

**EMMAUS LUTHERAN SCHOOL
ALHAMBRA, CALIFORNIA**

PARENT HANDBOOK

Emmaus Lutheran School offers a full preschool-grade 8 program and is one of the more than 2,000 elementary schools operated by churches of the Lutheran Church – Missouri Synod.

Since being established in 1941, the school has been an integral part of the mission and ministry of Emmaus Lutheran Church. The main purpose of Emmaus School is to share the Gospel of Jesus Christ with children, and to work with their parents in raising them in the Christian faith by providing an education and environment, which strives to give children that indefinable plus which links wisdom with knowledge. Emmaus seeks to transmit a religious heritage that is both Lutheran and Christian. The school deliberately and systematically guides the learner toward the Christian view of life. Thus, all instruction in Emmaus Lutheran School is consciously Christ-centered and Bible based. Emmaus proclaims the relevancy of the Christian faith to all times and situations.

**Emmaus Lutheran School
Mission Statement**

Emmaus Lutheran School exists to help young people, through God's Grace, lead active Christian lives, and excel academically, socially, and physically.

**Emmaus Lutheran School
Location of Campus**

The school is located on a spacious six-acre tract at the corner of Los Higos and Almansor Streets (840 S. Almansor), immediately adjacent to Almansor Park in the city of Alhambra, California. Included in the school physical plant are ten well-equipped classrooms, a pre-school building, a full sized gymnasium, a computer lab, an administration building, shaded lunch pavilion, shaded playground equipment, and a library. In addition, the church building is used for chapel worship and small group activities.

Administration

Emmaus Lutheran Church is responsible for the administration of the school. The congregation has delegated the management and administration of the school to its Board of School Ministries. This board is elected by the congregation. The Principal is the executive officer of the Board and administers its policies.

GENERAL POLICIES AND REQUIREMENTS

Enrollment Policy

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

Entrance Requirements

- PRESCHOOL:** The child must be three years old on or before December 1 of the current school year.
- KINDERGARTEN:** The child must be five years old on or before December 1 of the current school year.
- GRADE 1:** The child must be six years old on or before December 1 of the current school year, and must present a certificate signed by a doctor showing that he/she has received a comprehensive health screening within the past eighteen (18) months. The age of the child being enrolled for the first time in the school (Grades K – 1) must be verified by a birth certificate, baptism certificate or passport.
- GRADES K – 8:** California Law requires that each child entering school for the first time presents evidence (unless exempt for personal or medical reasons), that he/she has been protected against polio, Diphtheria, pertussis (whooping cough), tetanus (lockjaw), measles (rubeola), rubella (German measles), mumps, and hepatitis B. All students entering 7th grade will be required to have had three hepatitis B shots and TDAP (whooping cough booster).

All students entering Kindergarten or childcare must show proof of chickenpox immunizations or disease history.

All children entering Kindergarten and all first graders who did not attend Kindergarten must present written documentation of a tuberculin skin test (Mantoux) within the past year.

Children entering other grade levels must present written evidence of a tuberculosis skin test (Mantoux) at some previous time.

GRADE 7: Evidence of the Tdap booster is required for all students entering grade 7.

GRADES K – 8: Children transferring to Emmaus Lutheran School from other schools are accepted on probationary status at their assigned grade level for a period of one semester. However, if the child cannot adjust satisfactorily at that grade, the school will require qualified testing/evaluation. After such testing has taken place, the school reserves the right to place him/her at the level, which best serves, his/her needs, or to terminate enrollment.

INTERNATIONAL STUDENTS: International students will be accepted as space is available in each grade levels (grades 1-8). Kindergarten students will not be accepted. International students will be placed in classes according to their age and/or grade completed in current school. All international students must be born on or after August 1, 2004. A birth certificate or passport will be used to verify birth date.

**Matthew 18 Principle:
Our Format for Communication**

Whenever relationships are close there is the potential for problems between people. There is a Godly way to handle these problems that is workable and successful, for it has been given by the Lord. It is found in the scripture in Matthew 18, thus it is known as the “Matthew 18 Principle”.

Matthew 18:15-17. If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church.

The implications of following this principle at Emmaus Lutheran School are:

1. Begin by talking directly with the person involved. In most cases, the situation will be remedied at this level, i.e., parent to teacher first.
2. After speaking with teacher, the principal will be happy to join you and the teacher if his/her assistance is needed.

