

**PREFACE**

This booklet is intended to answer questions for parents and students concerning policies, activities, and programs at Emmaus Lutheran School. It is part of the Board of School Administration's policy manual.

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## **PURPOSE STATEMENT OF EMMAUS LUTHERAN SCHOOL**

Emmaus Lutheran School provides a Christ-centered and child-centered environment to enable each child's journey toward a whole Spirit-filled life.

### **PHILOSOPHY OF EMMAUS LUTHERAN SCHOOL**

God created man in His image, holy and perfect. Man fell into sin and broke his perfect relationship with God. Our merciful God did not want man to be lost. He sent His only Son Jesus to save us. Jesus death and resurrection bridged the relationship between God and us and gave us the gift of eternal life. God did this, not because we deserve to be saved, but because He loves us and wants us to be with Him eternally. Faith is a gift from God that is worked in us by the Holy Spirit.

Christ died for all to be saved, but not all are Christians. Therefore it is important that we at Emmaus teach the Word of God every day. We witness the work of the Holy Spirit in our school as students join our Christian family through the Word of God and the sacrament of Holy Baptism. As students are confirmed after two years of instruction beginning in Sixth Grade, they will then be able to be strengthened throughout their lives by participating in the sacrament of Holy Communion. We ask the Holy Spirit to work His power among us to nurture those seeds and help them bloom towards eternal life.

God's Word is taught throughout the day at Emmaus-not just in religion class. Teachers teach students man's shortcomings through the Law and the saving forgiveness of the Gospel. This understanding is witnessed with the whole school family all over the school. Relationships are healed through the forgiving power of our Savior. We are members of his precious family, unique and special because we are heirs of eternal life.

Teachers minister to the total child: spiritually, intellectually, physically, and emotionally (see goals). The parents and families of our students are included in that total child. Working as a team with God as our head can accomplish great things. Parents, too, need to know Jesus as their Savior. They need to know that God wants them to be a part of His family also. As special creations and members of His kingdom, parents can minister to the needs of the special gifts God has entrusted to them-their children.

## **GOALS OF EMMAUS LUTHERAN SCHOOL**

As an arm of the ministry of Emmaus Lutheran Church, we in the school are charged with the nurturing and development of the young members of God's kingdom. Our quality education program encourages each child's individual growth:

**SPIRITUALLY**-- Each child develops a loving relationship with his Savior. In God's grace, through Christ's death and resurrection, he receives the promise of eternal life. He learns to trust in the love of his Savior and works to live out his life in service to Him.

**INTELLECTUALLY**-- Each child is able to learn. Our goals of academic growth and excellence challenge him to use his mind in a God pleasing way.

**PHYSICALLY**-- Each child works to develop his physical abilities to live a healthy and productive life as one of God's creations.

**EMOTIONALLY**-- Each child is a precious creation of his Heavenly Father. As such, he learns to confidently live his life as a happy and productive citizen of the world and of God's kingdom on earth. There can be no better source of developing self-esteem than from reading in the Bible that God loves us and made us to rule over the earth. Students are encouraged to recognize their feelings and express them in healthy relationships.

We at Emmaus work as a team to achieve these goals--Students, Teachers, Parents, School Board, Congregation, Pastor--always with God as our leader.

## **ACCIDENTS**

In case of a serious injury or accident, which we feel may require the care of a doctor or dentist; we will make every effort to contact the parent using the home, cell, and emergency phone numbers, which have been supplied to us. If we cannot reach the parent, we will contact the emergency services of the paramedics for proper and safe care of the child. **Updated emergency information is imperative! Please send any change of address and/or work and home phone numbers to the school office and to your child's teacher immediately.**

## **ADMINISTRATION**

Our school is one of the ministries of Emmaus Lutheran Church and is under the control of the voting membership of this church. In order that this ministry may be carried out in the best possible way the voters have placed the responsibility of overseeing the administration of the school in the hands of an elected body, from among its members, which is called the Board of School Administration, or School Board. The voters have called and contracted a select group of men and women, led by the principal, who are to carry out established policy of the School Board and the wishes of the voting membership of Emmaus Lutheran Church. The School Board and the faculty are charged with the day-to-day running of the school. The School Board is responsible for establishing policy and setting the school's budget, the latter of which must be ratified by the voting membership of the church.

If any questions arise regarding the general policies of the school, parents may contact the principal or any member of the School Board. If there are questions of a specific nature regarding their child, parents are first to contact their child's teacher. If there is still a question parents may then talk to the principal. If the parents feel there is still a question, they may bring it to the School Board.

## **APPEARANCE STANDARDS AND UNIFORM POLICY**

Emmaus believes that the social growth of the student is also important and is therefore concerned that they acquire the skills necessary for effective participation in Christian living. The Bible says that Christians should show love and consideration for their fellowman in all things. (Romans 13 and 14 are a good source of guidance in this area.) Applying this, we would not wear something that would make someone else uncomfortable. Clothing should be worn in the style and purpose for which it was designed. Not all fashion trends are appropriate for school.

Therefore, Emmaus has instituted a uniform policy for its students in Grades 1 - 8 that, with appropriate grooming, will promote an environment of seriousness and concentration for learning.

We believe the following specific guidelines are fair to all and will allow us to concentrate on our task of Christian education. If you are not sure that an article of clothing meets the guidelines, ask before you wear it.

1. All clothing should be clean, hemmed, and in good repair.
2. Outdoor apparel (heavy jackets, hats, sunglasses, etc.) is never worn inside the building during school hours unless authorized by the teacher.

