

Parent - Student Handbook

Emmaus Lutheran School

*Providing a quality, Christ
centered education since
1976.*

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FORWARD

The Handbook For Parents is an information guide regarding Emmaus Lutheran School. Parents of children in our school are urged to keep this booklet handy because it will answer many questions that will arise throughout the school year concerning policies, school schedule, singing schedule, athletics schedule, etc.

PHILOSOPHY OF EMMAUS LUTHERAN SCHOOL

True education seeks to educate the whole child. Thus, an education which seeks to instruct the mind only, and omits the eternal soul of the child, is not only seriously lacking, but is not a "true" education.

Emmaus Lutheran School's primary concern is the child's soul. By birth and nature, all are sinful and are lost forever and cannot do anything to gain eternal salvation. The joyful news of the Gospel is then brought to all children, that Jesus Christ suffered, died, and rose again to pay the price for all people's sins. This assures all believers of the free gift of eternal life in heaven, and a richer, fuller life in His love here on earth.

Secondly, attention is given to all facets of elementary curriculum in the light of God's Word. Each child is instructed in useful skills and the development of cultural interests, social graces, and a greater appreciation of the individual talents and abilities which God has given him.

Thirdly, good citizenship and a respect for authority as being ordained by God in our government are fostered.

Finally, Emmaus Lutheran School strives to implant in each child the desire to continue his growth as God's child through daily use of God's Word throughout his entire life.

OBJECTIVES OF OUR LUTHERAN ELEMENTARY SCHOOL

1. To assist the church and home in bringing up the child in the nurture and admonition of the Lord.
2. To lead the child to praise and love God and do all in his power, with the help of God, to please Him.
3. To instill the knowledge of and the love for the Savior to all children in attendance at our school.
4. To prepare the child not only for this present life, but also to prepare the child so that he might live with Christ in heaven eternally.
5. To develop in the child a concern for the spiritual welfare of others by thought, word, and deed.
6. To give Christian guidance and correction to the child so that he might grow in Christian self-discipline out of love for the Savior.

7. To impart all knowledge of an elementary curriculum in the light of God's Word.
8. To teach a love for our country and respect for the laws that concern it.
9. That the child does not stop with these objectives, but by the grace of God continues to grow in faith.

ENROLLMENT POLICY

Emmaus Lutheran School admits students in the following order:

1. Children whose parents are members of Emmaus Lutheran Church.
2. Children whose parents are members of another Wisconsin Synod Lutheran congregation.
3. Children whose parents are not members of any church.
4. Children whose parents are members of other churches.

Emmaus 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, admission policies, and athletic and other school administered programs.

Parents are always welcome to visit Emmaus Lutheran School at any time. We encourage parents to meet periodically with their child's teacher to monitor the child's progress at school.

CONTROL OF THE SCHOOL

This school is an arm of Emmaus Ev. Lutheran Church. Final authority for all decisions of property and policy are vested in the Voters' Assembly. The affairs of the school are administered by the Board of Education at their monthly meetings.

SCHOOL BEHAVIOR AND ATTITUDE

In our school, in which the Word of God is the foundation and guide for all our activities, it is expected that the children reflect the faith of their hearts in their general behavior and attitudes. Certainly, such things as any form of disrespect for God's Word, worship, or any teacher, willful disregard for school rules and policies, resentment toward correction, a careless attitude toward school work, unprepared assignments and the like are not in keeping with the Christian atmosphere and rules of our school. We appreciate the encouragement and help which we have in the past received from parents in these matters. We would ask all parents to continue to impress upon their children the importance of proper Christian behavior and diligent application to their school work, in order that our school may reflect the Christian character which is to pervade all its activities.

SCHOOL DISCIPLINE PROCEDURES

Our Father in heaven, showing His great love for all mankind, sent His Son to this earth. His Son, our Lord and Savior Jesus Christ, willingly gave His life so that we might have salvation. Out of love for our Savior and out of love for your child's welfare, we pray that a spirit of cooperation will exist between home and school.

