attend worship services regularly with your child.
3. Encourage your child to use his/her God-given talents to the best of his/her ability.
4. Regularly discuss school with your child.
5. Encourage your child to seek help from his/her teacher when questions or concerns arise.
6. Discuss your child's progress with his/her teachers.
7. Share with your child and others the blessings of Christian education.
8. Speak well of your child's teacher and the Emmanuel Lutheran School staff.
9. Pray for your child and staff at Emmanuel Lutheran School.

**When home, church, and school cooperate and work together  
under God's guidance, great things can happen!**

## **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 by all school parents and reviewed with their children. Parents will be required to yearly sign and submit an agreement form.*

If there are questions concerning any of the school's policies, we ask that you bring them to the principal or the Emmanuel School Board.

DISCLAIMER: This handbook does not serve to contractually bind Emmanuel Lutheran School in any way.

This handbook is subject to change without notice by the school's governing body.

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## **Emmanuel School Board Members**

Mr. Darin Keezer

Mr. Mike Leppert

Mr. Lance Marten

Mr. Jim Olson

Mr. Bryan Rakowski

Mr. Oliver Urbietta

Mr. Andy Wait - Chairman

*Advisory Members*

Mr. Craig Kiecker - Principal

Pastor Christopher Pflughoeft

# **Philosophy and Purpose of Emmanuel Lutheran School**

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

He also spoke through Solomon saying, "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." (1 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 exists to provide something that our public school system cannot provide: a Christ-centered education.

## **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 Emmanuel School Board.

## **Accreditation**

Emmanuel Lutheran School is fully accredited with WELS School Accreditation (WELSSA). As an accredited school, Emmanuel adheres to high standards ensuring a high quality Christian education.

# Policies

## *Absences / Tardiness*

If your child will be absent, please contact the school office or leave a message on the voicemail system before 8:15 a.m. stating the reason for the absence. Teachers will mark students absent at 8:15 a.m. which will trigger a phone call if we have not heard from you.

The staff and Emmanuel School Board 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 that, as much as possible, parents avoid the scheduling of family vacations, long weekends, and other activities during the school year so your child is not required to miss school. Such time off causes additional planning, collecting of assignments, correcting make-up work, and reteaching 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 in advance. Teachers should not be asked to prepare assignments ahead of time. Parents must make immediate plans to ensure that all make-up work is completed due to absence. Please refer to our homework policy guidelines.

Students are expected to be in their seats and ready for school at 8:15 a.m. We understand when traffic issues result in occasional tardiness; however, habitual and unexcused tardiness is counterproductive. We ask that you inform the school office to explain the reason for tardiness.

An excused tardy is granted to those riding the bus and to anyone who shares the same route or those cases where traffic has caused an unexpected delay due to an accident or road closure.

An excessive number of tardies **within a quarter** will result in the following:

**3rd Tardy:** A meeting may be called for the student, parent, and teacher to discuss the situation and devise an intervention plan.

**5th Tardy:** A detention warning will be issued, and the principal will contact the parent.

**7th & 8th Tardies:** Serve an in-school one hour \$15 detention.

**9th Tardy:** The matter is brought to the Emmanuel School Board and a meeting with the parent is to be scheduled.

**10th Tardy and following:** Any tardy following the aforementioned meeting will result in a one day suspension.

## **Excused / Unexcused**

Emmanuel follows the AZ Department of Education which defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. Emmanuel considers absences due to family vacation as an unexcused absence. We must be notified in advance or at the time of any absence by the parent or other person who has custody of the student. We will document the date, reason, and person reporting the absence. If an absence occurs relating to any other condition, the absence shall be counted as unexcused. Students absent for ten consecutive school days, except for excused absences identified herein, may be withdrawn from Emmanuel effective the last day of attendance or reported excused absence. Excessive absences (student has missed 10% of our total calendar days) could result in the student being retained.

Any child missing 90 minutes of the school day will be marked 1/2 day absent.

## ***Admissions***

All school age children of Emmanuel Lutheran Church are encouraged to attend their school. Children must be five years of age before September 1 to be considered eligible for kindergarten. Pupils enrolling must 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.