3. Shorts may be worn at any time during the year. All shorts worn must have a 5" inseam. No pajama pants or any clothing with writing across the bottom (back of pants) will be allowed.
4. Especially for boys:
  - Hair should be at a length where it does not cover the student's eyes or the entire ear.
  - It should not extend past the bottom of the collar of a shirt or the top of a collarless shirt and should look well groomed at all times.

These guidelines are intended for all students in Emmaus from pre-school age through 8<sup>th</sup> grade. Pre-school and Kindergarten students do not have to adhere to the uniform policy but parents are asked to use discretion in the type and style of clothing they allow their children to wear to school. Preschool and Kindergartners should not wear flip-flops or backless shoes. All faculty, staff, volunteers, parents, and fellow students need to mention problems that have been observed to the student and to the child's teacher for the following violation actions:

1<sup>st</sup> offense- the problem will be corrected in the best way possible; the child will be verbally warned and a note will be sent to parents so that they will know of the problem. Parents must send a return note.

2<sup>nd</sup> offense- The problem will be corrected as soon as possible; the child will be given a detention period and a note will be sent home for parents to be informed. Parents must again return the note so the school knows their note was delivered.

3<sup>rd</sup> offense- the problem will be corrected; the child will be given a discipline notice (white slip), which also serves as the note back and forth; and detention will take place.  
 Dress and Personal Appearance Guidelines

## **Emmaus Uniform Policy For grades 1-8 only**

### **Pants, Shorts, Skirts and Capris**

Must be solid or uniform plaid. Can be cargo or corduroy. **No denim of any color.**

Must fit properly and be worn at the waist. **No oversized pants (baggy) and not too long.**

Skirts or dresses must extend to within **3 inches** of the bend in the back of the knee.

Skirts, dresses, & jumpers may be uniform plaid.

Shorts must have an inseam of at least 5 inches. Cutoffs are not acceptable.

**NO CHAINS ON PANTS, SHORTS, OR SKIRTS.**

No sweat pants, warm-up pants, break-away pants, or pajama pants.

No bib overalls are allowed.

### **Shirts**

Must be plain(no logos, numbers, or writing), solid or striped, buttoned polo shirt.

May be plain white or striped button down as sold in uniform section

Can be long or short sleeved.

Shirt must fit properly – not too short or tight. **No baggy clothing of any type.**

Shirt must come below the belt loops when sitting.

**Emmaus t-shirts, Camp Lakeview Shirts, and Lutheran High School apparel** are acceptable.

Sweaters and Zipper jackets are acceptable.

Lutheran High School pull-over hooded sweatshirts or solid only.

Can wear long sleeved, solid colored shirts under the polo shirt.

### **Accessories**

Piercing jewelry may only be worn in the ears.

Stud style earrings only for boys and girls for safety reasons. NO gages of any style.

Any jewelry worn must be appropriate for a Christian school.

Tattoos (whether permanent or not) are not to be visible.

No scarves, hats, bandannas, sunglasses, or sweatbands are to be worn in the school building.

No printed or striped knee highs socks with skirts, shorts, or capris .

### **Shoes**

Shoes worn in the gym must be a separate pair of shoes that are not worn on the street.

Shoes must have a back – No flip-flops, athletic slides, or backless shoes.

### **P.E. Clothing - 5<sup>th</sup> – 8<sup>th</sup> grade only**

Plain navy t-shirt or Cougar shirt only.

No writing on the back of the shorts. Must have 5” inseam.

Anyone breaking dress code will be sent to the office. Students can change their clothing if available. If not, the student’s parent will be called to bring appropriate clothing. If a parent cannot be contacted, the student will spend the day in the office.

\*\*There will be special days approved by the faculty of Emmaus, including some field trips, where students will be able to wear clothing other than what is required for the dress code. Parents and students will be notified of these days.

## **ARRIVAL AND DEPARTURE**

For the safety of our students, please follow these procedures when dropping off or picking up a student at Emmaus.

**DROPPING OFF-** The school day begins at 8:00am. The main doors by the alley are unlocked at 7:45am. Please drop off your student by traveling north in the alley from Orange Street and letting students out at the gate opening. **Please do not drive onto the inner lot to drop off students.** If you are walking your child into the building, please park on the west lot and walk your child across the alley to the school. **PICKING UP-** For the **11:00am** Preschool and the Tuesday and Thursday **11:15am** Kindergarten dismissal, please park in the west lot. After dismissal please be sure to walk your child to your car. If you arrive to pick up your Kindergarten or Preschool child after 11:30am, you will find him in the childcare room or lunchroom. Some extra fees may then be applicable.

For dismissal of students at 3:00 pm, including Kindergarten on Monday, Wednesday, and Friday, please enter the west parking lot from Linden Street and form four (4) lines on the south side of the parking lot (in the eastbound lane) beginning at the alley. Students will be dismissed to the cars waiting at the front of each line first. When the front car of each line has left, the next car in each row will move up and their students will be released. This will continue

until all cars waiting in line have had students released to them. If you are not going to be

picking someone up right after school (i.e. Market Day, sports practice, socializing, etc.), please park in the spaces along the fence on the north side of the lot (westbound side). Cars for students who are not ready at dismissal time may be asked to move to the parking spaces to wait. If you are not in one of the four (4) lanes you must walk to the inner lot or into the building and personally pick up your children. **You will not be allowed to park in the inner lot to wait for or pick up a student.** The teachers will make every effort to have the students ready and on time for dismissal.

If students are not picked up by 3:15pm they will be taken to the childcare room and applicable fees will be charged. Exceptions to this rule will have to be discussed with your child's teacher or the principal.

