

So then, the law was our guardian
until Christ came, in order that we
might be justified by faith.

Galatians 3:24



Emmaus Lutheran School
2018-2019
Handbook

Educating Children in a Christ-Centered Atmosphere

Emmaus Lutheran School

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PREFACE

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

TABLE OF CONTENTS (in alphabetical order)

Preface.....	3
Table of Contents.....	3-4
Mission Statement of Emmaus Lutheran School.....	4
Philosophy of Emmaus Lutheran School.....	5
Objectives/Goals of Emmaus Lutheran School.....	6
Accidents.....	7
Accreditation	7
Administration.....	7-8
Admissions Policy.....	8-10
Appearance/Uniform Standards.....	10-11
Arrival and Departure.....	12
Asbestos Notification.....	12-13
Attendance.....	13-14
Awards.....	14
Chapel Services and Mission Program.....	15
Church Attendance.....	15
Communication Between School and Home.....	16
Curriculum.....	16-17
Discipline Policy.....	17-21

Table of Contents continued:

Fees/Payment Of..... 21
Field Trips.....22
Financial Help.....22
Grading Scales.....22-23
Guidance Program.....23
Anti-Bulling.....23-27
Harassment Policy.....27-29
Head Lice Policy.....29-30
Hot Lunch Program.....31
Medication/Health Requirements.....31-32
Parent-Teacher Conferences.....33
Promotion/Retention Policy.....34
Safety and Security. 35
School Choirs..... 35
School Closings.....36
School Funding.....36
School Supplies and Books.....36
Study Hints.....37-38
Telephone.....38
Withdrawals and Refund Policies.....38
USDA Non-discrimination policy.....39

**MISSION STATEMENT OF
EMMAUS LUTHERAN SCHOOL**

Emmaus Lutheran School
EDUCATING CHILDREN in a CHRIST-CENTERED
ATMOSPHERE

PHILOSOPHY OF EMMAUS LUTHERAN SCHOOL

Children are unique and special creations of God. They need to recognize that they each have qualities and abilities which, when developed, can help them to be the individuals God created them to be.

Parents, too, are unique and special creations of God. They are the ones God intended to be primarily responsible for their child's education. They must be active in the education process by helping their child in whatever ways that they can to supplement and reinforce the values, beliefs, and lessons taught at school.

God's Word is taught throughout the day as teachers intentionally use developmentally appropriate techniques and activities to meet the needs, interests, and abilities of each child. As the children experience enjoyment and success in academics, play, exploration, and discovery, they gain confidence and self-esteem.

As Emmaus Lutheran School seeks to be concerned with the development of the whole child, it works to nurture the spiritual, physical, mental, social, and emotional needs of the child. Our Christian program not only provides the basic knowledge taught in public school, it provides for the spiritual needs as well. Our curriculum provides all students with sound training in Christian citizenship as they are better able to meet the challenges of the world.

OBJECTIVES/GOALS OF EMMAUS LUTHERAN SCHOOL

As an arm of the ministry of Emmaus Lutheran Church, we are charged with the nurturing and development of the young members of God's kingdom. With the guidance of the Holy Spirit, we intend to encourage each child's individual growth:

Spiritually - The children develop a loving relationship with their Savior. In God's grace, through Christ's death and resurrection, they receive the promise of eternal life. They learn to understand their part in God's creation, learn to trust in God's love and plan for their life, and accept God's grace and forgiveness as they grow in knowledge of Him through the Holy Scriptures.

Intellectually – The children are able to learn. Through developmentally appropriate activities in the academic subjects, each child may develop and use logical, scientific, and creative thinking habits to meet the challenges of the world in a God pleasing way.

Physically – The children work to develop their physical abilities with activities appropriately designed to enhance their skill level. They understand the need for the body's health and safety in leading a productive life as unique members of God's creation.

Socially – The children learn to interact appropriately with others. They will use the opportunities available in God's world to learn and experience things about themselves and the community in which they live. In recognizing themselves as a precious part of God's creation, the children will develop self-esteem, allowing them to express feelings to others in a healthy God-fearing manner.

With God as the leader in all we do, the students, teachers, parents, Board, congregation and pastor will strive as a team to achieve these goals.

ACCIDENTS

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

ACCREDITATION

The Indiana Department of Education recognizes both the National Lutheran Accreditation and the Lutheran Schools Accreditation Commission. Currently (as of 2017-2022), we are accredited by the National Lutheran School Accreditation and the Lutheran Schools Accreditation Commission. We strive to maintain IDOE standards as well as impose upon ourselves high standards of distinctive Christian academic excellence.

