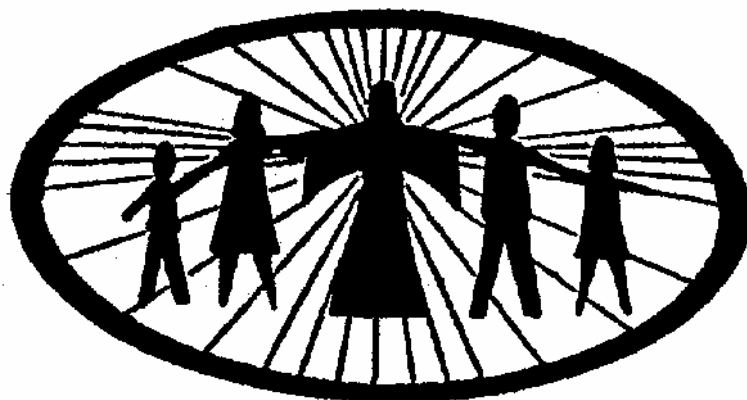


Emanuel Lutheran School

Celebrating 50 Years of Academic Excellence
in a Caring, Christian Environment



Parent's Handbook

2008/2009

Emanuel Lutheran School Parent and Student Handbook 2008 / 2009

Home, Church and School Together

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INTRODUCTION

FORWARD

"Go....and make disciples of all nations, teaching them to observe all that I have commanded you."

This is God's primary directive to the church. Emanuel Lutheran Church and School is part of that Body of Christ. This then becomes Emanuel Lutheran School's reason for existence and a distinctive difference from most other schools.

PURPOSE

Emanuel Lutheran Church has established a Christian Day School, fully realizing God's command that...."And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children...." (Deut. 6:6-7)

....as well as God's promises...."Train up a child in the way he should go; and when he is old he will not depart from it."

(Proverbs 22:6)

We teach all the subjects that public schools teach. We use many of the same textbooks, and follow the same course of Christian responsibility for the Spiritual nurture of the "whole" child, body and soul; we endeavor to fulfill the following objectives:

1. To provide for the integration of religion with general education;
2. To provide the child with a foundation for a worthwhile temporal life, and to help the child envision the blessings of eternal life;
3. To prepare the child for a dedicated life to the Lord through active membership in his local congregation.

THE AIMS OF EMANUEL LUTHERAN SCHOOL

Since our school trains children in cooperation with their parents, to whom they are entrusted by God, the aims of the home, church, and school must be identical for this Christian training to achieve best results. The following are therefore our chief aims:

1. To teach the child to recognize that God is the creator of all the universe and the Lord of all the wonders of the earth.

2. To lead the child in the way of salvation through faith in his Savior, Jesus Christ.
3. To guide the child in growing in personality and character that is Christ-centered and pleasing to God.
4. To provide an environment that stimulates a Christ-centered living through:
 - (a) worship in home, church, and school.
 - (b) knowledge of the fundamental truths of Scripture.
 - (c) application of these truths toward behavior patterns in relation to schoolmates, parents, teachers, neighbors, and all other people.
5. To help the child find his useful place as a Christian citizen in the Church and community.
6. To help the child attain the highest possible knowledge in all branches of human endeavors and to develop his talents to the fullest capacity so that he may serve God and man.

CONTROL

The Voter's Assembly of Emanuel Lutheran Church is the final controlling authority of the school. The school budget, calling of personnel and major policy changes are submitted to and approved by the Voter's Assembly. The School Committee, appointed with the Church Council's approval, supervises the operation of the school. The Principal acts as executive director, carrying out the decisions of the School Committee. The School Committee aims at constantly improving the course of studies and educational experiences for our students. The committee is aided by the Pastor and President of the congregation.

(a) The School Committee acts as the policy making organization for the school. The committee is responsible for addressing and acting upon issues concerning the school.

ACCREDITATION

Patchogue-Medford School District is authorized by the State of New York to evaluate Emanuel on an annual basis to determine if we can provide substantial and therefore equal education. We qualify, and through that process become accredited to receive busing and textbook assistance. Emanuel is registered with the New York State Education Department. We are a charter member of the Lutheran Schools Association of Metropolitan New York. This organization provides Lutheran schools with a

system of support in many areas of education. Emanuel is recognized by the Lutheran Church - Missouri Synod, Atlantic District.

The Nursery and Preschool is part of Emanuel's school and therefore has not applied for, nor is it required to apply for, New York State certification as a separate or independent early childhood center. **Our program, teachers, and materials meet or exceed maximum state standards.**

GENERAL INFORMATION

ENTRANCE REQUIREMENTS

Emanuel Lutheran School will accept any child who will be able to grow spiritually, academically, and physically within the educational environment of this school. We will accept students who will grow in Christian relationships with others. In order to determine whether a prospective student will grow in Christian relationships with others, and in order to determine whether a prospective student will grow at Emanuel, all students applying for grades K through 8 will be tested formally by an Emanuel teacher. Kindergarten students will be re-evaluated for placement in first grade of May of the Kindergarten year. Parents of those applying will normally be interviewed by the Principal. Contact will be made with previous schools, doctors, and whoever will be helpful in determining if Emanuel would be a beneficial school for a particular student.

Preschool students are considered on a trial basis for the first month after enrollment. During this time, it may be determined that a particular child is not ready to grow within that environment. All Preschool students must be completely toilet trained before entering. Due to health regulations, students may not wear diapers or pull-ups to school.

Children who become three years old after December 1st will not be accepted into the three year old preschool program, children who become four years old after December 1st will not be accepted into the four year old program, and children who become five years old after December 1st will not be accepted into kindergarten unless they pass the entrance screening. Students who turn five years old before December 31 will be considered on the basis of the screening and interview.

"Emanuel Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs."

Emanuel is a Lutheran School, but is open to all faiths. Families from a variety of faith

communities attend our school. Our religious curriculum and worship forms come from the Lutheran heritage but are directed toward Biblical knowledge and increasing the faith of children and families associated with our church and school.

HEALTH REQUIREMENTS

All pupils enrolling in the school will be required to present proof of medical examination on the forms provided. Active immunization status is mandatory for a child to enter school.

The school will forego the immunization requirement only under the following circumstances:

- < Refusal to allow the child to receive immunization, inoculation, etc. is based upon a conflict with the parents' or guardians' religious beliefs.
- < A statement declaring such objection, signed by the student's parent or guardian, is submitted to school at the time of enrollment. Such declaration shall state that the parent or guardian will accept total responsibility for their child's health and well-being and full responsibility for the refusal to allow their child to be immunized.

All new students and students entering nursery, preschool, kindergarten, first, third, and fifth grade will be required to have a physical by the family physician or school doctor.

When a child contracts any of the contagious diseases, please contact the school office. For the protection of your child and other children, we ask that you keep the child home if he shows signs of illness. A child who comes to school feeling ill often becomes worse during the day, may require special attention, and then must return home before the school day is over. Parents should contact the school if a child will be missing school.

We understand the dilemma of trying to decide whether to send a child to school in the morning, particularly when they say they are not feeling well. We sympathize in that this can be difficult for working parents. Our first concern is, however, for your child and the health of the other students in the building. If your child is running a fever, is nauseous, or coughing, they will not be able to concentrate on school. For the health of all our children, please keep your child home where they can rest and recuperate.

