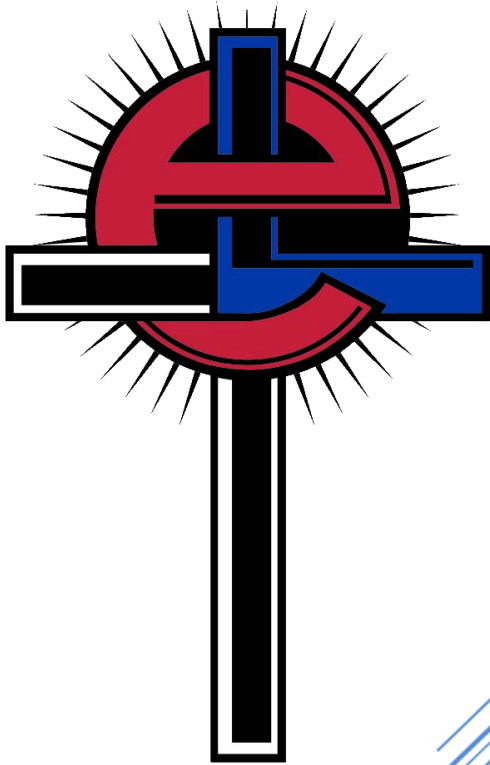


# EMMAUS LUTHERAN SCHOOL

2020-2021 Kindergarten – Eighth Handbook



Emmaus Lutheran School exists to **GLORIFY** the triune God in worship, **NURTURE** our families through the study of God's Word and Christian Education, and **PROCLAIM** the gospel of Jesus Christ to our community and the world.

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# I. WELS and Emmaus

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## WELS Schools

The Wisconsin Lutheran Evangelical Lutheran Synod (WELS) has a long tradition of high academic quality in its elementary schools. The WELS ([wels.net](http://wels.net)) has operated elementary schools for over 150 years. Currently, WELS congregations and associations of congregations operate over 400 early childhood ministries, over 300 elementary schools, 24 high schools, 2 preparatory high schools, and 1 Lutheran college across the country.

Christ-centered education is the purpose of our schools, but high academic excellence is also something for which we strive. This desire for excellence is reflected in the number of children enrolled in our schools. Currently, our schools have more than 40,500 students in preschool through grade twelve. The WELS has provided excellent instructors for these schools by training its own teachers at Martin Luther College ([mlc-wels.edu](http://mlc-wels.edu)) and its predecessor, Dr. Martin Luther College, since 1884. Currently there are over 2,600 teachers serving in our Lutheran schools. Praise be to God for the wonderful blessings he has given our WELS schools!

## Emmaus Lutheran Church and School

Emmaus Lutheran Church is a member of the Wisconsin Evangelical Lutheran Synod (WELS). Our message is as old as God's Word to mankind: Jesus Christ, crucified and risen for the salvation of mankind. To find out more about what our church preaches and confesses, visit our website ([EmmausLutheran.com](http://EmmausLutheran.com)).

We extend a warm and sincere welcome to guests and visitors. To those seeking a church home we offer fellowship with a living Redeemer, membership in his Church, and citizenship in his Kingdom. If you are interested in learning more about what our church teaches and confesses, please contact pastor to find out when his next Bible Information Class (BIC) begins.

- Service Times: Sunday 8:00 and 10:30 AM
- Bible Class and Sunday School (Preschool-Adult): 9:15 AM

Emmaus Lutheran School has been offering a Christ-centered, Christian education since it opened in 1976. The current school building was built in 1995.

In March of 2014, Emmaus Lutheran School received exemplary school accreditation status for our K-8 grades, having met 96% of the 250 standards in a self-study. Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA) granted the accreditation certificate after a thorough investigation in the organization and operation of Emmaus Lutheran School. Validation of the quality of education offered at Emmaus is also given by the National Council for Private School Accreditation (NCPSA).

Emmaus Evangelical Lutheran School is established by resolution of Emmaus Evangelical Lutheran Church. As such, the responsibility for programming and maintenance belongs to the church. In order that these responsibilities may be properly attended to, the congregation elects the Church Council. The

Church Council carries out the desires of the congregation, seeking improvements and opportunities for growth. The Board of Education Chairman serves as a member on the Church Council. The Board of Education creates, implements, and revises policies for governing the school. It is also the job of the board to ensure the instruction of the children is being carried out in an effective manner in accordance with the principles of a Christ-centered curriculum. The principal acts as an advisor to the board and council and carries out policy set by them.

## II. Our Mission, Vision, Objectives, and Exit Bench Marks

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### Our Mission

Emmaus Lutheran School exists to **GLORIFY** the triune God in worship, **NURTURE** our families through the study of God's Word and Christian Education, and **PROCLAIM** the gospel of Jesus Christ to our community and the world.

### Our Vision

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

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

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

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

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

### Our Objectives

- To teach students God's Word and show how to apply it in their lives.
- To provide academic excellence in teaching the elementary and junior high school curriculums in the light of God's Word.
- To prepare our students to succeed in high school academically, socially, and spiritually.
- To provide children with a safe, Christian school community; a place in which words and actions reflect a belief in God's love for all people.
- To support Christian parents and home life.
- To teach children to use their time, talents, and treasures to glorify God in a life of faithful service.
- Prepare children to, one day, be leaders in the church.
- Promote Christian citizenship grounded in obedience to God and his Word.
- To teach children to reflect their love for God in all they think, do, and say.

- To teach and encourage children to share their faith with others.

## **Exit Bench Marks for Graduation**

*Upon graduation our students:*

- know Jesus as their Savior.
- use God's Word in their lives.
- share God's Word with others.
- communicate effectively orally and through written word.
- think critically.
- employ effective organizational skills.
- know how to stay physically fit.
- are ready for success in high school.