In the event of a mid-year transfer into Emmanuel Lutheran School, the prospective student will be enrolled on a probationary basis until all academic records are received from the child's previous school(s).

The Emmanuel School Board, principal, and staff of Emmanuel Lutheran School believe that maintaining manageable class sizes 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 - Grade 8 re-enrollment for current students and applications for new students enrolling in PreK – grade 8 will begin by March 1 for the coming school year.
2. Priority for all applications for new student 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 WELS/ELS church members
  - d. Children whose families are members of other Christian church bodies.
3. Final approval of all enrollments is determined by the principal.
4. Families applying for enrollment for the first time will complete an application, supply the school with a birth certificate, 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 re-enrolled.

## ***Alcohol / Tobacco / Drugs***

Possession, use, or distribution of such substances will result in a minimum two-day suspension.

## ***Bullying***

Bullying is unfair and one-sided. It happens when someone purposely and habitually hurts, teases, frightens, threatens, or alienates someone else.

Emmanuel Lutheran School is committed to making our campus a safe and caring place for all students. Everyone is to be treated with respect, and bullying of any kind will not be tolerated at our school. We will encourage God-pleasing behavior which displays Christian love and concern for everyone. If you feel that your child is a victim of bullying, you are urged to contact the teacher or principal immediately. We also encourage parents to be aware of their children's use of electronic technology which can be used as a tool for cyberbullying. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

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

- Hurting someone physically by hitting, kicking, tripping or pushing
- Stealing or damaging another person's belongings
- 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
- 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's 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.

Horseplay or reckless behavior is not considered bullying, but when such careless and unintentional behavior results in injury or harm to another student, restitution of medical expenses would be required. Depending on the circumstances (ignoring a teacher or school rule), an in-school detention may also be imposed.

### **Parents:**

Sometimes problems develop because children have misunderstandings, a lack of information, or have just overreacted to something said or done. We are sensitive to children's feelings especially as they may affect classroom behavior and performance; but you, as the parent, have an important role at home in helping to mitigate any potential problem. When necessary, talk with the other parents involved. If a situation continues, please first notify the teacher immediately.

## ***Bus-Provided Transportation***

Each year, the Emmanuel School Board will establish the rate to be charged per child per trip. This rate is published prior to the Back-to-School Orientation Day. The 2022-2023 fee is \$3.50/person/ride (subject to change).

The Emmanuel bus is limited to 13 passengers. Therefore, priority will be given to those who have indicated and expressed a need for regular, daily transportation to the school. Monthly sign-ups will be made available to these families first. The remaining seats will then be open on a first-come, first-served basis. To be considered for bus transportation, any unpaid balance from the previous school year must be paid in full by August 1 before ridership can continue.

Other information:

- There are no discounts and there are no refunds for seats reserved and not used.
- The bus will leave ALA no later than 7:40 a.m. and will leave Emmanuel at 3:10 p.m. (2:05 p.m. Fridays)
- ALA is not responsible for supervision at any time. The parent or designated representative must be prompt in picking up children. More than 1 reminder per quarter may lead to losing your seat.
- It is important to notify the office when a change is made to the schedule.

Students are required to conduct themselves appropriately on the bus at all times.

Misconduct on the bus may result in:

- **1st offense** will result in a verbal warning and possible assigned seat. Parent will receive notification.
- **2nd offense** will incur a warning of suspension. Parent will receive notification.
- **3rd offense** will result in a one-week suspension from bus privileges with an assigned seat upon return (no refunds will be granted). Parent will receive notification.
- **4th offense** will result in a three-week loss of bus privileges for the remainder of the semester. No refunds granted.

Following a warning, severe cases of continued misbehavior may result in the driver pulling off the road to call the parents for possible pickup. 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 wear their seatbelt at all times. Phones must be stored in backpacks.

Any non-phone game/music device is allowed as long as it does not disturb others or the driver. The driver reserves the right to deny use of or take the device following a warning of misuse. Students are reminded that riding the bus is a privilege.