We reserve the right to send a student home if vomiting, fever, listless, head injury, or incidents we feel might require medical attention. Children who are

sent home with a fever should remain out of school for 24 hours after the fever has broken. Students who are sent home must check in with the school nurse before returning to class.

CURRICULUM

Although the curriculum is continually under study and changes or additions are frequently made, there are some generalizations that can be made.

PRESCHOOL

We concentrate on the specific goals that are obtainable for three and four year olds in a structured educational yet joyful environment. Our emphasis is on learning through play. We run a developmentally appropriate, child centered, creative, process orientated program. We believe that as we accept God's love for us, we then should love ourselves. Therefore, developing a positive self-image becomes an essential part of the preschool experience. We also work on various skills involving muscles, perception, recognizing colors and shapes, science, social behaviors and relationships, and a seemingly infinite number of things.

We are a Christian preschool program and therefore accent God's love for us, especially in His Son, Jesus Christ.

KINDERGARTEN THROUGH EIGHTH GRADE

Through the faculty's commitment to Jesus Christ and a sense of ministry in their occupations as teachers in a Christian school, there is a strong dedication to eliciting from each child the greatest possible growth. As a reflection of that, we have high expectations for the academic growth of each child. That growth comes best with cooperation of teacher and parent, and with reinforcement at home on the importance of learning (formal and informal). Therefore, as a general policy there is homework virtually every night except Fridays. This varies with teachers and seasons.

Our balanced literacy program integrates reading, writing, grammar, and spelling. Comprehension and word identification strategies are stressed equally as the children are exposed to all the literary genres.

Comprehension of fiction material includes skills and story elements such as the study of character, setting, plot and theme. Non-fiction works offer an opportunity to reinforce study skills while enriching content area themes.

The student's are taught that writing is a process and that several steps are required before publishing a piece of work. The proper use of grammar, punctuation, capitalization, and organization are emphasized during this process. Mini lessons

focus on the specific grammar and spelling rules that are applied to current pieces of written work. Written responses are often assigned and are used to assess comprehension and/or to develop a writer's craft.

Our math program is one that allows for the necessity of learning computation accurately, as well as the concepts that are included in the New York State recommend curriculum. Emanuel makes use of proven, successful trends in teaching math such as the use of manipulatives, calculators, and computers.

The religion curriculum is Lutheran by nature but is meant to be a witness to Christ, a searching of Scripture, and an understanding of how God wishes us to live. Our experience has been that many Christians of various denominations, from Baptist to Roman Catholic, have found our daily class teachings, devotions, and weekly chapels to be a blessing for them and their children and not a cause of conflict or confusion.

In science and social studies, we use modern texts as a basis for instruction and many methods including investigation through experiments and class trips. There is a special art teacher, music teacher, physical education teacher, Spanish teacher, and technology (computer) teacher.

GRADING

Students in kindergarten through eighth grade receive quarterly progress reports. Kindergarten, first, and second grade students will be evaluated on a developmental type of report card which indicates if the student has accomplished a task, is in process or is not yet ready. Grades three through eight receive an academic grade and an effort grade. The grading scale is:

A+ - 99-100	C+ - 78-79
A - 94-98	C - 74-77
A- - 90-93	C- - 70-73
B+ - 88-89	D+ - 68-69
B - 84-87	D - 65-67
B- - 80-83	F - Below 65

HONOR ROLL

Students in grades three through eight can qualify for the effort honor roll if their effort grade point average is 3.5 or higher, with no grades below C. Students in grades four through eight can qualify for the academic honor roll if their academic grade point average is 3.5 or higher with no grades below B-.

PROMOTION

Promotion at Emanuel cannot be described in absolute terms. There are many

variables that must be considered in every case. Emanuel does not subscribe to a policy of automatic promotion. The retention policy is:

Two F's in the same curriculum area in any 2 quarters in Reading & Math combined OR Reading/Math and one of the following: Science, Social Studies, or English. Special consideration will be given if the IEP (Individualized Education Plan) is in place. Teacher's input may, in some cases, over-ride grades if there is need seen to retain.

Excessive Absenteeism may also affect promotion.

HOMEWORK

Homework policies will vary with the individual teachers and with the individual students, but as a general policy; all students are assigned homework on a regular basis Monday through Thursday. Projects are assigned over at least 2 weekends. Parents should feel free to approach teachers about homework policies in the individual classrooms. Parents may help children with homework, but should be careful that they do not do the work themselves. Homework is a reinforcement of concepts already learned in school; therefore, students should be able to do the work on their own with minimal help from parents.

CLASS TRIPS

Field trips to various points of interest are educational and enriching experiences for the child. The school will notify the parents of any field trips which the child will participate in. Although all trips are part of the school day and program, parents will be asked to sign a permission slip and assume the cost involved.

SCHOOL LIBRARY

Emanuel is fortunate to be two blocks from the Patchogue-Medford Public Library. We have been using that facility to have our children borrow books. Each classroom is also stocked with library type reading materials. There is a library within the school for student use.

COMPUTERS

Computers are available in our computer lab and in each classroom. Computer instruction is given on a weekly basis and classroom computers are used to aid, supplement, or enrich instruction.

GIFTED & TALENTED

Students in grades 3 through 8 may participate in the gifted and talented program. This program is limited to students that qualify. Qualifiers include achievement test results, report card results, ability index levels, and teacher recommendation.

STUDENT COUNCIL

Constitution

Article One. Name.

The name of this organization shall be **The Emanuel Student Council**, hereinafter called the Council.

Article Two. Purpose.

The purpose of this Council shall be to:

1. Strive for good citizenship.
2. Respect all individuals in the school and community.
3. Involve students in sharing ideas to help make our school the best it can be.
4. Help all students work together for our school.
5. Give all students practice in democracy in action.
6. Do all of the above in service to the Lord.

Article Three. Membership.

Section One: All students in **The Emanuel Student Council** shall have the opportunity to be nominated, to vote, and to offer ideas for Council action.

Section Two: The members of the Council shall be the representatives elected by their classrooms, the officers, and the teachers.

Section Three: The principal shall be the final authority over all actions of the Council.

Article Four. Representatives.

Section One: Qualifications

A student who wishes to be a candidate of the Council shall:

1. Be a good citizen.
2. Be a hard working student.
3. Relate well to others.
4. Be interested in being a representative..

Section Two: Nominations

Each class (in grades 4 - 8) shall nominate two or more students to be candidates of election.

Section Three: Elections

Election of the Council representatives shall take place in classrooms (in grades K-8) in September.

The two students receiving the majority (plurality) of votes shall be representatives.

The student receiving the third highest number of votes shall serve as an alternate.

Section Four: Powers and Duties

Each representative shall be responsible for performing the duties of the representative as listed in the *ASCA Student Council Guide: Student Edition*

Section Five: Term of Office

The term of office shall be for one school calendar year, beginning in September and ending in June.

Article Five. Officers and Sponsor.

Section One: Officers

The officers shall be the President, Vice President, Secretary, and Treasurer (and Parliamentarian).

Section Two: Nominations

A student must be registered for the coming school year to be nominated.