## **III. Enrolling and Tuition**

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### **Enrollment and Expulsion**

1. All who enroll their children have a sincere interest in Christian education and agree to the purposes for which the school was established, as set forth in the Philosophy and Purpose, and to all conditions set forth in the Student Handbook.
2. All children enrolled in our school are expected to fully participate in the total curriculum of the school. This includes all religious instruction, memorization of Bible passages and hymn verses, and participation in school singing events. Parents are expected to reinforce at home the religious training received at school.
3. Preschool students may enroll after turning 3-years-old and being fully toilet trained, up through the end of the third quarter. Students turning three after the end of the third quarter will be required to enroll in Preschool the following fall.
4. Pre-kindergarten students must be 4-years-old by September 1.
5. Kindergarten students must be 5-years-old by September 1.
6. As part of the enrollment process, Emmaus Lutheran School requires an application, a copy of a birth certificate, and a copy of the student's up-to-date immunization record card.
7. Students in preschool, pre-kindergarten, and students staying in extended care will also need to fill out the Arizona Emergency Information and Immunization Record Card.
8. The Board of Education reserves the right to revoked enrollment due to disciplinary action or delinquent tuition payments. See these sections for specific details: Christian Conduct and Discipline and Delinquent Tuition Payments.

*Emmaus Lutheran School admits students in the following order when the school is at capacity:*

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.



## Non-Discriminatory Statement

Emmaus Evangelical Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, athletics, or other school-administered programs.

## Tuition and Fees

Emmaus Lutheran Church and School exists to glorify God by faithfully building on the only foundation there is – Christ crucified and risen. Our school is a wonderful blessing God has given us to share his gospel message with his little lambs. There is a cost to operate our school which is why tuition is charged. In the past, Emmaus has tried its best to work with financially struggling families and keep tuition at a level that would not prevent families from receiving the quality, Christ-centered education offered at Emmaus.

While the current collected tuition amount is helpful to maintain our ministry at Emmaus, it doesn't completely cover the operational costs of the school. The remaining portion is subsidized by Emmaus Lutheran Church (about \$150,000 each year). Every student at Emmaus (member and non-member) receives a substantial tuition subsidy. This is not well known because we don't charge true-cost tuition. Currently, the true-cost of a part-time student is about \$3,100 and a full-time student is about \$6,200. We don't charge true cost tuition, because we recognize that some families are not able to pay this amount, and we never want cost to be the main reason a family can't receive a quality, Christ-centered education at Emmaus.

## Tuition Rates

| Grade Level          | Tuition | 10 Month Plan | 12 Month Plan  |
|----------------------|---------|---------------|----------------|
| 3-Day Preschool/PreK | \$3000  | \$300 a month | \$250/month    |
| 5-Day Preschool/PreK | \$3400  | \$340 a month | \$283.34/month |
| Kindergarten-Eighth  | \$5000  | \$500 a month | \$416.67/month |

## Registration

A \$50 registration fee, per child is charged. This registration is billed with your June bill (12 month plan) or August bill (10 month plan).

## Delinquent Tuition Payments

Prompt and regular tuition payments are a necessity to properly operate your school and maintain a budget throughout the school year. Monthly tuition payments are due by the 15<sup>th</sup> of the month. If payments fall 30 days behind, a member of the Board of Education will contact you to resolve the past due status of the account. If no resolution is reached and delinquent payments reach 45 days, the parents will be required to meet with the Board of Education and the Principal to discuss the account status and the family's current financial situation. If the board agrees by a simple majority to a proposed account settlement plan, the family will need to enter a payment plan contract with the Board of Education. The payment plan will include mandatory automatic ACH withdrawal through TADS. If no resolution is reached and the account reaches 60 days past due status, the student will be dis-enrolled.

from Emmaus, and all past due balances must be paid in full before re-enrollment or before any records, including transcripts, will be released.

The Board does understand that tuition may be a financial burden on some of our families. The Board is willing to work with anyone that needs assistance and reserves the right to delay the use of this policy. However, communication with the Board is critical to ensure children are able to continue to receive a quality Christian education. The Board is willing to work reasonable payment agreements with any family that falls behind. It is imperative that the Board or Principal is notified as soon as any financial situation arises that may prevent a family from paying their tuition on time. Failure to communicate with the Board and/or failure to respond to the appearance request at the 45 day past due will result in automatic disenrollment, occurring no later than when the account reaches 60 days past due.

The Board reserves the right to suspend the automatic withdrawals portion of their policy for families that are cooperative and communicative with the Board about their financial situation. Past due accounts may be subject to late fees not to exceed \$35 per month. The Board also reserves the right to refer past due accounts of dis-enrolled students to an outside collection agency.

### Extended Care

\$50/year/family Extended Care registration

\$4.00/hour/child Before/After Care

\$5.00/hour/child Drop-In Fee

### Member Subsidy

Members of Emmaus Lutheran Church may receive an additional optional subsidy from our congregation. Preschool and Pre-Kindergarten subsidy is up to \$300 per student. Grades K through 8 subsidy is up to \$1,000 per student. Members are encouraged to look at their personal family budget and prayerfully consider how much you are able to pay for tuition. If God has blessed you with the means to pay the majority or all of the tuition, you are encouraged to do so. If fewer families receive subsidy, more funds will be available to assist other families with greater financial need, expand our ministry, and purchase new teaching resources and equipment for the school. It should also be noted that Emmaus members are given additional subsidy because it is assumed they are also giving a first-fruits offering in church on Sunday. Additional tuition subsidy is not the proper motivation to become a member at Emmaus Lutheran Church.

### Outstanding Balance at Graduation or Leaving School

We understand that there are situations that may arise where you are required to withdraw your child from school. If a balance on your tuition, fees, or other payments is owed or past due, we request you fulfill all payments within 2 weeks of withdrawal. Written arrangements must be made otherwise with the Board of Education. If prompt payment is not received, the Board of Education reserves the right to hold transcripts and all school records until full payment is received.

The above policy also applies to graduating eighth grade students. These students may participate in the graduation service; however, their diploma envelope will be empty and transcripts and school records will be held until full payment is received.

### Previous Tuition Balance at the Beginning of a School Year

If you wish to enroll your child(ren) in the school for the next school year, all tuition/registration fees/other payments (i.e. extended care) from the previous school year must be paid in full. If this is not possible due to certain circumstances in your life, you must meet with the Board of Education prior to the beginning of the school year to discuss your account and create a written payment plan.