Cooperation between parents and teachers is especially important in the area of discipline. With proper discipline procedures in place and understood by all, you as parents can be assured that your children will be in an atmosphere that is both safe, pleasing to you and to our Lord.

Our God, speaking through inspired Scripture, requires appropriate discipline of his children. There are many statements and examples to this effect:

“Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.” Heb. 13:17

“Do not withhold discipline from a child.” Prov. 23:13

“He who loves his child is careful to discipline him.” Prov. 13:24

Our school organization, based upon the Word of God, also requires that our faculty and parents provide and support appropriate discipline. Each Emmaus faculty member has received, and accepted, a Call that in part states:

IN EXTENDING THIS CALL TO YOU WE SOLEMNLY CHARGE YOU...

.....To maintain Christian discipline in the school...

Furthermore, the congregation, and you as school parents, have vowed:

ON OUR PART WE SOLEMNLY PROMISE....

A. To support your work among us with our prayers and personal assistance;
and

B. To aid you in maintaining the proper Christian discipline...

Teachers are to be obeyed and respected as the representative of God as shown in the Fourth Commandment, where He requires respect for all in authority. Bearing this in mind, parents should not attempt to excuse their children from conforming to any of the rules of our school.

We plead that parents refrain from standing in judgment over the disciplinary actions of the school. If any misunderstanding or problems should arise in regard to discipline, we expect that parents will discuss them with the teachers in a manner which is pleasing to the Lord.

PROCEDURE TO BE FOLLOWED CONCERNING COMPLAINTS:

1. Any question or complaint regarding classroom instruction or procedure should be **first** channeled to the teacher involved. Normally, the principal would not become involved until the complainant meets with the teacher.
2. Following this step, the principal (or principal and teacher) will be happy to meet with the complainant if requested.
3. Any questions or complaints regarding school administration should be channeled to the principal.
4. If no agreement can be worked out following the steps above, the pastor and/or the Board of Education will be happy to meet with the complainant and/or the teacher.

Always use the above steps listed to help define, clarify and resolve an issue before expressing discontent publicly at meetings, etc., or in other private settings.

Let us remember to deal with each other in love as the forgiven sinners that we are. ***“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Eph. 4:32.*** We all need to remind ourselves of the Eighth Commandment, which obligates us to defend and speak well of everyone we work with remembering to take all words and actions in the kindest possible way.

NOTIFICATION – PROBATION – SUSPENSION – EXPULSION PROCEDURESA. Notification Procedure

In the event of difficulties, the teacher will inform the parents of any unchristian behavior or lack of school work satisfactorily completed.

B. Probation Procedure

1. If your child is repetitive in any unchristian behavior or lack of school work satisfactorily completed, your child may be placed on probation for a specified period of time. The principal will inform the parents concerning the conditions of probation.
2. If during the period of probation the desired results are not evident in the child, suspension procedures will take place.
3. If a problem of a serious nature arises, probation procedures will be set aside and suspension procedures will begin.

C. Suspension Procedure

1. A child may be suspended from school for unchristian behavior and/or poor study habits if repeated efforts to correct these habits have no effect. The principal will inform the parents prior to the child being sent home.
2. If a child is sent home on such offenses more than twice, the first step of expulsion is in order. (If the problem is of a serious nature, one or all of the expulsion steps may be applied immediately).

D. Expulsion Procedure

1. First Step – A discussion of the problem by the Board of Education is followed by a written communication from the Chairman of the Board formally indicating the problem. The letter will also point out the following procedure if the problem is not corrected.
2. Second Step – A meeting of the parents, the child (part of the time), the Board of Education, pastor, teacher, and principal will take place to try and solve the problem.
3. Third Step – The actual expulsion by the Board of Education takes place. This step is to be enacted if the desired effect does not take place after Step 2 has been followed.