### **ASBESTOS NOTIFICATION**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). This law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Emmaus conducted its first inspection in March of 1990 utilizing the services of Larron Laboratory, and has had a re-inspection every three years as required by law. The results of these inspections have been included in our management plan. This management plan is available in the school office during any normal school hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The purpose of the Federal and State regulations is to protect the health and well being of all persons entering Emmaus Lutheran School for any reason. Emmaus takes very seriously the recommendations made in the management plan, which has been sent to and approved by the Indiana Department of Environmental Management. You, as a parent, are welcome to examine the management plan that affects your children.

### **ATHLETIC PROGRAM**

The athletic/physical education program at Emmaus is two-fold. We believe that physical education is important for every child. For this reason we have a trained P.E. teacher on staff that has an organized, sequential curriculum for the students. These regular classes are supplemented by organized play during many of the recess periods.

A \$25.00 participation fee will be charged to each student for each sport they participate in. This includes, volleyball, soccer, basketball, and cheerleading. This fee will be used for gym expenses and uniform use.

Inter-scholastic teams in various sports are also sponsored by Emmaus. Students who are scholastically eligible (maintaining a GPA of 1.5 or higher), as determined by the faculty, and in

the proper grade level, as determined by the Lutheran School's Athletic Association are permitted to try out for the various teams. (Soccer, Volleyball, Cheerleading, Basketball, and Track). These inter-school teams foster advanced skills and competition. Being a member of any of these teams is a privilege, not an absolute right. Christian behaviors and attitudes are expected from all players, coaches, and fans. We expect this win or lose.

## **ATTENDANCE**

Regular attendance is a vital factor in each student's academic progress. Responsibility for regular attendance rests with parents.

**ALL ABSENCES ARE TO BE EXCUSED IN WRITING. THE STUDENT OR HIS PARENT SHOULD BRING IN A NOTE ON THE DAY HE RETURNS TO SCHOOL. IF A STUDENT IS TARDY WE ALSO EXPECT A NOTE FROM THE PARENT WHEN HE ENTERS SCHOOL. IF AN EXCUSE NOTE IS NOT RECEIVED ALL WORK MISSED DURING THE ABSENCE WILL RECEIVE A ZERO (NO CREDIT WILL BE GIVEN FOR THAT WORK).**

Indiana state law says that only the following shall be considered as legal reasons for absence:

1. sickness of the child
2. death in the immediate family
3. quarantine

According to state law, vacation trips, etc. cannot be considered excused absences. Doctor and dental appointments during school hours are also discouraged. Extended or repeated unexcused absences will be reported to the state attendance officer.

**We ask all families, from Pre-school through eighth grade to work at being on time for the beginning of the school day. Four (4) or more tardies in a quarter will count as a day absent and therefore affect attendance awards. If you have forgotten to give your child a note at home regarding the reason for being tardy, please remember to come into the school office with your child and write a note for the teacher so your child may enter the classroom.**

A child who misses more than **20** days of school, may at the discretion of the child's teacher and the Principal, be held back to repeat the grade since they will have missed at least a month of school and many important skills and lessons. An exception to this rule is if there has been an extended illness and steps have been taken to work with the child on an individual basis.

## **AWARDS**

Three awards nights are planned each year. They will be held in the fall, late winter, and the end of the school year to honor our students for their academic and athletic achievements. Three of our special awards are explained below.

### **HONOR ROLL:**

The honor roll is determined after each quarterly grading period. Students in grades 3-8 will be listed on the "B" honor roll if their grade point average is

between 3.0 and 3.59. They will be on the "A" honor roll if their grade point average is between 3.6 and 4.0. Honor Roll is determined after every quarter.

#### **CITIZENSHIP:**

Each year two students from each grade may earn the honor of their grade's Citizenship award. This award is presented for Christian attitude, behavior, and cooperation as voted on by all teachers and coaches who have the students under their care for the year. In grades 5-8 the students also vote for their peers for this award.

#### **VARSITY LETTERS:**

All students in pre-school through grade eight earn points for participation in any extra-curricular event and for attendance and honor roll recognition. These points accumulate during their years at Emmaus and lead to earning a varsity letter and additional recognition. An Emmaus student is eligible to receive their first letter after the completion of the 4<sup>th</sup> grade.

### **CHAPEL SERVICES AND MISSION PROGRAM**

Chapel services are conducted once each week, normally on Wednesday mornings at 8:15 am (8:30 if we have a guest speaker). Parents and friends are welcome and encouraged to attend these services. A Pastor, a teacher, or a special speaker will conduct these services. Chapel speakers and starting times are found each week in the News and Notes.

Each month the school will sponsor a different mission program, and the chapel offerings will be sent to that designated mission. The school calendar lists the mission program we are sponsoring each month.

The chapel services and mission program are an educational experience for the students; they are made aware of other worship forms and gain knowledge of the work of the church-at-large. Besides the chapel services, we also worship God each day through classroom devotions.

### **CHILD CARE CENTER**

A childcare center operates as a service to parents of all our students. "In God's Arms" Childcare operates in our school building. It is run by Emmaus Lutheran Church. Families who wish to use the childcare must register in advance. Families should be aware of the days and times that their child will need to be cared for. Payment must be made on Monday for the coming week. Rates for care are set by the childcare. Please contact "In God's Arms" if you have any questions.

### **CHURCH ATTENDANCE/SUNDAY WORSHIP**

Our Lutheran Christian school exists so that we may add the Word of God into the curriculum. We teach the children that God loved them so much that He came to earth to die for them and that with faith, through the power of the Holy Spirit, they will have eternal life with Him in heaven. Because of God's love we can, and should, show our love to Him and to others. We teach them God's Word where He says, "Remember the Sabbath day to keep it holy", and where He says "He that is of God, hears the Word of God and keeps it".