Two or more candidates for the office of President shall be nominated from grade 7.

Two or more candidates for the office of Vice President shall be nominated from grade 6.

Two or more candidates for the office of Secretary shall be nominated from grade 5.

Two or more candidates for the office of Treasurer shall be nominated from grades 5 or 6.

Nominations shall take place according to procedures approved by the Principal.

(The Parliamentarian shall be appointed by the President, with approval of the Sponsor.)

Section Three: Elections

The election of officers shall take place at the end of May. Candidates should be picked from the appropriate grades by the beginning of May, following this procedure:

1. Classes will nominate the appropriate candidates in their respective classrooms.
2. Primaries will be held in classrooms until the following nominees are chosen:
3. Nominees may give posters to Principal to hang in the lunchroom and/or hallway outside the lunchroom.
4. Speeches will be held after Chapel in May. Elections will follow during the lunch period.
5. All students, the Principal, and teachers may vote except for the student council advisors. Ballots will be prepared and votes placed in a ballot box.
6. The election committee (appointed by the previous Council) will distribute, collect, and tally ballots. Candidates are not permitted on the election committee.
7. Candidates must be registered for the next school year to run for office.
8. Two representatives from each classroom (grades 3-8) will be elected during the first month of school in the fall. Elections will be held in the classroom by each class.

Section Four: Powers and Duties

The officers shall have powers and duties that are listed for each office in the *ASCA Student Council Guide: Student Edition*, and other powers and duties as may be approved by the Principal.

Section Five: Term of Office

The term of office shall be one school calendar year, beginning September 1 and

ending June 30.

Section Six: Sponsor

The Sponsor shall be a member of the school staff who shall be responsible for fulfilling the duties and responsibilities of a Sponsor as described in the *ASCA Student Council Guide: Sponsor Edition*.

ENVIRONMENTAL EDUCATION

Students in grades 5 - 8 participate in an annual environmental education program with their teacher. The fifth through eighth graders travel to Frost Valley YMCA Camp outside of Liberty, NY, or to Koinonia Lutheran Camp near Port Jervis, NY for three days in late September, early October. It is an educational experience, not merely a camping experience. It is a regular facet of the school's curriculum, and therefore, all are expected to attend. Parents receive full details at the beginning of the year.

SWIMMING PROGRAM

Kindergarten through third grade participate in a four session swimming program in the spring. The children are transported once a week for four weeks by school bus to the Holtsville YMCA. Trained instructors teach the children to swim or enhance their current knowledge. As this is part of our physical education curriculum, all students are required to participate unless a doctor's note is received.

BEFORE-SCHOOL PROGRAM

A before-school program is available from 7:00 to 9:00 AM for students in preschool and from 7:00 to 8:10 AM for students in kindergarten through eighth grade. There is an hourly fee. The program is staffed by an Emanuel staff member.

AFTER-SCHOOL PROGRAM

An after-school program is available from 3:00 to 6:00 PM for students in preschool and from 2:45 to 6:00 PM for students in Kindergarten through eighth grade. There is an hourly fee. The program is staffed by an Emanuel staff member. Parents must inform the school office when a child is to stay in the after-school program by 12:00 noon on the day the child is to stay. Notification after 12:00 noon will result in a \$5.00 fee. Students picked up after 6:00 PM will be charged a \$15.00 late fee plus \$5.00 per quarter hour.

VACATION CARE PROGRAM

A vacation care program may be available during the extended school holidays such as February Break, if enrollment warrants such a need. Building maintenance during some holidays may prevent the offering of vacation care.

ESCAPE SUMMER PROGRAM

The ESCAPE (Emanuel's Summer Care and Program Extravaganza) program offers

a full day program for children who are entering nursery through those who have completed sixth grade. The program hours are 7:00 AM through 6:00 PM. Students can be dropped off before 9:00 AM and can be picked up after 3:00 PM. There is an hourly fee for this program. The program is staffed by an Emanuel teacher.

WORSHIP SERVICES (CHAPEL)

A specially planned children's worship service is conducted each Wednesday morning in church. Participation in these services provides for a fine worship experience for the children and enriches their spiritual life. Parents are welcome to attend.

In order to teach the grace of Christian giving, offering envelopes will be given to the children at the beginning of the school year. This affords a fine opportunity to teach the Christian use of money.

Chapel offerings are designated to different missions each month. The faculty is in charge of selecting the offering designation. Suggestions from parents and students are invited.

A chapel hymnal is used by the students during chapel. These books may be purchased at a nominal fee from the school. The chapel hymnal can be used for many years by the students.

PARENT-TEACHER COMMUNICATIONS

Progress reports are prepared by the teachers four times during the year. The first three report periods include a meeting between parents and teacher. Parents are encouraged to communicate freely with the teachers on all subjects, including the academic achievement of the student. Teachers also feel the freedom to communicate with parents regarding the growth of a child as often as seems applicable.

Teachers are, of course, not available to speak with parents during the teaching day but will return a call or send a note as soon as possible.

The Principal will be willing to schedule a time with parents or guardians to review the contents of any official records we hold at the school with regard to a particular child.

OFFICE HOURS

The school office hours are 8:00am to 4:00pm. Should an emergency arise after those hours, please contact your child's teacher or the principal.

RESPONSIBILITIES OF PARENTS & STUDENTS

PARENT RESPONSIBILITIES

Cooperation between the home and the school is vitally important to the effectiveness of the Christian training program of our school activities, as this will enhance the quality of the educational program. Furthermore, an active church life on the part of the parents will find an eager and ready response in the hearts of the children. Parents are accordingly urged to bring their children to church and Sunday school with them; this also applies to primary grade children, who are very receptive to worship life.

TUITION

Tuition rates are kept as low as our high standards of teaching and equipment will allow. Tuition payments cover the cost of personnel and the educational materials of the school. Emanuel Lutheran's congregation pays the utility, maintenance, and mortgage costs necessary for the operation of this congregational day school. This accounts for the variation in the monthly rates and necessitates the member rates.

Tuition payments are payable the first of each month. The first payment is due August 1 of each school year and the first of each month thereafter, through the month of May. Full tuition for the school year may be paid by August 1 at a 5% discount. A twelve month option is available beginning in June. Please contact the school bookkeeper if you are interested. Strict adherence to this payment schedule is upheld. All delinquent accounts will require removal of the child from the school. A financial agreement form must be returned with the first tuition payment. If a child is withdrawn from school, families are responsible to complete tuition payments through the end of the month of withdrawal.

Out of consideration for the many financial demands made upon families, the church has made it possible for church member families to participate in the Emanuel Lutheran School program at privileged tuition rates which equal an approximate 15% savings.

In return for this consideration, the church expects that the parents and children of church school families will do everything possible to fulfill the responsibilities of church membership. This includes regular worship and celebration of the Holy Eucharist, participation in the congregational affairs and programs, and contributions to the support of the church's budget.

"Membership Rates" are governed by the following guidelines, approved by the church council and apply if at least one parent can fulfill them. Parent:

- 1) Has been a member of Emanuel Lutheran Church for at least six months.