ADMINISTRATION

Our school is one of the ministries of Emmaus Lutheran Church and is under control of the voting membership of this church. In order that this ministry may be carried out in the best possible way, the voters have placed the responsibility of overseeing the administration of the school in the hands of an elected body from among its members called the Ministry Board for Children (or MBC) . The voters have called and contracted a select group of men and women, who are to carry out established policies and the

wishes of the voting membership of Emmaus Lutheran Church. The MBC and the faculty are charged with the day-to-day running of the school. The MBC is responsible for establishing policy and setting the school's budget, the latter of which must be ratified by the voting membership of the church.

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

Admissions Policy

General Policy

Emmaus' mission is to spread God's word to the community and welcome all who want to hear and learn. Emmaus accepts students who are not members of the church, providing there is space available in the particular grade. *Emmaus accepts students of any race, color, nationality and ethnic origin with all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in administration of educational policies, admission policies, athletic and other school-administered programs.*

Entrance Requirements

1. Any child entering Preschool 4 must be age 4 by August 1.
2. Any child entering Kindergarten must be age 5 by August 1.

3. Any child entering First Grade must be 6 By August 1.
4. Every child must present...
 - a. a copy of his/her birth certificate and
 - b. an up-to-date immunization record.

Any child not showing evidence of completed immunizations as required by the State of Indiana will not be permitted to start school.
5. All new students to Emmaus will be assessed through testing and interviews by the principal, teacher and/or other qualified persons. To be eligible for enrollment the students must be able to work in a regular classroom at an assessed grade level. Qualified staff are not available to meet the requirements of students with special (academic, emotional, behavioral, etc.) needs.
6. Parents who wish to enroll their child must...
 - a. complete an Application for Enrollment,
 - b. present the student's last report card,
 - c. present an ISTEP or other standardized test record, if applicable
 - d. present records from the previous school regarding behavioral, conduct and attendance
7. Once the documents required in sections 3, 4 and 6 above are received and the enrollee has been tested as discussed in section 5 above, parents and their students must make an appointment with the principal, teacher or other qualified person to discuss enrollment and expectations of behavior and achievement. Expectations of the parent will also be discussed.
8. New parents will agree to...
 - a. attend orientation sessions,
 - b. attend a class describing what the Lutheran Church believes and teaches,

- c. if necessary, attend a meeting to discuss their child's fit in the school after the three week trial period,
- d. sign the Emmaus Covenant and
- e. sign the Emmaus Code of Conduct.
- f. sign a statement of financial responsibility regarding fees and tuition payment.

New Student Probation

Probation (ALL New Students): Any new student enrolled will enter on a probationary basis. The student will be on probation for a nine-week period from the date of first class attendance. At the end of nine weeks, the Principal and teacher will review the student's academic achievement (must be passing all subjects), student's conduct (attendance, tardies, and behavior) and the family's school financial account. A recommendation will be made by the Principal as to whether the student will be allowed to continue at Emmaus Lutheran School.

APPEARANCE STANDARDS

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

Emmaus Lutheran students are expected to wear uniforms and follow a dress code. Uniform shirts are required every day. Shirts have the Emmaus Lutheran logo on their upper left side (over the heart). We depend on you, our valued parents, to help our students adhere to the school uniform policy. Your support will help reinforce our school unity and it increases the visibility of Emmaus Lutheran School in the community.

The School Uniform and Dress Policy will be enforced by Emmaus Lutheran School Staff. Students in violation will:

- a. first, receive a verbal reminder of the policy from the Office Manager;
- b. second, receive a written reminder of the policies from the Principal;
- c. upon the third violation, be contacted by the Chairman of the School Board.

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

1. All clothing should be clean, hemmed, and in good repair.
2. Outdoor apparel (heavy jackets, hats, sunglasses, etc.) is never worn inside the building during school hours unless authorized by the teacher.
3. Shorts may be worn at any time during the year. All shorts worn must have at least a 5 inch inseam. **No pajama pants or any clothing with writing across the bottom (back of pants) will be allowed.**
4. Accessories- Stud style earrings for boys and girls may only be worn in the ears for safety reasons. Any jewelry worn must be appropriate for a Christian school. Tattoos (whether permanent or not) are not to be visible. No scarves, hats, bandanas, sunglasses, or sweatbands are to be worn in the school building.
5. **Shoes** -Shoes must have a back -No flip-flops, athletic slides, backless shoes or slippers.

ARRIVAL AND DEPARTURE

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

DROPPING OFF – The school day begins at 8:00am. Children may enter the building at 7:45am. Please drop off your student by traveling North in the alley from Orange Street and letting students out near the ramp to the doors. If you are walking your child into the building, please park on the west lot and walk your child across the alley to the school. If it is before 8:00am, parents/guardians may walk the child to the classroom after they have been admitted through the locked doors. Parents are asked not to have a lengthy conversation with the teacher at this time. As school begins at 8:00am, parents will be asked not to remain in the room after this time. Children arriving late will be admitted at the door by the secretary. Please sign in the child on the appropriate tardy form. The child will then go to the classroom on his/her own, so as not to disrupt classroom procedures.