3. Therefore, the principal is involved before talking to the Board of School Ministries about teachers, staff or other items dealing with the operation of the school.
4. We will encourage your child to follow this principle as he relates to others and experience Christian life.
5. We do ask that parents do not intervene with student relationships by confronting others parents on behalf of their child. Please allow the school to intervene instead. The school staff and administration have vast experience in handling these situations, and can help preserve family relationships by doing so.

Health

The policy we follow in excluding and readmitting due to illness is: **1) Children should be free from obvious symptoms such as a cough and runny nose. 2) State law says that the temperature should be normal without fever reducing medication for 24 hours before the child returns to school.** This means if a child has a fever one day, he or she is not ready to return the next day regardless of the A.M. temperature. While 98.6 is normal, from 97.6 to 99 degrees is considered within the normal range. 3) If your child is sent home with a fever, he/she will not be readmitted the next day.

The following chart will give you an idea of common health problems and re-admittance to school.

DISEASE	INCUBATION PERIOD	CHILD MAY RETURN TO SCHOOL
Common cold Sore Throat	1 – 3 Days	Upon recovery... generally when temperature remains normal 24 hours after discontinuing medication.
Influenza	1 – 3 Days	Same as common cold except requires longer convalescence to prevent recurrence.
Scarlet Fever Strep Throat	2 – 7 Days	Must remain home 7 days from onset and disappearance of symptoms. Re-admittance by note from private physician.
Chicken Pox	14 – 21 Days	Must remain home 7 days after eruption and after all crusts are dry.
Measles	9 – 11 Days	Must remain home 7 days after appearance of rash and after all catarrhal symptoms have disappeared.
German Measles	14 – 21 Days	When recovered...usually a short duration.
Mumps	12 – 26 Days	When swellings are gone. Usually 10 days.
Whooping Cough	7 – 10 Days	On recovery and at least 21

		days after appearance of typical paroxysmal cough.
Conjunctivitis Impetigo Ringworm Scabies	Unknown Usually within 5 days Unknown 1 – 2 Days	May remain in school if treated and accompanied by written permission of private physician.
Mononucleosis	Unknown, may be of long duration.	With written permission of private physician.

Accidents – Illness – Medication

Children involved in accidents at school are administered first aid by a qualified staff person. In the event of a serious accident, **911 will be called first**, and the parent will then be notified. In the event of an illness, the parent will be called and/or the child is taken to the family doctor or hospital for treatment.

A child who appears to be or complains of being ill is given a pass and sent to the office to be examined. The child’s temperature will be taken. It will then be determined if the child should return to the classroom, rest for a short period of time in the office, or be sent home.

Children who are ill **ARE NOT ALLOWED TO STAY AT SCHOOL**. If a parent works and is unable to pick up a sick child during the day, arrangements **must** be made with a friend or family member to be available for such a circumstance.

We are concerned for the health and welfare of each child; therefore, it is required that you pick up your child as soon as possible in the event of illness. **DO NOT bring your child to school if illness is suspected and/or your child has not been fever-free for twenty-four (24) hours.** Please be considerate of your child and others by observing this rule. Please call the school office if your child will not be attending school on any given day due to illness.

No medication, which includes aspirin, cough drops, creams, lotions, etc., is prescribed or administered by the school staff or self-administered. Parents of any pupil receiving medication on a regular basis are required to take the medication in its original container to the office and fill out a form indicating the medication being taken, the current dosage, and the name of the supervising physician. An appropriate measurement dispenser must accompany liquid medications. Again, all medications are handled in the school office.

If your child has Asthma, please complete the form in the office that allows a child to use his/her medication/inhaler when needed without going to the office.

Tuition

Emmaus Lutheran School is maintained by tuition and related fees. It is imperative that all payments be received on time. The Board of School Ministries sets tuition yearly. The total amount is divided into 10 monthly payments, which are automatically withdrawn from a checking or savings account, through the “*Simply Giving*” program. The first payment is due in August and the final payment is due in May. Discounts are offered for families that make either one or two payments for the year. There is a “late fee” and an “insufficient funds fee” should either occur. A \$150 withdrawal charge will be applied to students leaving the school, when pro-rating the fees. If an account is not current, the office will notify the family of money owed. If an account becomes delinquent enrollment at the school will end, unless the family has met with the principal and financial arrangements have been made. Students may be excluded from class and school activities until the issue is resolved.