## *Chapel Service*

A chapel service is held every Friday. The staff and students meet in the church sanctuary from 8:30-9:00 a.m. An offering is collected at each chapel service and is sent to various mission projects.

## *Church Singing Expectations*

Throughout the school year, students will be scheduled to sing at Emmanuel Church's worship services. This will be approximately once or twice during the semester in addition to the Children's Christmas Service. (Fifth through eighth grade students joining Emmanuel's Junior Choir will sing more frequently. Details and expectations will be shared by the Junior Choir Director.) Emmanuel's faculty strongly encourages all students to participate in these singing opportunities. However, we recognize that different events or situations may arise which might prevent participation. That is understandable; just communicate that information with your teacher.

## *Church/Sunday School 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 (not Sunday School) attendance will be taken every week and reported along with each report card. 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. Attending Sunday School is not counted as church attendance. 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. In the interest of economy, Emmanuel strives to make use of electronic communication as often as possible. Parents are able to stay informed of school and classroom news by reading the weekly *enews* called *PawPrints* and checking the school website and classroom web pages. (Please contact the school office if your family desires to receive a hard copy of *PawPrints*.) Any information that must be sent home in paper form will be included with your child's *Friday Folder*. Parents may also sign up for immediate notifications and reminders through *Remind* - a text messaging system to your phone. Contact the school office for details.

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 or concern, please follow the steps listed below. These steps are based on Christ's instruction given to us in Matthew 18:15-17.

1. First, determine what the problem is. Determine with whom there is a concern and find its cause. This would especially include a teacher or coach. 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.
2. 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.
3. Third, if the concern still exists, with the person involved, take the matter to one of the pastors.
4. Finally, if no solution has been found, consult the Emmanuel School Board.

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 serves 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." 1 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 Emmanuel's teachers will correct their children properly in the spirit of Christian love and concern.

Disciplining is a teaching or leading process. Emmanuel's discipline program is based on the proper application of Law and Gospel. The law condemns and curbs a person's sinful nature as it shows the undeniable need of the Savior. But it is the gospel (good news) of Christ which changes the heart and motivates a person for true discipleship. 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 children 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. Teachers are encouraged to partner with families to address specific discipline issues within the classroom.

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

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 Emmanuel School Board as appropriate. School disciplinary action may include:

- **Referral** - When a discipline issue is not resolved at the classroom level, the teacher will initiate a written referral to the principal. The student's family will be informed by the principal whenever a discipline referral is made.
- **Detention** – (see detention section below) A one-hour period of time after the school day during which the student works on a predetermined project. (There is a \$15.00 supervisory charge for each detention period.)
- **Suspension** – The student is removed from the classroom for a specified period of time. Conditions of the suspension may vary.
- **Probation** – A period of time during which a student is expected to demonstrate specific behaviors.
- **Expulsion** – Permanent removal from school.

For school-wide discipline issues, the following guidelines will be used:

- After two referrals, the student will be required to serve a detention period.
- 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 may be expelled from school.

## **Appeals Process**

Parents may appeal a suspension or expulsion. A written request must be made to the principal and to the chairman of the School Board. Requests must be made within five days of the suspension, dismissal, or expulsion. A meeting between the parent and School Board will be scheduled to discuss and clarify the reasons for expulsion. At this time, the parent/student will make their appeal. The School Board may ask the parent and student to step out for any further discussion and/or vote on the appeal. The School Board decision regarding the appeal will be final.

**Situations which are considered extreme or presenting an immediate danger are determined by the principal and Emmanuel School Board 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 upon request.

## ***Dress Code***

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. 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 such as skulls or weapons, etc. If you are unsure, it is probably best to leave it at home.) Muscle shirts and tank tops with shoulder straps less than two inches wide may not be worn. Jerseys will be allowed with a sleeved T-shirt. Low-cut tops for girls must be modest. A student's midriff may not be exposed at any time. Pants/shorts that are excessively tight, baggy or sagging are not permitted. Pants/shorts that have a printed message on the back side may not be worn.