PICKING UP – Please line up in front of the double door school entry, facing south while waiting for your child. Enter from the alley on Orange Street and move North end of the parking lot marked with the word Enter and begin making your line in the parking lot. If you are early and wish to enter the building to wait for your child, please park in the West parking lot across the alley. Parents will be admitted through the locked doors by the secretary and are asked to wait in the back hallway. The teachers will bring the students to you. Every effort will be made by the teachers to have the students ready and on time for dismissal.

ASBESTOS NOTIFICATION

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). This law required the EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary school. On October 30, 1987, the EPA published the Asbestos-Containing Materials in School Rule (40 CFR Part 763 Subpart E).

This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

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

ATTENDANCE AND TARDY POLICY

Unexcused Absences:

An unexcused absence is any absence not covered under the definition of excused or exempt. Every absence that falls under the "Unexcused Absences" category will receive a phone call home to verify the absence. Absences will be recorded. Excessive unexcused and excused absences will result in the following consequences (unless an exemption has been made, per the administration).

- After the 5th absence from school, a letter regarding the student's absences will be sent home.
- After the 7th absence from school, a letter will be sent home, and a conference will be scheduled between the parents and principal.

- After the 10th absence from school, a letter will be sent home, and the parents may be required to attend an evening attendance class. A personal contact will also be made.
- After the 15th absence from school, a letter will be sent explaining that a doctor's note must accompany any future absences. A personal contact will also be made.
- After the 18th absence from school, a letter will be sent explaining that future absences may result in a referral to the county prosecutor. A personal contact will also be made.
- After the 20th absence from school, a letter will be sent informing the family that any future absences may result in retention in the current grade. A personal contact will also be made.
- After the 30th absence from school, a letter will be sent informing the family that any future absences will result in expulsion. A personal contact will also be made.

Tardy Policy

If a student accumulates five (5) tardies in a quarter, parents will be required to meet with the Principal.

AWARDS

To honor students who show academic excellence or progress and are responsible in their attendance, Emmaus recognizes them quarterly, during a chapel service, with certificates of achievement.

Honor Roll – The honor roll is determined after each quarterly grading period. Students in grades 3-4 will be listed on the “B” honor roll if their grade point average is between 3.0 and 3.59. They will be on the “A” honor roll if their grade point average is between 3.6 and 4.0.

Attendance – Perfect and Good attendance is awarded to those students who have had only one or no absence during a quarter. Attendance certificates are given for School, Church, and Sunday School

CHAPEL

Chapel speakers and starting times are found each week in the News and Notes. The school will sponsor mission programs, to which the chapel offerings will be sent. The chapel services and mission program are an educational experience for the students; they are made aware of other worship forms and gain knowledge of the work of the church-at-large. Besides the chapel services, we also worship God each day through classroom devotions.

CHURCH ATTENDANCE / SUNDAY WORSHIP

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

Because we do not want our teaching to be in vain:

- a. we invite all parents to show, through their example, that the Word of God that we teach is indeed important,
- b. to bring their child to all church services and attend together with them,
- c. attend Bible Class and Sunday School so that they can further grow together in God's word.

The Emmaus Covenant signed upon registration requires that students be present at all monthly church services in which students will sing. In addition, we strongly encourage students to attend a church service and/or Sunday School each week. Attendance will be taken weekly. We understand that some families may have other Church homes. If this is the case, please speak with the teacher to indicate your Church of attendance and/or Sunday School.

COMMUNICATION BETWEEN SCHOOL AND HOME / NEWS & NOTES

We believe that regular communication between teachers and parents must take place in order for the children to do their best in school. The school makes available every Tuesday, the “Cougar Den”. This can be found online at emmauslutheranschool.org. Some teachers, especially in lower grades, also send home a newsletter from their classroom each week. Please be sure to read these papers. You may have to get in the habit of asking your child and/or looking in book bags for them.

CURRICULUM

A school’s curriculum can be defined as everything which the school sponsors or in which it has its children participate. As such, the choir, spelling bee, science fest, and all other special programs and events are part of our school’s curriculum. These parts of the curriculum, as well as the formal courses of study, are infused with, and based upon, the study of the Word of God in our Christian school. It is this infusion of Christian training that is the whole reason for our existence. The formal courses of study comply with the standards set by the State of Indiana with the exception of the studies in the field of religion. They are as follows:

RELIGION: Bible study, worship, catechism, church history, and memory work.

LANGUAGE ARTS: Reading, grammar, spelling, literature, handwriting, phonics, English usage, and creative writing.