Registration Fee/Technology Fee

An annual registration fee and a technology are required. The registration fee covers such items as book rental, workbooks, homework diaries, testing, etc. Technology fee covers the Beyond Technology computer education program. See the current year’s fee schedule for registration fees. These fees are non-refundable and non-transferable. No student will be permitted in school without having all fees paid in full.

Students are charged for the replacement of any books, material, or property due to loss or destruction.

Graduation Fee

All eighth (8th) grade students are assessed a fee of \$100.00 to cover graduation costs (robes, diplomas, class pictures, reception, etc.). This fee is separate from any other costs of tuition and/or registration fee. The graduation fee is due and payable on February 1 and will increase to \$110.00 if not paid by March 1.

Graduation Requirements

All students in Grade 8 will walk through the graduation ceremony. In order to earn a diploma, a student must have met the following requirements:

1. Did not have more than two fails (F) during the eighth (8th) grade year.
2. Must have an average of 60% or better in the core subjects of Language Arts, Mathematics, Science, and History.
3. Must maintain daily school attendance as outlined in the California Education Code.

Those students who do not meet these requirements will receive a Certificate of Attendance.

New Parent Orientation

Our goal is for all families to feel comfortable and secure when placing their children into the care of Emmaus Lutheran School. A New Parent Orientation meeting will take place the week before school starts. The meeting will outline important policies and information, including the basics of Lutheran principles as taught daily in class. Parents are invited to speak with a pastor and/or the principal, who will be able to answer specific doctrine-related questions about what Lutheran's believe. Since parents are entrusting a large share of this responsibility to the school, it is important that the home and school work together in harmony.

SCHOOL PROGRAM

Curriculum – Course of Study

Our curriculum and course of study is based on the State Standards of the California Department of Education and as outlined in the California Education Code. Where feasible, the courses, texts, and materials blend in with those used in the local public schools.

Basic areas of instruction include religion, integrated language arts (reading/literature, writing, speaking, listening, viewing, handwriting, spelling/vocabulary), music, art, mathematics, social studies/history, science, health, physical education, Spanish and computer/technology education.

In keeping with the philosophy of the school, an attempt is made to relate all areas of instruction and other activities to the child's life in Christ. Particular attention is given to the teaching of the Christian faith and doctrine in religion classes. All children participate in the special Wednesday morning worship services held in the church sanctuary.

Eligibility Policy

The Board of School Ministries has adopted a policy that requires a student to earn a minimum of a 2.0 grade point average in order to participate in extra curricular activities. This policy does not carry grades over from year to year. A student receiving an “F” in any subject will be declared ineligible.

The intent of this policy is to encourage high academic achievement and not to discourage participation in extra-curricular activities.

The teacher will alert parents of grades that fall below a “C” through the mid-quarter progress report or the quarterly report card. The first grade check of the school year will be at the first quarter mid-quarter report (approximately five weeks after the school year begins). Students declared ineligible have two weeks to show substantial improvement in deficient areas. At the end of the second week, if deficiencies have not been corrected, the student will become ineligible until the next reporting period indicates these deficiencies have been corrected, and no new problems have surfaced.

Parents can check their child’s progress through Grade Link.

Discipline

Throughout the day, inside and outside of the classroom, students are constantly making choices. When unwise choices are made, action is taken to correct the behavior and to encourage better choices in the future.

Each classroom teacher deals with the children in his/her classroom on a personal level, using his/her own unique abilities and skills, within the “CHOICES” framework. Consequences for unwise choices will vary from class to class, yet the message is the same: we all make mistakes; often, we have a choice before us – we can choose to do the right thing or we can make a different choice. When mistakes or wrong choices are made, there is forgiveness. Wise choices tend to have results that we like and other choices tend to have consequences we might not care for.

At some point the following consequences may apply:

1. Parent notification
2. Referral to the principal
3. Conference with teacher, child, parents, and/or principal
4. Probation, suspension, or expulsion

Homework

The assignment of homework is considered an integral part of the school's total education program. We believe that children reap the benefits made available. **Homework is an extension of or expansion of work begun in the classroom.** It may consist of any or all of the following activities:

1. Practice assignments in a skill area.
2. Review of content previously studied.
3. Special study motivated by special interests.
4. Recreational reading.
5. Use of community resources such as libraries and museums.
6. Writing assignments.
7. Internet as a resource tool.

Homework is assigned for the following reasons:

1. To complete assignments started in the classroom but not completed.
2. To provide additional practice in the mastering of new skills and concepts.
3. To extend the application of the curriculum beyond the classroom.
4. To complete long-term projects assigned in class.

