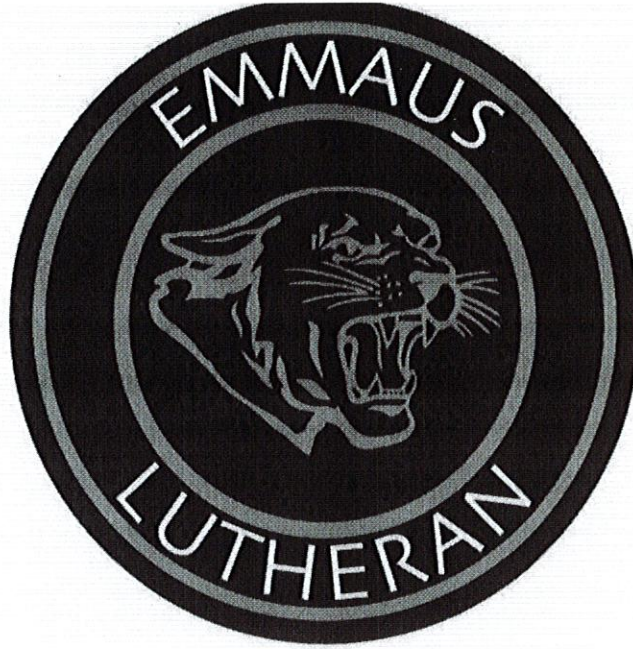


Emmaus Lutheran School



School Handbook

August 2022

Pastor Raymond Smith - Principal

NATIONAL LUTHERAN SCHOOL ACCREDITATION

ACCREDITED
SCHOOL  NLSA

THE LUTHERAN CHURCH—MISSOURI SYNOD

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INTRODUCTION

To those of you who may be strangers to Emmaus Lutheran School, this handbook offers a warm welcome. To those of you who know Emmaus well, this book represents a renewal of our partnership. To all who use this handbook, friends, both new and old, it is placed into your hands with the prayer that it will inform and throw open the doors on a significant educational experience in our community and a vital dimension of ministry through Emmaus Lutheran Church. Emmaus Lutheran School has served the needs of our communities for over 119 years. Emmaus Congregation has created this historic and dynamic educational opportunity for two specific reasons: (1) To make experiential the fact that a relationship with God is the beginning of all wisdom and (2) to boldly pursue excellence in education.

We are part of a system of over 1,950 Lutheran schools throughout the United States, and as a member of the Lutheran Church-Missouri Synod, our school represents locally the largest Protestant parochial school system in the country. We hope that this handbook will both answer your questions and catch your interest. Between the lines of this little book is the simple statement, WE CARE — we care deeply about God's will and His love in our world and community; we care about children and their spiritual-emotional-physical growth; we care about each other and this opportunity to mutually encourage, support, challenge each other; and finally, we care about you and your interest in academic excellence and deep spiritual value.

Mission Statement

Educating Children in a Christ-Centered Atmosphere.

Philosophy

"To equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Ephesians 4:12-13.

"Train up a child in the way he should go; even when he is old he will not depart from it. Proverbs 22.6

Emmaus Lutheran School has but one purpose: the growth toward maturity of each child in his/her relationship with GOD, with SELF, with OTHER PERSONS, and with NATURE. To accomplish this purpose of growth toward maturity for each child, the school's mission and the means to achieve this mission can be understood according to the following summary:

The child in his/her relationship to GOD.

- Fundamental to the child's growth toward maturity is a deepening knowledge of God, Father, Son, and Holy Spirit; a confident trust in Him to forgive and guide; a joy in worship of Him and service to Him.
- The means to a deepening relationship with God are study, discussion, and experiences in the Holy Scriptures as God's own WORD of HIS will and love; living in God's Word is applied in real-life situations; encouragement and example of teachers, students, pastors and congregation to live in and seek after the blessings of Baptism, the Lord's Supper and all the sources of God's strength and forgiveness.

The child in his/her relationship to SELF

- Basic to a child's growth toward maturity is the acceptance and affirmation of one's self and an ability to take responsibility for and exercise control over one's self.
- The means to achieve this goal of self-discovery is the development of identity as a child of God, loved, forgiven, empowered; the appreciation of the body and its health, safety, and recreation; the building of logical, critical, creative, and spiritual thinking processes; the identification and development of unique skills, abilities, interests, and possibilities.

The child in his/her relationship to OTHER PERSONS.

- Fundamental to a child's growth toward maturity is the awareness, acceptance, and affirmation of other persons, as well as the internal strength and wisdom to reject inferior choices, immoral behavior, and destructive examples.
- The means to caring relationships and creating friendships are the recognition that all persons are God's creation; the experience of respect, love, and acceptance from the home, the school, and the church; the discipline of sincere respect for others, particularly those in positions of authority as God's representatives; the practice of simple social graces and basic social skills; the encouragement toward caring and compassion that all persons might know Christ and receive all His benefits.

The child in his/her relationship to NATURE.

- Basic to a child's growth toward maturity is a heightened sensitivity toward, an increasing knowledge of, and deepening gratitude for the gift of Creation.
- The means to a sense both of awe toward and comfortability in the created order are the recognition that, although separated from God, the natural order is yet God's creation and a vehicle for experiencing HIM: experiences in nature which both open its secrets and excite with its mysteries; opportunities for partnerships with creation in creating, exploring and experimenting; reinforcement of a sense of responsibility for creation, both how it is used and to what purpose.

Accreditation

Emmaus Lutheran School, founded in 1903, is maintained and supported by Emmaus Lutheran Church. The school is recognized in the community for its academic and spiritual excellence. Its full-time teachers, are state-certified. These qualified individuals teach God's Word together with a prescribed course of study, preparing students well for high school entry. Emmaus has maintained its accreditation through the National Lutheran School Association and has received accreditation approval for 2022-2027.

Administration

Emmaus Lutheran School is owned and operated by all of the members of Emmaus Lutheran Church. Final authority for all decisions of policy and property is vested in the Voters Assembly, the official governing body of the Congregation. The Principal, under the direct authority of the School Board, administer the school's day-to-day affairs. The Board meets monthly and schedules special meetings as needed. Interested patrons may address the School Board after informing the board chairperson in advance.

School Board - The Emmaus Lutheran School Board strives for open communication and the involvement of the school's constituent groups in the life of the congregation. The mission of the congregation is to connect people to Christ by Living out Christ Centered lives. The board consists of members of Emmaus Lutheran Church and may have advisory members. The Principal is an ex-officio member of the board. The term of office of all Board members shall be two (2) years, terminating at the Semi-Annual meeting in June of the second year of their term. The term of office for the advisory member representative shall be two years.

Principal - The principal, together with all employees, is responsible for executing all regulations and policies. He/she is directly accountable to Emmaus Lutheran School Board and for the total program of the school. Therefore, he/she is responsible for the curriculum, methods of instruction, the schedule of activities, and the like.

*[Dean of Students - The dean of students will be responsible for carrying out the discipline of our students. If a student has done something that requires discipline the dean will handle all aspects of said discipline including - assigning disciplinary action [i.e. detention and suspension - in school and out of school]. If disciplinary action should reach the level of expulsion, the principal and school board will make that decision, with the dean advising. The dean will also be the contact person [along with the school's office manager] for prospective families at Emmaus. The dean will give them a tour of the facility and answer any of their questions.] **This will be applied at a future time and for now will be handled by the Principal.***

Teachers & Other Staff Members - The teacher is responsible for the discipline and instruction in his/her class. However, the welfare of each child in the school is the concern of every staff member. Therefore, the employees will be concerned with carrying out the policies and procedures adopted by Emmaus Lutheran School Board and the faculty. The employees are directly responsible to the principal in all matters regarding the school. Therefore, it is expected that they will discuss such matters with him/her and keep him/her informed of all special activities. To ensure the task of our school is carried out in the most God-pleasing manner, our staff should consider themselves as members of the Body of Christ and conduct themselves accordingly.

Circle of Concern

When parents have a concern about their child in the classroom, this path should be followed:

PARENT → TEACHER → DEAN (in discipline issue) → PRINCIPAL → SCHOOL BOARD

All concerns should follow this path utilizing Matthew 18:15-20. Parents should first talk to the teacher. If the situation is not resolved, parents should contact the Dean, Principal. After discussing with the Principal, the matter would need to be addressed to the Emmaus Lutheran School Board. They need to contact the Board President and request to speak before the board. If parents are invited to speak to the board, they will be allotted 10 minutes at the beginning of the meeting and then answer any questions board members may have. Afterward, the parents will be dismissed from the board meeting. "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you

loose on earth shall be loosed in heaven. Again I say to you, if two of you agree on earth about anything they ask, it will be done for them by my Father in heaven. For where two or three are gathered in my name, there am I among them."

ADMISSIONS

Enrollment Policy

Parents understand that Emmaus Lutheran School is first and foremost a Christian School, not simply a "private" school. Enrollment implies the educational development of the whole child — body, mind, and spirit. Parents who enroll their children at Emmaus understand that they and their children willingly submit to the discipline of Christian education and give assurance by such enrollment of their cooperation with the faculty and School Board.

Admissions process to apply for enrollment:

- Contact the school office to schedule a tour and meeting with the Dean of Students
- Turn in an application for enrollment
- Submit financial paperwork (page 1 of your tax return with shows your AGI)
- Payment of Registration Fee (Pre-School) for the school year to secure enrollment
- Receive notification of acceptance

Emmaus Lutheran School reserves the right to receive information on a child's home background and previous school experience prior to enrollment. Before accepting new students, Emmaus Lutheran School screens each child (PK-8) applying for admission to assess the student academically. Pupils entering Preschool 3 must be three years of age, Pre-Kindergarten must be four years of age, and pupils entering Kindergarten must be five years of age on or before August 1 of the school year. All students in PK and Kindergarten must have a completed physical examination and shot records before enrollment. The Principal/Dean will then determine whether Emmaus can meet the child's educational needs.