- 2) Has, after one year of membership, been involved in at least one congregational activity (not including PTFL).
- 3) Has received Communion at least 40% of the times offered.
- 4) Has given in the church offering, during the previous year, at least 50% of the difference between the regular tuition and the discount tuition. (That difference should be a few hundred dollars.)
- 5) Requests this discount which will be reviewed by the Pastor and the Principal. (A brief form is available and must be returned by June 30.)

If you have any questions regarding this discount, please call the school office.

REGISTRATION FEE

A registration and re-registration fee of \$100 for grades 6-8, \$75.00 per pupil for Preschool through grade 6 is charged. Registration for families with multiple children is as follows: 2nd child \$50.00, 3rd child \$25.00, 4th child \$0. This fee must be paid to complete the registration and is separate from the first month's tuition. This fee and the registration form must be presented before a child can be tested or accepted and both must be submitted before a currently enrolled student can be accepted for the following school year. This fee is non-refundable.

LATE FEE

A late fee of \$25.00 will be charged to all accounts that submit tuition payments after the 10th of the month tuition is due.

CHECK CHARGE

A fee of \$25.00 will be charged for checks with insufficient funds or checks that are uncollectible. This fee must be paid in cash.

FULL PAYMENT DISCOUNT

There is a 5% discount from the yearly tuition rate if payment is made for the full year by August 1.

TUITION REFUNDS

No partial month tuition refunds will be made to families withdrawing children from Emanuel. Children attending any part of a month are responsible for the full month's tuition.

INSURANCE

In case of an injury to a student, Emanuel's insurance works as does most school policies. Your own health coverage is the first insurance to be used. If there is a

balance unpaid or if there is no family insurance, Emanuel's coverage picks up from there. A complete explanation of coverage is available from the school office.

TRANSPORTATION **KINDERGARTEN - GRADE 8**

The majority of the children at Emanuel travel to school by bus; the buses used are the same as those used by the public schools and there is no charge to parents or to the school. New York State law provides for busing to parochial schools within a 15 mile radius. Parents must apply to the local school district in which they reside to receive this transportation. Most districts have a deadline of April 1 for applications for the following year.

If a child rides the bus, parents are to notify the office or teacher if there is to be any change in transportation for that day. If this is not done, the child will be placed on the bus at the end of the day. These steps are necessary to avoid any confusion and to provide for the safety of our children. Your help and cooperation is appreciated.

PRESCHOOL

Emanuel provides no transportation for preschool students. At the beginning of each year, however, parents can arrange voluntary car pools. Entrance and exit to Emanuel's parking lot is made on Main St. opposite Burlington Coat Factory. Parking is not permitted in the lot owned by Tiffany Apartments. Children entering Preschool **must** be fully potty trained. They should be able to take care of themselves in the bathroom. Parents sending children wearing diapers or pull-ups will be asked to remove the children from school until they are trained. A place will be held only if tuition is paid. Children who have accidents will be monitored. If this happens three times in one month, there is either a medical problem or the child is not fully trained. The parents will be asked to remove the child from school until the child is trained. Children who have diarrhea or other bowel accident **will not be changed by staff members. A parent or parent designate must come to the school and clean and change the child. Emanuel Lutheran School is not equipped, nor is it licensed, to accommodate children who are not trained.**

FIELD TRIPS

The church and school own and operate two school buses. We will attempt to use these buses before asking parents to drive. This reduces the responsibility to the parents who would normally drive their own car. the children are required to wear seatbelts while riding in the buses or parents car. In the event parents volunteer to drive students on field trips, sports events, etc., it is understood that according to NY State no-fault insurance laws, the auto policy covering the vehicle is the primary insurer while the school's insurance is secondary. Also, for insurance purposes, it will

be necessary for the person in charge of the trip to ascertain the validity of the driver's license, insurance card, and auto registration.

INSURANCE

When a child is traveling on ANY school bus (to & from school, school trips, etc.) it is a NY State insurance law that the no-fault automobile coverage of the parents provides initial coverage for any accident related expenses.

COMPREHENSIVE ATTENDANCE POLICY:

Regular school attendance is a critical factor for academic success. Consistent school attendance, academic success and school completion have a positive correlation. Since school is a partnership, parents are expected to make sure their children attend school on a regular basis.

Objectives:

1. Maintaining a register of attendance in accordance with Section 104.1(d) of the Regulations of the Commissioner of Education.
2. Establishing procedure to account for the whereabouts of students throughout the day.

SCHOOL CALENDAR AND SCHEDULE

In accordance with NY State, our school plans to be open for at least 180 school days. A calendar for each year is established annually and sent to parents. It is essentially the same as local school district calendars. Nursery classes are in session on the same basis.

Daily school hours are from 8:15 AM to 2:45 PM for grades K - 8. The full day Preschool hours are from 9:00 AM to 3:00 PM. Morning Nursery classes are held from 9:00 AM to 11:30 AM, and afternoon classes from 12:30 PM to 3:00 PM. We strongly request all parents who bring their children by automobile to pick up or drop off children within 5 minutes of the above times. Students in the day school may be dropped off no earlier than 8:05AM and picked up no later than 2:50 PM. Our parking lot is also used for physical education or recreational activities. If there are children using the parking lot as a playground, parents are asked to use an alternate parking area.

SNOW & EMERGENCY CLOSING

On possible snow days or in case of emergencies, tune your radio to WALK (97.5FM or 1370AM). Any closing or news of importance will be broadcast over this radio stations. If you do not hear Emanuel listed, we will have school on that day. If your local school district which provides busing is closed, you will not receive busing services that day. Whether to close school is rarely announced before 6:30 AM, or after 7:00 AM.

EARLY DISMISSAL - SCHOOL DECISION

On occasion, snow starts falling heavily after buses have picked

up students in the morning. This can mean we will be sending students home early. **All children will be put on their bus to go home.** Please make sure your child knows what to do when he or she arrives home. **Have a plan in place should your child need to come home early.** We will also inform the radio stations of our early dismissal.

WRITTEN EXCUSES, VACATIONS

If a child is absent or tardy, a note must be sent to the child's teacher, explaining the absence or tardiness. In the case of extended illness or hospitalization, the school should be notified. This is especially important in aiding the child to keep up their work. Any absence in excess of four days may require a physician's note. Any repeated, unexcused absences must be reported to the attendance officer of the child's local school district. Parents are strongly discouraged from taking their children out of school when school is in session. In these instances where a family knows in advance that a child will miss instructional time in the classroom: **Homework and assignments will be given to the child AFTER he/she returns to school. Students may be required to remain in detention in order to complete work covered during the absence.** Students will have one day to complete work for every day missed. After the allotted time credit will not be given for homework received late. Children are expected to attend class during the administration of standardized tests and state tests. If this is not possible due to family vacations, **standardized and state tests will NOT be made up.** Parents will be asked to sign a release stating that those test scores will not be a part of their permanent record due to planned absence. We ask that parents contact the school office and let the secretary know of their child's absence. Classroom teachers will record attendance in daily attendance books. These attendance books will be reviewed as a faculty with the principal at least 3 times during the school year at faculty meetings. Parents will be notified of their child's attendance on the quarterly report card. Teachers will report any concerns to the parents at Parent teacher Conferences. The Principal will be made aware of attendance concerns. The Principal will contact the parent to review the proper course of action.