### TADS Tuition Management

Emmaus Lutheran School uses TADS ([tads.com](http://tads.com)) to manage and collect tuition, fees, extended care, etc. payments. Registration for TADS is \$45 per family, per year. This payment is made during the summer when you register for TADS. Through TADS, you'll be able to select your payment method and select from two payment dates. You will have 24-hour access to your account online to see past payments and future bills.

### Tuition Assistance

Emmaus cares deeply about Christian Education. Therefore we are happy to offer the following tuition assistance options.

### Arizona Tuition Tax Credit

Arizona has been blessed with a wonderful program called the Arizona Tuition Tax Credit program. This program allows Arizona taxpayers to designate a portion of their state taxes (taxes they are already paying) to Emmaus to be awarded to our Kindergarten - 8<sup>th</sup> grade students as a scholarship. If helping provide a Christian education to our students wasn't enough of a reason to participate in the program, the taxpayer also receives a dollar-for-dollar credit for the donation they make. It is a win-win situation! AZ taxpayers help our parents provide their children a Christian Education, and the taxpayers receive a dollar for dollar credit for the donation they make, after they file their taxes. Only students in kindergarten – eighth grade are eligible to receive tuition tax credit donations; however, parents of pre-kindergarten student can start “banking” donations that can be awarded when their child enrolls in kindergarten at Emmaus.

Make sure you attend one of the workshops at Emmaus to learn how the AZ Tuition Tax Credit program can reduce or even eliminate your tuition payments.

- AZ Christian School Tuition Organization (ACSTO): website [www.acsto.org](http://www.acsto.org)
- Donate online: <https://donor.acsto.org>
- Visit the school office to pick up an envelope of information for yourself, family, co-workers, or friends.
- Call ACSTO: 480-820-0403
- Mail the check and the form to:  
ACSTO

P.O. Box 6580  
Chandler, AZ 85246

## Emmaus Matching Funds Tuition Assistance

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

This passage serves as a model as to why Emmaus Lutheran School exists. The main purpose of our school is to tell our students about Jesus and what he has done for them. A very important secondary role is striving for excellence in the core classes we teach our students.

Because the Christ-centered education offered is so important, we'd never want a student to be unable to attend Emmaus because of financial reasons. Emmaus' tuition assistance program was created for this reason. Emmaus is committed to giving your child the best education we can and help financially as we are able. Commitment must also be shown on the part of the parents requesting tuition assistance. This commitment is shown in the following ways:

1. Parents appreciate the Christian education their child is receiving and show its high value by making their child's education a high priority.
2. Parents continue to make payments toward their tuition balance. The scholarship fund monies are disbursed in the form of matching funds. Money is credited to each account only after the account holder makes their scheduled payment that is equal to or exceeds the amount of the matching fund.
3. Parents communicate their current financial situation with the Board of Education and continue to communicate when, and if, their financial situation changes.

The amount of aid during each period is subject to change. The amount of assistance given to a family is based on the amount of money available to award, the number of families that are requesting assistance, and the financial needs of those families.

Tuition assistance is awarded three times a year and distributed monthly. The first award period is in August and will be dispersed after each September, October, and November tuition payment is made. The second award period is in November and will be dispersed after each December, January, and February tuition payment is made. The third award period is in February and will be dispersed after each March, April, and May tuition payment is made.

All families who would like to apply must demonstrate an existing financial need. This is demonstrated by submitting an application and a letter stating why the family believes they need financial assistance. Each family only needs to apply once each school year. Paperwork must be submitted by the advertised deadline. The letter can be the same letter that has been or will be submitted for the Arizona Tuition Tax Credit program, if the family chooses. The application form is available in the school office. Please note, if a family receives Tuition Tax Credit monies that will cover the remaining balance of their account, any financial assistance from this fund will end.

The Board of Education is aware of the financial hardships many of our families are experiencing and we continue to look for ways to help in any way we can. Our prayer is that this fund continues to grow so we can help as many families as possible and strengthen Emmaus as a whole.

## IV. School Life

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### Chapel Services

In addition to daily classroom ChristLight stories, all the students of Emmaus Lutheran School attend a school chapel service each Friday at 8:30 AM. All parents are welcome and encouraged to attend. When there is no school on Friday, chapel is held on Wednesday. This service is led by the male teachers at Emmaus, our pastor, local WELS pastors, and teachers from Arizona Lutheran Academy (ALA). The service consists of songs, Scripture readings, and a devotional message.

At this service, a special mission offering is collected for the spreading the gospel of our Lord Jesus Christ. The amount of this mission offering should not be the emphasis. Our Lord is more concerned about cheerfully giving an offering in thanks to Jesus. Mission offering envelopes are sent home on Thursday. Each semester our collected mission offerings will be sent to a home or world mission to support the work they are doing there. Watch the weekly Chronicle or look at the bulletin board to see where our current mission offerings are being sent.

### Communication between School and Home

Communication between school and home is key in the operation of a school. To keep parents and students informed concerning activities and events happening at Emmaus, several forms of communication are used.

#### Website

Emmaus' website is ([EmmausLutheran.com](http://EmmausLutheran.com)). Information for current members, school families, and first-time visitors is posted on our website. Parents are encouraged to bookmark our website and visit it regularly to read news and updates.

#### Chronicle

The Emmaus *Chronicle* is emailed to all school families on Mondays. When there is no school on Monday, the *Chronicle* is sent out on Tuesday. The *Chronicle* is also posted on the website on the school families page.

#### Email

Updates, news, reminders, etc. are sent out by email to all of our school families. If we don't have your up-to-date email address, please send an email to Mrs. Conklin in the school office ([office@emmauslutheran.com](mailto:office@emmauslutheran.com)).

## Curriculum

Our complete written curriculum for each subject can be found on our website at:

[EmmausLutheran.com/Curriculum](http://EmmausLutheran.com/Curriculum). Following are summaries of the classes/concepts taught at each level:

### Preschool and Pre-Kindergarten

- Bible stories and activities; developing of large and small motor skills; learning to write letters and numbers properly; learning to listen and follow directions; identifying letters; learning basic phonic sounds; identifying numbers, shapes, and colors; and developing social and problem solving skills.

