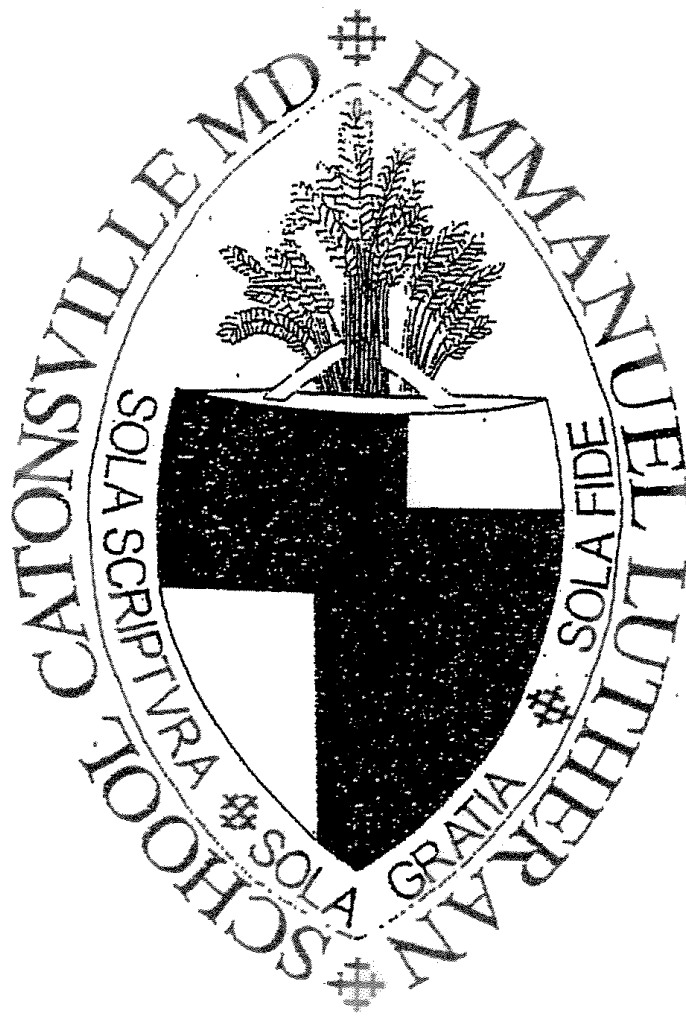


EMMANUEL LUTHERAN SCHOOL



STUDENT AND PARENT HANDBOOK

2023-2024

929 Ingleside Avenue
Catonsville, Maryland 21228

410-744-0015

Office Hours: 7:45 – 3:45

(Summer Office Hours 9:00-3:00)

Schooloffice@elsbaltimore.org

www.elsbaltimore.org

2023- 2024 THEME VERSE

"You did not choose me, but I chose you and appointed you to go and bear fruit – fruit that will last. Then the Father will give you whatever you ask in my name."

John 15:16 NIV



Parental acknowledgment sheets will be distributed and collected from each student at the beginning of the school year. These forms must be signed by a parent/guardian to indicate this handbook and Acceptable Use Policy has been reviewed and all rules and guidelines are acknowledged. Samples of these forms are located at the back of this handbook.

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1. GENERAL INFORMATION

1.0 Non-Discriminatory Policy

Emmanuel Lutheran School was established for the purpose of furnishing students with a complete Christ-centered education in kindergarten and grades one through eight. In addition to the essential spiritual training, Emmanuel Lutheran School maintains academic standards, which meet or exceed the requirements of the State. Emmanuel Lutheran School has been awarded the Certificate of Approval (#2840) from the Maryland State Department of Education.

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to made available to students of the school. Emmanuel does not discriminate on the basis of race, color, national and ethnic origin in administration of the educational policies, admission policies, financial aid, athletic and other school-administered programs and employment practices.

In addition, Emmanuel Lutheran School believes that education opportunities and programs should be open to males and females on an equal basis. We therefore, do not discriminate on the basis of gender in administration of educational policies, admission policies, financial aid, athletic and other school-administered programs, and employment practices.

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, prospective student or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

1.1 Disclaimer

This handbook does not and cannot address every situation, question, or problem that may arise. Any unaddressed situation, question, or problem that arises will be left to the discretion of the school's administration team.

1.2 Mission Statement, School Creed & Code of Ethics

Emmanuel Lutheran School was established by the Church to provide a safe and nurturing environment where students and their families' lives are enriched by sharing the love of Jesus Christ. Through the partnership of school, home, and church, students are provided the highest quality Christian education through academic rigor, faith formation, and service toward others.

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

Code of Ethics: In the pursuit of academic excellence Emmanuel Lutheran School strives to uphold a Code of Ethics based on personal integrity, honesty, self-respect, and moral character. This code expects each student to diligently monitor and manage their attitude, social interactions, and activities in such a way to preclude the occurrence of cheating on schoolwork, fabrication of work performed, plagiarism, unauthorized use of resources, receiving or accepting improper assistance in the performance of their studies and school responsibilities, and non-Christian behavior. We believe in the development of critical thinking skills that will prepare students to respond to societal changes and trends. Any activity which compromises the academic integrity or reputation of Emmanuel Lutheran School and undermines the educational process may be grounds for dismissal. We believe those who teach at Emmanuel Lutheran school are called to understand and live their role as ministers of the Gospel of Jesus Christ which is proclaimed by their attitudes, actions, and manner of relating to others, especially the students.

1.3 History

Emmanuel Lutheran School was established in 1956 by the church congregation. The school started with a small kindergarten class and slowly grew. Since its beginnings, the school has built a new wing and established a middle school program adding additional classrooms. .