In the case of a waiting list, students will be enrolled according to the following priorities:

1. Students who were enrolled at the end of the previous school year
2. Any child (ren) of communicant members of Emmaus Lutheran Church
3. Siblings of any students presently enrolled
4. Communicant members from other Missouri Synod sister congregations
5. All other students will be enrolled on a "first-come, first-serve" basis

New Enrollment Application

Students will have full acceptance after re-enrollment applications have been received by the end of February and a determination has been made that there is room in the class for the student. If an application is received by the end of February and not accepted due to full enrollment, the applicant will remain on a stand-by list for the school year for which the list was made. Applicants will be contacted in the original order if an opening becomes available that same school year. If the applications received by the February deadline have all been contacted and an opening becomes available after the deadline, the additional applications will be ranked by the order above. The application is suitable only for the grade for which they are submitted and cannot be carried over to the next school year. Applicants not accepted due to full enrollment will need to submit a new application for the next school year. Applicants not accepted due to full enrollment in PS3/PK4 will need to submit a new application, but the original application date will apply to the new application. If an applicant declines a spot, their original application date will not apply.

Re-Enrollment Application

Due to state regulations, all students must be re-enrolled each year. Any re-enrollment for any grade will not be accepted if the parents have an outstanding balance as of June 1st.

Non- Discrimination Policy

The basic enrollment and admission policy is the policy of the Lord, who says, "Permit the children to come unto me!" Mark 10:14. Emmaus Lutheran School invites, welcomes, and 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 in the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, scholarship, and other school-administered programs.

Screening

Emmaus uses IXL online diagnostic testing to get baseline information for new students in Kindergarten-8. We screen in two main areas, Mathematics and Language Arts. This starts them all off on the right foot on their growth pathway.

Parent Orientation

All parents are required to attend the Orientation Meeting before the school year. These Orientation Meetings help parents better understand the teachers' expectations, the class schedule, new rules, and programs offered. It is an ideal opportunity for teachers and parents to meet face-to-face. These Orientation Meetings help the Parent-Teacher partnership in the child's education start more effectively.

FINANCIAL POLICIES

Books & Supplies

Textbooks are the property of the school. Each student is responsible for his/her assigned textbook and workbook. If any book is lost, the parents are expected to pay the purchase price of a new book.

All 5-8th grade students are required to change into Emmaus P.E uniforms for all P.E classes. In 5th grade, each student will receive a P.E. uniform and be billed the following month. Any students may purchase new P.E. uniforms throughout the school year from the school office.

School supply lists are provided at the beginning of the school year.

Tuition & Fees

With the rising cost of educating a child at Emmaus, the members of Emmaus Lutheran Church are encouraged to "make up the difference" in their regular church offering, as well as providing for the larger work of the Church worldwide. Emmaus Lutheran School charges a schedule of tuition and fees for the school year according to the following

Categories:

- Registration Fee (PreSchool/PK only)
- Preschool Tuition
- Technology Fee (grade 3-8)
- Tuition Fees (K-8)

All parents are billed on the 1st of the month (August through May), with payment due on the 10th. Checks that are returned from the bank are subject to an additional returned check charge. Parents experiencing financial difficulty in meeting this due date are asked to communicate this circumstance with the Office Manager. The School Board passed the following policy concerning payment of fees:

- If in arrears after 30 days, will receive a notice and fee.
- If in arrears after 60 days, the student will not be permitted to return to class until fees are paid.
- If a student withdraws from school before the end of the school year, parents will be billed the full monthly tuition for any months attended that school year. Tuition is billed on a monthly basis and not on a daily basis.

School Board policy states, "If, at the end of a school year there are any outstanding fees (registration, tuition, child care, lost book fees, textbooks, technology, etc.), they must be paid before a student may officially graduate, report cards are received, or a student's registration is officially accepted for the next school year.

Payments and fees for the school year must be paid by June 1, or your enrollment for the next year and your registration fee will be forfeited. No transcripts or records will be released until all tuition and fees are paid in full.

Emmaus Scholarships

Scholarships are available for those with special financial needs. Emmaus Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in the awarding of any scholarships. The School Board meet in the summer reviews all applicants for the upcoming school year. Scholarship funds are distributed based on the availability of funds and family financial situations.

All families wishing to apply for Emmaus Scholarship Programs must apply by June 1st.

Indiana Choice Scholarships

Indiana is committed to providing all children access to quality educational opportunities. Indiana's Choice Scholarship Program, commonly referred to as the voucher program, (authorized under IC 20-51-1 and IC 20-51-4) provides scholarships to eligible Indiana students to offset tuition costs at participating schools. Students must satisfy both household income requirements and student eligibility criteria to qualify.

Participating schools and interested parents work together to enroll students. The Choice Scholarship application is submitted electronically to Indiana Department of Education by the participating school. Schools and parents should explore the links below for more information.

Additional information at <https://www.in.gov/doe/students/indiana-choice-scholarship-program/>

ACADEMICS

Curriculum

In keeping with the purpose of Emmaus Lutheran School, the entire curriculum is based on the Word of God. Subjects are selected with the view of enabling every child to develop into a "whole child." The Christian faith and life are not a segregated subject in the day's work; rather, its influence permeates and gives substance to all other subject areas taught.

In keeping with our mission of educating children in a Christ-centered atmosphere, and regarding the State of Indiana requirements, all students in all grades receive a thorough education in all curricular areas. It includes Religion, Language Arts, Mathematics, Science, Social Studies, Physical Education, Technology, and Fine Arts. Not all of these subjects are taught daily. The school's curriculum follows the Indiana State Department of Education guidelines. The faculty holds regularly scheduled curriculum meetings to continually study the curriculum.

Music Program

Emmaus has an extensive school music program. An important activity of the school is the children's choirs, organized to aid and beautify worship, whether it is for our school chapel services, regular Sunday services, local nursing homes, etc. Through the music program, students will also participate in our annual Christmas and spring programs. These performances are part of students' music grades. Choirs rehearse during music class, within the school day, and regularly perform throughout the school year.

Physical Education

With our own playground, gymnasium, and instructors, Emmaus is able to provide a fine physical education program. We aim to give every child an opportunity to participate in group activities and exercises according to his/her age level. Regular physical education periods are scheduled throughout the school week.

All children must appear for physical education classes in proper gym attire (no skirts or dresses). Students need to have a pair of tennis shoes left at school to always have a pair to wear for PE class. Students may wear the same tennis shoes to gym class that they wore to school 5th – 8th grade students will purchase and wear Emmaus P.E uniforms. [to be implemented in 2023-24 school year]

Students physically unable to participate on a given day may be excused from such participation by bringing a written excuse from home. Additionally, all children are instructed in the safe use and care of playground and gym equipment and are expected to abide by the rules and regulations at all times.

REPORT CARD & GRADING

Fast Direct online grade book streamlines the entire grading process. Parents have access to their child's grades and assignments at all times. Fast Direct online grade book is integrated into the entire school management system, so data entered into the grade book is instantly available to parents and students. Each semester parent-teacher conferences are scheduled with all parents. At these conference, the home-school life of the child is discussed, weaknesses and abilities studied, and plans for cooperative action proposed. A second parent-teacher conference will be scheduled after first-quarter and third-quarter report cards are distributed. Additional parent-teacher conferences are scheduled as desired and needed. Formal report cards are issued quarterly to children in all grades.

Information regarding the child's performance on the ILearn (3rd-8th)/IRead (3rd grade) tests administered during the school year is shared with parents annually. Parents are invited make appointments with the teacher or principal to discuss any matter pertaining to the child's welfare. Christian ethics suggest parents will first discuss issues of concern with the classroom teacher (Matthew 18).

The Grading Scales for Emmaus Lutheran School are as follows:

PK3 - K	1st - 6th	7th - 8th
<u>O</u> utstanding 100 - 90	A 100 - 94 A- 93	A+ 100 - 97 A 96 - 93
B+ 92	A- 92 - 90	
<u>S</u> atisfactory 89 - 70	B 91 - 86 B- 85 C+ 84	B+ 89 - 87 B 86 - 83 B- 82 - 80
<u>U</u> nsatisfactory 69 - 0	C 83 - 73 C- 72 D+ 71 D 72 - 64 D- 63 F 62 - 0	C+ 79 - 77 C 76 - 73 C- 72 - 70 D 69 - 60 F 59 - 0

Students are expected to make up all work not completed due to any absence from school. **It is the duty of the parent to contact the teacher for all make-up work.** Assignments marked as "Excused" and "Absent" do not count against the student's grade but must be made up the days following the student's absence. Otherwise, assignments marked as "Missing" or "Late" will count against them as a zero. A failing academic grade and any grade reflecting an apparent lack of effort will automatically exclude a student from participating in athletics and other school-sponsored organizations and activities. In addition to the above, other reports and informal notification of a student's progress may occur. Parents should feel free to inquire about their child's progress at any time via Class Do-jo (see Communication)

Homework Policy

+STUDENTS' RESPONSIBILITIES+

- Get the assignment and ask for help if the assignment is not clear.
- Set a time each day to do homework.
- Check work.
- Maintain the highest quality work on homework assignments.
- Take home all necessary resources, such as packets, textbooks, notes, study guides.
- Bring the completed homework to school when it is due.
- Be responsible for getting assignments when absent from school.
- Be responsible for taking care of, and returning, any borrowed resource materials.
- Make sure your Chromebook is fully charged (Grade 3-8).

+PARENTS' RESPONSIBILITIES+

- Promote a positive attitude toward homework as part of the learning process.
- Understand and reinforce expectations for the quality of student work.
- Provide structure, a site, and tools needed to help the child organize and complete homework.
- Be available to provide supervision and support, but do not do the assignment.
- Communicate often with the student and his/her teacher, giving feedback to the teacher when there is a homework concern.
- Utilize Fast Direct to check missing assignments and check grades (Grade 3-8).

+TEACHERS' RESPONSIBILITIES+

- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow this policy for the amount of time designated for homework.
 - Grades 3-8 (30-50 minutes per night)
- Communicate expectations to students.
- Post all assignments and provide time for students to record them.
- Model homework strategies.
- Grade homework and return it in a timely manner.
- Late work philosophy is clearly communicated with students.(see pg 9,19)
- Ensure that resources and materials required for homework projects are easily obtained by students.
- Provide ways for parents to communicate with teachers about homework.
- Assign long-term projects so that completion time includes more than one weekend. Long-term projects cannot be assigned over school vacation.
- Discuss homework practices with colleagues and provide guidelines for the type of homework at each grade level.
- Maintain a test calendar.
- Memory tests do not count as a test. Quizzes are administered at the teacher's discretion.