School Opening

Emmaus Lutheran School will open its school year with a worship service conducted in the church. This opening service will be held on Monday, August 20 at 8:30 A.M. All students, parents, and friends are invited and encouraged to attend this opening service. Classes will begin after the opening service.

School Hours

Regular school hours are 8:30 A.M. to 3:15 P.M. PreSchool, PreK, and Kindergarten will be dismissed at 11:30 A.M.

Unless you are notified in advance, these will be the normal school hours for the school year.

Birth Certificate

Arizona law requires that a person enrolling a pupil for the first time in a particular school must furnish the school with the child's birth certificate or baptismal certificate. We ask that the parents of pupils attending our school for the first time bring the child's birth certificate or baptismal certificate on registration day. We will make a copy of the certificate and return the original to you.

Emmaus Lutheran will request the records of all children in grades K-8 who did not attend our school last year. Parents will be asked to fill out a record request form to be sent to the previous school.

School Attendance

Students should be regular and prompt in attendance. Please call the school to inform us if your child will not be attending school. Written excuses from the parents are required for absences. Any student will be required to make up work missed due to absence within a reasonable period after his return to school. If it is planned that a child will be absent for more than three consecutive school days, the school should be notified in advance and arrangements made to have the work to be missed completed before the planned absence. In some cases the school may advise against such an absence.

Immunization

According to Arizona law, children entering Emmaus Lutheran School must be fully immunized against diphtheria, tetanus, polio, measles (10 day), mumps, pertussis, varicella, and hepatitis B. On registration day you will be given an immunization form to fill out for your child. Please bring your immunization record with you.

Church Attendance

Students are expected to attend Sunday morning worship services regularly. During the school year, the children of the various classrooms, including PreK and Kindergarten, will present the special music in our worship services. On those occasions, everyone will be expected to participate in that particular service. This includes children whose parents may not be members of our church. Parents are encouraged to attend these services with their children.

Dress Code

We ask that parents exercise discretion in seeing that their children are neatly and modestly dressed at all times. Shorts may be worn, but we ask that the shorts be 'walking' type shorts or shorts that reach the child's fingertips. Cut-off shorts or 'short' shorts are not to be worn. Shirts, blouses, and tops must meet the slacks, shorts, or skirts. Bare midriffs and see-through shirts will not be permitted. Girls in 5th through 8th grade are asked not to wear clothing with "spaghetti" straps. Clothing depicting rock groups, alcoholic beverages, tobacco products, or satanic symbols, i.e., skull and crossbones, pentagram, the broken cross, the word bones, etc., will not be permitted. Baggy clothing, inappropriate logos or clothing that is gang related also will not be permitted. Uniforms representing other organizations, such as Girl and Boy Scouts, will not be permitted. If students wear baseball caps at school, they are to be worn only at recess with the visor pointing forward. For your child's safety, please no flip-flops. This applies to all school functions on or off campus. Boys may not wear earrings at school or at any school function. Body piercing for boys or girls is not permitted. We ask that hair styles reflect the Christian values of our school – outrageous styles or colors are not permitted. If a student is dressed inappropriately, a shirt will be given to the student to wear over the clothes.

Gum

Gum chewing is not permitted on our campus. Students are not permitted to chew gum before, during, or after school. We also ask that parents do not send gum as a classroom treat.

Items Not Permitted At School

Weapons of any type, including pocket knives, are not permitted on the school campus. Skateboards, roller blades, power scooters, hee-lies (shoes w/wheels) etc. are not to be brought to school. Radios, boom boxes, CD players, MP3 players, IPODS , etc. are not permitted on the school grounds. Trading cards of any kind are not permitted. Please contact the school office if you are not sure if an item may be brought to school.

School Telephone

Calls to the school while school is in session should be kept to a minimum. Teachers and students will be called to the telephone only in cases of emergency. Children who need to use the telephone must first obtain permission from their teacher. Students may use the phone only in a case of an emergency.

Cell Phones

The use of cell phones during the school day is not permitted. If a child brings a cell phone to school, he/she must turn it in to the classroom teacher or to the extended care supervisor upon arriving at school. At the close of the school day the cell phone will be returned to the student when the student leaves the school premises.

