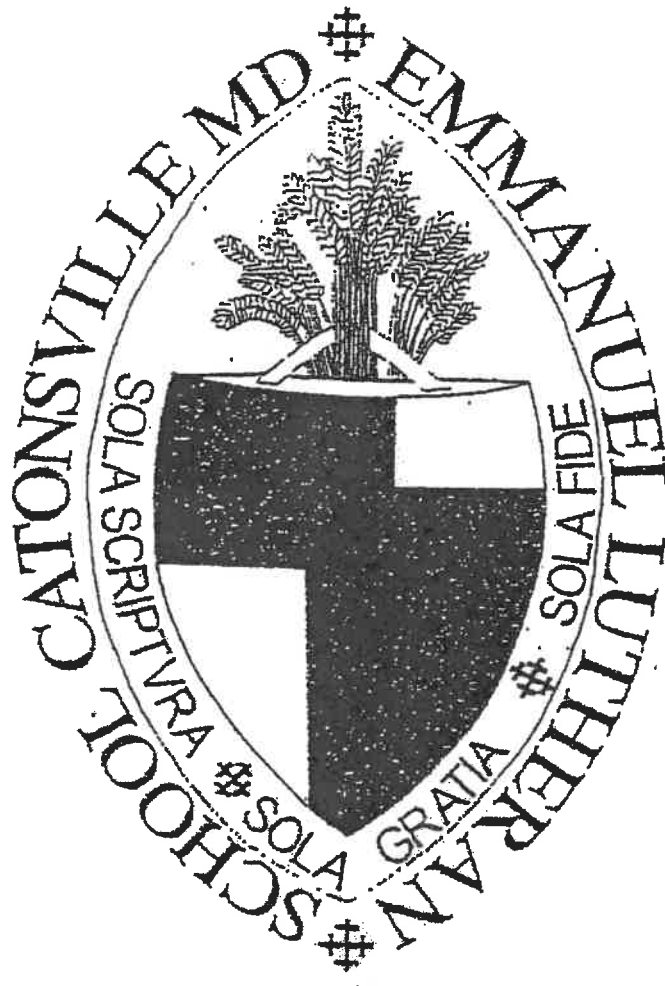


# EMMANUEL LUTHERAN SCHOOL



## STUDENT AND PARENT HANDBOOK

2025-2026

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](http://www.elsbaltimore.org)

## 2025- 2026 THEME VERSE

Praise the LORD.<sup>1</sup> Praise the LORD from the heavens; praise him in the heights above.

<sup>2</sup>Praise him, all his angels; praise him, all his heavenly hosts.

<sup>3</sup>Praise him, sun and moon; praise him, all you shining stars.

<sup>4</sup>Praise him, you highest heavens and you waters above the skies.

<sup>5</sup>Let them **praise the name of the LORD**

Psalm 148:1-5a

*Praise  
the  
Lord*

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 proclaim 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, Vice Principal .....hmiller@elsbaltimore.org

## Faculty

Mrs. Kris Barnabae, Kindergarten Educator.....kbarnabe@elsbaltimore.org  
Mrs. Kimberly Schiebel, 1<sup>st</sup> Grade Educator.....kschiebel@elsbaltimore.org  
Ms. Ashley Kelly, 2<sup>nd</sup> Grade Educator.....akelly@elsbaltimore.org  
Mrs. Susan Miller, 3<sup>rd</sup> Grade Educator.....smiller@elsbaltimore.org  
Mr. Avery Ashe, 4<sup>th</sup> Grade Educator.....aashe@elsbaltimore.org  
Ms. Audra Parrish, 5<sup>th</sup> Grade Educator.....aparrish@elsbaltimore.org  
Ms. Teresa Nock, Middle School English & Writing.....tnock@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](mailto:jweidman@elsbaltimore.org)  
Mrs. Nikkia Thompson, Resource & PE.....nthompson@elsbaltimore.org  
Ms. Aida Nichols, Spanish.....anichols@elsbaltimore.org