+PRINCIPAL'S RESPONSIBILITIES+

- Ensure that homework is consistent with Emmaus' educational goals.
- Facilitate communication between classroom teachers concerning homework.
- Monitor and support the teachers in the implementation of homework guidelines.
- Encourage teachers to use homework as a tool to reinforce learning.
- Support the need for balance among the many learning activities besides homework in students' lives.
- Facilitate the communication process between the school and home and help maintain the parent/school partnership as it relates to homework.

Testing

Children learn better—and faster—when teachers have a clear picture of what each student knows and is ready to learn next. ILearn/IRead/IXL is a computer-adaptive test that gives our teachers excellent data on what our students don't know and what they have mastered.

Accommodation Plans

At times a teacher may notice that a student has a specific learning or behavioral struggle in class. In such a case, the teacher will contact the parent and suggest that the child receive special testing through the local public school system. This testing is necessary to come up with an accommodation plan (IEP) for the student. This will be a set of instructions that detail specific strategies to ensure that the student's learning needs are met. We can give referrals to trained professionals, including speech, occupational, and physical therapy.

Retention

Since all of God's children grow and mature in their own unique way, Emmaus Lutheran School cannot guarantee that every child will be ready to move on to the next level in his/her education at the expected time. When a child is not ready to cope with the expectations of his/her age, the teacher will suggest the child repeat the grade and thus gain another chance to succeed. Since success brings about

self-confidence, we feel every child must have the right to succeed. Parents are asked to very seriously consider the school's decision concerning a child repeating a grade. Acceptance to the next grade is contingent upon successful completion of the required coursework. All retention issues should be referred to the Principal by the beginning of the fourth quarter, and a "notice of danger of retention" sent home to the parents with a "return to teacher" section to be signed by the parents. All retention will be referred to the principal, who will make the final decision. This decision will be based on the best possible information available, testing, course work, attendance, and teacher and parental input.

Tutoring & Enrichment

At times it becomes necessary or desirable to obtain extra help or enrichment for a given student. While teachers may suggest this at times, parents are urged to be alert to times and avenues for such learning to occur in addition to the regular school curriculum.

Emmaus does have available to it parts of the Federal Program - Title One. Please go to this link to see information about this assistance - <https://www.in.gov/doi/grants/title-i>

ACADEMIC EXTRAS

Chapel

Each Wednesday morning at 8:15 A.M. the students of Emmaus assemble in the church for chapel. The "chapel talks" (given by our pastor, principal, teachers, and visiting persons), hymns, and liturgy selected are specially designed to meet the needs and desires of the children. Each teacher takes his/her turn in leading a Chapel Service.

These services are designed to draw the children closer to their Lord and Savior and strengthen their faith in Him as their only hope for salvation. They demonstrate that worship is not just a Sunday experience for adults but rather a vital part of school life and daily living. The offerings brought by the students to these services are used to help support various mission projects.

Scholastic Book Fair

Libraries are constantly growing with new books and materials, and funds are needed to process, catalog, repair, and replace these books. The library is funded through generous donations and the book fair. We encourage all parents to participate in the book fair, which offers a great opportunity to support Emmaus's library while building your children's book collection.

AR Rewards

The following is pending, as we see if we can purchase this tool.

At the end of each quarter of the school year, the library rewards students for points earned in their Accelerated Reading. Students may then "spend" their AR points on items in the store. The AR store rewards students for their commitment to reading while giving them a fun way to practice decision-making and math skills. Donations to the AR store are greatly appreciated.

Field Trips & Class Trips

As an enhancement to learning, it becomes beneficial for the students to participate in a field trip related to a curriculum area they are presently studying. These trips can occur throughout the school term and may require adult chaperones, transportation volunteers, and additional monies for transportation, food, and admission. Parents volunteering to chaperone are not allowed to bring any children not authorized for this field trip. This rule is a necessity for the safety and well-being of our students. **ALL CHAPERONES**

MUST SUBMIT TO A BACKGROUND CHECK AND PROVIDE PROOF OF CURRENT FULL COVERAGE CAR INSURANCE.

- Class Trips in 5th, 6th, 7th, and 8th grades are a required part of our educational curriculum, and all students are expected to participate. There is no educational plan that can be adequately substituted for students who do not participate. Since students who do not attend class trips miss a significant amount of experiential learning, these students will receive a zero for a test grade in the subject(s) that are being graded.
- These trips will be scheduled months in advance, and parents are informed of these trips.
- Fundraisers may be available to offset the costs, and financial help will be given if needed.
- Excused absences for serious illness will need to be approved by the principal.

Athletic Programs

The purpose of our athletic program is to promote Sportsmanship, Teamwork, and Cooperation. These are to be practiced by our students and also our parents. The athletic program at Emmaus is an extracurricular activity for students in Grades 4-8. Emmaus is a member of the Central Indiana Lutheran Schools Association of Athletics (CILSAA). Conference sports include soccer, girls' volleyball, boys' and girls' basketball, cross country, and track. At this time, Emmaus participates in only track and girls and boys basketball. All 4th - 8th grade students are invited to try out for the team. The Conference also sponsors a track meet for 3rd - 8th grade students. The student must earn the right to participate through good grades, proper behavior, demonstration of a Christian attitude and must attend church twice a month in order to participate. They must continuously demonstrate the appropriate attitude, behaviors, and abilities to keep their work to stay a member of our teams. Please refer to the Athletic Handbook for more information.

After School Childcare Programs

See our Childcare provider handbook

Lunch Program

Emmaus is partnering with Aramark to provide our breakfast and lunch program. At this time, Emmaus is enrolled in the Indiana State CEP program that provides free lunches to any enrolled student. Children with significant allergies are asked to bring a note from their doctor explaining their special dietary needs. Any child bringing their lunch from home will not be allowed to bring soda or knives.

TECHNOLOGY

Technology has drastically changed the way people access information, communicate, and solve problems. It has impacted the way we instruct students and created the need to teach our students how to safely use technology. We presently provide students with a campus-wide wireless Internet, 1:1 student devices, Smartboards, document cameras, and projectors as instructional tools.

Internet Accessibility

Emmaus provides students with access to the Internet to further educational goals and objectives. Below are guidelines and rules for Internet access. Violations of these may result in a loss of privilege as well as other disciplinary action.

Internet Guidelines for Students:

- Access to the Internet will be allowed only under the supervision of a teacher or other adult
- Access is a privilege – not a right. Access entails responsibility
- Students are expected to respect that the web filter is a safety precaution and should not attempt to circumvent it.
- Students should recognize that there is also unverified, incorrect, or inappropriate content along with valuable content online. Students should use trusted sources when researching the Internet.

Not Permitted by Students:

- Sending or displaying offensive messages or pictures
- Using obscene language, harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer network
- Violating copyright laws
- Trespassing in a classmate's account
- Using chat rooms
- Posting personal information about yourself or another (address, phone number, school address, etc.)
- Downloading information unless instructed by a teacher

The use of the Internet is a privilege, not a right. We expect all students to be aware of their responsibilities associated with efficient, ethical, and lawful internet use here at Emmaus. If a student violates any of the terms and conditions named in the policy, privileges may be terminated, and the appropriate disciplinary action shall be applied.

The school will not publish confidential educational records (grades, student ID #, etc.) for public viewing on the Internet.

Parents' and Student's Responsibilities

We ask that students use their school-managed Google accounts and school-managed devices for educational purposes while on campus in accordance with our parent-student handbook. In addition, we encourage parents to discuss rules for appropriate internet usage with their child and reinforce digital citizenship and safety lessons. We also highly encourage parents to report any potential cyberbullying or other sensitive issues to us.

School Gmail Accounts

Emmaus provides all students with educational Gmail accounts for school-related communication and G Suite access (i.e., Google Classroom, Google Drive, etc.). Availability and use may be restricted based on school policies. The account will be disabled once the student graduates or withdraws from the school. Email accounts should be used with care and are monitored and archived.

Uses for Student Email

- Email can be a powerful communication tool for students to increase communication and collaboration.
- Students are encouraged to check their email daily.
- Teachers may send emails to their students to communicate reminders, course content, pose questions related to classwork, and such.
- Students may send emails to their teachers with questions or comments regarding the class.

- Students may send emails to other students to collaborate on group projects and assist with school classes.

Student Email Permissions

- The school's Gmail system controls whom email messages can be sent to and whom they can be received from.
- Students' accounts cannot receive or send emails outside of the Emmauslutherschool.org domain.
- Students are encouraged to email staff concerning school-related content and questions.
- However, there will be no requirement or expectation for teachers to answer student emails outside of their regular workday, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Not Permitted by Students

- Do not send harassing/offensive email messages or content
- Do not send spam email messages or content
- Do not send emails containing a virus or other malicious content
- Do not send or read emails at inappropriate times, such as during class instruction
- Do not send emails to share test answers or promote cheating in any way
- Do not use the account of another person

Cyberbullying

Cyberbullying is defined as: "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices" and will not be tolerated. The use of technology, usually computers, iPads, or cell phones, to harass, threaten, humiliate, exclude, or otherwise hurt their peers is cyberbullying. (From Cyberbullying Research Center) Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember, student activities on the Emmaus Wi-Fi are monitored and retained.

Plagiarism

Students should not plagiarize content, including words or images from the internet. Research from the Internet should be appropriately cited, giving credit to the original author. All of the following are considered plagiarism: turning in someone else's work as your own, copying words or ideas from someone else without giving credit, or failing to put a quote in quotation marks. Students should not provide incorrect information about the source of a quotation, change words by copying the sentence structure of a source without giving credit, or copy so many words or ideas from a source that it makes up a majority of your work, whether you give credit or not.

Student Devices

Having every student equipped with a device allows students to stay engaged, provides more cooperative learning opportunities, teaches in a way that gives immediate feedback, increases comprehension, and enables our students to be more active learners. The students will be using the technology to create reports, projects, and presentations effectively and legally.