### Kindergarten

- Christ-Light Bible stories and activities, reading and writing activities, math, science experiments, music and rhythm, listen to stories, snack time, art, crafts, and some drama activities.

### First-Eighth

- Bible knowledge, Christian Doctrine, Catechism, and Christian Living
- Reading, Phonics, and Literature, Spelling, Grammar, and Writing
- Mathematics, Geometry, and Algebra
- Social Studies, US and World History
- Geography, Civics, and Current Events
- Physical, Earth, and Life Sciences
- Fitness and Health
- Music and Art

## Drop-Off and Pick-Up

The safety of our students while they are being dropped off before school and picked up after school is of utmost importance to us. The following procedures will be followed to help ensure orderly drop-off, pick-up, and our students' safety.

### Drop-Off

- Morning Extended Care is available to parents that work early in the morning. It starts at 7:00 AM. Parents, please walk your children into the Extended Care (room 2) and sign them in.
- At 8:00 AM, morning Extended Care is over. The Extended Care provider will dismiss the students when the students' teachers have returned to their classroom following the morning faculty devotion and meeting.
- From 8:00-8:30 AM the majority of our students arrive. Please drive slowly in the parking lot and be very aware of what is happening around you. Parents of preschoolers and pre-kindergarteners are required to sign in their child in their child's classroom. Parents of K-8 students are highly encouraged to walk onto campus with their child(ren). This helps ensure the students get to their classroom safely and gives our staff the opportunity to greet you, ask a question, or share some important information with you.
- If you arrive after 8:30 AM, all the gates will be locked. You will need to push the call button to be granted access and then come to the office. Parents are required to walk their child(ren) in and fill out the sign-in/sign-out sheet in the office. This procedure, which only applies to K-8 parents, helps

us know when students have arrived at school and who is and is not at school that day. Parents of preschoolers and pre-kindergarteners will still sign-in in their child's classroom if you arrive after 8:30 AM.

## Pick-Up

- The school day Monday through Thursday is over at 3:15 PM; Friday at 1:45 PM. At this time, the teachers will walk their students out to the north side of the Fellowship Hall. The students sit or stand along the wall of the Fellowship Hall and wait for their parents to arrive. The teachers stand at the gate and in the parking lot to tell students when their ride has arrived and help them get to their car safely.
- Parents, we ask that you pull into a parking spot, not pull up alongside the sidewalk. Your child will be given to permission to walk to the car when it comes to a complete stop.
- Please drive very slowly through the parking lot and look carefully for students before backing up.
- To help with traffic flow in the parking lot, please follow these procedures:
  - You may drive in and out both entrances of the parking lot.
  - Drive only toward the playground/field when you are on the east side (next to the Fellowship Hall) of the parking lot. Please follow the arrows in the parking lot.
  - Drive only north (towards Sweetwater) when you are on the west side (next to 39<sup>th</sup> Ave) of the parking lot. Please follow the arrows in the parking lot.
- Students that have not been picked up by 3:30 PM Monday through Thursday; 2:00 PM on Friday, will be walked to Extended Care (room 2), where they will be signed-in. The outer gate will be locked at 3:30 PM Monday – Thursday and at 2:00 PM on Friday.
- Parents are required to come on to campus to sign their child out of Extended Care. You will need to push the call button to be granted access and then go to the Extended Care room. Afternoon Extended Care closes at 5:30 PM.

## Extended Care

Emmaus Lutheran School provides Extended Care for students enrolled in the school.

## Times

Morning Extended Care hours are from 7:00 – 8:00 AM. Afternoon hours are from 12:00 – 5:30 PM. Preschool and PreK students not picked up by 12:05 PM after dismissal, will be signed into Extended Care and charged for the first hour. Due to staffing, Extended Care is not available on holidays, vacations, or days there is no school.

## Cost

The cost of Extended Care is \$4.00/hour. There is a yearly \$50.00 registration fee, per family. If your child isn't registered for Extended Care, the fee is \$5.00/hour. You will be billed on the 1st and the 16th for the previous two weeks. In the event you know you will be late to pick up your child (after 5:30 PM), please call the school (602-843-3853) to let the Extended Care staff know. Parents who pick up their child after 5:30 PM will be charged a \$1.00 per minute, per child, late fee.

## Payment

Prompt payment of your Extended Care bill is important to the daily operation of Emmaus.

Communication with the school office and Board of Education is imperative if you start to fall behind on your payments or anticipate a financial shortfall. If a financial situation arises, please contact a Board of Education member or the principal as soon as possible so that we can work out a resolution before your account gets too far behind. The following policy will be used if an Extended Care account becomes delinquent and there is no parent communication or response from school communication attempts:

1. If an Extended Care account is delinquent for two weeks, a first notice will be mailed or given to the parent(s). This notice will include the amount required to bring the account up-to-date.
2. If the Extended Care account is delinquent for a third week, a second notice will be mailed or given to the parent(s). This notice will include the amount required to bring the account up-to-date.
3. If the account is still delinquent after the fourth week, a third notice will be mailed or given to the parent(s). At this time, the student(s) will not be allowed to sign-in to Extended Care until the account is paid in full. Once the account has been made current, the student(s) will be readmitted to Extended Care.

## Extra-Curricular Activities

### Spelling Bee

An annual spelling bee is hosted at Arizona Lutheran Academy in the spring. Two participants from each grade (1st-8th) attend the spelling bee. Teachers will select which two students will represent Emmaus for a particular grade.

### Band

Students have the option to receive band lessons from a private teacher for a variety of instruments. These lessons will take place after the school day at Grace Lutheran School in Glendale. The student is still responsible for all school work, even if they miss a class due to a lesson or practice. More information, including fees, is available by contacting Grace Lutheran School.

### Hand Chimes

Students in grades 3-8 participate in our hand chime choir. This choir is another way students can use their God-given talents to praise him. Hand chimes is part of our music curriculum and it gives students an opportunity to learn how to read notes and key signatures and put into practice what they learn in music class.

### Solo Ensemble

Students interested in playing musical instruments are able to participate in a solo ensemble. The solo ensemble practices under the directions of the music director at Arizona Lutheran Academy.