## Staff

Mrs. Diane Marner, School Administrative Assistant.....schooloffice@elsbaltimore.org  
Church Administrative Assistant.....churchoffice@emmanuelbaltimore.org  
Ms. Brenda Young, Admissions Counselor.....admissions@elsbaltimore.org

### **BASS STAFF:**

Diane Marner – Director of BASS: schooloffice@elsbaltimore.org  
Josette Bacon  
Stephanie Brooks  
Velma Stanley  
Stacy Austin

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



**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

**Ms. Ashley Kelly:** B.S. Coppin State University

**Mr. Avery Ashe:** Liberty University, Virginia

**Ms. Audra Parrish:** B.A. University of Delaware

**Ms. Teresa Nock:** B.A. Morgan State University

**Mrs. Kirsten Spence:** B.S. UMBC

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

**Mrs. Nikkia Thompson:** Hampton University; Cheyney University

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

**Ms. Aida Nichols:** 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 Gradelink. Parents are encouraged to review emails, return calls and check Gradelink regularly.

Through the Gradelink program, you can view your child(ren)'s grades, homework assignments, daily announcements, school calendar, and other information such as medical and emergency contacts. To gain access to Gradelink, please make sure your information is up to date with the school office.

### **1.6.01 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.

#### **Steps 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 may not be available for a conference without an appointment.

## **1.7 Arrival & Dismissal**

**Emmanuel families 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 their homework as directed by their teacher. Students are to take home all necessary materials to complete assignments by the due date. Work is due at the start of the class on the date assigned by the teacher. Late work may not be accepted.

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

**2.3.02 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.

**2.3.03 Progress Reports** – Progress reports are issued at the midpoint of each trimester.

**2.3.04 Report Cards** – Report cards will be issued to students after the close of each trimester. Final report cards will be mailed home. Academic records and official transcripts will not be released until all financial accounts are current.

**2.3.05 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 Improvement, or (4) Unsatisfactory

## **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.Gradelink.com> and parents are encouraged to use this tool. Parents are kept informed of each student's performance through progress reports and report cards.

### **3: ATTENDANCE & ABSENTEE POLICY**

**Attendance** is a fundamental part of the learning process. Regular attendance is essential for a student's academic and social development. Inconsistent attendance, including multiple tardies and/or early pick-ups can make it difficult for a student to obtain needed classroom instruction and keep up with assignments. Attendance records are considered legal documents and, as such, can be subpoenaed. Therefore, Emmanuel makes every effort to keep accurate attendance records. Please schedule medical appointments after school hours when possible. Families should make every effort to arrange family trips during school breaks. Students in 7th and 8th grade should limit high school shadow days to three. Families are asked to send a note to the teacher if a student is absent. The office will do a well-check phone call if a student is absent more than two days without hearing from the family. **Students who are absent more than 10% of the school year (17 days or more) may be retained.**

**3.1 Make-up Work:** Students are responsible for all missed assignments as assigned by the teacher. Generally, students have the same number of days to make up the work as they were absent (one day absent = one day to make up the work etc.). Amount of time to complete missed assignments, or even assignments to be made up, may vary due to nature or length of absence. Students who do not complete make-up work or do not hand it in on time may be given a zero for missed assignments.

### **4: STUDENT DRESS, GROOMING AND HYGIENE POLICY**

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

#### 4.1 Uniforms

BOYS – Kindergarten through grade eight:

Khaki and navy twill shorts or pants; white, navy, and light blue polos; white and light blue oxford shirts; white, navy, and light blue turtlenecks; Emmanuel spirit shirts; navy sweaters and sweater vests

GIRLS – Kindergarten through grade eight:

White and light blue oxford shirts or 'Peter Pan' style blouses; white, navy, and light blue turtlenecks; khaki and navy twill shorts or pants; khaki or navy skorts, skirts, or jumpers; navy sweaters and sweater vests; white, navy and light blue polos; Emmanuel spirit shirts; students may continue to wear their **Emmanuel** plaid skirts, jumpers, or kilts they may still have – **NO** other plaid skirts, jumpers, or kilts will be permitted

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

#### 4.2 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.

#### 4.3 Grooming

- Lotions and creams should remain in the locker.
- Colognes and perfumes are not allowed due to allergies.
- Students are not permitted to wear make-up.
- Hair styles must be natural in color, neat, and out of the eyes.