1.4 Administration, Faculty, and Staff

Mrs. Susan Miller, Principal.....smiller@elsbaltimore.org
Mrs. Heidi Miller, Lead Teacher of Upper School..... hmiller@elsbaltimore.org
Mr. Allen Vessells, Lead Teacher of Lower School.....avessells@elsbaltimore.org

Faculty

Mrs. Kris Barnabae, Kindergarten Educator.....kbarnabe@elsbaltimore.org
Mrs. Kimberly Schiebel, 1st Grade Educator.....kschiebel@elsbaltimore.org
Mr. Avery Ashe, 2nd Grade Educator.....aashe@elsbaltimore.org
Mrs. Susan Miller, 3rd Grade Educator..... smiller@elsbaltimore.org
Ms. Tiarra Banks, 4th Grade Educator.....tbanks@elsbaltimore.org
Mr. Allen Vessells, 5th Grade Educator..... avessells@elsbaltimore.org
Ms. Alonna Johnson, Middle School English, Writing, & Speechajohnson@elsbaltimore.org
Mrs. Kirsten Spence, Middle School Social Studies & Literature.....kspence@elsbaltimore.org
Mrs. Heidi Miller, Middle School Science, Math, & Music hmiller@elsbaltimore.org
Ms. Jeanne Weidman, Art..... jweidman@elsbaltimore.org
Mrs. Amy Devine, Spanish.....adevine@elsbaltimore.org
Mrs. Lakeysha Richards, PE Teacher..... lrichards@elsbaltimore.org

Staff

Mrs. Diane Marner, School Administrative Assistant.....schooloffice@elsbaltimore.org
Mrs. Judy Jones, Church Administrative Assistant.....churchoffice@emmanuelbaltimore.org

Mrs. Susan Miller: B.A. Concordia College, Bronxville, New York
M.Ed. Towson University, Baltimore, MD

Mr. Allen Vessells: B.S. Bowie State University, Bowie, Maryland
M.Ed. Administration & Curriculum Development, Concordia University

Mrs. Heidi Miller: B.S. Concordia University, Nebraska

Mrs. Kris Barnabae: 90 Hour Certificate in Early Childhood Curriculum and
Management

Mrs. Kimberly Schiebel: B.S. Early Childhood Education, Towson University

Mr. Avery Ashe: Liberty University, Virginia

Ms. Tiarra Banks: B.S. Towson University

Ms. Alonna Johnson: B.A. University of Maryland Eastern Shore

Mrs. Kirsten Spence: B.S. UMBC

Ms. Jeanne Weidman: B.S. Towson University; post grad M.I.C.A.

Mrs. Judy Jones: A.A. Business, Rochambeau Business College, White Plains, NY

Mrs. Diane Marner- Director of B.A.S.S.

Mrs. LeKeysha Richards: Regent University, Virginia Beach, Virginia

Mrs. Amy Devine: Foreign Language Instructor through *The Language Project*

1.5 Academic Calendar

See Appendix A

1.6 Communication

To promote a positive learning environment, Emmanuel Lutheran School communicates with parents regularly via email, phone, or Parentlocker. Parents are encouraged to review emails, return calls and check ParentLocker regularly.

1.6.01 **ParentLocker:** Through the ParentLocker program, you can view your child(ren) 's grades, homework assignments, daily announcements, school calendar, and other information. You can add medical and other information as well. To gain access to ParentLocker, please make sure your information is up to date with the school office.

1.6.02 **Parent Teacher Communication**

Teachers may be contacted via email (see previous page). The school recognizes that email often provides a convenient means for communicating data and information however, email should not be used as a substitute for parent-teacher conferences. Parents/guardians should also keep in mind that teachers have only limited access to their email during the school day.

While parents are always welcomed to visit the school and confer with staff concerning the work of their child parents must schedule a conference with the teachers.

When a conference is needed, parents should call the main office (410-744-0015) to arrange a time to see the teacher during the teacher's vacant period. Parents may set up an appointment before or after school Monday through Thursday.

Proper Procedures to schedule a Conference:

Questions concerning classroom work, conduct, extracurricular activity, or other student concerns should be handled in the following manner:

1. First, contact the office for an appointment with the appropriate teacher.
2. Second, if after meeting with the teacher, a parent/guardian desires further communication, he/she should make an appointment to meet with the appropriate Lead Teacher.
3. Third, if after the first two steps of communication have been performed and the parent/guardian continues to have questions or concerns he/she may make an appointment with the Principal.

4. Please keep in mind if steps one through three have not been followed families will be directed back to the appropriate level before any further discussion will take place.

Please note that administrators and teachers will not be available for a conference without an appointment.

1.7 Arrival & Dismissal

Parents are asked to

- ❖ Eliminate cell phone use in the driveway
- ❖ Enter the driveway by making a right turn off Craftswood Road.
- ❖ Pick up student(s) promptly after dismissal. See **late fee** policy.
- ❖ Pick up student(s) in a designated area of the school driveway **only**.
- ❖ **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.**
- ❖ Remain **inside** their vehicles. If it is necessary to enter the school building for any purpose, please park in **designated** parking areas only.
- ❖ During dismissal student should remain in designated pickup areas until their vehicle arrives.
- ❖ During dismissal student should follow the directions of the teachers.

Students should remain in the vehicle until 8:00 AM. Before and After School Service (BASS) is available at an additional cost for students who need to be dropped off earlier than 8:00 am and stay later than 3:15 pm

Students using MTA must leave immediately following dismissal, through the designated door. A student needing to leave before 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.



2. ACADEMIC MATTERS

2.1 Daily Schedule

- ❖ School doors open at 8 am.
- ❖ Class begins at 8:15 AM
- ❖ School Dismissal begins at 3:00 pm. (Half Day 11:45AM)

2.2 Grading Scale

A.....	93-100%
B.....	85-92%
C.....	75-84%
D.....	65-74%
F.....	Below 65%

2.3 GRADING POLICY

All major units (chapter tests and/or major projects included) and other assignments (graded homework, daily quizzes, and test) will count as one grade. The major unit and other assignment grades earned during each grading period will be averaged to count as the student's total grade for each trimester.