School Athletics

In addition to the regularly scheduled physical education classes in all grades, a competitive program is carried on with other Lutheran schools. The program is basically set up for grades 5 – 8. Competitive sports for girls include track, volleyball, basketball, and softball. The program for boys includes soccer, softball, basketball, and track. The athletic schedule for the year is near the end of this booklet.

Eligibility

Students participating in the competitive sports program must maintain an acceptable scholastic average. If a student receives one F or two D's on a report card, the student will not be permitted to participate in the sports program. If a student becomes ineligible, the grades will be reviewed after 4-1/2 weeks of the new grade period.

Finances

Operating and maintaining a Lutheran Elementary School is a very costly undertaking. We ask that the parents who are members of Emmaus Lutheran contribute yearly according to the following tuition schedule:

Per child grades 1 - 8	\$3200 (\$320 for 10 months)
Preschool, PreK, and Kindergarten	\$1800 (\$180 for 10 months)

The tuition schedule for those who are not members of Emmaus Lutheran Church is as follows:

Per child grades 1 - 8	\$3700 (\$370 for 10 months)
Preschool, PreK, and Kindergarten	\$2000 (\$200 for 10 months)

School tuition payments are due for ten months, August through May. About the first of each month you will receive an envelope marked "School Tuition." We ask that all parents, including those who are members of Emmaus Lutheran Church, use these designated envelopes and return them to Mrs. Rendell in Room #1. If all parents will follow this procedure, it will help to simplify our record keeping. If you make payments by check, please make the check payable to Emmaus Lutheran Church.

Registration Fee

The registration fee for this year is \$200.00 per child. This fee is payable in June in the amount of \$100 and \$100 in the month of July. This year we are again asking parents to pay a religion fee of \$15.00 per child for children in PreK through 8th grade. This will help to subsidize the cost of the religion program, "Christ Light". This fee should be paid on Registration Day.

Children in grades 1 – 8 need a hymnal (\$21.00), children in grades 1 – 8 need a NIV Bible (\$6.00), and children in grades 5 – 8 need a catechism (\$17.00). These books will be available for purchase on Registration Day.

Leaving School Grounds

Pupils who, for reasons other than going home for lunch or emergency, need to leave the school grounds during any time of the school day, must have written permission of the parents, as well as the permission of the classroom teacher. If such permission is granted, full responsibility rests with the pupil and the parents.

Extended Care

Emmaus Lutheran School provides Extended Care only for children enrolled in the school. Morning Extended Care hours are 7:00 – 8:00 A.M. Afternoon hours are 11:30 A.M. – 5:30 P.M.

The cost of extended care is \$3.00/hour. A \$35.00 registration fee is required. You are asked to pay your extended care bill on a weekly basis to Mrs. Conklin.

Playground Supervision

Our school grounds are supervised during recesses, lunch hour, and after school until 3:30 P.M. If for some reason a child must come before 8:00 A.M., he/she is to go to Extended Care. Any child not picked up by 3:30 P.M. must go to Extended Care. Any supervision outside of normal school hours for children not enrolled in the Extended Care program will be charged at the drop-in rate of \$3.50 per hour per child for use of this care service.

Preschool and PreK

Emmaus Lutheran School has been licensed by the State of Arizona to conduct a 3 year old Preschool Program during the school year. A child may enter this program upon his/her 3rd birthday. All children in this program must be toilet trained. This program is geared toward social development through 'hands on' learning and social interaction.

We also have a 4 year old PreK Program. A child must be 4 years old by September 1st to enroll in this program. This program focuses on preparing the children for Kindergarten. Both programs run from 8:30 – 11:30 A.M. Monday through Friday. Doors open at 8:00 A.M. Mrs. Laurie Conklin is the Preschool and Extended Care director.