MATHEMATICS: Number usage, general math

SCIENCE: General science, earth science, biological science, physical science, health, and sex education.

SOCIAL STUDIES: Citizenship, American history, Indiana history, world geography, and world history.

FINE ARTS: Music, art, choir, drama (Christmas program).

PHYSICAL EDUCATION: Games, team & individual sports, rhythms, basic tumbling, aerobics, and exercises.

CATECHESIS: 3rd and 4th grade Catechesis will take a beginner's look at Luther's Small Catechism. The student will be introduced to the Six Chief Parts, how these derive from the Bible and are to be applied to the Christian life. Memory work will be required. This class will be taught by the Pastor.

COMPUTER: Computers in the classrooms are used by all students for enrichment in all basic subjects, and in other ways that will help our students take their place in the world of expanding technology.

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

Student Discipline Policy

The staff and faculty of Emmaus Lutheran understands the need for patience in regard to bad behavior. We want our Heavenly Father to deal with us patiently as well. However, there are times when patience is no longer available or appropriate. Below you will find a great deal of patience and discipline.

The classroom teacher will conduct the majority of the day-to-day discipline. Children are expected to be quiet while the teacher is instructing, to complete schoolwork quietly, and to respond obediently to the direction of the teacher. Teacher and other staff emphasize positive recognition of good behavior, acknowledging successful efforts of students to conduct themselves in an exemplary manner. All students will be expected to follow principles that prepare them for lifelong success: honesty, trustworthiness, working to reach their highest possible levels of achievement, listening actively, and thinking of others. Individual teachers may develop more detailed classroom rules in consultation with the Principal.

Examples of inappropriate behavior that needs to be modified through the use of verbal reprimand or other consequence include but are not limited to the following:

1. Showing disrespect or defiance toward adults in authority including the use of profane or obscene language.
2. Threats of violence toward other students or adults in authority.
3. Nuisance items such as squirt guns, cap pistols, fidget spinners, and other toys should not be brought to school. Such items will be confiscated and returned at the end of the day. Items should not return to school.
4. Possession or usage of cell phones, pagers, or similar devices on school grounds without permission from the teacher is prohibited.

These are to be turned in to the teacher at the beginning of the school day. They will be returned to them after school. Such items

will be confiscated if they are seen or heard and returned to the student at the end of the day.

5. Chewing gum is a hindrance to proper maintenance of floors, furniture, books, etc., and therefore, is not permitted at any time.
6. Intimidation/alienation, fear, passive resistance or other comparable conduct to interfere with school purposes, or urging other students to engage in such conduct.
7. Inappropriate dress (see dress code)
8. Lying or Cheating

Consequences

Unfortunately, because of sinful human nature, there are occasions when a child fails to achieve a sufficient level of self-discipline to function effectively in the classroom. Repeated violations of classroom rules make learning difficult both for the misbehaving student and for others in the class. Subject to teacher discretion and the severity of the misbehavior, one or more of the following may result:

1. **Admonition** - A warning to the student with notification to the parents through a note, email, or call.

2. **Removal from class** - The student is removed from the class for a period of time determined by the teacher.

3. **Detention** – A student may be asked to serve an after school detention. Parents are notified the day the detention is given. Detentions are served the next school day from 3:20-4:15 (Grades K-5) and 3:30-4:30 (Grades 6-8, when we have these classes). There will be no exceptions. Failure to show for detention will result in the immediate suspension of the student until the detention is served. Students must be picked up within 15 minutes of the end of the detention.

Suspension

Suspension is a serious step in school discipline. A suspension may result in no credit for the class work assigned or due on the day of the suspension. Major tests or projects may be made-up with the guidance of the teacher. The Emmaus Lutheran staff has developed a list of absolutes, which will not be allowed at school under any circumstances. Depending on the severity of the incident as determined by the teacher, students may be suspended for the following:

1. Aggressive behavior or fighting, act of violence or use of force against students, school or church staff, or visitors.
2. Use of, or bringing onto school property, dangerous or addictive items such as alcohol, tobacco, controlled substances, firearms, knives, lighters, and matches.
3. Improper touching/sexual harassment.
4. Stealing school property or that of other staff and students.
5. Deliberate damage of school property or that of other students or staff
6. Engagement in an activity forbidden by the laws of the State of Indiana.

Suspensions are reported to the School Board for review and any further action deemed necessary. Following any suspension the student will automatically be placed on Disciplinary Probation. Parents will be notified of the suspension.

Disciplinary Probation

Probation is a serious step which can lead to the dismissal of a student. It is applied in cases of extreme inappropriate behavior, habitual disciplinary referrals or in cases where a student's attitude is antagonistic to the beliefs and philosophies of the school.

