



**2016 - 2017**

# **Emmanuel Lutheran School Handbook**

**Emmanuel Lutheran School, 929 Ingleside Ave, Baltimore, MD 21228**

## **EMMANUEL LUTHERAN SCHOOL CREED**

I am a child of God.

God is love and He loves me.

He sent His Son to save me. Since God so

loves me I will love and respect God,

others, and myself

### **STANDARDS**

1. Respect the ministry of our school by regular church and Sunday School attendance (see **SPIRITUAL GROWTH**).
2. Respect the authority of the teacher (and other adults).
3. Respect the rights of others.
4. Respect the property of others.
5. Respect the teaching / learning process.
6. Respect the rules of Emmanuel Lutheran School.

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# ELS COMMUNICATOR

To promote a positive learning environment, Emmanuel Lutheran School communicates with parents on a daily basis with the ELS Communicator. Parents will be required to review and sign the form on a daily/weekly basis.

## EMMANUEL LUTHERAN SCHOOL STANDARDS

All students have the right to learn in a safe and productive environment. To ensure this, each student will:

### 1. Respect

- the authority of teachers and other adults
- the rights and property of others
- the teaching/learning process
- the rules of Emmanuel Lutheran School

### 2. be **Responsible** for their choices in regard to:

- homework and class work
- supplies (personal and school)
- uniform
- personal behavior and the consequences it may bring

## CONSEQUENCES

The consequence of improper behavior will be at the discretion of the teacher and /or the school.

## AUTOMATIC SUSPENSION

Students may be issued a suspension note for:

- leaving assigned groups
- forging signatures
- throwing tantrums or tirades
- throwing objects (except when asked by a teacher)
- repeating inappropriate social interactions

Students will be issued a suspension note for:

- aggressive physical or verbal behaviors
- setting off fire alarm
- bringing or using matches, lighters, and the like
- Going into the street or driveway without an adult's permission
- Vandalism or theft of property

Articles of warfare, such as guns, knives, bombs mace and pepper spray are not allowed, and will result in an automatic suspension of at least 2 days

- The student maybe suspended from school for a specified time. The time and type of the infraction and subsequent time of contact with parent/guardian will determine the length of suspension.

- The office will contact the parent/guardian. A copy of the suspension note will be kept in the student file.
- A suspended student is responsible for making up all class work or tests upon returning to school.
- Serious or continuous violations will result in a referral to Emmanuel Lutheran Church's Council and may result in termination of enrollment.

**If a student breaks one of these rules, the parent/guardian can expect a phone call stating the student must be picked up to go home. Should there be such an occurrence, and we hope not, do not argue with the caller.**

## **SCHOOL UNIFORMS/APPEARANCE GUIDELINES**

Emmanuel Lutheran School believes there is an important relationship between a student's appearance and his or her attitude toward school and schoolwork.

Emmanuel Lutheran School has adopted a school uniform policy. The required uniforms are available for purchase from **Dennis Uniforms, 1110C North Rolling Road, Catonsville, MD 21228 (410-869-4682).**

**NOTE: Families are encouraged to have "Emmanuel" imprinted in gold by Dennis Uniforms on all polos and sweaters.**

CARPENTER/CARGO PANTS, SHORTS, CAPRIS AND/OR JEGGINGS OR ANY TYPE OF STRETCH/SPANDEX MATERIAL ARE NOT PERMITTED

### **BOYS – Kindergarten through VIII**

Khaki and navy twill pants, khaki and navy twill shorts, white, navy and light blue polos

(embroidered with "Emmanuel"), white and light blue oxford shirts, white, navy and light blue turtlenecks, navy sweaters and sweater vests

### **GIRLS – Kindergarten through VIII**

**(All)** White and light blue oxford shirts, white, navy and light blue turtlenecks, khaki and navy twill slacks, navy sweaters and sweater vests, khaki and navy twill shorts, white, navy and light blue polos

**(K-V)** plaid jumper and skirt, white or light blue Peter Pan blouses

**(VI – VIII)** plaid kilt, khaki skort

### **General guidelines for ALL students– Uniforms are available for purchase from Dennis Uniforms**

Uniforms must be neat, clean, properly sized, and in good repair .