#### 4.4 Jewelry & Accessories

- Due to safety, earrings are limited to studs only. Hoops and dangles are not allowed  
Earrings are limited to female students only
- 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.

#### **4.5 Chapel Attire**

- No Hoodies
- Grades K-5 School Uniforms
- Grades 6-8
  - ✓ **Boys:** Tie with light blue, navy or white oxford shirt with uniform pants
  - ✓ **Girls:** Navy or khaki skirt or skort (or former Emmanuel kilt) with uniform shirt

#### **4.6 Physical Education Attire**

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

Emmanuel reserves the right to ask a student to remove their jewelry, or accessories if it becomes a distraction learning.

Students may be sent home for not adhering to the school's dress policy.

### **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 fine pursuant to State and local laws.

**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:

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;

- 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.
- Libel Laws – Publicly defaming people through the published material on the internet, email, text messaging, etc....
- 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:**

As a student at Emmanuel, 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.
- will have my device charged before the school day begins.
- 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.
- 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.
- 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - understand 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.
  - 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).
  - 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.

- understand that Emmanuel Lutheran School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
- 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, suspension from school, expulsion from Emmanuel, 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 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 speaking, voices should be kept in a conversational tone and everyone should refrain from speaking 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 classes in session as well as the church and school offices. Students are expected to help 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, drug, and alcohol-free environment and as such all school activities on or off campus are to remain smoke, drug, and alcohol 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, cigarettes, vapes, 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 Discipline Policy

Emmanuel uses a multi-level discipline strategy to assist students in managing their behavior.

- Behavioral management conversation with the student or students.
- Call or email to parent
- Loss of privileges
- Issuing of a **Behavior Report** which must be signed by a parent and returned
- Issuing of a **Disciplinary Report** which must be signed by a parent and returned  
This level may include a suspension
- Suspension: Please note that if a student is suspended, assignments may not be made up and receive will receive a grade of zero
- Expulsion

The level of strategy used depends upon the behavioral choice of the student. The levels do not need to take place in the order above.

## 6.9 Bullying and Harassment

Taunting, goading, or bullying another student is never acceptable especially 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.

## 6.10 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.

## 6.11 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 a gun or another weapon

## **6.12 EXPULSION**

Any student who is a repeated violator of the rules and regulations of Emmanuel Lutheran School, 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 severe violations of school policies or when all other methods are ineffective and the student continues to be a detriment to the learning process. Expulsion will also be used if a student breaks local, state, or federal laws. The proper authorities will also be called depending upon the nature of the violation.

This disciplinary action will 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. Families have the right to meet with the Council.

## **7: Lunch Room**

### **7.1 Conduct During Lunch**

Students are expected to remain seated during lunch. Running through the lunchroom is never appropriate. Students are expected to follow directions of the staff on duty, use inside voices – never yelling, keep their lunch area as neat as possible, and throw all trash in the proper receptacle.

### **7.2 Food**

Students are to bring their own lunch each day. There is no provision for heating food. Glass bottles are not allowed due to issues with breakage. Emmanuel sells juice, chips, and cookies at nominal prices each day. Students in K-2 should give any snack or juice money to their teacher. Students in grades 3-8 are responsible for their own money.