Probation is a set period of time where a student is closely monitored by school officials. Probation may be followed by expulsion. Probation can be imposed for up to a 9-week period during which time a student who has committed a serious or chronic offense will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the Teacher in concert with the Principal may extend the probation or determine that expulsion is the required next step.

Expulsion

Expulsion is the most serious disciplinary step the school can impose on a student and has serious implications on a student and his/her family. It is the responsibility of the Principal to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit expulsion by the Principal, the following procedure will be followed.

1. The Principal will communicate with the student and parent(s) to summarize the reason(s) for expulsion.
2. The Principal and Teacher will be available for a hearing with the parents of the expelled student. Should an expelled student desire to be readmitted to Emmaus Lutheran School in a subsequent school year, the Principal in consultation with the Teacher will make a decision based on the student's attitude and circumstances at the time of reapplication.

Student Property Inspection

Emmaus Lutheran School reserves the right to search student lockers, desks, and personal property (e.g. backpack, purse, etc.), with or without notifying the student, in the event that there is reasonable cause to suspect that the student in question has in their possession

items (e.g. weapons, drugs) that could bring harm to themselves or to school constituents, or has in their possession articles (e.g. notes) which could indicate that there is a threat in the school or in the possession of another student. Upon completion of a search, the parent/guardian of the student will be notified of the search and its results.

Preschool Discipline Policy

The following practices and procedures apply to the young students in Pre-Kindergarten.

As the Savior's waiting arms comfort His children, so can the children expect to receive love, support and forgiveness in the early childhood program at Emmaus Lutheran School.

Discipline problems will be handled in a positive manner. Children of this age quickly comply when good behavior of other children is emphasized. On an individual basis, children will be reminded of our classroom rule that has been ignored.

Another activity may be suggested for the child. (Redirection)

As a final measure of discipline a child may be isolated from the group for a short time to cool down and will always be in view of the teacher. All discipline will be applied with love, forgiveness and consistency.

We believe all children are entitled to a pleasant and harmonious environment in our program. If your child has difficulty adjusting to our expectations a parent conference will be called. Children who are chronically abusive to other children may be asked to leave our program. Reasonable efforts will be made to assist children to adjust to the program and to keep parents informed along the way.

FEES

Tuition payments are due on the first day of each month. If the first of the month falls on a weekend, the payment is due the following Monday. All checks should be made payable to Emmaus Lutheran School. Checks for lunches and milk should be separate from checks for tuition or any others. **There will be a \$25.00 fee due Emmaus for any returned check, and we may ask you to make all future payments with a cashiers check, a money order, or in cash.**

All fees can be paid in a variety of payment schedules. Please contact the Office Manager to discuss alternative payment arrangements. Alternative payment arrangements must be approved by the School Board. It is most important that all fees be paid in a timely manner according to the payment schedule that you have chosen. **DO NOT WAIT TO INFORM THE OFFICE MANAGER THAT A PAYMENT WILL BE LATE OR CANNOT BE MADE.**

FIELD TRIPS AND SPECIAL ASSEMBLIES

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

FINANCIAL HELP

We realize that personal problems will sometimes cause financial hardships. If you find yourself in financial trouble and unable to meet your signed agreement you should contact the Chairman of the MBC at once to work out a modified payment schedule. In some instances we may be able to help with our financial aid program.

Emmaus accepts payments from the Lutheran SGO Charitable Trust for all students who are eligible. Please see the secretary for information about this program. Emmaus is also qualified by the State of Indiana to participate in the CHOICE Voucher program. Information about this is available in the school office.

GRADING SCALES

The following percentage scale is used in grades 1-and above for many of the letter grades assigned:

93-100% = A

85-92% = B

72-84% = C

63-71% = D

63% and below = F

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

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

GUIDANCE PROGRAM

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

1. Testing of each child in grades 1 and above each year with a standardized achievement test. ISTEP is used for grade 3.
2. Testing of kindergarten children using a variety of methods.
3. Ability (intelligence) testing is done as a part of the standardized achievement test.
4. Formal reporting to parents through quarterly report cards, mid-quarter grades, and twice yearly parent-teacher conferences.
5. A permanent file in which we keep all grades, test scores, health records, and other pertinent information.

ANTI-BULLYING

Bullying is prohibited by our School. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

- A. places the targeted student in reasonable fear of harm to his or her person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying does not

- A. participating in a religious event;
- B. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- C. participating in an activity consisting of the exercise of a student's freedom of speech rights;
- D. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- E. participating in an activity undertaken at the prior written direction of the student's parent; or
- F. engaging in interstate or international travel from a location outside Indiana to another location

Our School prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within our School and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Our School prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

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All students may be required to receive information on anti-bullying measures.

Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to a teacher or the Office Manager. All staff who observe or receive a report of suspected bullying shall immediately notify a designated school administrator in charge of receiving reports of suspected bullying. If a staff member does not know who to make a report to, he or she should report directly to the Principal or School Board Chairman. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. Our School will act appropriately to discipline staff members who fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying.

Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews,

request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) business day of the report to the designated school administrator and will ordinarily be completed within thirty (30) calendar days.

If a report of suspected bullying is substantiated through an investigation, then our School shall take appropriate intervention and responses as consistent with policy and procedure. Our School will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of criminal offense the matter will be referred to law enforcement.

Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) business days after the designated school administrator

receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and School policy.

HARASSMENT POLICY

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

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

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

- **VERBAL HARASSMENT:** Derogatory comments and jokes with the intent to harass; and or threatening, demeaning, obscene or suggestive words spoken to another person. Any “kidding” of another that makes an individual feel less of a person can be verbal harassment.
- **PHYSICAL HARASSMENT:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with the normal work or movement. “Childish behavior”, such as snapping or pulling on elasticized bands on undergarments, pants, or skirts is also harassment.

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

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

It is the responsibility of Emmaus Lutheran School to:

1. Make all students, parents, and staff aware of this policy and its commitment towards its strict enforcement.

2. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.

3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

4. Treat any instances of harassment in the strictest confidence and allow no retaliation against any person who may report harassment.

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

1. Conduct himself/herself in a manner, which contributes to a positive school environment.

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

HEAD LICE POLICY

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

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

1. Move the child out of the classroom quietly and call parents to come and pick up the child immediately. We will also check all other children in that classroom.
2. If the child who had head lice has siblings in school, we will also check the siblings. If lice are found we will follow the procedures in step 1.
3. We will do all checking of individual students in as quiet and private a manner as possible. However, when all children in the room are to be checked, we will do this in the classroom while all children are there together. If lice are found in one or more of these students, they will be notified quietly and privately and asked to come to the office.

4. We will send a note home with all students in the classroom where head lice are found so that parents may be on the lookout for a problem. The note will not list any names.

5. We will make a general announcement in the weekly “News and Notes” that head lice have been found in excess in the school.

6. When any child who was sent home with lice has been treated and is ready to return to school, we will check the child before he is allowed back into the classroom. Emmaus has a NO NIT POLICY, which means that no live bugs and no nits (egg cases) can be in the child’s hair or they will not be allowed back into the classroom. This is a stronger policy than the Marion County Health Department/School Nurse’s Office has. They only require that the child be treated with a lice killing shampoo and then they would allow the child to return.

Parent’s responsibilities are as follows:

1. If you are called and told that your child has head lice, make arrangements to have your child picked up as soon as possible. If you need to send a relative or friend, that’s fine; just let us know.

2. Treat your child’s hair with a good brand of lice killing shampoo (home remedies DO NOT work, no matter what you have heard) and go through your child’s hair with a special fine-toothed comb in order to remove the nits. The shampoo will kill live bugs, but it will do nothing to the nits.

3. All bedding must be washed (sheets, blankets, pillow cases, and pillows) and the bed’s mattress, your couches, chairs, and rugs must be cleaned and vacuumed as well as possible. All hats and coats must be cleaned.

4. We have several sheets of information and a video that you may borrow if you have any questions about how to treat your child for head lice.

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

HOT LUNCH AND LUNCH ROOM POLICY

Lunch Expectations

It is reasonable to expect our students to eat their lunches in an orderly fashion and to treat ALL with respect.

Lunch Rules

1. Students use the restroom PRIOR to coming to lunch
2. Once seated, talking quietly is permitted until all students are in the lunchroom. Once all students are in the lunchroom, there will be 10 minutes of silent time. After the 10 minutes has expired the students may talk quietly
3. Students are expected to remain in their seats
4. Hot lunch students may receive seconds if they are available. In order to receive seconds a student will have finished at least two full items on his tray [milk counts as an item]
5. If students persist in breaking any lunchroom rules, one, or more of the following may happen
 - a. Student moved to window seat
 - b. Loss of recess
 - c. Negative Dojo points

MEDICAL RECORDS

The Centers for Disease Control (CDC) has released recommended guidelines for vaccinating young children. The American Academy of Pediatrics strongly supports the program and urges you to follow its guidelines. We follow state regulations regarding medical examinations and immunization record for your child. For detailed information regarding immunization regulations and recommendations, please visit the Centers for Disease Control website: www.cdc.gov.

Medical examinations and immunization records must be provided upon enrollment and kept current. We cannot permit attendance unless immunization records on file meet the state regulations. If you wish to request a religious, personal, or medical exemption to our practice of securing necessary medical documents or immunization records, please contact the office to arrange for a Board member to speak with you.