Uniforms are to be worn on field trips as designated by the teacher.

Shoes must cover toes and heels and go **no higher than the ankle**. (no sandals, clogs, platforms, heelines, novelty shoes, or shoes that pose safety concerns.) Quality tennis shoes are, strongly encouraged at all times. High top tennis shoes are not permitted.

Winter/severe weather boots must be removed while in the building and replaced by appropriate school shoes.

When layering apparel (as in winter) all layers must be uniform attire and color. Non-uniform layers that are visible must be removed upon entering the building.

Uniform shorts/pants and traditional tennis shoes **must** be worn in order to participate in Physical Education class.

All oxford shirts, blouses and turtlenecks must be tucked into skirts, kilts, slacks or shorts.

All skirt/kilt hems must touch calves when kneeling.

All uniforms must be worn appropriately throughout the school day and dismissal.

Apparel designed to be worn with a belt **will** be worn with a solid black, brown or navy blue belt.

### Chapel attire

**All Students:** No Emmanuel Hoodies

**Girls 6-8:** plaid kilt or khaki skort

**Boys 6-8:** Tie with light blue or white oxford shirt

### Spirit Shirts

Emmanuel Spirit Shirts may be worn on Monday

### PE attire for Grades 6-8

· School sold T-shirt

· Navy blue, black or gray Sweatpants  
(no leggings)

· Navy blue, black or gray knee length  
basketball shorts (no spandex)

### **PERSONAL HYGIENE**

In consideration of the school learning environment

1. Daily bathing and use of deodorant is required.
2. Unscented creams and lotions must stay in lockers.
3. Due to allergies, perfumes and colognes will not be used.
4. Make-up is not permitted.
5. Hair must be neat, clean, and out of the eyes at all times  
(hairstyles may not extend beyond eyebrows).
6. Only natural hair color is permitted.
7. No facial hair is allowed.

### **JEWELRY/ACCESSORIES**

1. K- 8 jewelry will be limited to stud earrings only (no hoops or dangles).
2. Watches are allowed in grades 4-8.
3. K-3 nail polish is not permitted
4. Current fad accessories are not allowed.
5. Book bags will be left in lockers

Any jewelry or accessory that becomes a distraction to the learning environment will be removed

## **POLICIES**

### **ABSENTEE NOTES**

1. Students must have a note explaining the absence on the day they return to school; the note must include the date/dates missed and the reason for the absence.
2. Students are responsible for all missed work due to absence.
3. Any student absent 10% of the school year is subject to retention in present grade.

### **AGREEMENT FORM**

Both the parent/guardian and the student must sign and return the Agreement Form (**a sample copy is located in back of the STUDENT HANDBOOK**).

### **APPOINTMENTS**

If an appointment must be made during school hours, a written note must be sent to the teacher. The note is kept on file in the school office. Students must have a parent/guardian sign him/her out in the school office. Students returning to school after being signed out must have a parent/guardian sign him/her back in at the school office.

### **ARRIVAL**

Vehicles must enter driveway by making a right turn off Craftswood.

**Students are to remain in the vehicle transporting them to school until 8:00 AM.**

Students arriving earlier than 8:00 AM need to enroll in before school care (BASS).

School begins promptly at 8:15 AM.

## **ATTENDANCE**

Regular attendance is necessary for academic success. Students must be in their classrooms when the bell rings for various classes. School doors open at 8:00 AM. School begins promptly at 8:15 AM. Any student absent 10% of the school year is subject to retention in present grade.

## **BIRTHDAY PARTIES and SPECIAL EVENTS**

Due to dietary concerns, there will be no classroom birthday parties.