## **Shorts and Skirts**

Shorts, skirts, and dresses must be of modest length. (Shorts must extend below the child's fingertips when arms are extended at the side. 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. Sandals must have a heel strap.

## **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 ear piercing 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 (e.g. a cover-up article of clothing).
- **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 Emmanuel School Board to determine further action.

## *Emergency Closing*

In the event of non-standard dismissal, parents will be notified by REMIND text and email. **Upon enrollment the school office will contact those who are not enrolled in REMIND.**

### **Off-site Dismissal**

In these cases (e.g. gas leak) students will be led by class through the back-field gate and assemble at Dwight Park. The park is reached by car by going south on Roosevelt Ave (east of the school) at the traffic light on Southern Ave. The teacher will sign out the student before exiting the campus and take emergency information for each child with them. Drivers may be prohibited from taking the route. Children will then be supervised until an all clear is given to return to campus or the child is signed out by the parent or authorized adult.

## *Extracurricular Activities*

Such activities include: after-school athletics and lower/upper grade drama productions. Participation in extracurricular activities is a privilege. Misuse of this privilege will result in ineligibility. To be eligible for extracurricular activities a child must be in good academic standing. If a student falls behind in school work or receives a grade lower than a "C-" on a report card, the student will no longer be considered in good academic standing. (Special consideration may be given after consultation with the child, parents, teacher(s), the staff member in charge of the activity, and principal.) Academic status and extracurricular eligibility will be reviewed at mid-quarter and the end of each quarter's grading periods. If a student is deemed ineligible at either review, he/she will remain ineligible for the duration of the current sports/drama season. Students in any grade on disciplinary or academic probation may not participate in extracurricular activities.

For unfinished school work, the teacher may require the student's work to be completed before attending any practice. In such cases, the coach/director may require that the late-arriving student sit out for the remainder of their practice.

Students are required to conduct themselves appropriately at all extracurricular events and practices.

Younger siblings are not allowed to attend practices after school. Parents may send their children to Lion's Den.

Participants are expected to attend all practices.

Extracurricular activities are led by faculty members and/or parent volunteers under the supervision of the athletic director, the principal, and the Emmanuel School Board.

Parents of participants will be responsible for paying for any damaged or lost equipment/uniforms.

Parents are asked to transport students to and from all extracurricular events and practices.

Students in grades 5 - 8 who participate in athletics will be charged an athletic fee at the beginning of each school year. The fee will cover participation in all school-sponsored sports for the entire year.

Students participating in Drama Club will be charged a \$15 Drama Club fee to be paid prior to the first rehearsal. The fee will cover participation in the Drama Club production and celebration party to follow.

(Please refer to the *Athletic Handbook* for a complete explanation of Emmanuel's philosophy, policies, and procedures regarding the athletics program.)

## ***FERPA - Family Educational Rights & Privacy Act***

Emmanuel complies with all FERPA regulations and guidelines set out in the law under the US Department of Education.

## ***Financial Policies - Tuition and Fees***

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 2022-2023 school year at Emmanuel Lutheran is approximately \$8,300. **Please note:** the first tuition prepayment of \$300/student must be paid by July 10. After this time, a late enrollment fee of \$50 will be applied. This first tuition prepayment must be paid at Back to School Orientation Day or admission will be denied.

All families are required to enroll into FACTS, our tuition management company. There is no cost to families for this service. You may enroll in FACTS by clicking on the link found on our website or completing a FACTS paper agreement form. You may choose from:

1. Single payment plan - Full tuition payment on or before *August 10, 2022*. (FACTS enrollment is not necessary.)
2. Monthly payment plan - Families may choose to make payments on either the 1<sup>st</sup> or 15<sup>th</sup> of each month with the first payment due in August.

FACTS will apply a late fee of 5% or a minimum of \$5. Past due accounts will initiate contact from FACTS. Delinquent accounts of 10 days past due will be submitted to FACTS.

FACTS offers an *optional* Peace of Mind insurance benefit for only \$22.50 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

Should you wish to contact FACTS for any reason, you may reach them at 866-441-4637.

Tax credit scholarships are a great way to help with tuition costs. All new families and families whose children enter kindergarten are required to attend one ACSTO workshop in the course of the year. Workshops typically begin within the first week of school.