Because we do not want our teaching to be in vain, we expect all parents to show,

through their example, that the Word of God that we teach is indeed important. We expect all parents to bring their child to all church services and attend together with them. We also expect that parents and children will attend Bible Class and Sunday school so that they can further grow together in God's Word.

### **COMMUNICATION BETWEEN SCHOOL AND HOME/NEWS & NOTES**

We believe that regular communication between teachers and parents must take place in order for the children to do their best in school. The principal sends home a weekly "News and Notes" every Tuesday. Some teachers, especially in lower grades, also send home a newsletter from their classroom each week. Please be sure to read these papers. You may have to get in the habit of asking your child and/or looking in book bags for them. If parents have questions please be sure to call the school or the child's teacher.

### **CURRICULUM**

A school's curriculum can be defined as everything which the school sponsors or in which it has its children participate. As such, the athletics, the band, choirs, the spelling bee, and all other special programs and events are part of our school's curriculum. These parts of the curriculum, as well as the formal courses of study, are infused with, and based upon, the study of the Word of God in our Christian school. It is this infusion of Christian training that is the whole reason for our existence.

The formal courses of study comply with the standards set by the State of Indiana with the exception of the studies in the field of religion. They are as follows:

#### **RELIGION-**

Bible study; worship; catechism; church history; confirmation instruction; memory work.

#### **LANGUAGE ARTS-**

reading; grammar; spelling; literature; handwriting; phonics; English usage; creative writing.

#### **MATHEMATICS-**

number usage; general math; pre-algebra, algebra.

#### **SCIENCE-**

general science; earth science; biological science; physical science; health; sex education.

#### **SOCIAL STUDIES-**

citizenship; American history; Indiana history; world geography; world history.

#### **FINE ARTS-**

music; art; choir; recorder; drama; music appreciation.

#### **PHYSICAL EDUCATION-**

games; team & individual sports; rhythms; basic tumbling; aerobics; exercises.

#### **COMPUTER-**

The computer lab as well as the computers in the classrooms are used by all students for hands-on experiences in word processing, enrichment in all basic subjects, creative writing, and in many other ways that will help our students take their place in the world of expanding technology.

Our curriculum in pre-school and kindergarten has a strong emphasis on readiness in all subject areas, social growth, and learning through play in interest centers.

We are proud of this curriculum as follow-up studies of our graduates have shown them to be quite successful as they go on into high school.

## **DISCIPLINE**

Emmaus sets high standards for student behavior. Our students are expected to act in a loving, Christian manner at all times. Rules of behavior allow students and school staff to work together in a mutually productive atmosphere. We ask all parents to take an active role in the discipline standards of Emmaus by discussing these guidelines with your child and by being supportive of the teachers when they act in Christian love and properly apply God's Word in law and gospel for the disciplining of the children in order to have a successful classroom.

We have three basic rules posted throughout the school building. These three "R's" are listed here with a brief explanation of what we understand them to mean.

**RESPECT JESUS, OTHERS, AND YOURSELF:** Demonstrate kindness and respect in your behavior and language. Proper language (rather than negative phrases, "put-downs", swearing, etc.) will be expected. Exemplify helpful and courteous behavior with others (rather than acts of nonsense such as shoving, pushing, tripping, etc.). Fighting will never be allowed and, depending on the circumstances, will lead to immediate suspension or expulsion. Do your best in all areas so that you glorify your Lord and Creator.

**RESPECT TEACHERS AND OTHERS IN AUTHORITY:** Students should show respect to adults in authority as outlined in the meaning of the fourth commandment. Reflect a proper response to authority (rather than refusing to follow directions or rules, questioning teacher's statements, using body language through facial expressions or gestures, and verbalizing anger and disgust, etc.).

**RESPECT CHURCH AND SCHOOL PROPERTY:** Students must move about the school property, inside and out, in a responsible manner. Excessive noise, litter, graffiti, are some examples of destruction of property. Students at fault will be expected to replace damaged property. Self-control and trust will be the goal for each student.

If a child fails to conduct himself in a Christian manner as outlined above, the following will happen:

1. When a problem first occurs, the teacher will talk to the student and ask him to correct his behavior. The incident will be recorded and shared with those in positions of authority.
2. If talking to the student is not successful, a teacher will write up a "Discipline Notice" slip. The teacher will show this slip to the student and the student will be expected to

- sign it. The parent is asked to speak to his child about the discipline problem. The parent is to sign the form, keep the top (white) copy and then return the signed yellow and pink copies of the form to the teacher at school on the next school day. The student will not be allowed back into the classroom without the signed form. The yellow copy will be kept in the school office and the child's teacher will keep the pink copy.
3. If misconduct continues, additional slips will be written up. After three, four, or five slips are accumulated, a one day supervised suspension at school will occur.
  4. After six, seven, or eight slips are accumulated, a two day supervised suspension (under above conditions) will occur.
  5. If nine slips are issued, the student and the parent(s) will meet with the teacher, the
  6. principal, and the School Board to consider the students continued enrollment at Emmaus.

It is sometimes difficult to decide whether or not a certain action should result in the child receiving a white slip. We have identified, however, several actions, which will result in an **AUTOMATIC WHITE SLIP**. These actions are:

1. Purposefully causing another person injury
2. Fighting-no matter who started it or who was to blame
3. Inappropriate language-cursing, swearing, talking about drugs or sex when not in a class where it was the topic
4. Vandalism of another person's or school property
5. Doing something or continuing something after having been told to not do it or to stop doing it
6. Doing anything that would violate our harassment policy as outlined on page 17 and 18 of this booklet

**Please note-** in the case of severe disrespectful or defiant behavior, as judged by the principal and the teacher, or for behavior which causes great bodily harm to another person, a "Discipline Notice" slip will be written up for the student and step number five will occur as soon as all parties listed can meet together. The student may be suspended until such time as all parties listed in step number five can be together.