All technology devices and accessory equipment issued to students are owned by and are the property of Emmaus Lutheran School, except for those purchased and paid in full by the student's parents. Students' possession and use of a device issued by the School is a privilege – not a right. Technology devices are

issued for educational use only; the use of a technology device for any purpose other than educational use may result in consequences, up to and including loss of device privileges or other repercussions as allowed by the Student Code of Conduct.

Student Devices

The school provides all elementary students with a personal device. Kindergarten-2nd is equipped with Apple iPads, and 3rd - 5th Grade use Chromebooks. These devices are school property.

Device Care

The student is responsible for the daily care of the device. Any damage or theft must be reported within one school day. The parent is responsible for all repair/replacement charges caused intentionally through a lack of reasonable care or precaution that is not covered through the device's warranty.

- Do not leave the device in an unsupervised area, including a car.
- Do not keep or store food or drink next to a device when in use or a backpack.
- Do not carry the device while the screen is open.
- Do not remove any labels on the device that are provided by the School.
- Do not reconfigure or change the hardware of the technology device in any way.
- Do not allow another student to use your device.

Screen Care

Technology device screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or place anything on the top of the technology device when it is closed.
- Do not place anything near the technology device that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens or pencils).
- Clean the display with a soft, dry cloth or anti-static cloth.

Software

Each assigned technology device will have software pre-installed. Students may not remove or alter the originally installed software unless specifically instructed to do so by a teacher or system administrator. Students may not download or install any additional software unless specifically instructed by a teacher or system administrator.

Technology devices may be checked periodically to ensure that no new software has been added and no longer needed software has been removed. Students may also be selected at random to provide their technology device for inspection by a system administrator. All technology devices are equipped with anti-virus protection software. This software will scan for known viruses on boot up. If a virus is found upon scanning, the student must immediately report the virus to their teacher.

Lost, Stolen, or Damaged Devices

If a student loses an assigned technology device, the technology device is stolen, or the technology device is damaged, the student must immediately notify a teacher or staff member. A student whose technology device is lost, stolen or damaged due to a violation, purposeful action, or negligence is subject to consequences determined by an administrator. In all cases, parents are financially responsible for the devices.

Financial Responsibility

If a technology device is lost, stolen, or damaged, the student and the student's parent(s) or guardian(s) are responsible for the repair cost or the device's fair market value on the date of loss or damage. The principal has the final say in determining replacement and repair situations.

**The cost to replace a Chromebook is \$250.00*

The School will not pay for loss or damage caused by or resulting from the following:

- Loss of data caused by the surge, lightning, or inappropriate electrical use
- Dishonest, fraudulent, or criminal acts
- Any loss to accounts, valuable documents, music or videos, or assignments. Students are responsible for backing up their own data. A repair claim will only cover material issues with the device, not lost data.
- Loss caused by failure to use all reasonable means to protect the technology device that has been damaged.
- Disappearance if not accompanied by a police report.

Google Workspace for Education

Google Workspace for Education is a significant platform for PK3 -8th Grade. Students are given a Gmail account to access school monitored devices, Google Classroom, Google Drive, etc. Parents and students need to be familiar with Google Classroom on a daily basis to access the most current information and assignments. In addition, it provides seamless access for the teacher to engage students with their education through online video conferencing, chat, and email. The teacher may also post supplemental resources, links, and materials to enhance their student's learning when absent or in a remote learning setting.

Remote Learning

In extended/ extreme circumstances determined by the State of Indiana, Principal, or School Board, students may have access to remote learning at the discretion of the school administrators and teachers. Student must follow the set guidelines:

- Students must join the Meet promptly at the requested time of the teacher. They must stay logged in to GoogleMeet until the teacher dismisses them, just like in school. If they do not attend the meeting, they will be counted absent.
- When attending a Google Meet session, students should be in a proper environment and dress appropriately.
- Students are required to have their cameras on so the teacher can see them at all times. All microphones should be muted for the duration of the meeting.
- The teacher has the right to mute a student or remove a student from a Google Meet at any time for inappropriate behavior. In addition, if a student is late, does not attend, or exhibits unacceptable behavior, the teacher can deduct points from the grade and contact the parent.

ATTENDANCE

Attendance Records

School attendance is taken by the classroom/homeroom teacher at 8:15 A.M. each morning. The school office then updates any changes throughout the school day. Students can be marked as the following for a school day: Present, Half Day Present, and Absent. Attendance is documented each quarter on the student's report card. A student's attendance detail will be a part of the student's records each year. Below are the guidelines for attendance:

Student Attendance - Arrival

Present	before 10:00 am
Half Day	between 10:00 am – 1:00 pm
Absent	after 1:00 pm

Student Attendance – Departure

Absent	before 10:00 am
Half Day	between 10:00am – 1:00pm
Present	after 1:00 pm

Student Appointment during the School Day

Present	less than 2 hours
Half-Day	between 3 – 5 hours
Absent	more than 5 hours

School Schedule

- 7:45 A.M. Students Permitted to Enter Classroom
- 8:15 A.M. Morning Prayer
- 3:15 P.M. School Dismissal (2:15P.M. on Wednesday)
- 3:30 P.M. Children sent After-School Care

Student Arrival

Classes begin promptly at 8:00 A.M. Students may enter the classroom as early as 7:45 A.M. If parents or grandparents are walking children to school and use the crosswalk.

Tardies

A student is marked as tardy if they arrive after the 8:15 prayer. Students who are tardy disrupt the class when they enter, take away teaching time from the rest of the class, and are not as prepared as the other students to start learning. If it is absolutely necessary for a child to have a medical or dental appointment during school hours, the teacher should be notified in advance. We will define an excused tardy for students who are late because of a doctor or dentist appointment. These students will bring in a note from the doctor/parent to make it excused. Other excused tardies are illness, major accident/traffic, and weather/road conditions, with a note or call from the parent. All other tardies will be considered unexcused. It is at the principal's discretion if a tardy is excused or unexcused under certain circumstances. The report card will reflect all tardies. The student's attendance detail will document more detail as far as excused or unexcused. If a student has more than five unexcused tardies in one year, that student will not be eligible for a perfect attendance award. If child is late or leaves early, the parent is responsible for signing the child in and out at the

Student Departure

Anytime the early release of a student is desired, the parent must "check out" the student through the school office. Teachers should receive notification of any such early dismissal. All students leaving school property by other than the usual means must notify the teacher of the change in plans. We will not simply

take a child's word for plan changes, nor will we permit them to "call home" to get last-minute approval for departing with someone else.

School-age students will be dismissed from school at 3:15 P.M and 2:15P.M. on Early Dismissal Days. Anyone picking up a student is asked to wait outside on the sidewalk for students to be dismissed. Please do not wait in the hallways or outside the classrooms. To provide for the smooth pickup of children, we ask that parents drive to the designated area, take their place in line, and proceed in an orderly fashion to pick up their children. In the interest of safety, students are not allowed to cross the alley alone to enter cars. Parents are required to walk their children to parked vehicles.

Only students being picked up at the carline will be dismissed outside. The teacher on duty will call upon the children before approaching their vehicle. Any student not picked up by 3:30 P.M. will be sent to After School Care. The students will remain in After School Care until someone enters the building and signs them out. The parent will be responsible for the After School Care fees accrued during this time.

Absences/ Homework

All absences from the learning experience during the school day are very much discouraged. No amount of make-up work can reproduce what occurs between the teacher and the student in a child's absence.

In accordance with State Laws, all students are required to be regular and punctual in their school attendance. A student must be in attendance a minimum of 160 school days each year to be considered eligible for promotion to the next grade. In the case of extraordinary circumstances, the School Board may set aside this policy. Such exceptions, however, are rarely granted.

If a student is going to be absent for any reason, we ask the parent to notify the teacher ahead of time. If it is known well in advance and for an extended time, the parent should inform the principal. It is at the principal's discretion if an absence is excused or unexcused. At this time, the parent may ask for all homework assignments. Teachers are not required to furnish homework in advance for extended absences during the school year.

When a student is absent, they are responsible for talking to their teachers and finding out what materials were covered. The student will do this when they return from an absence. Students are responsible for keeping track of their homework assignments and turning in their work. Students may have as many days as they are absent to make up their assignments for all excused absences. This may be extended by the teacher.

If the student is out sick, the parent is asked to notify the teacher or school office by 10:00 am. At that time, the parent can request any work. The work will be available to be picked up after 3:15 pm in the school office. Work will only be provided at the parent's request in a timely manner.

In the case of extended illness, parents are requested to notify the school office after the first day of absence and give updates throughout the absence. Immediately following an absence, the student must present to the teacher a written excuse from the parent.

In the event of a death in the immediate family, it is understood that the student is excused from school for as long as necessary. If the student wishes to attend the funeral of a distant relative or friend, the principal or teacher must be informed. Every effort will be made by the teacher, principal, and pastor to counsel students who have lost a friend or family member.

Remote Learning

In extended/ extreme circumstances students may have access to remote learning at the discretion of the school administrators and teachers. The extent of what is feasible for the student and the teacher will be discussed. The time frame for remote learning will also be decided at that time.

Church & Sunday School Attendance

Regular attendance at Church Services and Sunday School Classes is vital for your faith life development. It is also an important expression of Christianity in action. Our School seeks to develop the whole child. As such, it is important for every family to attend worship in their home congregation. Parents are expected to model the Christian Faith in the home and by worshiping together at church. Each classroom teacher keeps a record of Church and Sunday School attendance for all students. Parents with no affiliation are invited and welcome to attend the services of Emmaus Lutheran Church.

CONDUCT & DISCIPLINE

Emmaus Lutheran School does not equate discipline with punishment. Our goal is to teach Christian values, self-control, orderliness, and respect. As directed in Scripture, children are to be guided in developing self-discipline so that they may grow toward behavioral and moral choices compatible with a living Christian faith. The overall purpose of discipline at Emmaus is to literally “disciple” or train students to model Christ-like behavior. We want students to act not out of fear but in a loving response to God’s sacrificial love for all of His children.