If you plan a private birthday party for your child please mail invitations directly to the classmate's home address. Contact the school office for a class list.

## **BODY ART AND BODY PIERCING**

Students will not write or draw on themselves, their clothing or other children with any implement. Students will limit earrings to studs in earlobes only (no hoops or dangles). Temporary tattoos will not be worn at school. Permanent tattoos, while strongly discouraged, must be covered at all times.

## **BOOKS**

Students will cover all hard-bound textbooks with a non-adhesive paper cover. Owing to damage caused by "book sox" and adhesive covers, these and similar products are not permitted. Students are responsible for the replacement of lost or severely damaged books, subject to current catalog price.

### **A fee will be assessed for:**

- Torn/tattered pages
- Damaged/broken spine
- Defacement
- Water damage

## **BULLYING**

Taunting, goading, or bullying another student is never acceptable within a Christian community. A person is bullied when he/she is exposed to intentional negative actions on the part of one or more students, and whose ability to participate in or benefit from the school's educational programs or activities is adversely affected. **Bullying occurs repeatedly and over time.** Victims should report incidents of bullying to a trusted staff member before frustration over these issues results in physical or violent retaliation. Should a parent feel it necessary to document such behavior, a form is available in the school office.

## **CELL PHONE/TELEPHONE**

Cell phones are strongly discouraged. If, for emergency reasons, you feel your child needs a cell phone, the following rules apply:

- Cell phones must be stored, turned off (not on vibrate or silent) and be non-visible at all times while on school premises or on field trips.
- Phones that ring or are seen in the hands of students will be confiscated and secured in the office.
- Confiscated phones must be picked up by a parent or legal guardian.
- Emmanuel Lutheran School is not responsible for lost or damaged cell phones.

Students may use the school office phone with a teacher's permission.

Parents and visitors entering the building must turn off all electronic devices.

Unauthorized dialing of 911 will result in a 3 day suspension and a \$100 fine.

## **CONFLICT RESOLUTION**

To provide a positive environment for addressing parent/child/ teacher concerns, Emmanuel Lutheran School will use the following guidelines:

1. Determine a time and place to address the concern.
2. State the problem.
3. Determine how each party contributes to the problem.
4. Review previous unsuccessful attempts to resolve the issue.
5. Brainstorm 3-5 possible solutions.
6. Discuss and evaluate these suggested approaches.
7. Agree to implement one approach.
8. Decide how each party will exhibit changed behavior.
9. Review progress: Is it working?
10. Each party agrees to reward/praise the other as they work through the process.

## **DEFINITION OF CYBER BULLYING**

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

## **DESTRUCTIVE PLAY**

All forms of warfare and destructive play are prohibited throughout the school, including playing with sticks, stones or rocks.

## **DISMISSAL ( All school rules are in effect until a student is under parent supervision).**

### **Students must:**

1. stay in designated area on blacktop/sidewalk until their vehicle is in the driveway.
2. get the permission of a teacher on duty to re-enter the building for any reason. A student re-entering the building after 3:30 must report to the office and be escorted by a parent or guardian to classroom or locker.
3. not consume food or drinks, or chew gum.
4. follow directions from the teachers on duty.
5. report directly to BASS if attending BASS.

Students using MTA must leave immediately following dismissal , through the designated door. A student needing to leave prior to regular dismissal must have a parent/guardian sign him/her out at the school office. A student returning to school must be signed-in at the school office by a parent or guardian.

### **Parents are encouraged to:**

1. eliminate cell phone use in the driveway
2. enter driveway by making a right turn off Craftswood Road.



3. pick up student(s) promptly after dismissal. See **Late Fee** policy.
4. pick up student(s) in designated area of school driveway **ONLY**.
5. **attend to the directions of teachers on duty for the safety of the students: do not double park; do not park at the playground fence or other parking lots.**
6. remain **inside** their vehicles. If it is necessary to enter the school building for any purpose, please park in **designated** parking areas only.