### **DETENTION PERIODS**

Detention periods will be given to children for more minor infractions that would have perhaps caused children to receive a discipline notice (white slip) in the past or for things that are not covered by the rest of our discipline policy. Some examples of what will cause a detention are:

- Assignments not completed when due
- Assignment book not signed
- Running in the halls
- Gum chewing
- Anything else that, in that teacher's judgment, merits a detention.

Our teachers are professionals and the principal and the School Board trust their judgment. A detention period will be at the end of the school day. The child in detention will sit in a designated classroom. Detentions are 15 or 30 minutes long. If three (3) detention periods are given to a student in any one-week, that students will receive an automatic discipline notice slip along with the third detention.

### **ELECTRONICS AND TOYS**

CD's, MP3, IPODS, tape players, beepers, CELL PHONES and toys are not to be brought to school unless the teacher requests them or gives special permission for them to be brought. Any confiscated items need to be picked up by the parent.

### **ENTRANCE REQUIREMENTS**

1. All new students will be accepted on a trial basis.
2. Parents must make an appointment to discuss the child and his enrollment with the principal. At that time, items that our school expects of the parents will be discussed as well as behavior and achievement standards that we expect from the student. Parents should bring their child's most recent report card and standard achievement test (ISTEP) results to this meeting.
3. Before the end of the trial period, and before final acceptance, we will expect to receive the student's records from their previous school. (grades 1-8)
4. We reserve the right to deny enrollment to any student who has a special learning or behavior problem or to any student whose parents do not live up to their financial obligations or to their parental responsibilities.
5. Each class has a size limitation. If the class is full the student's name will be placed on a waiting list.
6. Every student must have had all the basic immunizations required by law. Parents should include a copy of all immunizations along with enrollment forms or must bring a copy at the time of final registration. The school can provide you with a form for physicals, which each student who will participate in a school sport must have yearly.
7. Students must have reached the following ages in order to enroll in the grades listed.

|                         |                      |
|-------------------------|----------------------|
| 3-year-old pre-school-- | 3 before September 1 |
| 4-year-old pre-school-- | 4 before September 1 |
| Kindergarten-----       | 5 before September 1 |
| First Grade-----        | 6 before September 1 |

Parents must bring a copy of the birth certificate for our files for all new students in the grades listed.
8. Emmaus admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **EXTRACURRICULAR ELIGIBILITY AND PARTICIPATION**

Emmaus Lutheran School expects all students participating in extracurricular activities to maintain a high standard in their scholastic achievement and classroom work. Students will not be allowed to participate in, and will be removed from, extracurricular activities if the student has less than a 1.50 (C-) grade point average or if the student has excessive incomplete work and is making a poor effort to complete his work. Students will not be allowed to participate in extracurricular activities until consistent improvement is noted, or in the case of incomplete work, until the work has been completed. **THIS RULE IS NOT IN EFFECT FOR PROGRAMS THAT ARE BEING PRESENTED BY THE WHOLE SCHOOL OR BY WHOLE CLASSROOMS OF STUDENTS.** Examples include the Children's Christmas Service, singing for church services, dramatic presentations where the whole class is to participate, and the like. Indeed, we expect and require all students to participate in these kinds of programs as they are an important part of our curriculum.

If a child is absent from school on a particular day, he is not allowed to participate in that evening's program or activity (especially sports) unless there is a special circumstance involving an excused absence and his participation is approved by the principal and the teacher in charge.

## **FEES, PAYMENT OF**

All checks should be made payable to Emmaus Lutheran School. Checks for lunches and milk should be separate from checks for tuition or any others. **There will be a \$25.00 fee due Emmaus for any returned check, and we may ask you to make all future payments with a cashiers check, a money order, or in cash.**

All fees can be paid in a variety of payment schedules; simply contact the principal. It is most important that all fees be paid in a timely manner according to the payment schedule that you have chosen. You may also pay all fees with Visa, MasterCard, or Discover credit cards. Some may want to pay for the entire year in this manner.

The following are our policies for payment of fees:

**TUITION:** Tuition fees, which include fees for book rental, testing, lab fees, etc., are fixed yearly by the School Board and the rate charged is based on the status of the parent's or legal guardian's membership in Emmaus Lutheran Church. The yearly fee is normally divided into ten (10) equal monthly payments. If you wish some other more convenient payment schedule, please contact the principal. Monthly payments are due by the 1st of each month except August. The first payment is due on the scheduled "final registration" day. This 1<sup>st</sup> month's payment must be paid before the student will be allowed to begin classes. We will adhere to the following steps in an effort to keep all payments current:

1. If tuition was not paid by the 1st and is still not paid by the 5th of the month, a reminder will be sent home with your child.
2. If the tuition is still not paid on the 10th of the month, a notice of "**Intent To Suspend**" will be sent home with your child and in the mail.

3. If the tuition is still not paid on the 15th of the month, a notice of "**Suspension**" will be sent home with your child and in the mail and you will also be contacted by phone. This suspension will take place immediately as of the next school day.
4. If a special payment plan is in effect for any family, the process of suspension will still take place if you do not follow through with whatever the plan states.
5. The only way for a family to avoid suspension for unpaid tuition at the middle of every month is to contact the Financial Aid Committee through the Principal and to ask for a meeting with them before the suspension is scheduled to begin. If you know you are going to have a problem paying, contact the principal to set a payment date so suspension can be avoided.