2.3.01 Homework

Homework is practice, reinforcement, and application of what was learned in class. Homework may take the form of written work, reading, researching, creating, and/or studying. Work will be assigned and then written in a specific place in the classroom. Students are expected to copy the assignment into their school provided planner. Students are expected to take all necessary materials home to complete assignments by the due date. Work is due at the start of class on the date assigned by the teacher. Late work is not accepted.

2.3.02 **Retention:** A student in 3rd -8th grade earning an F as a yearly average in two subjects shall be retained.

2.3.03 **Passing and Failing:** The numerical grade of 65 or better is considered passing at Emmanuel Lutheran School. Students must have a 65 yearly average to receive credit for courses taken.

2.3.04 Principals List, Honor Roll, and Merit Roll:

Principals' List – A student maintaining an A average in each academic subject. Any grade of a B or below disqualifies a student from the Principals' List.

Honor Roll List – A student must maintain a B average in each academic subject. Any grade of a C or below disqualifies a student from the Honor Roll List.

Merit Roll List- A student must maintain a A and B average with no more than one C.

2.4 Christian Conduct

Each student will be given a conduct grade of (1) Commendable (2) Satisfactory, (3) Needs Improving, or (4) Unsatisfactory in their Christian conduct.

2.5 Cheating

Cheating is not tolerated at Emmanuel Lutheran School. Any student found cheating will receive a zero on said work and a 4 in conduct for that class. The student will be required to call his/her parents and inform them of this penalty.

Any student found cheating will be excluded from Honor Roll for that trimester. In addition, this infraction will be so noted in the student's file.

Cheating includes, but not limited to, the following:

- ❖ Plagiarism-using the words or ideas of another without permission.
- ❖ Copying answers from another's book, whether graded or not.
- ❖ Allowing another to copy from one's work, whether graded or not.
- ❖ Looking at another's for answers.
- ❖ Looking at another's paper to confirm an answer.
- ❖ Preparing a "cheat sheet" for use on an assignment.
- ❖ Looking in a teacher's book for answers.
- ❖ Making non-digital or digital copies of tests and distributing them to others.
- ❖ Using unauthorized materials to find or receive answers.

2.6 ADDRESSING STUDENT CONCERNS

Parents are welcomed to visit the school and confer with staff concerning the work of their child however, parents must schedule a conference with the teachers.

When a conference is needed, parents should call the main office (410-744-0015) to arrange a time to see the teacher during the teacher's vacant period. Parents may set up an appointment before or after school Monday through Friday.

See Proper Procedures to schedule a Parent Teacher/Administration Conference Section 1.6.02

Students' grades may be viewed online at <https://www.ParentLocker.com> and parents are encouraged to use this tool. Parents are kept informed of each student's performance through progress reports and report cards.

2.6.01 **Progress Reports** – Progress reports are sent via ParentLocker at the mid-term of each Trimester.

2.6.02 **Report Cards** – Report cards will be sent via United States Postal Service or given to students at the close of each trimester reporting period. Any academic records, including but not limited to report cards, official transcripts will not be released until all accounts are current.

3 ATTENDANCE & ABSENTEE POLICY

3.1 Introduction: Emmanuel Lutheran School administration and faculty take the position that regular and sustained attendance in the classroom is essential for the student's normal academic development and especially for the highest attainments in work. Regular attendance is also necessary so that superior instruction is dispensed. These must be basic to our academic enterprise. Students should be absent only in cases of illness and matters of extreme urgency. Doctor, dentist, and other appointments should be made after school when possible. Students in 7th and 8th grade are granted 3 excused absences for high school shadow days. Emmanuel Lutheran School heartily discourages unnecessary student absences. The school calendar affords ample vacation days during the school year. Please make every effort to arrange family trips during those regular vacation days and not during the school days. A student who is at school cannot be absent from class without the permission of the Principal or Teacher. A student who is absent more than 10% of the school year may be subject to retention of the current grade.

3.2 Excused & Unexcused Absences: Absences from school are classified as excused or unexcused. Excused absences require a note from a parent or legal guardian. Repeated absences frequently cause students to fail. Only in unavoidable situations should a student be absent or taken out of school before the close of the day. Excused absences will carry no penalty. However, an unexcused absence, absence without a note, will result in a "0" for that day's work.

3.2.01 **Make-up Work:** Students, grades K- 8 should bring a written excuse to the homeroom teacher. when they are absent from school. The written excuse should be signed by the parent or guardian and turned in on the day the student returns. Makeup work should be discussed with the teacher. **Make-up work may be denied when the request for the excused absences is received after the 3rd day from when the student return.**

Appointments: If an appointment must be made during school hours, a written note must be sent to the teacher. Students must be signed out in the school office by a parent or guardian. Students returning to school after being signed out must have a parent/ guardian sign him/her back in at the school office.

4 STUDENT DRESS, GROOMING AND HYGIENE POLICY

4.1 Introduction: Students should be properly dressed and groomed at all times. The administration has final judgment in all matters involving students' apparel and appearance.

4.2 Uniforms

BOYS – Kindergarten through eighth grade

Khaki and navy twill pants, khaki and navy twill shorts, white, navy, and light blue polos, white and light blue oxford shirts, white, navy, and light blue turtlenecks, navy sweaters and sweater vests

GIRLS – Kindergarten through eighth grade

(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, plaid jumper and skirt, white or light blue Peter Pan blouse.

NOTE: "Emmanuel" is to be embroidered in gold by Dennis Uniforms on all polos and sweaters.

4.3 Standards for Uniforms

- ❖ Uniforms must be neat, clean, properly sized, and in good repair.
- ❖ Shoes must cover toes and heels. (no sandals, clogs, platforms, heelies, 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 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.