## **DRUGS AND ALCOHOL**

Emmanuel Lutheran School endorses aggressive disciplinary action for the use, possession or distribution of controlled substances, drug paraphernalia, look-alike drugs, over-the-counter and prescription drugs, and alcohol by students. Violations of drug/alcohol laws will be handled as illegal actions as well as disciplinary infractions. Disciplinary measures will include suspension or expulsion.

## **ELECTRONIC DEVICES**

- Students are not allowed to bring any electronic devices to school.
- Emmanuel Lutheran School is not responsible for lost or damaged property.

## **ELEVATOR**

Students will not use the elevator unless directed by a staff member.

## **FIRE ALARMS**

1. Whenever a fire alarm sounds, students are to leave the room they currently occupy under teacher/staff direction.
2. In light of the possibility of blocked exits, verbal teacher direction will always take precedence over existing procedures
3. Students are to walk quickly and quietly until well away from the building, remaining with their group at the assigned position so that attendance may be taken and the overall status of **that** group assessed.
4. Any student responsible for a false alarm will be subject to a three (3) day suspension and a fine of \$100. This includes dialing 911.

## **FIELD TRIPS**

All school rules are in effect until students are back on school property and are under parent supervision.

1. School field trips are an integral part of Emmanuel Lutheran School's curriculum and cultural awareness; as such, participation is mandatory. In the event that a student does not qualify to participate, see #6.
2. All students **must pay** applicable fees, regardless of attendance.
3. Students must stay in and with designated groups.
4. Original permission slip and involved fees must be returned to school no later than two (2) school days prior to the scheduled trip. (Field trip money is not refundable).
5. Students failing to return the original signed permission slip will not be permitted to participate .
6. Any student not participating may be required to complete additional assignments covering the field trip topic(s), and may receive an adjusted grade. Non-participating students will remain off school premises under family supervision and will be considered absent.
7. Fees for designated chaperones have been factored into student trip fees.
8. Designated chaperones are responsible for students' behavior and safety. Therefore, chaperones **will not:**

- bring others
- use tobacco products
- use cell phones
- chew gum
- bring food
- buy food or souvenirs for students in their care
- sleep

## **GUM**

Gum is never allowed on school premises or on field trips.

## **HONOR CODE**

When students engage in any activity that misrepresents their ability, they harm themselves and the teaching process, in addition to developing harmful coping strategies.

### **Therefore the following will not be tolerated:**

1. Copying in any manner any work in any form from another student.
2. Using any means of cheating on any form of evaluation (test or quiz)
3. Providing answers or work in any form for another student
4. Allowing family members, friends or classmates to do work assigned to the student
5. Copying from the Internet or any other source without identifying the source in the work

\*This list is by no means comprehensive or exclusive.

## **TEST TAKING**

1. Grades K-2 will follow classroom teacher's policies.
2. Grades 3-8 will incur the following penalties:
  - A. may have a test score reduced if a student talks during a test
  - B. receive a "O" if cheating during a test-student's parent/guardian will be notified.

## **HONOR ROLL: MIDDLE SCHOOL**

To be eligible for the quarterly **Honor Roll** a student must meet or exceed a "B" (85%-92%) average in each subject. To be eligible for the **Merit Roll** a student may have a "C" (84% - 75%) in one subject.

## **INJURIES/ILLNESS**

1. Student will notify teacher of injury or illness. The teacher will determine if the student should be sent to school office for further attention.
2. Any child needing to be excused from more than three consecutive P.E. classes will need a written doctor's excuse.
3. Do not send your student to school if his/her temperature is 100 degrees or above. The student must be fever free (without Tylenol or Motrin) for twenty-four hours before returning to school.