## Sports Program

Emmaus Lutheran School is a member of the Black Canyon Lutheran Athletics League (BCLAL). It is a league that is made of several WELS and Missouri Synod schools throughout the valley.

Students that attend Emmaus Lutheran School have the option to participate in the following sports:

- Sept-Oct - Girls softball and boys flag football
- Oct-Nov - Girls volleyball and boys soccer
- Dec-Feb - Girls and boys basketball
- Apr - Girls and boys track

Students that participate in sports must keep their classroom grades at the level listed in the Academic Eligibility section of the handbook.

## Field Trips

Field trips will be planned occasionally during the school year to extend students' learning experiences. Field trips enable students to grow culturally, expand their awareness of their home state, motivate them to engage in further study, and offer a pleasant break from the normal classroom routine.

Attendance on field trips is a privilege based on good academic standing and proper classroom conduct. Parents must sign a consent form and pay any associated cost for their child(ren) to participate in a field trip. Clothing that students wear on field trips should be chosen carefully. Please remember our students are not only representing themselves and Emmaus, but our Savior as well. Parents may be called upon to volunteer to serve as drivers and chaperones for field trips. Please also refer to the Transporting Students for School Activities section of this handbook.

## Grade Scale

Our percentage grades correspond with these letter grades:

| PERCENT  | GRADE |
|----------|-------|
| 100      | A+    |
| 99-96    | A     |
| 95-94    | A-    |
| 93-92    | B+    |
| 91-87    | B     |
| 86-85    | B-    |
| 84-83    | C+    |
| 82-78    | C     |
| 77-76    | C-    |
| 75-74    | D+    |
| 73-69    | D     |
| 68-67    | D-    |
| Below 66 | F     |

In addition, the following scale may be used for some subject areas:

|   |                   |
|---|-------------------|
| E | Excellent         |
| S | Satisfactory      |
| N | Needs Improvement |
| U | Unsatisfactory    |
| I | Incomplete        |

## Homework

Most schoolwork should be completed by students at school. However, you can expect that your child will bring home some degree of school work. If your child does not have a suitable place to do the work he or she brings home from school, please provide one. Homework should be done in a place where the student is not distracted by other family members, television, radio, video games, and so forth. Please talk to your child's teacher if your child regularly spends an extraordinary amount of time on his/her homework.

Children are expected to finish their assigned schoolwork on time unless prior arrangements have been made with the teacher. Failure to complete assignments on time will result in disciplinary action and/or parent consultation.

In the event that a student has late, incomplete, or missing work, the following policy will be used:

- Each student will receive two warnings. The assignment still has to be done, and recess may be used to complete the assignment.
- After the third and fourth offense, the student will serve a one-day after school detention. The student will call home at recess or lunch to let their parents know they have a detention to serve.
- The detention will be served that afternoon from 3:30-4:15 PM.
- If the parents say the detention can't be served that day due to an appointment or prior commitment, it will have to be served at the end of the next school day.
- If a detention falls on a practice or game day, the student must still serve the detention. The coach may give an additional consequence for missing practice or a game.
- After the fourth offense detention, the parents will be informed that the next infraction will result in a mandatory five-school-day detention from 3:30-4:15 PM.
- After the sixth offense, the student and parents must meet with the Board of Education to help solve the problem, so the student may remain in school at Emmaus.
- As a reminder, when a student is sick or misses school, the teacher will give the student one day for each day missed, to complete missed work. If it is an extended illness, the parent and teacher will work out an acceptable time frame to complete the missed work.
- The homework policy will reset each quarter.

## Lunch

Monday, Wednesday, and Thursday are regular lunch days. On these days students need to bring a lunch from home. Microwaves are available in the classrooms. Students are not permitted to use the kitchen facilities. Lunches are not stored in a refrigerator. Ice packs or a frozen water bottle should be put your child's lunch box to prevent food from spoiling.

On Tuesday and Friday students have the option of purchasing hot lunch. These meals are from various restaurants in the area, and are supplemented with healthy side dishes. Menus and ordering information are handed out and emailed monthly for the upcoming month. The hot lunch program starts in September. You will receive more information during the first weeks of school.

Students who have permission from their parents can purchase Gatorade or water for lunch.

## **Parent Involvement**

Parents are also encouraged to find an area they can serve in to help continue the work we are doing at Emmaus. Areas of service include, but are not limited to: student tutoring, correcting assignments, reading to students, helping serve hot lunch, driving for field trips, driving for athletic events, coaching, assisting with classroom parties, etc. You are an important member of our Emmaus family and your donation of time and talents is greatly appreciated. Please watch for opportunities to serve in the *Chronicle* or contact the school office. All volunteers are required to fill out the Volunteer Youth Worker form.

## **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled after the end of the first quarter. It is important for student's parents and their teacher have the opportunity to discuss face-to-face the progress of the child spiritually, academically, emotionally, and physically. Parents should feel free to bring any questions or concerns to the teacher at this conference, and are free to schedule a special conference at any time during the school year. Teachers may also schedule special conferences with parents throughout the school year as needed. Parents are welcome to visit the classroom during the school day. Parents who wish to visit the classroom should notify the teacher and principal of their intent at least one day in advance, so we have time to prepare for the visit.

## **Preschool & Pre-Kindergarten**

In addition to a Kindergarten – Eighth grade elementary school, Emmaus also operates a 3 and 4-year-old, licensed preschool. We offer fully educational preschool and pre-kindergarten programs, not just day-care. Following is the Philosophy of our preschool.

It is our goal to enrich the quality of family life by providing Christian care for our children. We wish to enrich the life experience of children through positive examples of love and respect for each other as Christ has taught us.

Social development and self-esteem will be an ongoing challenge met on a daily basis. We will be encouraging a sense of independence, responsibility of self and others, as well as working together in group settings to develop cooperation.

Our preschool and pre-kindergarten programs exist to apply the Word of God, as revealed in the Bible, to the hearts and lives of young children. It is our prayer that your child learns more about Jesus and his perfect love for all people. We are here to help in directing your child to follow in Jesus' footsteps.