Grooming

- ❖ Lotions and Creams should remain in their locker and be used in bathrooms
- ❖ Colognes and Perfumes are not allowed
- ❖ Students are not permitted to wear make-up.
- ❖ Hair styles must be natural in color, neat, and out of the eyes.

Jewelry & Accessories

- ❖ Earrings must be studs. Hoops, dangles, gages, and the like are not allowed. Male students are not permitted to wear earrings on the school campus or at any other school event.
- ❖ Students in grades 4 through 8 may wear digital or analog watches. Smartwatches are not permitted.
- ❖ Students in grades k-3 are not allowed to color nails. False fingernails are not permitted.
- ❖ Current Fad Accessories are not allowed
- ❖ Headbands must be flat, solid in color, and have no writing on them.

Spirit Shirts

Emmanuel Spirit Shirts may be worn on Monday

Chapel Attire

- ❖ No Hoodies
- ❖ Grades K-2 School Uniforms
- ❖ Grades 3-8
 - Boys: Tie with light blue, navy or white oxford shirt with uniform pants
 - Girls: Plaid Kilt, or Navy or Khaki Skirt with uniform shirt

Physical Education Attire

- ❖ All Students must wear tennis shoes
- ❖ School purchased uniforms **mandatory** for grade 6-8
- ❖ School purchased uniforms **optional** K-5

The school reserves the right to ask a student to remove their jewelry, or accessories if it becomes a distraction to the learning environment or process.

Should student uniforms not adhere to policy they may be sent home.

5 CELL PHONE AND ELECTRONIC DEVICE POLICY

5.1 Cell Phone Policy

Cell phones are not allowed to be used in school under any circumstances. If for emergency reasons, you feel your child needs a cell phone, the following rules apply:

- ❖ Must be turned off and stored in their locker
- ❖ Phones will be confiscated if seen or heard. A parent or guardian is required to retrieve a confiscated phone.
- ❖ Students may use the school office phone with a teacher's permission. Unauthorized dialing of 911 will result in a 3-day suspension and a \$500 fine.

Emmanuel Lutheran School is not responsible for lost, damaged, or stolen cell phones.

5.2 Internet and Computer Use Policy

Emmanuel provides a wide array of technology resources for students to use. The following outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

As a student at Emmanuel Lutheran School you agree and acknowledge the following:

I understand that my school network and email accounts are owned by the school and are not private. Emmanuel Lutheran School has the right to access my information at any time. I understand that having a cell phone or other electronic device at Emmanuel Lutheran School is a privilege and not a right.

Government Laws:

Computers should be used in conformity with laws of the United States and the State of Maryland violations include, but are not limited to, the following;

1. Criminal Acts – These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, pornography, vandalism, and/or unauthorized tampering with computer systems.
2. Libel Laws – Publicly defaming people through the published material on the internet, email, text messaging, etc....

3. Copyright Violations – Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all material available on the Internet are protected by copyright), engaging in plagiarism (using other's word or ideas as your own).

5.3 Responsible Use:

1. I understand that passwords are private. I will not allow others to use my account name or password or try to use that of others.
2. I will have my device charged before the school day begins.
3. I will be polite and use appropriate language in my email messages, online postings, social media, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.
4. I will use email and other means of communication (e.g. blogs, wikis, chat, instant messaging, discussion boards, cell phones, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to intentionally access, transmit, copy or create material that violates the school's code of conduct such as messages that are pornographic, threatening, rude, or send or post hate or harassing mail, make discriminatory or derogatory e-mails about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
5. I understand that I am an Ambassador for the school in all my online activities, I understand that what I do on social networking websites including but not limited to Twitter, Instagram and Facebook should not reflect negatively on my fellow students, teachers, or on Emmanuel Lutheran School. I understand that I will be held responsible for how I represent myself and my school on the Internet.
6. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mails, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
7. I understand that I should not reveal my personal information, address, or phone number, nor will I release that information about any other student, faculty, or staff.
8. I will use school computer resources responsibly. I will not retrieve, save or display hate-based offensive or sexually explicit material using any of Emmanuel Lutheran School's computer resources. I am responsible for not pursuing material

that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.

9. I will use Emmanuel Lutheran School's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that school computer resources are for academic activities only – not for games, etc.
10. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
11. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
12. I will respect the intellectual property of other users and information providers. Work by any user is valuable, and the work of other students or teachers may not be copied or changed. I will obey copyright guidelines. I will not plagiarize or use others' work without proper citation and permission.
13. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designed for my use or for the purpose designated by my teacher.
14. Student work is NOT to be saved on the individual computer's hard drive. Information needed must be saved to the student's personal network drive administered by the school or a flash drive.
15. I will follow all guidelines set forth by the school and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting, or video server).
16. I understand the Internet is a source of information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
17. I understand that Emmanuel Lutheran School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
18. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

5.4 Consequences for Violation of This Agreement

Children's computer activities at home should be supervised as they can affect the academic environment at school.

Students should understand and abide by the above Computer-Internet Acceptable Conduct and Use Policy. Should a violation occur, students should understand that consequences could

include suspension of computer privileges, school disciplinary action including suspension or expulsion, and /or referral to law enforcement.

Parents and guardians should understand that computer access is provided for educational purposes in keeping with the academic goals of Emmanuel Lutheran School and that student use for any other purpose is inappropriate. It is impossible for Emmanuel Lutheran School to restrict access to all controversial materials, and the school is not responsible for materials acquired on the school network or internet-based services provided by other companies, institutions, or websites, regardless of whether they have been approved by Emmanuel Lutheran School for student use or otherwise.