### **7.3 Lunchroom Parties**

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

## **8: Facilities**

### **8.1 Care of School Property**

When a student is accepted at Emmanuel, he/she becomes part of the Emmanuel family and as such, is responsible to take care of the facility to the best of their ability. Respecting property, and all that is part of it, is a basic part of being a good citizen. Therefore, students at Emmanuel will not deface or destroy school property including, but not limited to, textbooks, desks, chairs, classroom materials, walls, windows, etc. Causing damage to school property, either intentionally or through neglect, will be subject to disciplinary actions and the student may be held financially responsible.

## **8.2 Restrooms**

Students are to use restrooms for their sole intended purpose only and are to make every effort to ensure that they remain clean. Students are never to climb on toilets, sink, or stall dividers.

## **8.3 Lockers**

Lockers are assigned to each student in grades 4-8 and 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 lockers or put stickers anywhere inside or outside the locker. Open drinks, including fast-food drinks with plastic tops, are not to be kept in lockers. Students should never go in another student's locker for any reason unless authorized. Students are responsible for cleaning out their lockers throughout the school year, especially at the end of the school year. Problems with lockers are to be reported to a teacher. Students should report problems with their locker to the office.

- Food should not be left in lockers overnight or over vacations
- 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. Students are expected to use appropriate behavior in the library and follow the directions of the librarian. Use of the school library is a privilege which can be restricted if a student cannot manage their behavior. Food or drink are not permitted in the library. Students may not check out books if they did not return previously checked out books. Students are responsible for damaged or lost books.

## **9: Miscellaneous Information**

### **9.1 Daily Announcements**

Announcements will be made for the benefit of the school as a whole. Students are to be respectful and heed teacher instruction during this time.

### **9.2 School Visitors**

Visitors are welcome at Emmanuel Lutheran and 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 welcome to visit their child's classroom for 20min once per week. Parents who feel that extra visits may be necessary can schedule additional time through the classroom teacher and administration.

Students not enrolled at 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 court custody documents. Faxed 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. Any papers regarding custody may be required to be notarized.

### **9.4 Medical Information**

Families are to make sure emergency contact information is kept up-to-date at all times. All medical information required by the Baltimore County Health Department and the Maryland Department of Health and Mental Hygiene will be kept in the student's school file and is part of an official transcript. Families are to make sure this is up-dated as needed. If a student has a medical problem/issue that the school needs to be aware of, parents should notify the school office. A well-check call will be placed if a student is absent for more than two consecutive days without the school being notified.

Traditional cough drops and lozenges brought to school by a student are to be accompanied by a note from the parent and given to the teacher (grades K-4) and will be dispensed at the teacher's discretion. Students in grades 5-8 are also required to present a note to their homeroom teacher, but may keep the lozenges in their bookbag.

Under no circumstance can any prescription medication or over the counter product be taken or distributed by a student in any manner. Students are to NEVER have medication in their lunchboxes to take at lunchtime.

### **9.5 Field Trips**

Field trips are an integral part of the school year. Field trips enhance the curriculum and provide students an opportunity to have fun and socialize outside the classroom.

In planning, costs for families are always considered and, in most cases, trip expenses must be paid before the trip. Due to this, trip costs are not refunded if a student is unable to attend.

As the school and school employees are responsible for all students whether at school or on school sponsored trips, all students are expected to ride the bus to and from the trip. If an exception needs to be made, a parent must sign a waiver.

All school policies are in effect when on trips of any length. Students not attending the trip will be marked absent for the day.

### **9.6 Volunteers and Chaperones**

Emmanuel Lutheran School appreciates the many volunteers who are able to assist in the various activities at Emmanuel as well as the chaperones who accompany the classes on trips. All volunteers and chaperones must complete a Ministry Safe training administered by Emmanuel and undergo a criminal background check.

### **9.7 Textbooks**

Emmanuel participates in the Maryland State Non-Public Textbook Program which allows the school to keep registration fees low. All textbooks are the property of Emmanuel Lutheran School or the Maryland State Department of Education. At the start of school, textbooks are issued to students on a loan basis. When textbooks are returned, the teacher will appraise for any damages past normal use and students will be charged for damage or loss.