EARLY DISMISSAL - PARENTAL REQUEST

Parents should notify the office or teacher as early as possible, if they want to have their child dismissed early. This practice is not encouraged. It is the parent's responsibility to see that the work is made up.

ATTENDANCE POLICY

The coding system set forth in the Register of Attendance used by each classroom teacher will be implemented:

Legal:
Sickness S
Sickness or Death in the Family F
Excused Absence, part of a day X

BEHAVIOR AND DISCIPLINE

BEHAVIOR CODE

All pupils owe implicit obedience to their teachers, according to the Fourth Commandment. Parents are expected to cooperate with the teachers regarding problems that arise.

Discipline, consistent with Scripture, is not administered in anger or in retribution. It is administered to guide toward the achievement of behavior which will make him or her the type of person who grows in grace with God and man.

In applying discipline, we try to diagnose the difficulty and finally come up with a solution which will not thwart the child's personality but instead will help build it.

Corporal (physical) punishment by teachers or principal is not a normal means of discipline. We reserve the right, however, to use physical methods where the safety of people is involved. This is, again, rare.

A student using physical force against another student (i.e.: fighting) or physically or verbally defying or abusing a staff member is unacceptable behavior.

If a child is not growing in self-discipline and concern for others in Emanuel's environment, we reserve the right to dismiss the child from school or not accept the child for another year. If behavior is simply not acceptable and not improving, the parents, teacher, and principal will meet and agree upon steps that will be taken.

Should there still be no behavior improvement, the child will be suspended, no more than twice in a school year, and then expulsion from the school will occur.

The entire staff of Emanuel Lutheran School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy, and, in addition, have a maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a School wide Discipline Plan.

The plan specifies the rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive consequences.

Hierarchy of Consequences

1- The first time a child is sent to the principal's office:

-Conference with the student, discipline report sent home and/or call to the parents, applicable consequences being the parental contact.

- 2- The second time a child is sent to the principal's office:
-All of step-1 and applicable consequences may include detention in the school office.
- 3- The third time a child is sent to the principal's office:
-All of step-1 and applicable consequences may include in-school suspension.
- 4- The fourth time a child is sent to the principal's office:
-All of step-1 and applicable consequences may include out-of-school suspension for 1-3 days.
- 5- **Severe Cases** students engaged in physical contact will be automatically suspended for 1-3 days (in or out of school).

<u>Rules/Infractions</u>	<u>Consequences</u>
1. Inappropriate behavior toward staff members.	Step #1
2. Fighting/Aggressive Act	Step #5
3. Inappropriate language	Step #1
4. Insubordination to staff member/refuse to comply to a reasonable request	Step #1
5. Missing detention/Inside work	Double time
6. Dress code infraction	Change clothes brought in by parent
7. Leaving supervised area without pass from teacher	Detention/call home
8. Leaving school grounds	Step #5

Suspension

The following students may be suspended from required attendance according to section 3214 of the New York State Education Law:

A student who is subordinate or disorderly, or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

Students who are suspended from regular school attendance will not be allowed to participate in any school-sponsored, extra-curricular activity or events.

Since we are God's children and are to treat each other as such, we expect:

- 1] That our students have respect for each other and for each other's property and for the school facilities.
- 2] That our students follow directions the first time they are

given.

- 3] No toys, radios, and the like be brought to school unless it is part of the educational process(permission given by classroom teacher or principal).

The following list of rules and regulations is applicable to all the classrooms. It is the teacher's responsibility to see that the students know, understand, and obey these rules.

CLASSROOM:

No child may go to the bathroom during a class period except by special permission.

No child is permitted to leave the room except by special permission.

Children are not to chew gum, wax, paste, etc. anywhere in the building. They may chew candy only during lunch time or class parties.

Cough drops are not permitted unless the child has a note from the parent and the doctor. Cough drops must be kept in the school office until they are dispensed.

School bags, lunch boxes, coats, sweaters, etc. are to be properly stored in the appropriate place.

Classroom lights or other fixtures are to be handled only by the teacher or his classroom assistants.

Each child is to keep his desk and floor space around his desk in a tidy manner at all times. Under no circumstances is a child to leave papers or books on the seat or floor at the end of school. No student will return to school for forgotten items.

CORRIDOR:

The following are strictly forbidden: running, unnecessary talking and loitering.

Classes moving through the corridors in a group must form

straight lines and refrain from talking.

Children are not to roam the corridors before or after school.

LUNCHROOM:

Use Manners, Always walk, Stay seated, Raise your hand, Use a quiet voice, Keep your hands to yourself, Eat at least half of your lunch before having your dessert, and Clean up after yourself.

PLAYGROUND

All rough play is forbidden.

Children are not to enter the school during recess, before or after school hours without permission and specific purpose.

Playground equipment must be used properly.

Three whistles signifies that the children are to line up.

BUS

Pupils are to form straight, orderly lines in going to and from their buses.

While in the bus, each child is to remain in his seat and conduct himself in a quiet and orderly manner.

Children are allowed to converse with each other in bus lines. Our challenge is to keep this talking on a conversational level.

SPORTS EQUIPMENT

No children are allowed to get any sports equipment from the sports closet. Teachers only may enter and take out equipment.

SEXUAL HARASSMENT

What is it?

Sexual Harassment is a form of sex discrimination prohibited by federal and state law. It is any unwanted conduct of a sexual nature. It is the imposition of unwelcome and/or unwarranted sexually oriented acts that creates a hostile, intimidating or

offensive academic or work environment.

Our Policy

Emanuel Lutheran School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. Emanuel Lutheran School prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student or employee at Emanuel Lutheran School to harass a student or an employee through conduct or communication of a sexual nature defined by this policy. Emanuel Lutheran School recognizes that sexual harassment can originate from a person of either sex or against a person of the same or opposite sex, and from classmates as well as adults.

It shall be a violation of this policy for any student or employee at Emanuel Lutheran School to be sexually involved with a student or employee. Any relationship involving romantic or sexual overtones with a student is strictly prohibited and will certainly result in immediate dismissal. Relationships between consenting employees may be a form of sexual harassment if the participation of any individual is not entirely voluntary. This is particularly true where one of the participants is in a supervisory capacity. Any person who in any way feels pressured into a relationship with a co-worker should report it immediately to the Principal. Furthermore, any employee with supervisory responsibilities who enters into a social relationship with a subordinate must exercise extreme care to insure that the participation of the subordinate is entirely voluntary, or the superior will risk being found guilty of harassment.

Emanuel Lutheran School will act promptly to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee at Emanuel Lutheran School. Any person reporting in good faith any act of perceived sexual harassment will be protected from retaliation of any type or nature whether or not harassment is found.

Definition of Sexual Harassment and Sexual Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or of obtaining an education; or receiving any form of benefit; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting a person's employment or education; or

3. The conduct of communication has the purpose or effect of substantially or unreasonably interfering with an individual's work employment or education, or creating an intimidating, hostile, or offensive academic or work environment; or
4. It is considered unwelcome by another.

Examples of prohibited behavior that are sexual in nature and are unsolicited and unwelcome include:

Written Contact - sexually suggestive or obscene letters, notes, invitations, drawings. This includes computer messages of a sexual nature.