6 CONDUCT AND DISCIPLINE

6.1 General Student Conduct

Emmanuel Lutheran School strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that is personally gratifying as well as acceptable in a school environment. Policies of conduct and assertive discipline are in place to provide an orderly, safe, and effective learning environment. The administration expects students and parents to adhere to these policies at all school-sponsored and school-related functions, both on and off campus.

While serious discipline problems are rare and isolated cases, disruptions due to frustration and hostility caused by emotional or physical problems will not be tolerated.

Parents and students must be aware that attending Emmanuel Lutheran School is a privilege. Students who are not committed to obeying the rules of conduct of the school will be asked to leave.

Parents should remind children of acceptable behavior when attending a school event and should supervise their children's behavior during school events that take place after regular school hours.

6.2 Classroom Conduct

Students are expected to cooperate with the teacher and other students in every class activity. When you need to talk, keep your voice in a conversational tone. Refrain from talking while someone else is talking. Always be prepared when you

go to class bringing materials needed to complete assignments. Respect for authority is always expected.

6.3 Changing of Classes and Conduct in Corridors & Hallways

Good conduct is expected in the halls and corridors. In passing through corridors to classes, or in entering or leaving the building, please be as quiet as possible. Loud talk and other noises disturb other classes that are in session and the church and school offices. Students are expected to keep hallways clean.

6.4 Gum Policy

Gum chewing is prohibited on the school campus.

6.5 Drugs, Alcohol, and 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.

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 or visitors to our campus. Violations of drug/alcohol laws will be handled as illegal actions as well as disciplinary infractions. Disciplinary measures will include suspension, expulsion, and/or the contacts of the proper authorities.

6.6 Display of Affection

Students should understand that certain behaviors might be viewed as correct in one social situation, but incorrect at another time or place. Physical contact, kissing, and handholding is inappropriate behaviors in school. Improper display of affection will subject students involved to disciplinary action by the administrative staff. Proper decorum from students is expected at all times.

6.7 Disrespectful Behavior

A student will behave in a respectful manner toward teachers/ staff/ administrators. Examples of disrespectful behavior are walking away, talking back, refusing to identify self properly, rude behavior, and challenging authority. Any student removed from class for being disrespectful will not return to that

class on the same day. Consequences for these behaviors will be determined by the administration resulting in either detention or suspension.

6.8 Assertive Discipline Policy

Emmanuel uses two levels of conduct referrals to keep record of and keep parents informed of negative conduct.

6.9 Definition of Disciplinary Terms

DETENTION

- ⊗ Students who are issued a detention slip will be required to remain after school for a maximum of 1 hour. Students who serve detention will serve with the teacher on duty.

SUSPENSION

- ⊗ **In-School Suspension** – Students who are being issued this form of disciplinary action will be given a designated time of isolation from the student body. All work assigned for the time of in-school suspension must be completed. In-school suspension will result in student not being able to participate in any extracurricular activities on that day or night.
- ⊗ **Out of School Suspension** - Students issued this form of disciplinary action will be given a designated time spent away from school and school activities.

6.10 Bullying and Harassment

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.

6.11 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.

BEHAVIORS WHICH REQUIRE IMMEDIATE SUSPENSION

Acts which violate the law will be reported to the proper authorities. Some actions require immediate disciplinary action regardless of the number of conduct referrals a student has received. Some of these actions include, but are not limited to:

- ❖ Vandalism/Destruction of school or student property
- ❖ Violation of Computer/Internet Policy
- ❖ Stealing from school or student
- ❖ Threats to student or faculty
- ❖ Possession of gun or another weapon

EXPULSION

Any student who is a repeated violator of the rules and regulations of Emmanuel Lutheran School's, or whose presence at Emmanuel Lutheran School is considered by the administration as not being conducive to learning, may face expulsion. Expulsion is used as a disciplinary procedure for a severe violation of school policy or when all other methods are ineffective and the student continues to be a detriment to the learning process, and any other offense ruled upon by the administration of Emmanuel Lutheran School.

This disciplinary action will only be recommended by the principal to the Church Council for examination and hearing. This disciplinary action completely severs a student and his/her enrollment from Emmanuel Lutheran School. A student expelled will not be allowed to return to school.

7 Lunch Room

7.1 Conduct During Lunch

When Purchasing food or other items in the lunchroom, form a line and respect others spaces in that line. All students are expected to place trash in the provided containers.

7.2 Sack Lunches

Sack lunches should be sent every day the student does not buy school lunches. At break, snacks and drinks are also available. Glass bottles are not allowed. Late lunches brought by parents should be taken to the office and the student's name clearly printed on them.

7.3 Lunchroom Parties

No Parties will be held in the cafeteria during lunch periods.

8 Facilities

8.1 Care of School Property

The school buildings and the fixtures they contain are provided at great expense and sacrifice by parents and patrons. Every student should not only refrain from defacing or destroying school property, but also should make every possible effort to encourage other students to care for school property. Students should place all paper and waste in containers provided for this purpose. Students should not throw paper on the campus or on floors. Any student causing damage to school property either intentionally or through neglect will be subject to disciplinary action and or will be subject to pay-ing for damages.

8.2 Restrooms

The facilities are provided with the health of the students in mind and are cleaned several times each day. Students are encouraged to take every effort to ensure that they remain clean.

8.3 Lockers

Lockers are assigned to each student in grades 4-8, all books and supplies should be stored in their lockers. Lockers are the responsibility of the student. Lockers should be kept neat and clean. Students are not allowed to change lockers without permission. Students are not allowed to attach a lock not provided by the school administration. The administration and teachers of Emmanuel Lutheran School reserve the right to check lockers at any time. Locker doors must be kept closed. Students are not to mark or write on any locker. Students should never go in another student's locker for any reason unless authorized. Students should report problems with their locker to the office.

- ❖ Food should not be left in lockers overnight
- ❖ Items are not to be hanging out of the locker
- ❖ Students may use decorations that have magnet backs.