The HOME has the following responsibilities:

1. To ensure that the student has a time and place conducive to study which will allow concentration and the absence of distractions.
2. To provide encouragement and supervision so that the child will get work accomplished.
3. TO NOT DO THE WORK FOR THE CHILD.
4. Remember that homework is helpful when used properly. Comparing answers, copying answers from students, using outside resources that give answers or question specific problem solving is PROHIBITED.

Homework During Absences Due to Illness

Students are given two days for each day that they are absent to complete work that was assigned during their absence. The students should not complete make-up work in lieu of completing their daily assignments once they have returned to school. If a child is absent for more than one day, it is beneficial if a parent picks up make-up work at the end of the school day.

Homework During Absences Due to Vacations

Emmaus Lutheran School has regularly scheduled vacation periods, and all vacations should be made to conform to those time periods. However, realizing that some vacations must be scheduled outside of those regular vacation periods, a written request for work assigned during a student's intended absences must be made to the student's teacher at least one week in advance. That work is due upon return to school. Any work not completed will be subject to the late work policy.

Late Work Policy

Any assignment not turned in when it is due will be considered late. Late work must be completed. All homework must be completed on time. In Grades 4-8 incomplete, missing, or late assignments are recorded as a zero. Each classroom teacher will outline any further and specific policies regarding late work.

Report Cards

Report cards are issued on students' progress every nine weeks. This report includes grades on all classes that a student is taking during the nine weeks. In some cases, effort grades will be shown.

There are four grading periods in a school year. At the mid-way point during a quarter, a **mid-quarter** letter will be sent home. Parents of students in grades 2-8 will be asked to check the Gradelink account to view current grades. The mid-quarter report gives the student, parent, and teacher a chance to work together in an attempt to bring the grade to a higher level before the end of the quarter.

As always, conferences may be scheduled by appointment to discuss either the mid-quarter or quarter report cards.

Achievement Tests

Standardized achievement tests are given yearly in the spring to all students in Grades 2-8. School ability tests are administered to children in Grades 1, 3, 5, and 7.

Chapel Services

Each Wednesday morning (at approximately 8:20 am), Grades 1-8 assemble for worship in the church. Kindergarten and Preschool meet at 9:15 am. The special sermonettes, songs, prayers, and the opportunity to bring special offerings of love to our Lord and Savior help make the chapel services a most meaningful and rich experience for the children and teachers. Offerings are given to outside agencies selected by the Student Government.

Parents and friends are invited to worship with the children each Wednesday.

Choir

All children at Emmaus are given the opportunity to participate in choir at their grade level periodically throughout the school year. These choirs will sing at either the Wednesday morning chapel services, in the Sunday morning worship services at Emmaus, or at special events programs. It is expected that all children will attend these worship services and/or special programs when their choir sings.

Physical Education/Recreation

Ample play area and equipment for varied games and activities are available. Supervised recess periods are scheduled for all grades.

All children participate in a physical fitness program. A more structured Physical Education program is provided for Grades 5-8. These grades are required to wear a P.E. uniform when they have physical education.

Only those children who have a written release from a qualified physician or medical person stating the reason for limited physical activity are exempt from Physical Education.

Sports/Cheerleading

In addition to the regular Physical Education program, Emmaus School offers the opportunity for girls and boys in Grade 5-8 to participate in inter-scholastic sports competition. The school is a member of the Lutheran Schools Sports League and will participate in volleyball, basketball, football, and track and field. Cheerleading activities are scheduled at various times during the school year. Eligibility and participation requirements, including academic probation guidelines and sports participation guidelines must be met. All students, (Grades 5-8), unless on academic probation, may try out for sports.

A sports fee is assessed to all participants that are separate from all other school fees.

All parent drivers are required to fill out a volunteer driver form. Drivers' license and proof of insurance must also be submitted with the form. If any of your information changes, the office must be notified. Forms can be picked up in the school office.

Classroom Visitation

If a parent wishes to visit their child's classroom, prior arrangement with the teacher is requested. Please call the school office to arrange with your child's teacher for such visits.

Child's Birthday Recognition

Kindergarten through eighth grade children's birthdays may be recognized during the school day. Time spent should be limited to a brief recognition. Teachers request that parents notify them at least one day in advance of a birthday treat to be shared with the class. Please contact your child's teacher for appropriate type of treats and/or beverages to be shared with the class.