We ask that all families apply with ACSTO and the many other tax credit organizations that are listed on our website. Take note that each organization has their own application, enrollment deadline, and award periods.

Tuition tax credit amounts from ACSTO and other STOs will be applied to the current school year's tuition and will again be adjusted following a scholarship award. Families may not wait on tuition tax credits for past due accounts. Monthly payments must be made. All balances are due by the last day of school. In the event that a credit balance exists at the end of a school year, we request that the family, in writing, specify whether that balance be refunded or applied to the following school year.

Should there be a financial hardship or extenuating circumstances please let us know for tuition assistance purposes. If you have a special need or concern, please contact the bookkeeper or principal explaining the circumstances. Should you have an unexpected situation during the year, please reach out to us as soon as possible. Information may be shared confidentially with the school board or tax credit organization. Tuition assistance cannot be guaranteed and every year may be different based on available tuition assistance funds.

## *Field Trips*

Field trips are a part of your child's educational experience at Emmanuel. Students must wear *the most current* school-issued t-shirt. If forgotten, one will be temporarily provided.

Field trips will be announced well in advance of the trip's date. Prior to a school or classroom field trip each family will receive a letter explaining the trip and a parental permission form. Families are asked to return the form promptly to avoid a situation in which a child would not be able to accompany his/her class on a field trip. With the

exception of the end of the school year party, most field trip costs are included in the tuition.

On occasion, 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 complete the Abuse Prevention Policy orientation and submit the required forms.

## ***Fine Arts***

As part of its regular curriculum ELS offers music classes, hand chimes, junior choir, art classes, a guitar program, instrumental lessons, and a band. The following extracurricular fine arts opportunities are also available: Drama Club, and for an additional charge, private piano and instrument lessons. Students are also encouraged to use their God-given musical talents to assist in worship during our Friday chapel services. All fine arts programs are led by faculty members/spouses, adult members of Emmanuel or other WELS churches or those approved by the principal.

## ***Grading***

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

100%	A+	77%-79%	C+
93%-99%	A	73%-76%	C
90%-92%	A-	70%-72%	C-
87%-89%	B+	67%-69%	D+
83%-86%	B	63%-66%	D
80%-82%	B-	60%-62%	D-
		Below 60%	F

## ***Grievance Policy (complaints)***

“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.” ( I Peter 3:8) Emmanuel Lutheran School’s principal, teachers, and school staff work very hard to maintain an environment that nurtures Christian love and academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

To work towards this common goal, the following procedure is to be followed:

1. When bringing a grievance, parents and/or students should maintain a calm and respectful attitude. This will set a tone where real listening can occur and understanding can emerge.
2. Parents and/or students with grievances regarding academics or general classroom matters should schedule a meeting with the teacher to discuss matters of concern. If the matter is not resolved, a meeting should then be scheduled with parent and/or student, teacher and principal for further discussion and resolution.
3. Parents and/or students with grievances regarding general school policies or procedures should schedule a meeting with the principal to discuss matters of concern. The principal will work with parents and/or students to determine the proper course of action. The principal may consult with the School Board before a final course of action is taken.
4. If the matter is not satisfactorily resolved with the teacher or principal through the above procedures, parents and/or students may bring their grievances to the School Board for consideration.

## ***Health Services***

### **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, strep, 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.

### **Emergency Information**

Current emergency information is required for each student. Information is provided by the parent for each child at the beginning of every 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.

### **Excessive Heat Policy**

In most cases, this policy will go into effect when an excessive heat warning has been issued. When issued, students will have limited outdoor exposure. Athletic practices may be canceled or held indoors.

### **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.

### **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.

Children who have been ill with a fever must be fever-free (without medication) 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 physical education or recess, or has special limitations due to illness or injury for more than three days, a doctor's note will be required.