**LUNCH:** You may purchase cards for lunches and extra milks so that you will always be paid ahead for meals. The lunch supervisor keeps these cards and weekly keeps track of the number of lunches and milks used. When there are only a few remaining he will send home a reminder that it is time to buy a new card. If you do not purchase a new card for your child before the current one is used up, your child will not be able to have a hot lunch. If you feel that you qualify for the federal hot lunch program assistance, you should contact the school.

**PENALTIES FOR LATE PAYMENT:** Penalties are primarily in the suspension of your child from school or one of the other programs – i.e. lunch, childcare, etc. Eighth graders must have all fees paid in order to graduate. We will make every effort to work with you but you must talk to us and work with us also.

### **FIELD TRIPS AND SPECIAL ASSEMBLIES**

As a part of our school's curriculum, we plan several field trips at each level to broaden the student's knowledge of the world around them. We also plan special assemblies for all students during the year. Some classroom teachers may require that students pay a yearly fee to cover these trips and assemblies. A permission form signed by a parent at the beginning of the school year will cover all field trips for that year.

### **FINANCIAL HELP**

We realize that personal problems will sometimes cause financial hardships. If you find yourself in financial trouble you should contact the principal at once to work out a modified payment schedule. In some instances we may be able to help with our very limited financial aid.

Emmaus will accept payments from the Educational "CHOICE" Charitable Trust for all students who are eligible. Please see the principal for information about this program.

### **GRADING SCALES**

The following percentage scale is used throughout grades 1-8 for many of the letter grades assigned:

|               |     |
|---------------|-----|
| 93 to 100%    | -A  |
| 85 to 92%     | - B |
| 72 to 84%     | - C |
| 64 to 71%     | - D |
| 63% and below | - F |

Some subjects in some grades have less objective evaluations possible and are graded with the following:

- 1 - outstanding
- 2 - average
- 3 - poor

## **GUIDANCE PROGRAM**

As we daily guide the students in our school we use God's Word and Christian precepts to the best of our ability and training. Our formal guidance program consists of the following parts:

1. testing of each child in grades 1-8 each year with a standardized achievement test;
2. testing of kindergarten children using a variety of methods;
3. ability (intelligence) testing is done as a part of the standardized achievement test;
4. formal reporting to parents through quarterly report cards, mid quarter grades, and twice yearly parent-teacher conferences.
5. a counselor from Lutheran High School who helps our 8th graders plan for high school;
6. a permanent file in which we keep all grades, test scores, health records, and other pertinent information.

## **HARASSMENT POLICY**

Emmaus Lutheran School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or volunteer by any other student, employee, or volunteer is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion/dismissal. Anyone found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion/dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. Harassment can occur any time during the school day or during any school related activities. It includes, but is not limited to, any or all of the following:

**VERBAL HARASSMENT:** Derogatory comments and jokes with intent to harass; and or threatening, demeaning, obscene or suggestive words spoken to another person. Any "kidding" of another that makes an individual feel less of a person can be verbal harassment.

**PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with the normal work or movement. "Childish behavior", such as snapping or pulling on elasticized bands on undergarments, pants or skirts, is harassment.

**VISUAL HARASSMENT:** Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words

or drawings.

**SEXUAL HARASSMENT:** Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome or inappropriate verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Any such behavior by an adult towards a student is always considered to be unwelcome.

It is the responsibility of Emmaus Lutheran School to:

1. Make all students, parents, and staff aware of this policy and its commitment towards its strict enforcement.
2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.
4. Treat any instances of harassment in the strictest confidence and allow no retaliation against any person who may report harassment.

It is the responsibility of the student or any person affected to:

1. Conduct himself/herself in a manner, which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately

### **HARMFUL AND DANGEROUS MATERIALS POLICY**

Alcohol, tobacco, drugs, and weapons, those things that we hear too much about when it comes to our youth, have never been a problem in our school. The possession of any of these harmful materials anywhere on school property or at any school event will result in immediate suspension and/or expulsion. If any of these materials, with the exception of tobacco, are found in the possession of any student, that student will be turned over to the police because of their criminal behavior. Any student who knowingly accepts any of these illegal materials from another person on school property or at any school event will be, in the eyes of the school, considered equally as guilty as the person who brought the material to school.

## HEAD LICE POLICY

Head lice are a very common problem in every school and Emmaus is not immune to this, nor is any child immune. Head lice are spread by contact. Children should never share hats, combs, or any other item used on or around the head.

If head lice are found on a child in school we will take the following steps:

1. Move the child out of the classroom quietly and call parents to come and pick up the child immediately. We will also check all other children in that classroom.
2. If the child who had head lice has siblings in school, we will also check the siblings and if lice are found follow the procedures in step 1.
3. We will do all checking of individual students in as quiet and private a manner as possible. However, when all children in the room are to be checked, we will do this in the classroom while all children are there together. If lice are found in one or more of these students, they will be notified quietly and privately and asked to come to the office.
4. We will send a note home with all students in the classroom where head lice are found so that parents may be on the lookout for a problem. The note will not list any names.
5. We will make a general announcement in the weekly "News and Notes" that head lice have been found in excess in the school.
6. When any child who was sent home with lice has been treated and is ready to return to school, we will check the child before he is allowed back into the classroom. Emmaus has a NO NIT POLICY which means that no live bugs and no nits (egg cases) can be in the child's hair or they will not be allowed back into the classroom. This is a stronger policy than the Marion County Health Department/School Nurse's Office has. They only require that the child be treated with a lice killing shampoo and then they would allow the child to return.