Emmaus is committed to assisting parents in their God-given responsibility to educate their children - spiritually, academically, socially, and physically. This requires a learning environment in which disciplinary standards are understood, supported by both the school and family, and followed by the school community as a whole. Everyone contributes to the creation of a safe and positive climate where learning can take place. Teachers, students, parents, administrators, and the church must work in a partnership of mutual support and respect.

To be a Christian means literally to be “a little Christ.” At Emmaus Lutheran School, students, teachers, and parents are asked to remember that all of their actions bear witness (one way or another) to the saving grace of Jesus Christ. None of us is expected to be perfect, and our failings can be handled in the same spirit of love and forgiveness that God freely bestows on us. Everyone in the Emmaus Lutheran School family can ask, “What would Jesus do?” to achieve self-discipline.

School Standards

Four basic standards provide the foundation of the disciplinary program at Emmaus Lutheran School:

- Respect for those in authority
- Respect for oneself and others
- Respect for school property and the property of others
- Respect for the teaching and learning process

Adhering to these standards means that students at Emmaus will:

- Treat teachers, administration, substitute teachers, coaches, volunteers, and fellow students with respect.
- Treat school property with pride and care.
- Fulfill class assignments as instructed.
- Put forth their best work each day

Reinforcement of Positive Behavior

School discipline has traditionally focused on correcting or punishing “bad” behavior. Logical, predictable consequences should result from poor behavioral choices. It is equally important, however, to acknowledge and reinforce good behavior. Children who receive intentional, positive affirmation for “doing the right thing” are more likely to continue doing it. Teachers at Emmaus are encouraged to develop simple, age-appropriate incentives to affirm positive classroom and individual behavior.

Behavioral Consequences

Consistency is critical in guiding children toward proper long-term behavioral choices. Students at Emmaus must clearly understand that certain behaviors will be met with certain predictable consequences. Consequences of misconduct will be determined by the seriousness of the offense, the student’s age, the frequency of misconduct/discipline history of the student, and any other relevant circumstances. Minor disciplinary infractions will be dealt with according to classroom procedures. Consistent classroom disruption or more serious discipline issues will involve parents and the Dean of Students.

Consequences may involve the following:

- Verbal warning. Parent contact
- Separation from classmates
- Separation from the classroom or team
- Loss of privileges
- Absence from assemblies or field trips
- Restriction from extra-curricular activities.
- Mandatory behavior contract. Parent conference. Professional counseling. Detention
- Disciplinary probation. Notification of authorities
- Suspension (In-school or Out-of-school)
- Expulsion
- Other consequences deemed appropriate.

Examples of behaviors resulting in consequence:

- Name-calling. Disrespect
- Misusing the Lord’s Name
- Inappropriate language and gestures
- Inappropriate physical contact (including public displays of affection)
- Causing injury to another as a result of deliberate actions
- Disturbing classroom instruction and learning
- Unauthorized eating in class
- Misbehavior for a substitute teacher
- Not in an assigned area
- Bringing inappropriate items to school
- Throwing food during lunch
- Dress Code violations
- Failure to respect or obey school safety rules. Inappropriate behavior on a field trip
- Failure to comply with reasonable directives from any teacher or staff member
- Lack of cooperation
- Excessive talking. Annoying others
- Other actions unbecoming students of Emmaus

Certain behavior nearly always leads to a suspension (in or out of school) or expulsion. Such behaviors include, but are not limited to:

- Use of offensive language or obscene gestures. Fighting
- Insubordination or defiance of those in authority. Dishonesty
- Theft or vandalism
- Cheating or plagiarism. Technology misuse
- Skipping class or school
- Physical, verbal, or sexual harassment
- Possession of tobacco or alcohol
- Possession or use of matches or cigarette lighters
- Possession of firearms or any weapon (including pocket knives) or their look-alike
- Possession of drugs, drug paraphernalia, or controlled substances or their look-alike
- Possession of any substance that alters the state of consciousness Possession of or involvement in any written, printed, audio, video, or Internet material that lends itself to Unchristian conduct
- Possession or use of any fireworks or other explosive or flammable substances
- Threatening the health and safety of another student, staff member, or anyone on the premises

Note: The discipline process described above builds upon prior offenses & remains in effect throughout the school year.

Suspension

A student suspended from school will not be allowed on the school grounds, including after-school activities, and will be required to make up all work missed during the suspension period. Tuition is non-refundable for days spent in suspension.

Disciplinary Probation

Students placed on disciplinary probation are not allowed to participate in any extracurricular activities (i.e., sports, drama, music) or go on any field trips for the time period determined by the Dean of Students.

Technology

We are blessed with our technology tools to enhance learning, and we want to use them appropriately and keep them in good condition. Parents are required to sign the Technology/Internet Use Policy to remind them of appropriate use and care for technology. Technology misuse, as listed above, includes but is not limited to posting or viewing inappropriate pictures, cyberbullying, and interacting on social media both inside and outside of school. When technology misuse outside of school negatively impacts students or staff at Emmaus, the student is subject to disciplinary procedures.

Expulsion

A student will be expelled from school after documented attempts to correct a student's misbehavior have failed and misbehavior persists or if the offense is so serious as to warrant immediate expulsion. The student will be expelled from school for the remainder of the year. Student may be invited to return for the following year. This will be determined by the Principal, Dean of Students, and School Board. Expulsion from school will be the decision of the principal. Tuition is non-refundable under an expulsion. A written report containing reasons and the background for the expulsion will be given to the student's parents or legal guardians. If the parents or guardians wish to appeal the decision, they must contact the principal in writing within ten days of receiving notification of expulsion. The principal will arrange a hearing with the School Board.

Bullying

Emmaus Lutheran School takes seriously the responsibility to care for each child entrusted to us properly. We conscientiously seek to provide a safe and orderly school environment so that physical, social, emotional, intellectual, and spiritual growth can occur. The mandate to care for one another came from our Lord Jesus when He said, "Love the Lord your God with all your heart and with all your mind. This is the first and greatest commandment. And the second is: Love your neighbor as yourself." Matthew 22:37-39.

At the heart of following our Lord's command is the commitment by the faculty and staff to model that same love Jesus has shown us and take immediate action to stop bullying behaviors.

Often subtle, bullying is defined as the repetitive and intentional attempt to intimidate another person. Typically, it occurs at unstructured times such as lunch or recess. Bullying behavior may include but is not limited to physical, verbal, non-verbal, exclusion, emotional, or written attacks. Sending insulting and demeaning messages by email or text or using the Internet as a means of harassing or victimizing is considered cyber-bullying and is also subject to disciplinary action. Bullying occurs when a person is exposed repeatedly over time to negative actions on the part of one or more persons.

Because of the grace given to us in Christ Jesus, we embrace conflict resolution that emphasizes teaching children to accept responsibility for their actions and forgiving one another. "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness." I John 1:9 "Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you." Colossians 3:13.

Bullying is contrary to the behavior, values, and principles taught in Scripture. Such negative behavior is also disruptive to the learning process, not to mention the harm it causes to a child's sense of self-worth and well-being. Therefore, Emmaus Lutheran School is committed to intervening when bullying occurs. Students may not engage in bullying behaviors while on the premises or while involved with any school-sponsored event or activity, regardless of location. Teachers and staff will actively and consistently teach and model positive behaviors and not tolerate aggressive or harassing behaviors. Students who bully others are subject to consequences, as outlined in our discipline policies.

In all disciplinary matters, the administration reserves the right to make the final decision regarding discipline. The administration will always do its best to be fair and consistent (while recognizing differences between students and specific situations) and make decisions based on what is best for the entire student body. It should be noted that a paramount concern of the administration is the safety of the students, school personnel, and property. If the administration feels that a situation exists that would jeopardize any of these things, the administration reserves the right to take steps it deems necessary to ensure this.

Conflict Resolution and Grievance Procedure

Students, parents, teachers, and administrators at Emmaus are encouraged to work in partnership toward the common goal of equipping children to grow spiritually, emotionally, and academically. This requires a climate of respect, understanding, and tolerance. When questions or conflicts arise, they should be addressed courteously and directly with the individual involved and follow the principles given in Scripture:

Go directly to the person involved and discuss the matter with the teacher. Be straightforward and forgiving, do not bring grievances to others. "... first be reconciled to your brother..." (Matthew 5:24)

"Moreover, if your brother shall trespass against you, go and tell him his fault between you and him alone..." (Matthew 18:15)

If the matter is not resolved in discussion with the teacher, take the matter to the next higher authority, the principal. "...take with you one or two or more, that in the mouth of two or three witnesses every word may be established." (Matthew 18:16)

If the matter is still not resolved and further steps are necessary, the next step to go to is the School Board. The decision reached at this level is final.

Counseling and Intervention

Emmaus Lutheran School will not tolerate the possession, use, or distribution of illegal drugs, alcohol, or other controlled substances on campus. Confidential referrals for counseling and rehabilitation resources are available to parents and students who identify concerns in the family. Please reach out to our school staff so we can assist you during this difficult time.

School Honor Code

Cheating and plagiarism are serious offenses, both for those who give and those who take the information. Students at Emmaus are expected to follow the school honor code to do their own work to the best of their ability. The consequences of cheating and plagiarism at Emmaus Lutheran School are serious. They may include a grading penalty of zero on the assignment in question, automatic failure of the subject for the grading period, placement of the student on disciplinary probation status, conference with the principal, suspension, and expulsion.

Early Childhood Behavior Management

This Behavior Management Plan is designed to help children learn to socially interact with one another in a school setting. This plan is designed to help each child achieve his or her potential in the classroom and allow parents and the school to work together to make this possible.

- If there are significant inappropriate behaviors towards other students or staff members, such as hitting, kicking, biting, etc., a note will be sent home from the teacher. This will allow the parent to address this issue at home and discuss it with the teacher. If no significant improvement is demonstrated in a specified amount of time, further actions will be discussed.
- A meeting will be held consisting of the Parent, Teacher, and Dean or Principal where a Behavior Plan will be developed and agreed upon. This plan will outline what will consistently be done at home and school to change the child's inappropriate behavior. If no significant improvement is demonstrated in a specified amount of time, further actions will be discussed.
- The Principal and Early Childhood teacher will determine whether this is the appropriate learning environment for that child.