## **Immunizations**

According to state law, all children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, varicella, and hepatitis B. Students require two additional immunizations at age 11, the Tdap and MCV4 (Meningococcal). 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 department or school office. Prior to the first day of the new school year, the school office must have a complete and documented immunization record or legal exemption form on file. Your child will not be allowed to enter school until these requirements have been met. You may obtain a list of immunization requirements from the school office or by visiting [www.azdhs.gov](http://www.azdhs.gov).

## **Insurance**

Emmanuel Lutheran School does not carry personal injury insurance for each student. Emmanuel encourages parents to have health insurance for their child(ren). Emmanuel does have a limited liability insurance policy.

## **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.

Short-term medications will be administered to students at school if written consent for administration of approved medication is signed by the parent and the medication is provided in the original packaging with the student's name attached. The school does not keep a supply of over-the-counter medication for student use.

## **Screening Programs**

Hearing screenings are done for students in grades K, 1<sup>st</sup>, 6<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.

## ***Homework***

Homework and school work is not a means to itself, but rather the unfinished portion of classroom work used to practice new skills, reinforce the lessons, or assess student learning. You can expect that your child will bring home some degree of work most school days. Some very loose guidelines for homework time are as follows: grades 1-2 about fifteen to thirty minutes per night, grades 3-5 about thirty minutes to one hour, grades 6-8 about one hour to ninety minutes. Please inform your child's teacher if your child regularly spends an extraordinary amount of time on his/her homework.

- All assigned homework or school work, whether it is done at school or home, is expected to be completed and handed in on time. Absences due to illness or family emergencies will receive one make-up day per day absent.
- A signed note from the parent can offer a reasonable excuse for unfinished work and is not considered late. Any late work however will be marked as a zero until it is turned in.
- Consequences for long-term projects such as reports, projects, and research papers will be subject to the guidelines as provided by the teacher when assigned. Such consequences may involve docking the grade.

When a student in grades 6-8 has an incomplete assignment, the teachers will document and track the late assignment(s). If the teachers begin to see a potential habit of

continuous late work, the parents will be notified. Incomplete work guidelines and consequences:

- The student will receive an “F” (0%) for the incomplete assignment. (All assigned work must be completed). This grade will be raised after the work has been completed and submitted to the teacher.
- Teachers will work with parents when persistent incompletes cause problems for the student.
- If a teacher deems it necessary, an after-school work period may be issued so the student has additional time to complete late and unfinished work. Teachers and parents will identify a mutually agreed-upon time.
- Teachers will notify the principal of any students developing ongoing problems with incompletes.
- During meetings at any level – teacher, principal, pastor – with the parents, consequences for future incompletes will be discussed. Consequences would include: removal from extra-curricular activities, detentions, School Board involvement, suspension, and expulsion from school.
- All who become involved in a child’s incomplete problems will keep the child in their prayers. As in all difficult situations at school that a child may encounter, great effort will be made to assist the parent and the child.
- For academic purposes, teachers may require “do-overs” or corrections on assignments that were finished but received failing or other low grades. These “do-overs” or corrections are simply to make sure the student learns the necessary material. They only become incompletes if they are not turned in the following school day with the rest of the assignments due that day.

Grades 1-5 may use/modify the above. Your child’s teacher will provide the guidelines.

## **Detentions**

Detention periods will be restricted to the completion of homework and the reading of assigned books. Talking, eating, and sleeping are not allowed. The first infraction of detention hall rules will add ten minutes on to that detention.

## **Cheating Policy**

Examples of cheating – cheat sheets, answers on hand, copying from another student's work, giving away the answers, passing notes or answers during quizzes or tests, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another and pass them off as one's own.)

Teacher Responsibility – When the evidence of cheating is obtained by the teacher, the following disciplinary actions will take place:

**1st Offense:**

- Zero on assignment, teacher confers with student.
- Teacher notifies parent of the incident.

**2nd Offense:**

- Zero on assignment, teacher confers with student.
- Teacher contacts parent explaining specifics of incident after it is established that cheating has occurred.
- The student will not be eligible for Honor Roll recognition for that quarter.

**3rd Offense:**

- Zero on assignment.
- Student sent to principal.
- The student will not be eligible for Honor Roll recognition for that quarter.
- Principal contacts parent for parent conference.