Field Trips

Field trips are planned and scheduled by the teachers of the various rooms throughout the school year. Parents are asked to assist with the transportation for the field trips. The field trips are specifically designed for the students of one individual classroom, and we ask that parents do not take children from other classrooms on these scheduled field trips.

Transporting Students For School Activities

We require all persons transporting students for school activities to provide and use a seat belt for each child they transport. The driver of the vehicle must have a current and valid drivers' license. All vehicles transporting students for school activities must carry at least the minimum insurance required by the State of Arizona.

School Insurance

Our church automatically provides accident insurance for all children attending our school. If an injury does occur at school, we ask that parents submit a claim with their own insurance carrier first, and then use our carrier to pay whatever is not covered by the parent's insurance.

Hot Lunch Program

A hot meal will be available each Monday, Wednesday and Friday this year. The meals will be from a catering company. The cost of each meal will be \$2.50. Menus will be handed out monthly. We plan to start the hot lunch program on the first Wednesday in September. You will receive more information during the first week of school. Each classroom has a microwave oven that the children may also use. Children are not permitted to use our kitchen facilities

Milk Program

This year milk will again be available for all children attending our school. We will offer 2% white milk or 1% chocolate milk in ½ pint cartons. Cost of the milk is \$.40 per day and needs to be ordered along with the hot lunch. We do not make refunds for the days when a child is absent. You will receive more information during the first week of school.

School Calendar

The school calendar for the school year is near the end of this booklet. This calendar lists the dates of all important events and school vacations. This should help you plan your vacations so that your child's education is not interrupted. A monthly calendar of school events will be sent home at the beginning of each month.

Report Cards, Conferences, and Testing

Report cards are issued quarterly with private parent-teacher conferences held at the end of the first and third quarters. The first quarter is mandatory teachers' conference and the third quarter is optional. Private conferences will also be arranged whenever requested or necessary. Standardized achievement tests are administered annually to determine pupil, class, and teaching strengths and weaknesses.

Pet Policy

Due to individual allergies of students and keeping the safety of students in mind, parents are asked to keep all animals off the school grounds. If an animal must accompany a child or parent, the animal should remain inside the vehicle. If an animal is brought for "Show and Tell", permission must be granted in advance by the child's teacher. The animal should be shown and immediately returned home.

Weekly Chapel Service

Every Wednesday at 8:30 A.M. during the school year the children attend a special chapel service conducted in the church. At this service each child has the opportunity to bring his gift to Jesus and thereby learn one of the very important principles of Christian stewardship. These offerings are used to help further our Synod's Mission Program so that others might also learn about Jesus, their Savior. The chapel service is held at the beginning of the school day. Parents are also invited to attend these services.

Church Information

Emmaus Lutheran Church is a member congregation of the Wisconsin Evangelical Lutheran Synod (WELS). Membership in the Church is obtained by a Letter of Transfer from a sister congregation, by attending adult instruction classes and being confirmed, or by profession of faith. The Pastor of our congregation is willing to assist you in explaining the teachings of the Christian faith, to show how God's Word can help you in your daily life, and to further explain the work of our church. Emmaus Lutheran Church bases all of its teachings and practices upon the inspired Word of God. Emmaus Lutheran Church welcomes visitors and invites them to worship with us on a regular basis.

Worship Services, Sunday School and Bible Class

	Sunday Worship	8:00 A.M. and 10:30 A.M.
	Sunday School and Bible Class	9:15 A.M.
(Wednesday)	Lenten and Advent Services	7:00 P.M.

Church/School Activities

Worship Services
 Sunday School and Bible Class
 Choir
 Confirmation Classes
 Adult Information Classes
 Lutheran Boy Pioneers and Buckaroos
 Lutheran Girl Pioneers and Sunbeams
 Women's Group
 Wednesday night Bible Class

Closing

Your teachers, principal, and pastor are ready to assist you in any way they can. Please do not hesitate to contact them with your concerns. We ask that you remember your school in your prayers and that you ask the Lord to shower His richest blessings upon all who labor there.