If the parents choose not to work with the school by following the agreed-upon plan and resources, the Principal and Early Childhood Teacher will determine whether this is the appropriate learning environment for that child.

PARENT CODE OF CONDUCT

Emmaus Lutheran School is committed to ensuring a respectful learning environment that is safe, positive, and supportive for all students, staff, and visitors. Everyone at Emmaus has a right to an environment free from harassment and to converse comfortably, positively, and cooperatively.

The purpose of the Parent Code of Conduct is to provide a mutual understanding to all parents/guardians and visitors to Emmaus Lutheran School about conduct expectations while on school property, at school events, and when interacting with school faculty and staff or students.

This Policy applies to all adults, including parents, guardians, step-parents, grandparents, extended family members, caregivers, and visitors. When the word “parents/guardians” is stated, it applies to all caregivers listed above. In any event, the student’s actual parents or guardians will be held responsible for the actions and consequences of their family members or visitors.

General Propositions

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators, the School Board, and parents/guardians
 - want all children to be safe and respected.
 - must work together for the benefit of Emmaus.
 - deserve to be treated with respect.
- The school should be provided an opportunity to resolve issues of concern before public criticism.

Prohibited Behaviors

To provide a peaceful and safe school environment, the school board has zero-tolerance regarding the following behaviors by parents/guardians and visitors:

- Abusive, threatening, profane, or harassing communication, either in person, by email, text/voicemail/phone, social media, or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, an employee’s office or duty station, a campus lobby, or school grounds, including sporting events, parking lots, and carline pickup.
- Threatening to do bodily harm to a school employee, a School Board member, visitor, fellow parent/guardian, or student.
- Threatening to damage the property of a school employee, visitor, fellow parent/guardian, or student.
- Damaging or destruction of the school.
- Defamatory, offensive, or derogatory comments regarding the school, or school staff, or the School Board made publicly.
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages, or other written or oral.
 - **School staff, the administration, and the School Board may not always be immediately available to speak with you.** The only way to ensure that you can talk with a staff member or administrator is to schedule an appointment. Staff and administrators aim to return phone calls/emails within 24 hours. Your calls and visits will be responded to consistently with this practice if someone is not immediately available to speak. Please use Class Dojo or office phone (317)632-1486. **TEACHERS CELL PHONES SHOULD NEVER BE USED!!!**

Communication

- **Class Dojo** - Emmaus utilizes the Class Dojo App for communicating with parents regarding classroom activities, field trips, singing Sundays, school activities, calendar events, and all other general information.
- **Concerns** - All concerns should follow the circle of concern path (Parent|Teacher|Dean(when appropriate| Principal | School Board). Parents are required to schedule an appointment with school staff when they wish to discuss a concern. Under no circumstances are parents to approach students (or the parents of other students) concerning perceived actions toward their child. Written and spoken communication to school staff, the administration, or the School Board should be courteous and respectful. When communicating, parents must:
 - Refrain from engaging in malicious or judgemental gossip (either directly or online) and ensure that anything they say about others is fair and truthful.
 - Refrain from swearing or using offensive, abusive, insulting, or derogatory language, or raised voices.
 - Avoid engaging in conversations that constitute harassment, discrimination, or denigration or which involve innuendo.
 - Refrain from using mobile telephones or other devices during face-to-face discussions with staff.

Where parents do not act in accordance with this Parent Code of Conduct in their communications the school staff, administration, and the School Board may:

- Request that the parent cease their inappropriate communications.
- Inform the parent that the staff member may end the phone call, meeting, or discussion unless inappropriate communication ceases.
- Request another staff member be present for the remainder of the meeting.
- Lodge a complaint against the offending parent, noting a breach of the Parent Code of Conduct.

Online Conduct

Parents must ensure they abide by the law and the school's expectations of parents. When using social media, online forums, or other platforms:

- Do not discuss or mention Emmaus Lutheran School or any staff members, or the School Board in a negative or defamatory way.
- Be respectful to staff, contractors, volunteers, other parents, or students.
- Do not use online platforms as a means to voice grievances about the school.
- Not post a photo, video, or voice recording of another student or parent on social media without consent.
- Do not post photographs, video, or voice recordings of students in school uniform representing the school and its students, if the picture or recording can bring negative connotations towards the school, its staff, or its students.
- Do not post defamatory, offensive or derogatory comments regarding the school or school staff made publicly. This includes the use of any social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, and Flickr.
- Any form of cyberbullying or cyber abuse will not be tolerated.

Behavioral Consequences

The consequences of a breach of this policy will be determined upon the severity of the incident and at the discretion of the Principal and the School Board. In addition, the school may do any of the following:

- Direct that any parents/guardians may only communicate with staff through an administrator.
- Remove any parent/guardian from campus or their participation in school-sponsored events.
- Ban any parents/guardians from attending any co-curricular event.
- Ban any parents/guardians from being on school grounds.
- Involve other authorities, where appropriate.
- Terminate any parents/guardians' student(s) enrollment effective immediately.

No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

Complaints and Grievances

Emmaus Lutheran School takes seriously any issues that are brought to its attention. Parents have the right to raise issues and concerns related to their child's education or other matters relating to the school. All concerns should follow the circle of concern path (Parent|Teacher| Den (when appropriate) |Principal | School Board). In raising a complaint or grievance, parents can expect:

- To be listened to respectfully and communicated with courtesy.
- To have confidentiality respected and maintained.
- To receive a timely response to concerns raised.

STUDENT DRESS CODE

At Emmaus Lutheran School, our concerns for our children involve all aspects of Christian living. The Bible tells us, "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). God knows our spiritual condition by our hearts, but man can initially see only the physical body and how it is attired. We trust that parents share our desire to foster higher standards in every area of our school program, including dress and personal appearance. It is our experience that there is a direct correlation between student dress and student behavior and learning. Our dress code requirements will give students some flexibility in their dress, allow students to be dressed in a way that will not hinder their educational process, promote a positive image among our students, and provide a positive Christian witness to the community.

We are defining acceptable clothes in the best possible manner so you can purchase them in various stores or online. **If you have a question on whether something is acceptable, please ask before you purchase it.** We want to thank the parents for their cooperation. Standardized dress will be required at all after school functions, including after school care and sporting events.

All Students Uniforms Must Meet the Following:

- Must be an Emmaus shirt or Lutheran High School attire.
- Must be no more than the length of a credit card above the top of the knee
- No emblems, embroidery, or name brand logos (except Emmaus's logos)
- No denim/colored denim pants or stretchy material. Corduroy material is allowed.

Bottoms (pants, shorts, capris, skirts, skorts)

- Khaki colored pants or shorts for boys
- Khaki colored pants, shorts, skirts, capris, or skorts for girls

Tops (polos, blouses, turtlenecks, crewnecks, v-neck, sweaters, and sweater vests)

- Emmaus/Lutheran High School Shirts
- No spaghetti straps are allowed.
- Turtlenecks, crew neck, v-neck, sweaters, and sweater vests are allowed under shirt.
- Emmaus sweatshirts (hoodies) are allowed in the classroom. Students may wear solid color sweaters in the classroom. Sweaters may have a hood.

Shoes

- Shoes or sandals must be closed-toe and have a back.
- No thong sandals or wedges are allowed.
- No slide style shoes
- Crocs are allowed as long as the strap is utilized.

Other Accessories

- Ear piercings are allowed
- Must be a natural hair color and may not be styled in an extreme fashion and not conceal the eyes.
- Excessive make-up may not be worn.
- Hats and sunglasses may not be worn inside the building.

5th -8th Grade PE Class

All 5th - 8th grade students are required to change into a Emmaus P.E. uniform for P.E. classes. Uniforms must be purchased from the school. Previously purchased P.E. shirts and shorts may still be worn for P.E. classes. Students will not be penalized for not wearing the uniform until their order has been filled. Uniform orders will be distributed to your student during PE class. Additional uniforms may be purchased during the school year. We highly recommend putting your child's name on all uniforms.

Non-Uniform Days

Students are allowed to wear any outfit that follows the dress code length measurements. T-shirts or sweatshirts with reference to drugs (including alcohol or tobacco) or any pictures or print that may be construed obscene or vulgar, or un-Christian are not allowed. Holes in jeans are not allowed. Any clothing disruptive to the learning environment of the school is not allowed. All Emmaus/Lutheran High School Logo attire, including athletic shorts and sweatpants, is allowed. These dates are throughout the school year and determined by the Administration.

Spirit Days

Students are allowed to wear jeans, jean shorts, jean skirts, or uniform pants with a Emmaus/Lutheran High School t-shirt. Holes in jeans or colored jeans are not allowed. All other dress code rules apply. All Emmaus/Lutheran logo attire, including athletic shorts and sweatpants, is permitted. These dates are throughout the school year and determined by the Administration.

Cougar Card – Free Dress Day

The Cougar Card program is designed to recognize our students in the 3rd – 8th Grade who have upheld or have had great improvement in their studies and have met all requirements set. Students who receive a Cougar Card get a “Free Dress Day” once a week. They must still follow dress code length requirements. Holes in jeans, colored jeans, and stretchy material are not allowed. T-shirts or sweatshirts with reference to drugs (including alcohol or tobacco) or any pictures or print that may be construed

obscene or vulgar, or un-Christian are not allowed. Any clothing disruptive to the learning environment of the school is not permitted.

Procedures for Dress Code Violations

Preschool 3 – 2nd Grade Students

Homeroom teachers will be responsible for monitoring the dress code and maintaining the violation status of each student within their classroom.

- 1st Violation: Written warning and the student will be reminded of the dress code and may be sent to the office, and parents may be called to bring appropriate clothes.
- 2nd Violation: Written warning and student may be sent to the office, and parents called to bring appropriate clothes.
- 3rd Violation: The student will be sent to the office, and parents called to bring appropriate clothes. Students will miss the next Free Dress Day or Spirit Day. Parents and students may be asked to go before the School Board at their next scheduled meeting to discuss the next step.

3rd – 8th Grade Students

Homeroom teachers will be responsible for monitoring the dress code and maintaining the violation status of each student within their classroom.