Verbal Contact - sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), any sexual propositions, comments about (an employee's, students) one's body, or sexual characteristics that are used in a negative or embarrassing way.

Physical Contact - any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.

Visual Contact - suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines

Sexual Blackmail - sexual behavior to control another employee's or student's work environment is also prohibited - this includes salary, promotions, evaluations and/or better job assignments or grades. Every effort will be made to eliminate sexual harassment by non-employees including parents, suppliers, and other visitors to the school.

Reporting Procedures

The Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Any person who believes he or she has been the victim of sexual harassment by a student or an employee at Emanuel Lutheran School, or any person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report alleged acts immediately to the Principal.

If the Principal is accused, the report shall be made to the President of the School Committee, President of the Congregation, or the Pastor. Emanuel Lutheran School encourages the reporting party or complainant to make his or her report in writing.

Emanuel Lutheran School considers acts of sexual harassment to be of a most serious nature, always and everywhere unacceptable and contrary to the Church's teaching on the dignity of human beings. Therefore, it will investigate all complaints promptly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, monetary penalties, and even termination.

CARE OF SCHOOL PROPERTY

The proper care of all property will be emphasized. This is a part of Christian life and good stewardship. Parents are asked to help in this training, by likewise urging the proper care of all property.

Hard cover texts are School Districts property and should be handled carefully.

School property damaged or lost by students will be paid for by their parents.

SAFETY AND FIRST AID

Safe habits in work and play are part of a child's general training. Certain rules are enforced to ensure the safety of your child at all times. Fire Drills are practiced with regularity.

If any accident or sudden illness occurs, first aid will be administered by the teacher or school nurse. When needed, pupils will be taken to the hospital, since no treatment beyond first aid will be attempted. The parent, or person so designated by the parent or guardian, will be notified.

HEALTH & MEDICATIONS

All PRESCRIPTION AND NON PRESCRIPTION MEDICATION must be administered by the school nurse or other designated school personnel.

A student choosing to take medication by himself with or without parent permission will be doing so at his own risk and the school assumes no liability for possible complications which may arise.

At no time is a student or unauthorized faculty or staff member permitted to provide or administer prescription or non-prescription medication to another student.

A student needing to leave the premises during the school day due to illness shall first report to the nurse or school office, who will then contact the parent/guardian for clearance or permission to leave.

Medications may be given at school only under the following situations:

- Medication must be prescribed by a physician.
- A written statement from the physician must be on file at the school stating:
 1. The method by which it is to be given.
 2. The amount to be given.
 3. The time schedule for its use.
- A written statement from the parent or guardian must be on file indicating the desire that the school assist the student in the manner set forth in the doctor's statement.
- Medication is to be kept at the school office. Students are not permitted to keep medication in their possession.
- If at all possible, schedule distribution of medication before the student leaves for school and after the child arrives home from school.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Students in grades 5 - 8 can participate in after-school athletics throughout the school year. Participation in these programs is dependent upon satisfactory behavior and academic progress in school. Parents must provide transportation home from these activities, if late buses are not available. Fourth grade may also participate if the Athletic Director and Principal deem it to be in the best interest of the school.

All of our athletic teams are co-ed. In the fall, soccer is offered.

Basketball and cheerleading are available in the winter, and softball is played in the spring. Students are encouraged to sign up for each sport that they are interested in.

CHOIR

Students in grades 4 through 8 may participate in the school choir which is held after school. The students will learn songs that can be sung at chapel, in concerts, or at other schools.

BAND

An instrumental band program is available to students in grades 3 through 8. The program is run by the Paul Effman Music Company. Lessons are given during the school day. A monthly fee is charged to the parent for participation in this program.

HANDBELLS

A hand bell program is available to students in grades 4 through 8. Practices are held after-school. Two concerts are held each year and occasional performances are given.

MISCELLANEOUS

SUPPLIES

Supplies for the year will vary with each grade. A supply list is mailed home in July so that parents can begin to purchase the necessary items. A majority of the items on the list are available from the school store which will be open at various times during the summer and at the beginning of school.

It is the parent's responsibility to see that the child has adequate school supplies throughout the year.

SNACK

Healthy snacks provide a needed energy boost to maintain academic and physical performance. Research proves that healthy snacking will provide your child with an opportunity to be more successful in school. Your child will be invited to enjoy a healthy snack each day during school.

Possible Snacks include:

- Fruit (dried or fresh)
- Fresh vegetables
- Cheese
- Pretzels
- Applesauce

*See your child's teacher regarding allergies. We are an allergy aware school as several students have significant / life threatening allergies. Teachers may exclude some of the items listed above in their classrooms. Teachers will determine when and if students may visit the snack machine during class time

The latest brain research indicates that the brain is 78% water and it can show signs of dehydration before thirst is sensed. It requires a larger percentage of water than any other part of the body.

To help your child consume a healthy amount of water, they will be permitted to have with them a bottle of water to keep at their desk throughout the day. Please be sure the bottle has the child's name and a "sports cap".

LUNCH

Emanuel offers a daily lunch program for children in kindergarten through grade eight. The lunch program is part of the Patchogue-Medford School District and is cooked at a central kitchen and delivered daily to Emanuel. Since the program is federally funded, free and reduced lunches are available to children whose families qualify. A letter is sent home during the summer regarding this. Children may bring their lunch to school. A milk program is available should children wish to purchase a drink.

PARENT'S GROUP

All parents and guardians of children in Emanuel School are invited and encouraged to be part of the activities and meetings of the Parent-Teacher-Friend-League (PTFL). This organization is a member of the National Lutheran Parent Teacher's League.

Various activities and fund raisers are scheduled throughout the year. We encourage parent participation as much as possible. All monies raised by the PTFL go directly back to the students in some form. Annual membership fees are paid per family and are due at the first meeting.

EMANUEL LUTHERAN PTFL CONSTITUTION

Article I. Purpose

- A. The purpose of this group is to assist Emanuel Lutheran School in Achieving its goals and objectives. Everything the group does is for the benefit of all of the children. To achieve this purpose the group shall:
1. Promote parent/teacher communication and cooperation.
 2. Provide information and training to help parents and teachers perform their roles more effectively.
 3. Develop programs and projects to serve the school community.
 4. Encourage sociability among teachers, parents, and families.

ARTICLE II. POLICIES

The policies of the Emanuel Lutheran School Parent-Teacher-Friend-League shall be in accord with the policies and procedures of Emanuel Lutheran Church and Emanuel Lutheran School. This organization is under administrative jurisdiction of the School Committee of Emanuel Lutheran School.

ARTICLE III. MEMBERSHIP

- A. Membership in Emanuel Lutheran School PTFL shall be open to:
 - 1. Parents who have children enrolled in Emanuel Lutheran School.
 - 2. Teachers at Emanuel Lutheran School.
 - 3. Anyone else interested in furthering the purpose of the organization.
- B. All members shall be entitled to participate in all the activities of the League.