Parent's responsibilities are as follows:

1. If you are called and told that your child has head lice, make arrangements to have your child picked up as soon as possible. If you need to send a relative or friend, that's fine; just let us know.
2. Treat your child's hair with a good brand of lice killing shampoo (home remedies DO NOT work, no matter what you have heard) and go through your child's hair with a special fine-toothed comb in order to remove the nits. The shampoo will kill live bugs, but it will do nothing to the nits.
3. All bedding must be washed (sheets, blankets, pillow cases, and pillows) and the bed's mattress, your couches, chairs, and rugs must be cleaned and vacuumed as well as possible. All hats and coats must be cleaned.
4. We have several sheets of information and a video that you may borrow if you have any questions about how to treat your child for head lice.

We treat this problem of head lice very seriously. It is very tough to get rid of them once your child has them. You also must work hard to get rid of them, especially the nits with the comb, as they are the hardest to conquer.

### **HOMEWORK- LATE AND MAKE-UP POLICIES**

If a child, in the course of a normal school day, does not have an assignment completed, he will be required to complete it and hand it in no later than the next day with a resulting reduction in his earned grade. Failure to hand in the assignment by the next day will reduce the grade to an "F" and probably result in a conference after school, a contact with the parents, or some other attempt to have the child recognize his responsibility to complete assignments on time. A detention will be given for late homework.

Work that is missed during any excused absence is to be made up in a reasonable length of time. The teacher, normally in consultation with the student, sets this time. Work that is not made up in that reasonable length of time will then be given a zero or an "F" but the students will still be required to finish the work and hand it in to the teacher. Work that is missed during an unexcused absence will be due immediately upon the return of the student to school and will be entirely the responsibility of the student to complete. Please see the ATTENDANCE section for what are excused and unexcused absences. If a child is going to be absent for several days the parents should make an effort to get the homework for their child so that he may work on it while he is away.

### **HOT LUNCH AND LUNCH ROOM POLICY**

Hot lunches are available to children in grades PK3-8. This is a "type A" lunch as dictated by the government and as such there are certain requirements about how much and what we serve. Children are required to take a milk with this lunch. If a child has a milk allergy we must have a note on file from the parents.

Parents may apply for free or reduced price lunches by contacting the principal for the proper forms. This can be done at any time during the year. However, if you fill out a form after the beginning of the school year, all lunches eaten before the form is approved will be charged at the regular rate.

We encourage all students to eat the hot lunch but they are not required to do so. We do have some requirements and expectations for all students in the lunchroom, whether eating the hot lunch or carrying their lunch from home. Some of these expectations are-

- . we expect proper etiquette
- . everyone should eat something
- . carbonated beverages will not be allowed at lunch

We have added new cold drink machines in our lunchroom. We do allow students to purchase drinks for lunch, which are not carbonated. For those students who get hot lunch, we expect that the milk will be drunk first. Since the non-carbonated drinks are in the 20 oz. size, younger students may not be allowed to get them since they cannot drink that much, and older students will not be allowed to take any leftover drink to the classrooms.

### **MEDICATION AND SPECIAL HEALTH REQUIREMENTS**

No medication will be given or allowed at school unless we have a written permission note, with instructions about dosage, from the parents. Any medication brought to school with this note should be given to the secretary to hold during the day in a locked cabinet in the school

office. Parents must inform the teacher of any special health problems or requirements at the  
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beginning of the school year and keep it updated as the year progresses. Special dietary lunches that would require refrigeration should be discussed with the teacher or principal.

### **PARENT-TEACHER CONFERENCES**

Parents are urged to contact their child's teacher any time they have a question. We want to maintain good lines of communication and work together to provide the best possible education for each student.

Parent-teacher conferences are scheduled twice a year so that we can formally discuss each student's progress. These conferences are held at the middle of the first grading period in September and at the end of the third grading period in March. Parents will be assigned a time to come to school for this conference. There is also a place on the report card for parents or teachers to request a conference if either feels it is necessary at the end of every grading period.

### **PARENT-TEACHER LEAGUE (P.T.L.)**

Our school sponsors a P.T.L. to promote parent interest and involvement in our school and in each child's education. All parents automatically become members of this group when they enroll their child in our school. There are several meetings a year led by elected parent leaders. We hope to have a topic of educational interest at each of these meetings and often a group of the students will perform or show something of their work from school.

Meetings are announced in our weekly "News and Notes" and through the church bulletin and special posters and flyers. We encourage all parents to attend and volunteer to help at all of the programs and fundraisers in which the P.T.L. engages.

### **PHYSICAL EDUCATION CLOTHING**

A separate pair of shoes should be kept at school by all children for use on the gym floor. These shoes do not need to be new- just clean. Most of our older children can use their sports shoes for this purpose. For physical education classes we require students in grades 5-8 to wear required P.E. uniforms.

### **PROMOTION AND RETENTION POLICY**

Sometimes it may be in the best interests of the student that he or she repeats a grade. If that seems necessary we will follow these procedures.

1. The teacher will inform the parents of the child's unsatisfactory progress as early as possible. This will allow the parents to also do everything they can to help their child succeed.
2. If the child continues to show unsatisfactory progress the teacher will continue to inform the parents of this and will call for a teacher-parent conference to discuss the possibility of retention. This should be done early in the second semester.
3. No later than three (3) weeks prior to the end of the school year, if retention still seems best for the student, the teacher will set a teacher-parent-principal conference so that a final decision can be reached. This conference will include as many pieces of the student's work and evaluations as we are able to gather.

4. We may, early on, recommend that the parents seek an evaluation from an outside  
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testing agency so that we will better understand the problem and be better able to help the student. If that testing is done it will be a factor in the final decision for retention.