- 1st Violation: Written warning and students will be reminded of the dress code and may be sent to the office, and parents may be called to bring appropriate clothes.
- 2nd Violation: Written warning and students may be sent to the office and parents called to bring appropriate clothes.
- 3rd Violation: Detention given, and students will be sent to the office and parents called to bring appropriate clothes.
- 4th Violation: Detention, and students will be sent to the office, and parents called to bring appropriate clothes. Parents and students may be asked to go before the School Board at their next scheduled meeting to discuss the next step.

HEALTH & WELLNESS

Health Service

Christianity and health measures have always gone hand in hand. We Christians believe that our body is the temple of the Holy Spirit and that each individual should do nothing that would impair the health of his body or endanger the health of others. Therefore, health measures are taught throughout the grades, incidentally, and in regular courses.

Emmaus does not have the facilities or personnel to offer medical care beyond first aid treatment. If a student is injured or becomes ill at school, the office personnel will comfort the child and contact a parent or guardian for pick up. It is expected that arrangements be made to pick up the child within an hour of being contacted. **Parents/Guardian are responsible for ensuring that each child has the most current emergency contact information on file through Fast Direct.**

If a student becomes ill or is injured during school hours or while a school activity is being conducted, the parent(s) or the guardians shall be contacted immediately to remove the student from school. The office will notify the parent(s) or guardian(s) of any student with a suspected health problem. If necessary, the case shall be referred to the Marion County Health Department. Students may not return to school with an infectious condition. The school reserves the right to require a medical release from a doctor to return to school. Please see the Communicative Disease Policy for more information. The school allows family

members or designated non-staff members approved by the family to medically assist students with special medical needs.

Parents will be contacted to pick up a child if any of the following are observed:

- Fever of 100.4 degrees or higher
- Vomiting or diarrhea
- Significant rash
- Serious injury/ head injury
- Head lice/scabies
- Pink eye
- Excessive coughing/heavy yellow or green nasal discharge

Communicable Disease

The School Board of Emmaus Lutheran School strives to provide a safe and orderly environment for all students and employees. The Board makes every effort to balance the need to educate all enrolled students, protect students' and employees' rights, and control communicable diseases. Decisions regarding the educational status of students with communicable diseases will be made on a case-by-case basis in accordance with this policy. Nothing in this policy is intended to grant or confer any school attendance or educational rights beyond those existing by law.

Definition of Communicable Disease

A communicable disease is defined as an illness that arises due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

Communicable Disease Prevention and Control

There are times when a student with a communicable disease will need to be excluded from school. When a student is suspected of having one of the following, but not limited to this list of communicable diseases, it is the parent's responsibility to take the child to the local health department or a physician. The school may require verification of treatment before that student can return to school.

Chickenpox – the student is excluded for at least five (5) days after vesicles appear or until vesicles become dry.

Measles (Rubella), Fifth Disease, or any fever with a rash – Student is excluded from the onset of first symptoms until a physician determines that the condition is no longer a communicable disease.

Scabies – Students are excluded until one (1) treatment with prescription medication for 12 to 24 hours is completed. Proof of treatment is required.

Pink Eye – (Conjunctivitis) – Student is excluded until the eye is clear or a health care provider's permission to return to school is obtained.

Impetigo – Students are excluded from school if there is the presence of open, oozing sores and until seen by a physician and treated with a prescription antibiotic for 24 hours. All open areas that are exposed need to be covered.

Streptococcal and Staphylococcal Infections, including Scarlet Fever – Student is excluded from school at least 24 hours after the start of antibiotic therapy and until afebrile (having no fever).

Ringworm of Body – Student is excluded from school until treatment is started. Proof of treatment must be provided.

Ringworm of Scalp – Student is excluded from school until seen by a physician and proof of treatment is provided.

Mononucleosis – Students are excluded from school if there is the presence of a fever or any other symptoms of acute illness.

Hepatitis B – Students are excluded from school until the physician allows return.

Mumps – Students are excluded from school from the onset for nine (9) days or until salivary gland swelling has subsided.

Whenever possible, the principal shall notify the parents or legal guardians of an infected or immunodeficient student of the existence of chickenpox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school due to such conditions will be provided instruction in an appropriate alternative educational setting.

To address the student's needs within the school environment, school employees will notify the principal if they are aware of any students suffering from a communicable disease. Parents shall be encouraged to notify the principal as well.

Additional Guidelines

Nausea, Vomiting, and Fever

Students exhibiting any signs or occurrences of Nausea, Vomiting, or Fever should be excluded from school at least 24 hours after the last occurrence of symptoms.

COVID-19

Students should stay home when they have any COVID symptoms and refer to their healthcare provider for testing and care. Please review the most current CDC guidance for isolation and quarantine periods.

Head Lice Control

Students who have head lice and nits must be kept out of school until after the application of an effective pediculicide. Students will be allowed up to two excused absences to secure treatment. All lice and nits must be completely removed to prevent reinfestation. Proof of treatment must be given to the principal upon readmission to school. School staff members trained in the identification of head lice will determine the student is lice and nit-free.

A letter will be sent home to parents of students with head lice and all parents in a class after three concurrent cases are identified. Trained staff members must check all other students in the classes the student with head lice has attended and of the student's siblings attending Emmaus Lutheran School. Education programs may be considered for both students and staff.

MRSA (Methicillin-Resistant Staphylococcus Aureus)

Exclusion from school and sports activities should be reserved for those with wound drainage (pus) that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.

Immunization Requirements

Every student entering Emmaus for the first time, either in Pre-Kindergarten, Kindergarten, Grade One or by transfer from another school, must have a physical examination and a current immunization as required by State Law. Per the Marion County Health Department, here are the requirements for immunizations. **Indiana 2022-2023 Required School Immunizations** - **Pre-K** 3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio 1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A **K-5th grade** 3 Hepatitis B 5 DTaP 4 Polio 2 Varicella 2 MMR 2 Hepatitis A **6th-8th grade** 3 Hepatitis B 5 DTaP 4 Polio 2 Varicella 2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis) The minimum age for the 3rd dose of *Hepatitis B* is 24 weeks of age. *DTaP*: 4

doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday. *Polio**: 3 doses of Polio are acceptable for all grade levels if the 3rd dose was given on or after the 4th birthday and at least 6 months after the previous dose. *For students in grades K-10, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose. *Varicella*: Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable. *Tdap*: There is no minimum interval from the last Td dose. *MCV4*: 2 doses are required for all grades Pre-K through 12. *Hepatitis A*: The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses are required for all grades Pre-K through 12. Indiana Department of Health Immunization Division (800) 701-0704 **Recommended shots** Annual influenza COVID-19

Students not having met the above immunization requirements within 30 days of the start of the school year will be suspended from attending class until such requirements are met, as mandated by State Law. Emmaus recommends that parents see their children receive periodic physical examinations and maintain proper levels of immunization.

Medical Exemption

If a physician licensed to practice medicine in this State certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. The State Health Director may, upon request by a physician licensed to practice medicine in this State, grant a medical exemption to a required immunization for a contraindication not on the list adopted by the Commission. Medical exemptions can only be requested by a physician licensed to practice medicine in Indiana.

Religious Exemption

Please visit https://www.in.gov/isbvi/files/Religious-Exemption_2.pd for Religious exemption from immunizations.

Medication

Emmaus must comply with Indiana school health policy regarding medication given at school, which notes that school personnel may not administer medication without the parent's permission and physician authorization.

Administration of Medication by School Personnel- check our form

Physician authorization (signature) and parent permission are required before school employees can administer any prescription or over-the-counter medication. The Medication Administration Permission Form must be completed and signed before the administration of any medication. Parents/guardians may come to the school and administer the medication directly to their child if they do not have a form on file.

Prescription medications must be brought to the school office by the parent/guardian in the pharmacy labeled container, which indicates the following information: Student's Name, Physician's Name, Date of Prescription, Name of Drug, and Dosage/Directions for Administration. Over-the-Counter medication must be brought to the school office by the parent/guardian in the original labeled container and will be administered according to the physician's written instructions.

Daily non-emergency medication will be kept and administered in the school office. Emergency medications for elementary students, such as Epi-Pens and inhalers, will be held in the first aid pack that

travels with the class throughout the school day. Parents/guardians are responsible for notifying school personnel of any medication changes.

Middle School students are allowed to self-carry required medication for asthma or anaphylactic reactions, and students with diabetes may self-medicate with physician authorization and parent permission. No student can self-administer prescription or over-the-counter medications at any time.

All medications must be kept locked in the school office, where they are readily accessible to staff who have oversight. The office staff is responsible for the administration, security, and proper documentation regarding all medications. Upon delivery of medication to the school, the staff will secure and record when medication is dispensed in a medication log. The storage of self-administered medications is determined by the principal and based on the nature of the medication and the student's age.

The parent/guardian is responsible for removing the medication from the school premises when treatment has been completed or at the end of the school year. Any medication not picked up by the parent/guardian within two weeks after the last day of school will be destroyed safely.

On Field Trips and other school-sponsored activities, the parent/guardian is responsible for notifying the teacher of any medication needed. The school office will verify that a staff member is prepared to administer medications and is knowledgeable about emergency procedures regarding emergency medications. All medications and forms must be kept secure from possible theft or loss during the field trip. The teacher will ensure that each student receives the medication correctly and document the administration of the medication.

Insurance

Emmaus Lutheran School provides blanket secondary accident insurance coverage for each child. Since this is secondary coverage, the parent(s) must file with their primary carrier first.

This program gives insurance protection to each child at school while participating in any school-sponsored activity. While most students inform the teacher when injured, we ask parents to report injuries to the school immediately once they are determined. All students should report any school-related injury to the classroom teacher immediately. Realizing that Emmaus provides supervision for all enrolled students at school or at school-sponsored activities, parents agree not to hold Emmaus liable for any accidents that might occur. The teacher must complete an accident report and submit it to the office for injuries on school grounds or at a school-sponsored event.

EMERGENCY PREPARATION PLAN

Inclement Weather

Emergency school cancellation due to inclement weather or other emergencies will be announced over WTHR-TV (Ch 13) and WXIN (Fox 59) stations. You can also check Emmaus's parent portal site, Class Dojo, or the website of the local TV stations for information.