## **INTERNET ACCEPTABLE USE POLICY**

With the opportunity to use the Internet comes responsibility. Schools usually establish guidelines or standards for student use of the Internet. These standards are known as Acceptable Use Policies (AUP). These policies advise students, their parents and teachers that there are certain actions which will not be tolerated within the school setting. These include, but are not limited to, the violation of copyright, using the internet for financial gain, harming the equipment, using another person's internet account, invading privacy, introducing computer viruses into the school lab environment, and gaining access to unacceptable internet sites.

A written copy of the AUP is provided to all students who will be using the Internet. It will be signed by the student and their parent/guardian and kept on permanent file. A signed AUP form is required prior to any child using the Internet in the computer lab.

Students using the computer without the direct supervision of a teacher are subject to disciplinary action.

### **LATE FEE**

1. The parents/guardians of any student picked up after 3:30 will be charged a late fee of \$5.00 per child for every 10 minute period of time the child remains at school.
2. Please be courteous and adhere to the following guidelines when arriving late to pick up your child:
  - A. park in designated areas and enter the building
  - B. sign your child out on the late form
  - C. pay late fee

### **LAVATORY**

1. Grades K - 5 will use lavatories according to the classroom teacher's policies.
2. Grades 6 - 8 may use lavatories between classes.
3. Children will not loiter in the bathrooms.

*Exceptions to the aforementioned rules will be allowed only if a note is received from parent/guardian with an explanation.*

### **LOCKERS**

All students in grades 4-8 will be assigned **ONE** locker

### **MEDICATION**

1. It is imperative that parents keep the school up-to-date on all health/medical information as required by the Baltimore County Health Department and the Maryland Department of Health and Mental Hygiene.
2. Traditional cough drops and lozenges may be brought by a student to the teacher with a note from the parent, and will be dispensed at the teacher's discretion.
3. **Under no circumstance** can any prescription medication or over the counter products be taken or distributed by a student in any manner.

### **MONEY**

1. Exact fees will be sent to school in an **envelope** with the student's name, grade, amount enclosed, teacher's name and purpose of the fee noted on the outside of the envelope— **change will not be given.**
2. Students using public transportation should bring adequate money for their return trip home and are responsible for its safety.
3. No money may be brought to school other than for the express purpose of purchasing lunch or other school sponsored items.

### **NOTES**

A note must be sent **promptly** to the teacher in the following circumstances:

1. an absence (absence notes must be sent to school the day the child returns to school indicating the reason for the absence)
2. address or telephone change at home or work
3. late arrival / early dismissal
4. transportation change

## **REPORTCARDS**

Kindergarten Progress Reports and Grades 1 and 2 Report Cards reflect the mastery level of specific basic skills.

**Report cards or envelopes must be signed and returned to the school within one week.**

Grades 3 through 8 Report Cards reflect a subjective and objective marking system.

### **SUBJECTIVE**

- 1– Exceptional
- 2– Commendable
- 3 - Satisfactory
- 4– Needs improvement
- 5– Unsatisfactory

### **OBJECTIVE**

- A - 93-100%
- B - 85-92%
- C - 75-84%
- D - 65-74%
- F – Failure

*A fee of \$5.00 will be assessed for the duplication process of any lost Report Card or envelope.*

## **RULES**

Students failing to comply with rules are subject to expulsion from Emmanuel Lutheran School.

## **SCHOOL DELAY, CANCELLATION AND EARLY CLOSING**

In case of inclement weather (with the exception of excessive heat), Emmanuel Lutheran School follows Baltimore County Schools' radio announcements concerning late starts, early dismissals and cancellations.

Please listen to your radio. The official radio station for Emmanuel is WBAL (AM1090).

## **SCHOOL OFFICE**

1. No student may visit the school office without the school office first being notified.
2. No student may visit the school office without a teacher's permission.

## **SCHOOL SUPPLIES**

A list of necessary school supplies is provided to each student. Retain and refer to this list throughout the school year.

- Book bags—no roller bags due to safety, fire, and maintenance concerns.
- Book bags must fit in lockers/cubbies.

## **SEXUAL HARASSMENT**

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature that interferes with one's ability to do one's job or benefit from one's education.