## Questions and Concerns

If and when a question or issue arises, God asks us to speak to the individual(s) involved instead of sharing our concerns with others (Matthew 18:15-17). Discussion of your concerns or questions without including the teacher and principal will not be productive. We are also encouraged in God's Word to speak in a loving manner to each other (Ephesians 4:15).

Parents with questions and concerns about happenings in their child's classroom or on the playground should speak to their child's teacher first. In this way you will alert the teacher to a problem of which they may not be aware or you can receive clarification from the teacher. If after speaking to your child's teacher, you would like to also speak to the principal along with the teacher, please feel free to do so. If you feel the need to discuss the matter further, pastor and/or the Board of Education chairman can be brought into the conversation as well.

Parents having questions with regard to the established policies or their implementation may bring such questions to the Board of Education through the principal, pastor, or another board member.

## Report Cards

Quarterly report cards will be sent home the Wednesday after the end of the quarter. Parents, please review the report card with your child, sign the envelope, and return the envelope to school as soon as possible to verify you received it. If you have any questions or concerns about the report card, please contact your child's teacher.

## School Hours

- Preschool, Pre-Kindergarten: Monday-Friday 8:30 AM-12:00 PM
- Kindergarten – Eighth Grade: Monday-Thursday 8:30 AM-3:15 PM; Friday 8:30 AM-1:45 PM
- In the event there is a half-day, all students will be dismissed at 12:00 PM.

## School Pictures

Individual student pictures will be taken by a professional photographer near the beginning of the school year. Parents may purchase any of a variety of picture packages if they choose to do so. If parents would prefer to not purchase pictures, students will still get their picture taken for school use (records, yearbook, etc.). This will be of no cost to the parents of the student. The date of picture day will be posted on the school calendar and published in the *Chronicle*.

## V. School Policies

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### Academic Eligibility

Participation in athletic and extra-curricular activities is a privilege. Misuse of this privilege will result in ineligibility. A student will become ineligible from all school sponsored athletics and extra-curricular activities when their grade point average for all classes drops below a C- and/or they have an F in one or more classes. They will remain ineligible for one week (five school days). The student will become

eligible again as-long-as the grade point average has been raised to a C- and/or the individual class is no longer an F, and parents, teacher, and coach believe the student is ready to demonstrate his/her fullest use of their God-given talents in the classroom. Consequences for multiple weeks of ineligibility will be decided by the parents, teacher, and coach of the student.

## **Attendance (absences/tardies)**

Students are expected to attend classes on a regular basis in accordance with state law. Absences create extra work for both the student and teacher, so it is beneficial to avoid them whenever possible. In the event a student is ill, a phone call or email to the school should be made before school begins as a courtesy to the teachers and to avoid concern regarding a child's whereabouts. For your child's safety, we will call you by 9:00 AM if we have not heard from you. A written or oral excuse from a parent must be provided for an absence from school.

We understand that events may happen in the morning that may cause you to bring your child to school late. However, please make every effort to make these occurrences the exception and not the norm. Tardies do not start your child's day off on the right foot, plus they are usually walking in late for the most important subject of the day, God's Word. If your child does arrive late to school, you are required to walk them into the office and sign the student in. This form is for safety reasons to give us an accurate list of which students are present and absent from school in the case of an emergency. Tardies will be handled using the following guidelines:

- Tardies will be determined excused or unexcused by the teacher and Principal.
- After 3 unexcused tardies in the quarter, the student and parents have to talk to the Principal about the tardy problems.
- After 5 unexcused tardies in the quarter, the student and parents have to meet with the Board of Education about the tardy problems. The Board of Education will then make the decision if the child continues enrollment at Emmaus.
- Tardies will reset each quarter.

Please make appointments with doctors, dentists, etc., outside of school time. When this is not possible, the teacher should be notified at least one day in advance. Please avoid vacations during the school year. This helps the child stay current with classwork and assignments. It also aids the teachers in preparation, presenting of class material, and the correcting of assignments.

Absence from school does not excuse the child from his or her classwork. It is understood that all assigned work will be made up in any case of absenteeism. It is the child's or parent's responsibility to get the make-up assignments. Make-up work may be picked up at school, or arrangements can be made to send it home with a brother or sister. Assignments are to be returned within two school days of the day of absence. In the event of prolonged illness, please make arrangement with the classroom teacher to decide on an acceptable date to have completed work turned in. Sick work turned in late will be dealt with according to the late work policy found in the homework section of this handbook.

## Christian Conduct and Discipline

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

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

Upon enrolling a child at Emmaus Lutheran School, a parent gives his/her 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 teachers will correct their children properly in the spirit of Christian love and concern.

Disciplining is carried out through proper application of law and gospel. We recognize the power of the law to control the sinful nature and prepare the heart for the gospel and the power of the gospel to change the heart to live a God pleasing life.

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

Discipline is part of classroom management and is handled by the teacher. The exceptions to this are probations, suspensions, and expulsions, which involve the school principal and the Board of Education. If parents believe their child has been wrongfully accused and/or a consequence is too severe for an indiscretion, they may bring an appeal to the Board of Education. A Board of Education decision may be appealed to the congregation's Board of Elders.

Following is our Discipline Policy listing levels of infractions and resulting consequences:

### INFRACTIONS

#### Level 1 Infractions:

- Disruption in the classroom, Fellowship Hall, or chapel
- Improper dress and appearance
- Improper conduct on the playground or extracurricular event (practice, games, tournament, etc.)
- Inappropriate language
- Other improper conduct of a minor nature

#### Level 2 Infractions:

- Cheating
- Stealing
- Disrespect for authority

- Verbal or written abuse to students or faculty
- Possession or use of tobacco products at school
- Leaving campus without permission
- Truancy
- Repeated level 1 infractions

### Level 3 Infractions:

- Severe misconduct which may cause bodily harm to another person
- Threatening bodily harm (verbal or written)
- Possession of alcoholic beverages, illegal drugs, or narcotics at school or at any school-related activity
- Vandalism
- Continued misconduct of level 1 and 2 infractions

### Level 4 Infractions:

- Use and/or sharing of alcoholic beverages, illegal drugs, or narcotics at school or at any school-related activity
- Possession of weapons on campus
- Other serious infractions
- Continued misconduct of other levels

## CONSEQUENCES

### Level 1 Consequences:

Minor offenses will be cause for a discussion between the student and teacher or adult in charge. Parents may be contacted. Consequences may follow at the discretion of the teacher.