Since Emmaus does not operate school buses, we may have school when the public schools have canceled classes. If this occurs, parents should use their discretion concerning the transportation of their children to school in inclement weather. However, students who do not attend school when it is in regular session will be counted absent.

Remote Learning

Remote learning may be an alternative to in-person educational instruction. The students will complete assignments at home that will be communicated through Google Classroom. Students may bring home necessary materials before a potential remote learning situation. Their assignments will be posted on the Google classroom. Assignments may vary depending on the grade level. Special consideration will be made for situations where a family lost internet access, electricity, or some other hindrance that made it impossible to complete the homework on time.

Emergency Management Plan

Emmaus Lutheran School's Emergency Management Plan summarizes procedures and communications vital for a successful response and recovery from an emergency incident. Our primary concern is for the health and welfare of the students, faculty, and staff. Despite the most carefully laid plans, accidents and emergencies will still occur. This Emergency Management Plan better prepares Emmaus Lutheran School to deal with the incident when the inevitable does happen. The Emergency Management Plan is reviewed and updated as necessary and on an annual basis.

Security Management

The school has many security measures to keep all students and staff members safe throughout the school day. In addition, we have worked collaboratively with law enforcement to improve school safety plans, security procedures, and emergency guidelines. However, not all details may be public knowledge due to sensitive material.

TRAINING – Our faculty/staff are First Aid, CRP, and AED trained. All drills and emergencies are reviewed with faculty/staff annually.

SECURITY MONITORING – We have a camera security system monitored by administrative staff throughout the day.

SECURE BUILDING – All exterior doors are locked 24/7. Parents, visitors, and students arriving during the day can only enter through the front entrance. All visitors must sign in and wear a visitor's badge while at school. Background checks are completed on all staff members and volunteers, including parents and grandparents.

PRACTICE – All drills are reviewed and practiced with students throughout the school year. These drills are conducted according to guidelines set forth by the State of Indiana.

COMMUNITY FIRST RESPONDERS – Local First Responders periodically conduct walkthroughs of the campus. They also partner with classes to hold fire and community safety presentations to help students relate to and respect our local law enforcement.

COMMUNICATION – The school has the means to send out email, text, and voicemail blasts that would contact all parents/ emergency contact persons at once.

Drills & Emergency Situations

Below is a list of drills and emergencies that the school is prepared to activate in any situation. The specific details of these situations are highly confidential to keep our campus safe and secure. If you have any questions or concerns, don't hesitate to contact a school administrator.

FIRE DRILL – Fire in the building

TORNADO DRILL – Tornado warning issued for the area

DUCK & COVER - Eminent tornado – no warning

LOCKDOWN - Potential threat outside the building

CODE RED – Potential threat inside the building

EVACUATION OF THE BUILDING – Relocate outside the building

EVACUATION OF THE SCHOOL GROUNDS – Relocate to an undisclosed location

GENERAL POLICIES & INFORMATION

Awards

Each quarter we recognize students in the 3rd -8th grade that have made the Principal's List / Honor Roll and Cougar Card. The Principal List Award will be given to students who have all A's on their report card. Honor Roll will be awarded to those students who have all A's and B's on their report card.

The Cougar Card program is designed to recognize our students in the 4th – 8th Grade who have upheld or have had great improvement in their studies and have met all requirements set. To earn a Cougar Card, a student must make straight A's or A's and B's in all classes and receive no detentions. Students who receive a Cougar Card get a scheduled "Cougar Free Dress Day" once a week. Students are allowed to wear any outfit that follows the dress code length measurements. T-shirts or sweatshirts with the print of rock music groups, a reference to drugs (including alcohol or tobacco), or any pictures or print in poor taste or un-Christian are not allowed. Holes in jeans are not allowed. Any clothing disruptive to the learning environment of the school is not allowed. All Emmaus/Lutheran High School logo attire, including athletic shorts and sweatpants, is allowed. Students will receive other privileges throughout the school year.

8th Grade Valedictorian and Salutatorian are determined based on their GPA from Grade 6 (4 quarters), Grade 7 (4 quarters), and Grade 8 (3.75 quarters).

Confidentiality

Students in schools have rights to confidentiality in certain circumstances: clergy privilege, student guidance counselor privilege, and doctor/patient privilege. Only licensed social workers, licensed psychotherapists, licensed psychologists, licensed doctors, and licensed nurses have the privilege to extend confidentiality. Clergy confidentiality applies only if credentials, position, and reason for seeking advice are met.

Guidance

Of their very nature, Lutheran Schools have a definite advantage in guidance. The Word of God is the leaven of Christian living, and every school today (public, private, parochial) must recognize itself as providing experiences in living at the various levels of development. Guidance on the basis of God's Word does not neglect other techniques. The Lutheran School recognizes the importance of integrating all guidance practices, making student progress and adjustment more effective.

Privacy

Emmaus Lutheran School reserves the right to inspect a child's locker, desk, backpack, purse, or any other item brought to school.

Disturbances to the Operation of School

Emmaus Lutheran School is on private property. Anyone, including parents, will be asked to leave if they are creating a disturbance to the education of children or the school's operation. If they do not comply, the police will be called.

Flowers & Balloons

All flowers, balloons, and other gifts delivered to the school for students will be held in the school office until the end of the school day.

School and Family Relationship

Cooperation

The word means working together. We, as a school, understand fully that the responsibility of the soul of a child rests upon the parent(s). As a church, we have the responsibility to bring the love of Jesus to all people and to teach them to observe God's commands. In such an important task, we need to work together in love. Our prayers for you and your prayers for us are always most important.

Consultation

The formal and informal consultations, which take place during the year, will do much to promote that type of loving cooperation that will be in your child's best interest (ren). We are eager to talk with you at any time. Simply call the school for an appointment.

Encouragement

Encouragement, not flattery, will do much to help your child over some of the rougher parts of his/her school life. Encouraging a child to overcome difficulties, rather than bypassing them, may be more challenging to do; but such actions will produce traits in a child that will last throughout their life.

Stay Informed

Information will be posted on the school's Sycamore Education homepage Class DoJo.

Parent Volunteers

Statistics have shown that students excel at a higher level if their parents are school volunteers. At Emmaus we encourage parental involvement as volunteers during the school year [Grandparents are also welcome]. All visitors must pass a background check prior to volunteering [see below]. Once cleared, a parent/guardian/grandparent will be allowed to volunteer. Upon arrival at school the volunteer must sign in with the School Office before entering the building and receive a visitor badge which MUST be worn throughout the day.

Background Checks

In our effort to make our school as safe as possible, we are asking all people who come in contact with our children to submit to a background check. This includes all parents/guardians/grandparents who help at the school in any way. This must be done before you can volunteer. Anyone wishing to volunteer must fill out the form and return it to the school office. If you completed this form last year, you do NOT have to do it again.

Parent-Teacher League

The PTL has been organized with the primary intention to bring the home and school into a closer relationship. Through the contact of parents and teachers in this organization, a better understanding and more sympathetic interest among parents, teachers, and children are achieved.

Meetings, special sessions, and activities are held regularly. The meetings are designed to be informative, educational, and inspirational. All parents are expected to attend. The PTL also provides the fund-raising efforts needed to purchase certain supplies and equipment necessary to the school's operation. These purchases are above and beyond what Emmaus Congregation already provides in the upkeep and maintenance of our school.

Student Photos

Emmaus Lutheran School periodically takes photographs of our students at work, at play, and in worship. These photographs are used both internally and externally as needed by the school. Some photos may appear in a parent bulletin, on our website, on social media, and some are used in articles submitted to local papers. These include pictures of graduates, special awards presentations, classroom shots, and

athletic pictures. Newspaper articles may have the students' names included, but any pictures that might be found on our website or in a brochure would never have the name of the child attached.

One of the most important issues facing every school is the safety of our children. Emmaus Lutheran School makes every effort to maintain security and recognizes a parent or guardian's right to privacy. Please indicate to the school office whether or not you wish to have your child excluded from any or all photographs in the future. Please note that this does not eliminate your child from school photos taken for the yearbook or for you to purchase. **NO PHOTOS POSTED ON CLASS DOJO CAN BE USED ON YOUR PERSONAL SOCIAL MEDIA.**

Student-Teacher Relationships

The ideal for pupil-teacher relationships is the ideal set forth by God in the creation of Christian community and family. The basis for this deep relationship is forgiveness and understanding, love and acceptance, respect and affirmation, discipline and self-control.

Forgiveness and Understanding

Pupils and teachers must realize that all persons are sinful and fall far short of God's expectations. We understand and forgive in the family of Emmaus Lutheran School because of God's forgiveness of us in Christ.

Love and Acceptance

Pupils and teachers love and accept each other as God, for Christ's sake, loves and accepts each of us as a one-of-a-kind creation.

Respect and Affirmation

Both pupils and teachers consider each other gifts of God. Pupils respect and obey teachers as God directs in the Fourth Commandment. Teachers respect and affirm the worth of each child as precious children of the heavenly Father. Teachers are to help the child discover and affirm their talents and abilities and provide encouragement and direction.

Discipline and Self-Control

The goal of all discipline is self-discipline. In the event self-discipline breaks down, the school maintains the authority to discipline. In the event such extreme measures are required, parents will immediately be notified. Should pupils feel they have been unfairly treated in any way, they are encouraged to discuss the matter with their teacher. Parents who feel there has been a misunderstanding are urged to discuss the matter with the teacher. All such concerns should first be shared and discussed with the teacher before being brought to the principal.

School Equipment

Equipment owned by Emmaus has been acquired through much hard work and effort. Since we are to be good stewards of what we have, all equipment and property must be carefully used and maintained. This applies to equipment and property use both during and after school hours. Anyone wishing to donate equipment or services to the school is asked to contact the principal prior to such donations.

Traffic Flow

To ease congestion and facilitate drop-off and pick-up for our school, please enter the parking lot on the north side and exit the parking lot on the south side. If you are walking your child to the door, please park your car in a parking space. Do not use the car line as a means to walk your child to the door.