### **9.8 Lost and Found**

All articles found in or around the school building or grounds will be taken initially to the office. If you have lost an article, check with the office. All school sweatshirts and sweaters, as well as jackets and coats, are to be clearly marked with the student's name. Staff will make every attempt to reunite missing clothing articles with their owners, but Emmanuel Lutheran School is not responsible for items which are lost or misplaced.

### **9.9 Devotions and The Pledge of Allegiance**

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

### **9.10 Money**

Students are encouraged to bring exact funds for snacks, trips, etc. Funds should 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. If needed, change will be given sometime during the day.

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.**

### **9.11 Water Bottles**

Students are to bring only clear water bottles to school. Water bottles or other devices adding colorless flavor to water, such as Cirkul are not permitted. Water bottles are to be kept in the locker or cubby. Students are not to eat or drink anything other than water when changing classes.

### **9.12 Safety Drills**

Emmanuel students will practice and participate in various safety drills such as fire drills, tornado drills, and lockdown drills. Students are required to follow all instructions during the drills. The local firehouse monitors one fire drill per year. The school is required to complete one fire drill per month and must provide the State with data each January

### **9.13 Class Parties**

Due to dietary concerns, all classroom parties, and supplies must be approved by the classroom teacher five 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.

### **9.14 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.

## **10: Elementary (K-5) Academic Courses of Study**

### **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.

**Text: Enduring Faith** – Concordia Publishing House (2023)

Memory assignments will be part of the curriculum.

**Math:** Grades K-5: McGraw Hill: My Math (2018)

**Reading:** Grades K-5: Houghton Mifflin: Journeys (2017)

**Spelling:** Grades 1-5: Zaner-Bloser: Spelling Connections (2022)

**English:** Grades K-2: Houghton Mifflin: Journeys (2017)

Grades 3-4: Zaner-Bloser: Grammar, Usage, and Mechanics (2021)

Grade 5: Loyola Press: Voyages in English (2018)

**Phonics:** Grades K-3 Savvas: Plaid Phonics (2011)

**Social Studies:** Grade K & 1 – Teacher Directed Units Supplemented by Scholastic Magazine

Grade 2-5: Savvas: Elementary Social Studies – My World (2019)

**Science:** Grade K: Teacher Directed Units Supplemented by Scholastic Magazine

Grades 1, 2, & 4: Teacher Directed Units Supplemented with other Materials

Grade 3: Houghton Mifflin Science

Grade 5: Scholastic: Science World

**Handwriting:** Grades (K-4) Zaner-Bloser (2020)

**Spanish:** Grades K-5: The Learning Project Adventures Series – Grade Levelled

**Art/Music:** Teacher Directed Units

The Accelerated Reader Program, in which students take quizzes to earn points on books they read, is introduced in Grade 3. The program may be used for differentiated needs in K-2. Students in grades 3-5 are required to earn certain point totals as part of their reading grade: Grade 3: 5 points per trimester; Grade 4: 10 points per trimester; Grade 5: 15 points per trimester.

## **11 Middle School Academic Courses of Study**

### **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.

#### **6th Grade**

- Curriculum: Enduring Faith- Concordia Publishing House (2023)
- Assessments include weekly memory assignments.

#### **7th Grade**

- Curriculum: Enduring Faith- Concordia Publishing House (2023)
- 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.

### **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, etc.

Textbook:

#### **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

### **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: Zaner-Bloser: Spelling Connections
- ❖ English Text: Loyola Press: Voyages in English (2018)

#### **7th Grade**

- ❖ Spelling Text: Everyday Spelling (2008)
- ❖ English Text: Loyola Press: Voyages in English (2018)

#### **8th Grade**

- ❖ Spelling Text: Everyday Spelling (2008)
- ❖ English Text: Loyola Press: Voyages in English (2018)

## **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.

### **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**

### **Grade 8**

**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

## **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

## **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.