8.4 Library

The school library is an important asset of the educational program. Our students are encouraged to make effective use of the books and other library materials for both course requirements and recreational reading. Use of the school library is one of the privileges of the student, and it should be used extensively and carefully. SEE APPENDIX B FOR ALL LIBRARY RULES AND REGULATIONS

9 Miscellaneous Information

9.1 Daily Announcements

Announcements will be made for the benefit of the school as a whole.

9.2 School Visitors

Visitors are welcome at Emmanuel Lutheran; its doors are always open to parents and others interested in the school. All visitors must check in at the office and be assigned a pass and guide to help them. No visitor is allowed on our campus or in any classroom without the permission of the school. For school safety, we do not want any unauthorized persons on our campus.

If a parent has a message for his/her child, the child may be called to the office or the parent can leave a note in the office. Office personnel will see that the message is delivered to the child.

Lunches, books, medications, etc., brought by the parents need to be left with the office.

Parents are welcomed to visit their child's classroom for 20min per visit, one visits a week. Parents who feel that extra visits are necessary can schedule additional time through the classroom teacher and lead teacher.

Students not enrolled in Emmanuel are not allowed in the building or on the campus without permission from the school

9.3 Child Custody

To ensure that safety of our students, the custodial parent must provide the school with a copy of the appropriate documents regarding a child's custody. The school will need a physical copy of all Custody Documents. Faxed Custody Documents will not be accepted, unless in the case of an emergency. This is to prevent a child from being released to a non--custodial parent. Any special instructions must be in writing and given by the custodial parent to the school administration.

9.4 Medical Information

Please make sure the office has current phone numbers and up to date medical records (required by the Baltimore County Health Department and the Maryland Department of Health and Mental Hygiene) in case of emergencies or should your child become ill. If a student has a medical problem/issue that the school needs to be aware of, parents should notify the school office.

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.

Under no circumstance can any prescription medication or over the counter product be taken or distributed by a student in any manner.

9.5 Field Trips

Field trips, other than those required by organizations, should be restricted only to those initiated by the school, class sponsor, or faculty member.

The principal must approve all field trip plans, drivers, and itineraries at least one month in advance

All teachers must be notified of the impending student(s) absence at least three school days in advance of the trip.

School policies on dress, behavior, absences, and make-up work will apply on school-sponsored field trips unless the student is notified of a change.

9.5.01 Volunteers and Chaperones

Emmanuel Lutheran School appreciates the many parent and community volunteers working at Emmanuel as well as chaperones who make it possible for students to attend and participate in a wide variety of off-campus events. All volunteers and chaperones must complete a Ministry Safe training administered by Emmanuel and undergo a criminal background check.

9.6 Textbooks

All textbooks are owned by Emmanuel Lutheran School's Emmanuel Lutheran School's. At the start of a school term, textbooks are issued to students on a loan basis. A fee for rental of books is charged in tuition. Textbooks are returned prior to the student taking a final exam in each class. At that time, the teacher will appraise any damages and fine the student accordingly. Lost books will have to be paid for by the student. Students are encouraged to take special care of the

textbooks issued to them. The average cost per book is very close to seventy-five dollars. Fines for damage and loss will be expensive to the parent and should be avoided.

9.7 Lost and Found

All articles found in or around the school building or grounds should be taken to the office. If you have lost an article, check with the office. Articles will be kept six weeks in the lost and found. All unclaimed articles will be donated to a charitable organization. Emmanuel Lutheran School is not responsible for items which are lost or stolen from students or faculty.

9.8 Devotions and The Pledge of Allegiance

The daily devotional and pledge of allegiance will be conducted by the first-period teacher.

9.9 Money

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.

Students using public transportation should bring adequate money for their return trip home and are responsible for its safety.

Emmanuel is not responsible for lost money.

10 Elementary school Rules

10.1 Class Parties

Due to dietary concerns, all classroom parties, and supplies must be approved by the classroom teacher 5 days in advance of the requested date. Classroom parties will take place during the last hour of the school day. If a private party is planned for your child, invitations must be mailed to the student's home address.

10.2 Playground Rules

- ❖ Adult supervision is required to use any equipment at all times.
- ❖ Respect the property and rules of Emmanuel Lutheran School.
- ❖ No going off school property, including crossing the street or driveway without adult permission.
- ❖ Stay clear of drainage area by kindergarten, 1st, 2nd and 3rd-grade classrooms, and shrubbery.
- ❖ No standing on any bars.

- ❖ No climbing on top of the covered slide.

11 Middle School Academic Courses of Study

11.1 Religion

The middle school curriculum is designed to instruct students in the faith so that through the Word and Spirit of God, students may know the one true God – Father, Son, and Holy Spirit – and the forgiveness and salvation offered through Jesus' death and resurrection. Students will grow in faith and Christian maturity so, they will be able to live in harmony with God, themselves, and all others.

-Chapel dress and participation part of class grade.

6th Grade

- ❖ Curriculum: One in Christ- Concordia Publishing House (2012)
- ❖ Students will walk through the Bible starting with the story of Creation, study the many prophets and kings of the Old Testament, walk with Jesus, and study the early Christian church.
- ❖ Assessments include weekly memory assignments.

7th Grade

- ❖ Curriculum: One in Christ- Concordia Publishing House (2012)
- ❖ Students will learn about God and His Word, specifically focusing on the
- ❖ catechism – the Lord's Prayer, the Creeds, and the Ten Commandments.
- ❖ Assessments include weekly memory assignments.

8th Grade

- ❖ Students will continue their faith walk by learning to apply Biblical principles to everyday life.
- ❖ Memory assignments involve memorization of verses and then creating a project showing an understanding of the verse.