ARTICLE IV. OFFICERS, COMMITTEES, AND EXECUTIVE BOARD

- A. The officers of the PTFL include a President, Vice President, Chaplain Secretary and Treasurer. These officers are voted on by all members of the PTFL selected by the Executive Board at its first meeting of the school year at Meet the Teacher Night.
- B. Committees are formed from the PTFL members to run the various fundraising and social events. An Executive Board member will chair each committee.
- C. The Executive Board shall consist of at least ten members of the League. The board will strive to have representation from a parent for each grade. Any officer (Pres., VP, Treas., Sec., Chap. of the Executive Board must fulfill one or both of the following requirements:
 - have a child attending Emanuel Lutheran School
 - be a member of Emanuel Lutheran Church
 Each officer is selected to chair one of the fundraisers or social events. At least one faculty member shall serve on the Executive Board. The principal shall serve as an advisory member.

ARTICLE V. AMENDMENT

This constitution or any of its by-laws may be amended by a two-thirds majority of the members present at a regular meeting of the League with approval of the School Committee, provided that the proposed amendment has been read in the previous regular meeting.

ARTICLE VI. DISSOLUTION

In the event this League shall be dissolved, all assets shall become the property of Emanuel Lutheran School, Patchogue, NY.

BY-LAWS

ARTICLE I. MEETING

- A. Officers
 - 1. SECRETARY--The secretary shall permanently record all the proceedings of all League and executive board meetings and shall attend to all correspondence. The Secretary shall communicate all fundraising activities and social events to the School Secretary for advertisement

in the Herald and Emanuelife.

2. TREASURER-- The treasurer shall receive all League monies, shall deposit all funds in a League approved bank, shall disburse all funds as ordered by the League, and shall submit a current financial report each meeting and a comprehensive report at the end of each fiscal year. He/She shall preserve all vouchers, receipts, bank statements, and canceled checks, and shall annually submit all these to the congregation's auditor.

3. VICE PRESIDENT -- The Vice President shall stand in for the President when needed, shall support and assist the President, shall communicate needs to members of the PTFL and seek out future Executive Committee Members. The Vice President shall advertise in the Herald and Emanuelife, monthly meetings to invite all interested parties to attend monthly Executive Committee Meetings. The Vice President shall purpose to remind everyone of the role of the PTFL to raise funds for the benefit of all students and to organize social events to foster community and fellowship among all those involved with Emanuel Lutheran School. The Vice President shall refer all those with inquiries to policy to the School Committee.

4. PRESIDENT – The President shall attend and represent the PTFL at all School Committee Meetings. The President shall make a full report including current financial records, PTFL meeting agenda for the following month and minutes from the previous month. The President shall make proposals and seek approval for all fundraising activities and social events to the School Committee. The President shall run monthly meetings for the PTFL Executive Committee as attended by all parents wishing to, as invited by the Vice President. The President shall submit to the School Committee, for approval or revision, an agenda for the monthly meeting one month prior to the PTFL Executive Committee meeting.

5. CHAPLAIN – The Chaplain shall begin and end each Executive Board Meeting with a verse from Holy Scripture or brief devotion and begin and conclude in prayer and faithfully lift up all students, families, staff, school and church members and committee members to our Lord's care, mercy and grace. The Chaplain shall purpose to remind everyone, in all things, of the mission of Emanuel Lutheran School to serve Christ.

B. Executive Board

1. The executive board shall prepare short and long range plans designed to achieve the purpose of the League. It shall approve the programs for the year and prepare an annual budget. It shall hear the

reports of the several standing and special committees, and shall amend and/or approve them as necessary.

- C. Standing Committees - The number and type of standing committees will depend on local needs.
1. Fall Fundraiser -- This committee will organize, provide volunteers and promote the fall fundraiser which runs from the first day of school to the end of September.
 2. Christmas Boutique -- This committee will organize, provide volunteers, and promote the annual three day Boutique which provides inexpensive Christmas gifts students can purchase for their family members and friends. The Christmas Boutique is open sometime in early December.
 3. Christmas Dinner -- This committee will organize, provide volunteers and promote the annual Christmas Dinner.
 5. Winter Fundraiser -- This committee will organize, provide volunteers and promote the winter fundraiser which runs during the months of February and March.
 6. Family Fun Night -- This committee will organize and promote the Family Fun Night in cooperation with the physical education teacher. This runs on an evening during the winter months.
 7. Talent Show -- This committee will organize, provide volunteers and promote the annual student talent show.
 8. Spring Fundraiser -- This committee will organize, provide volunteers, and promote the spring fundraiser which runs during the months of April and May.
 9. Sports Award Dinner -- This dinner honors the young athletes and coaches of Emanuel Lutheran School. This committee helps the athletic director with organizing, provides volunteers and promotes this event which is held in the evening in June.
 10. Lutheran Schools Week (School Spirit Week) -- This committee organizes and promotes Lutheran Schools Week, the first week of March.
 11. Refreshments -- This committee organizes refreshments for each of the Parent-Teacher-Friends-League meetings.
 12. Volunteers -- This committee recruits and coordinates volunteers for the school.
 13. Graduation -- This committee works together with the seventh grade parents to organize and provide refreshments for the eighth grade graduation reception.

ARTICLE III. ELECTION OF OFFICERS

The Executive Board of the Parent-Teacher-Friends-League are not elected. As vacancies occur on the Executive Board a notice is put in the weekly school

newsletter, names are suggested and the board selects a new member by common consent. There are no term limits set on members.

Officers of the Executive Board are elected by all members of the PTFL. Two Executive Board Members must be nominated for each position. Elections will take place at the first meeting. The Current Secretary shall prepare ballots. A member of the School Committee shall, collect, count and announce the officers.

Executive Committee Meetings:

PTFL Executive Committee Meetings will take place on the same evening as the regular meeting of the Emanuel Lutheran School Committee.

The Refreshment Committee will set up a head table for the Executive Committee with chairs to face for visiting parents and PTFL members, and prepare refreshments. The meeting will take place in the gym.

The President and/or Vice President will attend and report to the School Committee Meeting in the conference room at 7pm; generally the first Monday of each month.

The President will call the Executive Board Meeting to order at 7:30pm following their attendance at the School Committee Meeting.

The President shall invite the Chaplain to begin the meeting with prayer and a word from the scripture or brief devotion, followed by a financial report from the Treasurer and minutes from the previous meeting by the Secretary. The agenda to follow will be printed out and handed to all in attendance. It will include all fundraising activities, social events, etc. as approved by the School Committee.

At the close of the Executive Board Meeting, the President shall call for any questions from the floor by any visitor. All questions in regard to fundraising and social events shall be entertained. Those with inquiries in regard to school policy shall be referred to the School Committee by the Vice President. The President shall invite the Chaplain to conclude the meeting in prayer with a word from the Holy Scripture.

The Refreshment Committee shall ensure that all tables, chairs and refreshments are cleaned and put away.

EMANUEL LUTHERAN DRESS CODE

The purpose of creating and maintaining a dress code is threefold. The first is for safety. The second is to assist in developing an atmosphere of purposeful, business like activity. The third is to assist families in guiding youth to patterns of modest dress. Emanuel School believes that these are God pleasing.

Kindergarten through eighth grade students must wear uniforms. New students entering Emanuel must wear clothing similar to the uniform until their uniform arrives. This applies also to children whose uniform has been ordered, but has not arrived.