5. We strongly believe that for retention to help, the parents must be in agreement so that they will provide the support that their child will need to understand that this is for his own best interests. Because of this belief, we will rarely retain a student if the parent does not agree that it should be done. We may, however, then ask the parents to find another school for their child. We will do this if we truly feel that we are not going to be able to help the student in the next grade and that it will lead to another year of frustration for both the student and the teacher.
6. We will give special consideration to the student who is working up to his potential but is still not achieving up to his grade levels expectations.
7. Please see also the ATTENDANCE section for those students who may have missed too many days.

## **SCHOOL CHOIRS**

As part of our music curriculum the children in grades PK3-8 sing occasionally in our Sunday church services. We may also schedule to sing during other special services or during a Wednesday Lenten service. All students are expected to be in church and sing on these Sundays. Emmaus uses these Sundays as part of our music curriculum and much more importantly we are praising God through our singing.

We also have an opportunity where the upper grade children can sing with a special choir. In the second semester, this "FESTIVAL CHOIR" will sing with the other Lutheran Schools at the Fine Arts Festival in April at the Lutheran High School. Participation in this choir is voluntary. Students will practice the different selections at school and attend an all day rehearsal at the high school the day of the performance.

## **SCHOOL CLOSINGS**

The official school closing stations to listen to are **WIBC-1070am on radio and Channel 6, 8, 13, and Fox 59 on television**. As time permits, the principal may also announce school closings on other radio and TV stations.

At times school may be postponed for an hour or two or may be closed earlier than normal. These times will be rare and every effort will be made to consider the schedules of the parents and especially the safety of the children before any decision is made.

## **SCHOOL FUNDING**

Our school is funded in three ways. First, through the fees we charge parents; second, through funds taken from the regular Sunday offerings of all Emmaus church members; and third, from gifts, donations, and fund raisers which we must constantly encourage in order to keep our school open.

Tuition and other fees are set annually by the School Board and must be ratified by the entire membership of Emmaus Lutheran Church. We want it to be understood that the tuition fees paid by parents do not cover the cost per pupil to run our school. The money from the

church is vital to keeping our school going.

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Fund raising is vital to keeping our school going. We need every parent's help whenever a fundraiser is being held.

### **SCHOOL SUPPLIES AND BOOKS**

A part of the total tuition fee is to pay for books and materials used by each student. This fee covers some supplies, especially in pre-school through grade two, testing, rental of textbooks and workbooks, a school yearbook, and most of the materials used in the classrooms.

Students will be given a list of other materials that they are expected to have for use in their classrooms. These materials should be obtained before school begins.

Required religion books can also be purchased at registration or in the school office for very reasonable prices. Children in grades 5-8 must have an edition of "Luther's Small Catechism", and children in grades 3-8 must have the "New International Version" (NIV) of the Bible.

Students are expected to take care of their rented books as well as all school property. Fines will be imposed where there appears to be negligence or abuse.

### **STUDY HINTS**

Help your child grow educationally. Your child needs a quiet spot that is away from T.V. and other distractions in which to do his studying-(do not listen when he says he studies better in front of the T.V. and/or by listening to his music). Help him find a regular time and place to do his work each night. Always be understanding and helpful if your child has problems with schoolwork. A little praise will go a lot farther than a lot of criticism. Show him how to do his work; don't just give him answers. You may also contact the child's teacher with any homework questions. Children are normally given time to do homework during the school day. If your child regularly brings home large amounts of homework, or brings none, you should probably check with his teacher.

It is very important to read to your young child and to set aside reading time as a family as children grow. Some children may have problems reading orally or in understanding what they read. If this is the case, have your child read something to you each day and then ask them questions about what they have just read or ask them to tell you something about the story.

You can help in math by practicing times tables, letting them use a recipe, help plan or keep track of grocery buying, etc. In spelling help them go over their list of words with you each week. In planning trips let the child use the map along with you-it's great for geography. There are many of these types of things, which parents can do to help their child. Your child's teacher can suggest many ideas if you want some help.

Parents help by setting a good example when you talk about how important an education is and how hard work pays off. When you attend church and Sunday school as a family, have family devotions and prayer, you help your child grow spiritually.

Perhaps the most important thing you can do is talk to your child daily and show him you care about what he is doing. Really listen, even when you have lots of other things you have to do, listen and don't do those other things at the same time. Ask questions about what he enjoyed in school that day; ask to see any papers he may have from school; go through his book-bag with

him to check for any notes from the teacher. This isn't being snoopy-it's good parenting. It's the quality time you hear about and it's maybe the hardest thing you have to do as a busy parent.

### **TELEPHONE**

Children may certainly use the telephone in case of an emergency or for other good reasons, **as long as they have permission from a teacher.** It is not to be used to make arrangements for rides home and the like on a daily basis. Students are not allowed to have cell phones with them during school hours.

### **WITHDRAWALS AND REFUND POLICIES**

If it is necessary to withdraw your student during the year, the teacher and principal should be notified immediately and at the time of withdrawal a transfer should be obtained from the principal.

The following policy is in effect regarding fees:

#### **TUITION FEES**

A family whose child withdraws before the end of a month which has been paid for will receive a refund based on the number of days attended and computed on the rate they paid. If they withdraw after attending-

- 1-5 days..... 75% refund
- 6-10 days.....50% refund
- 11-15 days..... 25% refund
- 16 or more days.....no refund

If a child withdraws in a month for which tuition has not been paid they will be billed their rate based on the following schedule. If they withdraw after attending-

- 1-5 days..... 25% billed
- 6-10 days.....50% billed
- 11-15 days.....75% billed
- 16 or more days.....100% billed

Any other tuition that may be past due will, of course, be due and payable in full immediately and will be billed with any amounts as described above until it is paid.

**LUNCH FEES:** Billed or refunded on actual number of lunches eaten.