11.2 Literature

Sixth, seventh, and eighth grade literature is a mixture of non-fiction, fiction, drama, and poetry. Works are presented by in-class reading and discussion, supplemented by the use of worksheets, video presentations, PowerPoint presentations, online questions, music, and the like.

Literary Work Assignments

- ❖ Vocabulary will be given from the literary work being read.
- ❖ Read Comprehension questions will be given and discussed.

Assessments

- ❖ Include but not limited to quizzes and tests over vocabulary, literary skills, and reading comprehension
- ❖ Book reports will be given at teacher discretion.

Accelerated Reader Program

- ❖ The Literature program at Emmanuel is supplemented by the Accelerated Reader Program. Students are expected to read books outside of class assigned reading materials and take a computer test on that material
- ❖ while at school. Students are awarded points based on their score on the test taken and the overall difficulty of the book. Accelerated Reader Points are 20% of the cumulative trimester grade, as follows:
 - 6th Grade: 20 points per trimester
 - 7th Grade: 27 points per trimester
 - 8th Grade: 35 points per trimester

11.3 English

The middle school English program is designed to review and enhance grammar, spelling, and vocabulary skills to aid the student in becoming an independent Writer. Grammar concepts are taught and practiced in isolation as well as incorporated within the writing process. Students will have numerous experiences with different types of writing. Homework includes, but not limited to, work from text, spelling homework, composition writing, and studying. Assessments include spelling tests, grammar quizzes/tests, and writing assignments.

6th Grade

- ❖ Spelling Text: Everyday Spelling – Pearson/Scott Foresman (2008)
- ❖ English Text: Warriner's Handbook Introductory Course– Holt (2008)

7th Grade

- ❖ Spelling Text: Everyday Spelling – Pearson/Scott Foresman (2008)
- ❖ English Text: Warriner's Handbook Second Course – Holt (2008)

8th Grade

- ❖ Spelling Text: Everyday Spelling – Pearson/Scott Foresman (2008)
- ❖ English Text: Warriner's Handbook Second Course – Holt (2008)

11.4 Mathematics

Daily math class takes the form of an opening activity (review), lecture and note-taking of examples on the board, and the assigning of homework. The program is supplemented by use of interactive games.

-Assessments include Chapter Diagnostic Checkpoints (quiz grade), chapter tests, classwork, and daily homework.

6th Grade

Text: McGraw Hill/Glencoe Math Course 1 (2016)

Sixth grade math is designed to help students transition successfully into a Middle School mathematics program. Over the course of the year, students will review and learn concepts related to the arithmetic of whole numbers, decimals, and fractions, place value, number theory, exponents, and estimation. Other topics include: rates, ratios, and proportions, expressions and equations, percent, geometry, measurement, integers and rational numbers, inequalities, and two-step equations.

7th Grade

Text: Prentice Hall: Mathematics/Common Core Course 1 (2013)

-Seventh grade math is designed to reinforce and expand upon concepts and skills taught in the sixth grade. Students will become familiar with the following: number properties and decimals, expressions and equations, number theory, fraction operations, ratios and percent, operations with integers and rational numbers, functions and the coordinate plane, geometry and measurement, data and graphs.

Pre-Algebra

Text: McDougal Littell: Pre-Algebra (2008)

-Pre-Algebra is a year-long class designed to prepare students to successfully enter Algebra 1. Topics studied include (but not limited to): variables, expressions, and integers; solving equations; multi-step equations and inequalities; factors, fractions, and exponents; rational numbers and equations; percent; linear functions; data analysis and probability; polynomials and nonlinear functions; and angle relationships and transformations.

Prerequisite: Final grade of 75% or higher in sixth grade math and a passing score of 80% or higher on the overall assessments given.

Algebra 1

Text: McGraw Hill Glencoe Algebra 1 (2018)

-Algebra 1 is a full-year course that provides basic fundamental principles of Algebra. Students begin the year by reviewing their knowledge of the foundations of Pre-Algebra and continue to develop

their skills to become successful in upper level math and science classes. Topics covered include (but are not limited to): equations, inequalities, functions, linear functions, systems of equations and inequalities, exponents and polynomials, factoring polynomials, quadratic functions, and exponential and radical functions.

Prerequisite: Final grade of 75% or higher in Pre-Algebra and a passing score of 80% or higher on the overall assessments given.

Geometry

Text: McGraw Hill Glencoe Geometry (2018)

Geometry is a full-year course that provides basic fundamental principles of Geometry. Students begin the year by reviewing their knowledge of the foundations of Algebra and continue to develop their skills to become successful in upper level math and science courses. Topics covered in (but are not limited to): logical arguments and line relationships, rigid transformations and symmetry, triangles and congruence, relationships in triangles, quadrilaterals, similarity, right triangles and trigonometry, circles, area, volume and probability.

Prerequisite: Final grade of 75% or higher in Algebra 1 and a passing score of 80% or higher on the overall assessments given.

11.5 Social Studies

World Geography

Text: Holt McDougal World Geography (2012)

World Geography is a full-year course designed to help the student understand the relationship between their life and culture to the lives, cultures, and geography of people around the world.

Sixth Grade: will learn the science of geography, study the countries that make up the Americas and the continent of Africa. Each chapter explains the physical geography of the featured area, its history and culture, and then provides information on the country today.

Seventh Grade: will learn about the geography and history of people living in the countries of Europe, Russia, Southwest and Central Asia, and Southeast Asia and the Pacific. Each chapter explains the physical geography of the featured area, its history and culture, and then provides information on the country today.

Daily work includes in-class reading from the text, lectures and discussion, note taking, vocabulary, in-class assignments, and map work. Projects may be assigned each semester.

Assessments include section quizzes, chapter tests, map tests, and memorization of world capitals. As map work is an important component of this class, students must have an adequate and continuous supply of colored pencils and crayons in class on all map days.