### Level 2 Consequences:

Parents will be notified of the offense. The student will meet with the teacher and/or principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). Consequences may follow at the discretion of the teacher and principal (redoing assignment, replacing stolen item, suspension from extra-curriculars, after school detention, etc.).

### Level 3 Consequences:

Principal, parents, and Board of Education will be notified of the offense. The student will meet with the teacher and/or principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s) they sinned against). The student will be suspended from school and all extra-curricular events for 1 or 2 school days. The student and his parents must meet with the Board of Education before the student will be allowed to return to school. The student will return to school under a disciplinary contract.

### Level 4 Consequences:

Principal, parents, and Board of Education will be notified of the offense. The student will meet with the teacher and/or principal with the purpose of leading them to repentance. When a repentant heart is shown, appropriate fruits of repentance will be expected to follow (e.g. apologizing to the person(s)

they sinned against). The student will be suspended from school and all extra-curricular events for one week (five school days). The student and his parents must meet with the Board of Education. Depending on the number of repeated infractions or severity of infraction the student will be expelled from school. Local civil authorities may also be notified in the case of illegal activity.

## Church Attendance

God reminds us in his Word, "I rejoiced with those who said to me, let us go to the house of the Lord." (Psalm 122:11). The very nature of our school would suggest that church attendance is a concern of both the home and school. The classroom teachers will encourage the children to worship regularly. This is as God would have us do as he reminds us in Hebrews 10:25, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - and all the more as you see the day approaching." The Lord wants us to often hear of our sin and his forgiveness of sin through Jesus.

Just as our bodies need regular amounts of food to continue living, so our souls need the spiritual food given to us through the regular hearing and learning of God's Word. The result will be spiritual blessings now and in eternity. Forsaking the Word of God will bring spiritual disaster.

A partnership exists among parents, our school, and church in working together for the Christian education of children. God gives primary responsibility to the parents. What is taught at school is to reinforce what is taught at home. We encourage parents to be faithful in bringing their children to worship regularly.

During the school year, the children of the various classrooms, including preschool and pre-kindergarten, will sing in our worship services. On those occasions, everyone is expected to participate in that particular service(s). Parents of students that are members of other churches are highly encouraged to bring their child to sing. We understand non-Emmaus member families have obligations at their own church; however, we view our students singing in a church service as part of their music curriculum. Parents are welcomed and encouraged to attend these services with their children too.

## Technology/Internet Use

Technology is a gift God to use for the benefit of all. However, as is true with most gifts God has given, people can use them for God-pleasing purposes or sinful purposes. Since this is true also of computers, tablets, and the Internet, a policy has been developed for students regarding the use of this technology. It is our desire that our students' experiences in using the Internet are God-pleasing and safe, and they promote educational excellence. Emmaus Lutheran School has taken precautions to restrict access to sites that are not God pleasing. However, on a global network it is impossible to control all materials. It is imperative that parents and teachers teach their children about making God-pleasing decisions about the type of material accessed. The use of school computers and having access to the Internet through them is a privilege. Inappropriate use will result in the cancellation of those privileges.

*Guidelines for computer and tablet use are as follows:*

- Time and money have been invested in the purchase and placement of hardware and software in our school. In order to keep the equipment in the best possible condition computer areas are to be



kept free of food and drink. Additionally, equipment should be left in the condition it was found. Questions, concerns, or problems with equipment should be directed to the classroom teacher.

- Any malicious attempt to harm or destroy hardware or software will result in the cancellation of all computer privileges. The person(s) causing the damage will replace broken or damaged items.
- Permission to use the computer or Internet shall be obtained from the classroom teacher who is also the supervisor of use. Teachers may access student files at any time.
- Student use of the computers is strictly for educational purposes. It is not to be used to retrieve or send e-mail, visit social networking sites, instant message, enter into chat room discussions, play games, or surf the web, unless directed by the classroom teacher.
- ***A laptop or tablet may be brought from home and used in the classroom with the understanding that these devices must be used following the same guidelines as school technology; the item is being brought at your own risk; Emmaus is not responsible for an item being broken, lost, or stolen; and if the privilege is abused, it will be removed.***
- ***In extended care, computers and tables may only be used for reading and working on school assignments.***

## Dress Code

We ask that parents exercise discretion in seeing that their children are neatly and modestly dressed. Our students represent their Savior and Emmaus at all times. We'd hate for a bad impression to be given because of a poor choice in clothing, accessories, or hair style.

### Shorts and Pants

Shorts may be worn, but they must reach the child's fingertips or longer. Cut-off shorts or short shorts are not to be worn. Girls may wear skirts or a dress, but they must reach the child's fingertips or longer. They are encouraged to wear shorts underneath.

### Shirts, Blouses, and Tops

Shirts, blouses, and tops must meet the pants, shorts, or skirts. Bare midriffs, see-through shirts, and "spaghetti" straps are not permitted. Students in 5<sup>th</sup>-8<sup>th</sup> grade may not wear tank tops without a sleeved-shirt underneath. Clothing depicting musical groups, alcoholic beverages, tobacco products, or satanic symbols, (e.g., skull and crossbones, pentagram, the broken cross, the word bones, etc.) are not permitted. Clothing that is sarcastic or doesn't send a positive message is not permitted. Baggy clothing, inappropriate logos or clothing that is gang related also is not permitted. Uniforms representing other religious organizations, such as Girl and Boy Scouts, are not permitted.

### Hats

If students wear baseball caps at school, they are to be worn only at recess with the visor pointing forward.

## Shoes

Shoes must have a closed-toe and be secured to their feet. For your child's safety, flip-flops can be worn on special days (e.g. Flip-Flop Fridays). It would still be wise to bring along a pair of tennis shoes for recess. This applies to all school functions on or off campus.

## Piercings

Boys may not wear earrings at school or at any school function. Body piercings for girls or boys are not permitted.