## ***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 for High Honor Roll, a student must maintain a 93% average with no grade lower than A- in the core subjects of religion, math, reading, English, social studies, and science. “A” honor roll students must maintain a 90% average with no grade lower than B+ in the core subjects. To qualify for the “B” honor roll, students must maintain an 83% average with no grade lower than B- in the core subjects. Honor roll students will be posted at the end of each quarter. Students who were disqualified from extra-curricular activities are not eligible for honor roll.

## ***Internet and Technology***

Emmanuel Lutheran School is equipped with internet and email access, as well as Chromebooks. Any use of the internet will be under the supervision of classroom teachers. Any misuse of the internet or computers may result in loss of privilege for the remainder of the school year. In order to ensure their proper and God-pleasing usage,

all parents and students are required to sign the Computer and Internet Usage Agreement. Personal student devices which have internet capabilities are prohibited.

## *Lion's Den*

All preschool-grade 8 students are eligible to attend our extended care program. Hours of operation are from 7- 8 a.m. and 3:15 – 6 p.m. Both sessions meet in the classrooms on the south end of campus. Students arriving before 8 a.m. and not picked up by 3:15 p.m. (2:00 p.m. on Fridays) will be sent to Lion's Den. Parents are asked to sign out their children at time of pick-up. There is a charge of \$3/half hour/child (subject to change) and \$1 per minute after 6:00 p.m. If gates are locked, please use the wireless doorbell located near the front gate to contact the supervisors.

## *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 (Treasures)*

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*

**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. Usage will be allowed only with teacher permission. Parents who need to get in touch with their child during the school day should call the school office.

**Electronic Devices:** Students are not to use portable music players or video games of any kind at school or school-related functions. CDs and other types of music files and game cartridges should stay at home. The school is not

responsible for lost or damaged music players or games either at school or when on the bus.

**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.

**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 your child's name.

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

## *Parent / Teacher Conferences*

Parent/Teacher conferences will take place after the first quarter report cards are sent home. The teacher or parent may require and schedule a conference following the third quarter. Additional consultations periods may be scheduled if desired by either the teacher or parents.

## *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, Chromebooks or other property for which they are responsible.

Any destruction or harming of school property is considered vandalism. Disciplinary action will range from cleaning and paying for damage to suspension and expulsion.

Unauthorized school pranks designed to be humorous but result in damage or harm may require restitution and could possibly lead to suspension.

## ***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.

## ***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. Emmanuel reserves the right to withhold final report cards and transfer of records in the event of any unpaid balances.

## ***School Hours***

The school day will run from 8:15 a.m. to 3:00 p.m. School will be dismissed at 1:50 p.m. on Fridays to allow for faculty in-service work. Students arriving before 8:00 a.m. or remaining after school past 3:15 p.m. (2:00 p.m. on Fridays) will be sent to the Lion's Den, and parents will be billed accordingly.

## ***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***

Students bringing their own lunches are responsible for the proper storage of that food. (Refrigerators are not available for student use.) Students in grades 3-8 who bring their lunches have microwave ovens available for use. Parents and children are encouraged to make healthy lunch choices. Please do not bring candy, soda pop, energy drinks, and the like.

Emmanuel will offer Friday lunch opportunities at a specified cost.

Milk is provided on a daily basis for interested students at a specified cost.

## *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 to students at a specified cost.

## *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 the office. If unable to speak directly to a staff member, leave a voicemail 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. Campus gates will be locked at 8:15 a.m. and all classroom doors except the school office and church office 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. Please help ensure that gates remain closed when leaving campus.

## *Testing*

Emmanuel uses the Measures of Academic Progress (MAP) testing program as a means of assessing student achievement and projected growth in grades 3-8. Such growth will be measured three times during the school year. Individual and class results guide curriculum planning and help teachers assist individual students. A summary of each student's test results is shared with parents after testing.

If a child is determined to require special education, the school will consult with the parent to discuss options available. Testing and speech therapy are also available

through the local school district. A request for district testing must be initiated by the parent.