MEDICATIONS

We recommend that you administer medications prior to arriving or after leaving our school. To help with medication scheduling, you may consider asking your physician or health care provider for prescriptions with two twelve-hour dosages.

Medications will be administered in accordance with the state child care regulations and as follows. In the event the two regulations differ, the more stringent guidelines always apply.

To authorize us to give your child prescription or nonprescription medications or to apply topical nonprescription medications, you must send in a note with the medication which should be given to the secretary to hold during the day in a locked cabinet in the school office. The note must include the number of days we should give your child the medication, and how often he or she needs to receive it.

Please provide us with all printed information about the medication's possible side effects.

Bring medication in its original container in a clear bag. Clearly label the container and bag with your child's first and last name. Prescription medication must include a prescription label with specific dispensing instructions and a current date.

Do not store medication in lunch bags, backpacks, or any other personal belongings.

We do not mix medication with food or juice; nor will we dispense medication from a bottle unless it has its own measured receptacle.

Unused medications must be taken home every Friday. We cannot store medications over the weekend.

Prescription Medications: In order for the secretary to administer prescription medications to your child in accordance with the prescription label, the prescription must be in your child's name, which demonstrates to us a physician's authorization.

Nonprescription Medications: In order for the secretary to administer nonprescription medications to our child in accordance with the manufacturer's directions as printed on the label, we require written instruction from a physician if the directed dosage differs from the age and weight information on the label.

Topical Nonprescription Medication: In order for the secretary to administer topical nonprescription medications to your child in accordance with the manufacturer's directions on the label, we require written instruction from a physician.

Our staff is not licensed to provide medical care, and are not trained to provide it. Our staff does not provide invasive medical treatments (such as insulin injections), nor do they determine the dosage of medication.

PARENT-TEACHER CONFERENCES

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

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

PROMOTION AND RETENTION POLICY

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

1. The teacher will inform the parents of the child's unsatisfactory progress as early as possible. This will allow the parents to also do everything they can to help their child succeed.
2. If the child continues to show unsatisfactory progress the teacher will continue to inform the parents of this and will call for a parent-teacher conference to discuss the possibility of retention. This should be done early in the second semester.
3. No later than three (3) weeks prior to the end of the school year, if retention still seems best for the student, the teacher will set a parent-teacher-principal conference so that a final decision can be reached. This conference will include as many pieces of the student's work and evaluations as we are able to gather.
4. We may, early on, recommend that the parents seek an evaluation from an outside testing agency so that we will better understand the problem and be better able to help the student. If that testing is done it will be a factor in the final decision for retention.
5. We strongly believe that for retention to help, the parents must be in agreement so that they will provide the support that their child will need to understand that this is for his own best interests. Because of this belief, we will rarely retain a student if the parent does not agree that it should be done. We may, however, then ask the parents to find another school for their child. We will do this if we truly feel that we are not going to be able to help the student in the next grade and that it will lead to another year of frustration for both the student and the teacher.
6. We will give special consideration to the student who is working up to his potential, but is still not achieving up to his grade levels expectations.
7. Please also see the ATTENDANCE section for those students who may have missed too many days.

SAFETY AND SECURITY

Keeping your child safe and secure is our first priority. We strictly follow established procedures for your child's arrival and departure. Attendance procedures must be followed in accordance with state regulations.

When you first enroll you will complete an Enrollment Agreement including the Primary and Emergency Contact and Emergency Contact and Authorized Pick-up sections. These sections authorize specific individuals to care for your child on a regular or emergency basis. You are responsible for maintaining accurate, complete, and current information.

Written authorization must be on file at the center prior to your child's release to anyone. For the safety and security of your child, telephone requests are not encouraged. If a telephone authorization must be utilized, you will be asked questions to verify your identity. Staff members may ask for government issued photo ID for anyone who is not positively known to them. We know you will feel more secure and confident when we are aware of who may and may not pick up your child.

We will not release a child to any Emergency Contact younger than twenty-one years of age unless the individual is the legal parent/guardian. If Indiana state child care regulations are more restrictive, the more restrictive procedures will apply.

Please do not post photos or videos that contain images of children other than your own on the Internet.

SCHOOL CHOIRS

As part of our music curriculum the children in grades PK-4 through 4 sing occasionally in our Sunday church services. We may also schedule to sing during other special services or during a Wednesday Lenten service. **All students are expected to be in church and sing these designated events.** Emmaus uses these Sundays as part of our music curriculum and much more importantly we are praising God through our singing.

SCHOOL CLOSINGS

With the addition of Fast Direct, we can now announce school closing directly to you. If you are in doubt of school closing status, please check Fast Direct first. We will also attempt to place school closing on channel **WTHR 13**. If it is not posted either places, we will be open. At times school may be closed earlier than normal. These times will be rare and every effort will be made to consider the schedules of the parents and especially the safety of the children before any decision is made.