Emmanuel Lutheran School is committed to maintaining a learning environment that is free from sexual harassment and in which all employees and students can work and study together comfortably and productively. Emmanuel Lutheran School prohibits and will not tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Emmanuel Lutheran School to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

Emmanuel Lutheran School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who sexually harasses a student or an employee of Emmanuel Lutheran School.

Any complaints regarding sexual harassment should be made to the principal. In the event the complaint involves the principal, the complaint should be made to the senior pastor of Emmanuel Lutheran Church or the President of the congregation.

A complete policy concerning sexual harassment, which includes definitions of harassment and specific guidelines for reporting, investigating, and taking action is part of the policies and procedures of Emmanuel Lutheran Church and Emmanuel Lutheran School. This policy is available in the school or church office.

## **SMOKING**

Emmanuel Lutheran Church and School is a smoke-free environment and as such all school activities on or off campus are to remain smoke-free.

## **SPIRITUAL GROWTH**

Emmanuel Lutheran School, as part of its ministry objectives, encourages worship participation and corporate Bible Study/Sunday School/ youth Bible study. A weekly summary of such activities is maintained and reflected on the report card under the heading *Respect the Ministry of the Church and School by Regular Church Attendance*.

## **STUDENT HANDBOOK**

The STUDENT HANDBOOK must be available in school at all times for students grades 3-8. A charge of \$5.00 will be assessed for any lost handbook. Periodic checks will be made to see if students are in possession of their handbooks.

## **SUBSTITUTES**

Students will respect and obey any substitute teacher.

## **TARDINESS** - School doors open at 8:00AM.

1. School begins promptly at 8:15 AM. Students arriving after 8:15 AM must report to the office and get a tardy pass.
2. For security reasons, students in grades K-3 arriving after 8:30 AM must be escorted by their parent/guardian to the office to sign in and receive a pass to class.
3. Students who arrive with a note from a medical/dental professional will receive an **excused** tardy.
4. Students leaving before 12:30 PM receive credit for only one half day.

## **TRANSPORTATION**

Any change in an established pattern of arrival to or dismissal from Emmanuel Lutheran School requires immediate notification.

## **VISITING**

All volunteers and visitors must report to the school office and sign-in and out.

**All visitors will be limited to a 45 minute visit.**

## WHO'S WHO

### Teachers/ Staff

- Mrs. S. Miller-** **Principal** of Emmanuel Lutheran School;  
B.A. Concordia College, Bronxville, NY  
M.E. Towson University
- Mrs. Dahlke-** B.S. Concordia University, Wisconsin
- Mrs. Donnelly -** B.A. Concordia College, Bronxville, New York
- Mr. Fair-** B.A. Morgan State University
- Miss Fleischfresser-** B.A. Concordia University, Irvine, CA
- Mrs. Jones -** Emmanuel Lutheran Church Administrator; A.A. Business,  
Rochambeau Business College, White Plains, NY
- Mrs. Lentsch -** B.S. University of Missouri, St. Louis, MO
- Mrs. Marner-** Emmanuel Lutheran School secretary; Director of B.A.S.S.
- Mr. Royuk-** B.S. Concordia College, Seward, NE
- Mrs. H. Miller-** B.S. Concordia University, Seward, NE
- Pastor Schultheis-** Parish Pastor of Emmanuel Lutheran Church; B.A. Valparaiso  
University, Valparaiso IN; M.A. Divinity Concordia  
Seminary, St. Louis, MO
- Mrs. Wallace-** B.A. Concordia College, River Forest, IL
- Mrs. Weidman -** B.S. Towson University; post grad M.I.C.A.
- Mr. Wieprecht, Jr. -** B.S., M. Ed. Towson University