## ***Weapons***

A weapon is defined as any potentially dangerous or destructive item. Examples include BB gun, knife, laser pointer, billy club, and any type of firearm. Look-alike items (knife/firearm) which are represented to be a real weapon are also included.

Possession or use of such items will result in consequences ranging from a minimum of short-term suspension to expulsion. In determining disciplinary action, the principal and School Board will consider various factors, including, but not limited to, the age and developmental stage of the student, the student's disciplinary history, and whether the student used the instrument to harm or threaten harm to another person.

## **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.

revised & adopted by the Emmanuel School Board: 7/2022

## 2022-2023 Tuition and Fees

### Kindergarten – Grade 8

Families who are members of Emmanuel Lutheran Church  
 Children Attending ELS      Annual Cost Per Child

1	\$4,175
2	\$3,965
3	\$3,860

Families who are not members of Emmanuel Lutheran Church  
 Children Attending ELS      Annual Cost Per Child

1	\$6,950
2	\$6,605
3	\$6,430

Monthly tuition is based on 10 payments beginning August 2022 with a \$300 per child prepayment due on or before July 10. Payment after July 10 will result in a non-refundable \$50 per child late enrollment fee. Tax credits can be applied to the prepayment but not to the late fee. This prepaid tuition enrollment amount must be paid for the student(s) to start school.

### **Fees: Kindergarten – Grade 8**

Tax Credit dollars **may not** be used to cover any fees.

Athletic Fee: To be determined for each student participating in athletics

Drama Club Fee: \$15 for each student participating in Drama Club (Grades 1-8)

Book Fees: As required

Bus Fee: \$3.50 per ride (subject to change)

Lion’s Den Fee: \$3 per half hour (subject to change)

## 2022 - 2023 School Calendar

Aug 8	Back to School Orientation Day & Supply Drop-Off 9:00 a.m. - 12:00 p.m. & 4:00 p.m. - 8:00 p.m.
Aug 10	School Begins
Sept 5	Labor Day - <b>No School</b>
Oct 7	End of First Quarter
Oct 10-14	Fall Break - <b>No School</b>
Oct 21	Parent-Teacher Conferences - <b>Noon Dismissal (Lion's Den available)</b>
Nov 2-4	AZ/CA Teachers' Conference - <b>No School</b>
Nov 23	<b>Noon Dismissal (No Lion's Den)</b>
Nov 24-25	Thanksgiving Break - <b>No School</b>
Dec 18	Children's Christmas Service
Dec 21	End of Second Quarter - <b>Noon Dismissal (No Lion's Den)</b>
Dec 22-Jan 3	Christmas Break
Jan 4	Classes Resume
Jan 1	Martin Luther King Jr. Day - <b>No School</b>
Feb 17	Teacher In-Service - <b>No School</b>
Feb 20	Presidents Day - <b>No School</b>
Mar 3	John Henderson Memorial Basketball Tournament - <b>No School</b>
Mar 10	End of Third Quarter
Mar 13-17	Spring Break - <b>No School</b>
Apr 6-10	Easter Break - <b>Noon Dismissal on Apr 6 (No Lion's Den)</b>
Apr 11	Classes Resume
May 24	<b>School Dismissed at Noon (No Lion's Den)</b> Graduation Service
May 25	Tentative End of Year Party

## 2022-2023 Handbook Signature Page

Parents,

**Please read the following statements carefully and sign below to indicate you are in agreement. Return this page to the school office.**

I hereby affirm that I have read the School Handbook and discussed its policies with my child(ren).

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the School Handbook.

I agree that, as a parent/guardian, I will not knowingly and/or actively endorse, promote, advocate, or support practices or activities that are not consistent with the doctrine and teaching of the Wisconsin Evangelical Lutheran Synod.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to God and his Word, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that this Handbook does not contractually bind Emmanuel Lutheran School and is subject to change without notice by decision of Emmanuel Lutheran School's governing body.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future years. We ask that both parents/guardians sign below.

_____	_____	_____
Signature of Mother/Guardian	Printed Name	Date
_____	_____	_____
Signature of Father/Guardian	Printed Name	Date

# Notes