SCHOOL FUNDING

Our school is funded in four ways. First, through the fees we charge parents; second, through Indiana Choice Scholarship (voucher); third, through funds taken from the regular Sunday offerings of all Emmaus church members; and fourth, from designated Emmaus scholarships, gifts, donations, and fund raisers which we must constantly encourage in order to keep our school open. Tuition and other fees are set annually by the MBC and must be ratified by the entire membership of Emmaus Lutheran Church. We want it to be understood that the tuition fees paid by parents do not cover the cost per pupil to run our school. The money from the church is vital to keeping our school going. Fundraising is also vital to keeping our school going. We need every parent's help whenever a fundraiser is being held.

SCHOOL SUPPLIES AND BOOKS

A part of the total tuition fee is to pay for books and materials used by each student. This fee covers some supplies, especially in kindergarten through grade two, testing, rental of textbooks, workbooks, and most of the materials used in the classrooms. Students may be given a list of other materials that they are expected to have for use in their classrooms. These materials should be obtained before school begins. Students are expected to take care of their rented books as well as all school property. Fines will be imposed where there appears to be negligence or abuse

STUDY HINTS

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

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

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

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

Perhaps the most important thing you can do is talk to your child daily, and show him you care about what he is doing.

Really listen, even when you have lots of other things you have to do. Listen, and don't do those other things at the same time. Ask questions about what he enjoyed in school that day. Ask to see any papers he may have from school and go through his book bag with him to check for any notes from the teacher. This isn't being snoopy, it's good parenting. It's the quality time you hear about and it's maybe the hardest thing you have to do as a busy parent.

TELEPHONE

Children may certainly use the telephone with the help of their teacher or school secretary in case of an emergency or for other good reasons, **as long as they have permission from a teacher.** Students are not allowed to have cell phones with them during school hours.

WITHDRAWALS AND REFUND POLICIES

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

The following policy is in effect regarding tuition fees:

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

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

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

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

Any other tuition that may be past due will, of course, be due and payable in full immediately and will be billed with any amounts as described above until it is paid. A withdrawal during the school year for any student receiving a voucher or Choice Scholarship will result in the forfeit of this assistance. These funds are not transferable to another school.



NON-DISCRIMINATION STATEMENTS

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Inquires regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204

-Dr. Tony Bennett, State Superintendent of Public Instruction.

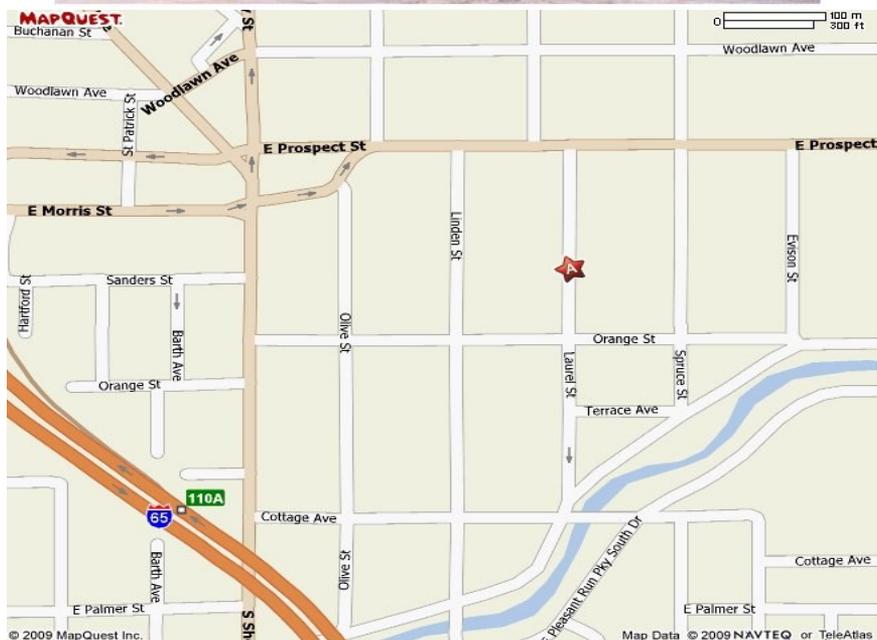
Material that is one page or less (front and back-sided is considered one page) and is too small to include the full non-discrimination statement may use the following abbreviated statement:

“The USDA and the State of Indiana are equal opportunity providers and employers.”

DISCOVER Emmaus Lutheran School

1224 Laurel St.
Indianapolis, In 46203

(317) 632-1486
www.emmausindy.org



This institution is an equal opportunity provider.