## LIBRARY INFORMATION

### LIBRARY RULES

1. The library opens the first Monday in October. The library hours are Monday through Friday from 9:00 AM – 11:00 AM, and Wednesday and Friday from 1:15 PM – 3:00 PM.
2. Limits: Two (2) books per child grades 1-8, and one (1) book per child in Kindergarten
3. Fines: \$.10 per day per book (grades 1-8). A fine is not assessed for kindergarten students until the second semester. No fine is assessed if the child was absent or if school was closed, but books must be returned on the day the student returns to school – **DO NOT WAIT FOR REGULAR LIBRARY DAY.**
4. Students are not permitted to check out books unless **ALL FINES HAVE BEEN PAID AND OVERDUE BOOKS HAVE BEEN RETURNED.**
5. When signing out a book, students in grade 1-8 should put their first initial, last name, and grade on the book pocket card. Library assistants will sign out kindergarten students' books.
6. Books should be returned to the designated cart (located next to the librarian's desk). **DO NOT place books back on the shelves or anywhere other than the designated cart. OVERDUE BOOK FINES SHOULD BE GIVEN TO A LIBRARIAN. FINES SHOULD BE IN AN ENVELOPE WITH THE STUDENT'S NAME, GRADE AND AMOUNT OF FINE WRITTEN ON THE OUTSIDE OF THE ENVELOPE. NEVER LEAVE BOOKS OR MONEY ON THE DESK WITHOUT A LIBRARIAN PRESENT. IF THERE IS NO ONE IN THE LIBRARY, LEAVE THE BOOK AND MONEY WITH MRS. MARNER.**
7. Students should not re-shelve books they do not want to check out. These books should be placed on the round table for the librarian to shelve.
8. Any child using the library during recess, lunch, before or after school should put books removed from the shelves on the RETURN cart.
9. Books are checked out for one week. A book may be renewed one time unless it is being used for a report – in which case the librarian will give additional renewal privileges. A book must be brought to the library on its due date so that it can be renewed and stamped with a new due date.
10. *BRIO* and *GIRLS LIFE* magazines and books marked YA (young adult) are reserved exclusively for grades 6-8 and may only be checked out by students in grades 6-8.
11. It is necessary to maintain QUIET in the library at all times as there are classrooms and offices on route.

12. The library staff reserves the right to refuse admittance to the library, or the right to return to the classroom, to students who do not conduct themselves properly.
13. Students are not permitted to mar, deface, or write in library books and magazines or on library tables. If a book or magazine is DAMAGED or LOST, report it to the librarian IMMEDIATELY. Students are responsible for the replacement cost of any lost or damaged books.

## **LUNCH ROOM**

### **POLICY SEATING**

Students have designated seats.

### **PRAYERS**

Lunch will always begin with prayer.

After meal prayers are said together at the end of lunchtime.

### **LUNCHTIME**

During lunch, students remain in their designated seats.

All students need to be proficient in opening their own food/beverage containers.

If assistance is needed, students will raise a hand and supervisor will provide proper instruction.

As stated in the section entitled **POLICIES**, knives are not permitted in a student's lunch.

### **DISMISSAL**

After the prayer, students stand, push in their chair and clean their lunch area.

Students will wait for the supervisor to check and dismiss their table.

Upon dismissal students discard trash and then proceed to their designated area in the lunch-room, waiting quietly for further directions.

## **RECESS PLAYGROUND RULES**

### **DESIGNATED PLAY AREAS ARE AS FOLLOWS:**

#### **A. Blacktop - Ball games**

1. An adult's permission is needed to retrieve a ball.
2. Supervising adult may restrict number of participants.
3. Ball games at the discretion of the adult supervisor.

#### **B. Equipment Area - Equipment use**

1. Only 5 people on top of the sliding board and other platforms at one time.
2. No crawling or standing on top of the slides.
3. No standing at the bottom on the slides.
4. No running or walking underneath any equipment.
5. Tag games are not to be played around, near, or under the playground equipment.
6. Only 2 people on the parallel bars at one time.
7. No standing on **any** bars.
8. Only 1 person on the slide at a time; **slide** and **yellow steps** at slide, are **down only**.