U.S. History

Text: Holt McDougal United States History (2012)

United States History is a full-year course designed to help the student understand how their life in the United States today is related to events from its past. The text covers events beginning with the earliest Americans through the present. Due to wide scope of material presented, the class may focus on specific periods in history.

Daily work includes in-class reading from the text, lecture and discussion, note taking, vocabulary, and in-class assignments. Projects may be assigned each semester. **Assessments** include section quizzes and chapter tests. Supplemental instruction includes the use of the internet to view documentaries from the History Channel and National Geographic

11.6 Science

Sixth Grade: Physical Science

Text: Holt Science and Technology (2007)

Physical Science is a full-year course focusing on the Introduction to and the Interactions of Matter, Forces, Motion, and Energy.

A specific assignment for this class is the memorization of the Periodic Table.

Seventh Grade: Life Science

Holt Science and Technology (2007)

Life Science is a full-year course focusing on animals, cells, heredity, classifications, the human body systems, and health.

Specific assignments for this class include the drawing and coloring of specific parts of the human anatomy, human sexuality with a class discussion including parents, and the dissection of fetal pigs.

Eighth Grade: Earth Science

Holt Science and Technology (2007)

Earth Science is a full-year course focusing on the Earth specifically the mineral composition and structure of the Earth, types of rocks, earthquakes, volcanoes, water on the Earth, and astronomy.

A specific assignment for this class includes the construction of the solar system.

Daily instruction includes, but is not limited to, lecture, PowerPoint presentations, videos, in-class instruction, vocabulary assignments, and hands-on lab work. Supplemental instruction includes the use of the internet for YouTube videos and other related resources.

Projects may be assigned each semester.

Assessments include section quizzes and chapter tests

11.7 Spanish

Sixth, Seventh, and Eighth Grades

Text: TLP Adventurers Series (Grade Leveled)

Spanish is a full-year course designed to introduce and instruct students in the Spanish language and culture. Instruction is a mix of teacher led lessons and activities. Students will also complete work in the text or the assorted handouts provided by the instructor. Students are expected to have a white 3-ring binder in which to keep handouts and other needed materials.

APPENDIX A: SCHOOL CALENDAR

CALENDAR FOR 2023-2024

August

25	MIDDLE SCHOOL ORIENTATION: 9:00am-11:30am Stop-In/Drop-In: All grades 3-5pm	
28	FIRST DAY OF CLASSES: Grades 5-8 only	HALF DAY – 11:45AM
29	FIRST DAY OF CLASSES: Grades K-4 only	HALF DAY – 11:45AM
30	FIRST FULL DAY OF CLASSES: ALL STUDENTS – First Day of BASS	
31	Family Picnic 5PM-Sunset	

September

1-4	Labor Day Break	SCHOOL CLOSED
19	Back-to-School Night (PTL) 7pm	
27	Teacher In-Service: Early Dismissal	HALF DAY – 11:45AM

October

9-10	Parent/Teacher Conferences	SCHOOL CLOSED
18-20	SED Teacher Conference	SCHOOL CLOSED
31	Mid-Trimester	

November

12	Grades 6-8 Sing in Church – 10:00am Service	
22	Thanksgiving Chapel Early Dismissal	HALF DAY – 11:45AM
23/24	Thanksgiving Break	SCHOOL CLOSED
30	End of First Trimester (60 Days)	

December

8	Report Cards Issued	
21	Christmas Chapel	HALF DAY – 11:45AM

22-29	Christmas Break	SCHOOL CLOSED
<u>January</u>		
2	Christmas Break	SCHOOL CLOSED
3	Classes resume	
15	Martin Luther King Jr. Day	SCHOOL CLOSED
26	Mid Trimester	
31	Teacher In-Service: Early Dismissal	HALF DAY – 11:45AM
<u>February</u>		
4	Grades K-2 Sing in Church – 10:00am Service	
16-19	President’s Day Break	SCHOOL CLOSED
<u>March</u>		
1	Parent/Teacher Conferences	SCHOOL CLOSED
3	Lutheran Education Sunday	
4-8	Lutheran Education Week	
	Special Observances Throughout the Week	
8	End of Second Trimester (59 Days)	
15	Report Cards Issued	
29	Good Friday	SCHOOL CLOSED
<u>April</u>		
1-5	Easter Break	SCHOOL CLOSED
26	Mid Trimester	
28	Grades 3-5 sing in Church – 10:00am Service	
30	Achievement Testing Begins	
<u>MAY</u>		
1-3	Achievement Testing Continues	
17	School Musical: 7pm	
18	Teacher In-Service Day	SCHOOL CLOSED
27	MEMORIAL DAY	SCHOOL CLOSED

28-30 Middle School Trips
31 Graduation 7:00 PM

JUNE

6 LAST DAY OF SCHOOL **HALF DAY- 11:45AM**
End of Third Trimester (56 Days)
Week of June 17 Report Cards Mailed

Total Student Days: 175

****WE RESERVE THE RIGHT TO ADD DAYS TO THIS CALENDAR
TO OFFSET ANY DAYS WHEN SCHOOL IS CLOSED DUE TO
CIRCUMSTANCES BEYOND OUR CONTROL****

APPENDIX B: LIBRARY RULES & REGULATIONS

1. It is necessary to maintain **QUIET** in the library at all times as there are classrooms and offices nearby.
2. Check out is limited to 2 books per student. 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. The book must be brought to the library on its due date so that it can be renewed and stamped with a new due date.
3. Fines: \$.10 per day per book per school day (grades 1-5). 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. Students are not to mar, deface, or write in library books and magazines or on library shelves and 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 book.
6. Books should be returned to the designated cart (located next to the librarian's desk). Overdue fines should be given to a librarian. Fines are to be placed in an envelope with the student's name, grade, and amount of the 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 fine with the school office staff.
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. Food is never allowed in the library.
9. *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.
10. 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.