Students in grades K-5 must wear the school P.E. Uniform on physical education days. The sweatshirt, sweatpants, t-shirt and shorts must be purchased from the uniform company. The Emanuel t-shirt and Emanuel shorts must be worn under the sweat-suit. During the months of September, May, and June, the sweat suit is optional. Worn, ripped, or ragged looking sweat suits may not be worn to school. Sneakers may only be worn to school on P.E. days (K-5). The uniform companies have additional options to the P.E. uniform for the Middle School students, but the uniforms for grades K-5 are acceptable for these grades as well. The Middle School students P.E. uniform include a hooded sweat shirt, straight legged sweat pants with bold block lettering, and nylon shorts. Students in grades 6-8 will bring their PE uniforms and sneakers to school and change before class.

The school dress code is in effect the entire school day. Specific exceptions may be made by teachers for clearly defined times and places. The principal, through the child's teacher, determines whether clothing is appropriate to the dress code. Any home emergency that would warrant consideration to make exceptions for a particular child must be addressed by the parent to the principal, who then determines if the permission is given.

Uniforms may be purchased at Lobel's or Flynn and O'Hara.

Any of the uniform style brands (French toast, Land's End...) at local retail stores are acceptable **if they match the Emanuel Uniform exactly.** All clothing must match the current standards as stated in the parent handbook.

Below are several rules regarding student dress:

These standards apply to no-uniform days as well.

- 1] Acceptable length for uniform skirts and dresses is between one inch above the top of the knee and two inches above the ankle.

- 2] Clothing is not acceptable if it has holes split hems or seams or is worn through.
- 3] School uniforms may be purchased from the uniform company(s) that carry Emanuel Lutheran School's official uniform. Shirts, pants, jumpers, and skirts purchased from local stores that are the same as the school uniform are acceptable. Plaid items are ONLY available at the uniform company. Physical education uniforms and Emanuel sweat suits must be purchased from the official uniform store.
- 4] All pants are to be worn at least ankle length.
- 5] Shoulders, backs, chests, and mid-riffs should be appropriately covered during normal movement.
- 6] Shoes must be loafers, deck shoes, saddle shoes, or oxfords in blue, black, brown, grey, or white. Height of heel may not exceed 1 1/2 inches. No sneaker type shoes of any style are acceptable except with the PE Uniform.
- 7] Socks must be worn.
- 8] Outdoor boots are not to be worn in the classroom.
- 9] No facial makeup, hair coloring, or perfumes are allowed in grades K-5. Moderate makeup and scents are permissible with parental consent in the Middle School grades.
- 10] Uniform Dress Shorts purchased from the uniform company may be worn during the months of September, May, and June. **Shorts may not be worn on Wednesdays / Chapel Days or any "Dress-up day".**
- 11] Chapel Dress (typically Wednesdays) consists of skirt/dress (girls) slacks and tie (boys), dress shirt, blazers for middle school.

UNIFORM CARDS

Uniform cards will be issued to students for not wearing the official school uniform, or for wearing non-uniform or non-official components. The first two uniform cards will serve as warnings that the uniform needs to be corrected. A third card will result in the loss of no-uniform privileges.

A student consistently violating the uniform policy could be asked to withdraw from the school.

UNIFORM OPTIONS FOR THE GIRLS:

Grades K-5

- C Plaid or Navy Jumper or Skirt
- C Blue or White Dress Blouse, Knit Shirt, Turtleneck
- C Navy Uniform Slacks

- C Formal Plaid or Navy Tie (optional)
- C White, Blue, or Gray Socks
- C Tights (plain white, navy blue, or gray, no designs)
- C Ankle socks (plain white, no designs)

Grades 6-8

- C Navy, Khaki, Black Uniform Pants
- C Gray, Navy, Khaki, Black, Pleated or Flat Front Uniform Skirt
- C Solid color Oxford (Mandatory for Wednesdays), Golf Shirt, Turtleneck
- C Navy, Black, Gray Uniform Blazer. (Mandatory for Wednesdays)
- C Dress socks

All Grades

- C Uniform Dress Shorts (Sept, May, June)
- C Navy V-neck , Varsity, Cardigan Sweater, Sweater Vest with Emblem
- C ELS Sweatshirt, Sweatpants, t-shirt and shorts
- C No earrings on PE days / jewelry should be reasonable and safe

Girls must wear jumper or skirt along with dress blouse on Wednesday / Chapel days. If a sweater is worn, it must be a uniform sweater and must be worn over a uniform blouse. Young ladies in grades 6-8 will wear the school uniform every day and change into the PE uniform for PE class. Oxford blouses and blazers must be worn on Chapel days for girls in grades 6-8.

UNIFORM OPTIONS FOR THE BOYS:

Grades K-5

- C Blue or Gray Pants
- C Blue or White Dress Shirt (Mandatory for Wednesdays), Knit Shirt, Turtle-neck
- C Plaid Tie (Mandatory for Wednesdays)
- C White, Blue, or Gray Socks

Grades 6-8

- C Gray, Navy, Black, Khaki Uniform Pants
- C Solid color Oxford (Mandatory for Wednesdays), golf shirt, turtleneck
- C Navy, Black, Gray Uniform Blazer. (Mandatory for Wednesdays)
- C Blue and Gold Stripped Uniform Tie (Mandatory for Wednesdays)
- C Dress socks

All Grades

- C Uniform Dress Shorts (Sept, May, June)
- C Navy V-neck , Varsity, Cardigan Sweater, Sweater Vest with Emblem
- C Blue or Gray Belt
- C Blue or Gray Socks

- C No earrings are permitted
- C Collar length hair or shorter
- C ELS Sweatshirt and Sweatpants and PE uniform (Grade appropriate)

Boys must wear a tie and dress shirt on Wednesday / Chapel Days. If a sweater is worn, it must be one of the uniform sweaters and must be worn over a uniform shirt. Young men in grades 6-8 will wear the school uniform every day and change into the PE uniform for PE class. Oxford, ties and blazers must be worn on Chapel days.

TELEPHONE USE

Necessary phone calls to parents or guardians during school hours must be validated by the student's teacher or principal before the call can be made. The call must be made from the school office.

Cell Phones

Cell phones must be kept in a backpack or a purse. They can not be turned on ring. They will not be taken out during the school day. They will not be checked for messages during the school day. Phones will be used only for briefly calling a parent during after school hours or at dismissal. They are to be used with the teacher's permission in case of an emergency. Any cell phone used outside of these guidelines will be taken away and returned to the parent.

EVENING ACTIVITIES

Unless otherwise noted, any child who attends an evening activity sponsored by the school must be accompanied by a parent, a responsible adult, or a designated counselor. It is not the teacher's or principal's responsibility to supervise children when the parent is in attendance at these activities.

HOME PARTY INVITATIONS

If invitations to home parties are distributed at school, to prevent hurt feelings, all boys, all girls, or all students in the class must be invited.

LOST AND FOUND

It is strongly urged that parents mark all student's clothing and property with the student's name. All articles found at Emanuel Lutheran School should be turned in to the school office. Anyone losing an article should check the lost and found in the school office.

CONCLUSION

The purpose of this manual is to inform parents and students of rules, policies, and

procedures of Emanuel Lutheran School. We welcome your comments and suggestions.