## Hairstyles

We ask that hairstyles reflect the Christian values of our school; outrageous styles (e.g. Mohawks) or colors (except on spirit days) are not permitted. This brings extra attention to the individual, when we should always be giving the attention, glory, and praise to our Savior, Jesus.

## Emergency Closing

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

## Emergency Information

Current emergency information is required for each student. A form is filled out by the parents for each child at the beginning of each school year. In case of emergency, our procedure will be to contact the parents at home or work. The school should be notified if any changes occur during the school year. (address, telephone number, work telephone number, email, etc.)

## Expectations

### School and Teacher Expectations

- Proclamation of Law and Gospel in its truth and purity.
- Keep the lines of communication between school and home open.
- Faithful preparation of daily lessons.
- Respect parents and students.
- Correct and discipline with love and respect.
- Correction of homework, tests, and quizzes in a timely fashion.
- Regular progress reports for students in grades 3-8.
- Work individually with students; after school if necessary.
- Share information with parents via the *Chronicle*, email, website, word-of-mouth, notes, etc.

### Student Expectations

- Participate in the classroom and group devotions and religion classes.
- Live as a child of God bought with the blood of our Savior, Jesus Christ.
- Arrive at school on time and prepared for the day.

- Work on your school and home work to the best of your God-given abilities.
- Respect the faculty at Emmaus as representatives of God.
- Respect your classmates and their property.
- Comply with all other policies and requirements which pertain to the rest of the student body (physical records, academic standing, discipline, etc.), as well as any other policies and requirements which are not mentioned specifically in this document.

## Parent Expectations

- Not publicly contradict the Biblical teachings which their children are learning in our classrooms.
- If educational questions or concerns arise, parents will first speak with their child's teacher, and then the principal if necessary. The principal will decide which cases merit the attention of the Board of Education.
- Bring your child to worship services at which their class sings.
- Bring your child so they may participate in the all-school functions (family night, plays, field trips, Church singing, Christmas service, graduation service, etc.).
- Pay tuition and fees on schedule in order to keep your child's account in good standing.
- Keep the lines of communication open between home and school.
- Ensure your child is working on his/her homework in a quiet, well-lit area; with few distractions.
- Ensure your child is receiving proper nutrition and gets plenty of sleep at night.
- Drop your child off for school on time, so they have time to prepare for their day.
- Ask your child to see their corrected papers regularly.
- View your child's progress reports and/or report cards.
- Read the Emmaus *Chronicle* each week and other email updates.
- If at any time it is discovered that the parents or their children are at variance with these expectations, the matter will be discussed with them. If the parents of a non-member child find that they are unable to comply with these statements, the parents will be encouraged to withdraw their child(ren) from Emmaus, or will be asked to do so by the Board of Education upon review of the matter.

## Illness or Injury

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

## School Insurance

Emmaus Lutheran Early Childhood Ministry carries general facility liability insurance as required by law under Article 3, R9-5-308, of the AZ Department of Health Services Arizona Administrative Code and Arizona Revised Statutes For Child Care Facilities. Documentation of the liability insurance coverage is available for review in the school office.

## 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.

## Immunizations

According to state law, all children entering school must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B and Varicella. All students entering grade 6 must show proof of having received a TD (Tetanus/Diphtheria) booster and Meningococcal. Your child will not be allowed to enter school until the immunization requirements have been met. Students who cannot be vaccinated due to medical reasons or whose parents are conscientiously opposed to immunizations may receive a legal exemption form from their Health Office. The school must retain documentation of immunizations.

## Screening Programs

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

## Medication Policy

Medication should be given to students at home. However, if a student needs to receive medication at school, a Medication Authorization and Plan is required to be filled out. This can be found in the school office.

## Communicable Disease Policy

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

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

## **Leaving School Grounds**

Other than for an emergency, pupils who need to leave the school grounds during any time of the school day must have the written or verbal permission of their parents. Whenever such permission is granted, full responsibility then rests with the pupil and the parents.

## **Miscellaneous Items**

### **After School Plans**

Arrangements for after school plans need to be made prior to the day of. This policy is in place to help students learn to plan ahead, not make unnecessary phone calls, and ensure that a ride situation is not confused.

### **Invitations**

To ensure that no feelings are hurt, if invitations are handed out at school for a party or event, please invite everyone in the classroom or grade.

### **Cell Phones**

Cell Phones may not be used on school grounds, without permission from a teacher. This includes out on the wall after school. If a student does bring a cell phone to school, it must be off and kept in their backpack until they leave school property. If a student does need to call their parents, they will be given permission to use the phone in the office or a classroom. Students also may not take their cell phones on field trips. All the teachers have cell phones to call a parent in the case of an emergency.

## **Prohibited/Unnecessary Items**

Students may not bring knives, guns, or any other weapons to school. Drugs and alcohol are also prohibited. Electronic devices such as CD players, mp3 players, radios, handheld video games, and cellular phones may not be used on school grounds unless permission has been given by a teacher. Unnecessary items include, but are not limited to, gum, trading cards, pets, and toys. These and any other items brought from home that prove to be a distraction to students will be confiscated by the classroom teacher. The school reserves the right, when there is reasonable suspicion, to search students' desks and personal property. Consequences may follow under the discipline policy.

## **School Property**

All students are expected to take good care of all church and school property. This includes buildings, grounds, furnishings, books, equipment, etc. In cases of neglect, damage, or destruction, the compensation of the property is the responsibility of the student and his/her parents. Compensation will be replacement cost of the item. Book fines may be assessed at the end of the school year for books that receive more than normal wear and tear. The principal and teachers reserve the right to inspect student storage areas and desks at any time without notice and without student consent.

## **Transporting Students for School Activities**

We require all persons transporting students for school activities to provide a seat belt for each child they transport and take every precaution to ensure the safety of the children. According to Arizona child

seat law, students younger than 8 years-old or shorter than 4 feet 9 inches must ride in a booster seat. Drivers are not to place any students in the front seat of their car if it is equipped with a passenger-side air bag. The driver of the vehicle must have a current and valid driver's license. All vehicles transporting students for school activities must carry at least the minimum insurance required by the State of Arizona.