### **C. Large Field**

1. No one may play on field unless an adult supervisor is present.
2. Stay clear of drainage area by kindergarten, 1st, 2nd, and 3rd grade classrooms, and shrubbery.

### **D. Driveway during wet conditions**

1. Pay strict attention to the following whistle signals.
  - a. 1 long tweet - lineup
  - b. 2 long - go immediately to sidewalk
2. No playing between cars or on grassy island.

## **GENERAL RULES**

1. Pay strict attention to the following whistle signals:
  - a. 1 long tweet - line up
  - b. 2 long tweets- go immediately to sidewalk
2. Students are responsible for care of their outer clothing; outerwear brought outside must be worn outside.
3. Keep away is not allowed.
4. No involvement with snow.
5. Students may not pick up or carry other children.

# ACCEPTED USE POLICY

Dear Parent(s) and/or Guardian(s):

Internet access is now available to the students and teachers at Emmanuel Lutheran School. We are pleased to bring this access to Emmanuel Lutheran School and believe the Internet offers vast, unique and diverse resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school. Your son or daughter may have the opportunity to access and use the Internet as part of their schoolwork in the classroom or the computer lab.

The Internet is a worldwide telecommunications network. It is an electronic highway connecting thousands of computers all over the world, providing hundreds of resources for use in the classroom. Students will find libraries, government agencies, universities, discussion groups, research sites, software, and technical information. Access to the Internet has been provided on a station in the computer lab.

With access to computers and Internet sites all over the world also comes the potential availability of materials that some people may find objectionable. Emmanuel Lutheran School has taken precautions to ensure that students access only information that is consistent with the goals of our instructional program. Access to controversial materials is restricted. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information.

## **Accepted Use Policy**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The student is expected to exercise responsible behavior when on the Internet:

- Students will be polite and use appropriate language when communicating with others on the Internet
- Using the Internet for non-school related activities is unacceptable
- Students will respect copyright laws
- Students will respect the computer equipment at all times

**Students will respect the privacy of others and will not reveal their personal address or phone number or that of other students •**

## POLICY CONSENT FORM

I have read the Accepted Use Policy as established at Emmanuel Lutheran School and understand its contents. The teacher will answer any questions about the Internet activities. My signature below, and that of my parent(s) and/or guardian(s) indicates that I agree to follow the guidelines of using the Internet as stated in this document. **(Return this form to your classroom teacher.)**

Name of Student \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Sample Do Not Remove

## AGREEMENT FORM

I have read, or have had read to me, the Emmanuel Lutheran School handbook with my parents and understand its contents.

Name of Student \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS FORM TO YOUR CLASSROOM TEACHER**

## PHOTO RELEASE CONSENT FORM

This Photo Release Consent Form allows Emmanuel Lutheran Church and School to use your child's photograph, video image, or voice for educational and informational purposes, with or without identification by name. The video and / or pictures will be shared with the members of Emmanuel Lutheran Church and School to provide information on Emmanuel's ministry and to encourage their prayers and financial support.

I give my consent and agree that my child, \_\_\_\_\_, in grade \_\_\_\_\_, may be the subject of photographs and writings. In signing this form, I hereby grant Emmanuel Lutheran Church and School the unconditional right to use the name, voice, and photographic likeness of the above student in connection with any of their audio video products, transparencies, web site graphics, printed matter, or similar media or press releases, but not as an endorsement.

I further acknowledge that there were no promises of any compensation for such use by Emmanuel Lutheran Church and School. Emmanuel Lutheran Church and School own all rights to use media materials regardless of the form in which they are produced or used.

I warrant and agree that I have read and understood the contents thereof, and that I have the right and authority to execute this Consent Form and Release.

**Signature of Parent or legal Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**RETURN THIS FORM TO YOUR CLASSROOM TEACHER**

Sample Do Not Remove