Halloween Policy

Emmaus Lutheran School does not celebrate Halloween. As people of God, we are warned about the danger of uncritically adopting practices from secular culture lest we be tainted and offend the Lord. Moreover, in light of the dark origin of the secular Halloween culture, the decisive and clear statements as found in II Corinthians 6: 14b-15a, that we be separated from ungodly associations apply to the Christian church and school in their practices. Christ's command to us as a Christian school is to preserve ourselves holy and blameless before Him

and the world on the one hand, and to make disciples by bringing people out of darkness pointing them to the marvelous light of Christ's kingdom on the other. In obedience to God's command to not cause anyone to stumble (I Corinthians 10:32), but rather to be the light of the world (Matthew 5:14), Emmaus Lutheran School does not celebrate Halloween.

Field Trips

Teachers are encouraged to take their classes on field trips. The wide variety of cultural and educational attractions in the Los Angeles area is most helpful in broadening the children's learning experience. Field trips enhance the classroom curriculum and are a highly encouraged part of the educational experience.

A parental permission slip and release form is required before a child is allowed to participate. A minimal transportation and/or entrance fee is normally required in advance (no refunds).

Church and Sunday School Attendance

In Psalm 122:1, King David said, "I was glad when they said to me, 'Let us go to the Lord's house'". We sincerely hope that all Emmaus students and their parents show that same joy in the Lord and concern for their fellow Christians by regularly attending church and Sunday school on the Lord's Day.

If a child in attendance at Emmaus School is not a member of a local Christian Church or enrolled in a Sunday school, he/she is encouraged to worship with the Emmaus family. Please check with your child's teacher and/or the church office for the current Sunday worship schedule.

Lost and Found

Lost and Found articles are placed in a box located near the gym. All clothing articles should be labeled with your child's name. At the end of each month, uniforms not claimed will be added to the used uniforms. Other items will be periodically given to a charitable organization.

School Hours

Preschool – 7:00 am – 6:00 pm
(Instruction begins at 8:30 am)
Kindergarten – 8:15 am – 2:45 pm
Grades 1 and 2 – 8:15 am – 2:45 pm
Grades 3 – 8 – 8:15 am – 3:10 pm
Extended Day Care – 7:00 am – 6:30 pm

Classrooms are opened to admit children at 8:00 am. Teachers are on duty between 8:00 am and fifteen minutes after their grade's dismissal time.

Children who arrive on the school campus before 8:00 am, or remain after fifteen minutes after the grade's dismissal time are placed under supervision in the Extended Day Care Center. Parents will be billed for the service (refer to the fee schedule).

All students must be picked up in their classroom after school. A parent/guardian must sign the student out before any child will be released from the teacher's care. Once a student has been released, the parent/guardian becomes responsible for the child. Parents of students who walk/ride bikes must give complete the proper paper work in the school office. Notification will be given to the teacher and student must leave school campus by 3:25 pm. Any student who is going home with another student must give a written note to the teacher on that day.

Lunch

Hello Kitchen serves hot lunches each day. This is done as a special service for our students. Lunch orders will be given every two weeks. Lunch orders are available in the school office. Credits will be given to a student on days he/she is absent. **NO CREDIT** on pizza days. Lunch orders turned in past due date will incur a \$6.00 late fee.

Children may bring a sack lunch if they prefer. Since hot lunches are available at school, parents are not to deliver food items to their children during the school day. Teachers are not allowed to heat up lunch items brought from home by the students. All lunch's that is brought to school after 8:30 a.m. must be brought to the school office. Fast food is not allowed and if brought to school your child(ren) will need to eat it in the school office. No candy or soda is allowed during the school day and should not be packed in a child's school lunch. **Life threatening allergies to students does not allow anyone to bring peanut products of any kind on campus.**

Lunch Area Conduct

Classes remain together during the lunch period under the supervision of staff persons. Proper eating habits and lunch conduct is expected from all students. Students are also expected to follow directions of all staff persons during lunchtime.

Extended Day Care

Our Extended Day Care is available to parents who need child care before and after school. The Day Care hours are 7:00 am to 6:30 pm, for Grades K-8.

In the interest of order and safety, ALL children who arrive on the school campus before 8:00 am, or remain fifteen minutes after their grade's dismissal time must attend Extended Day Care (refer to fee schedule). Parents will be charged a late fee of \$1.00 per minute after 6:30 p.m.

Volunteers

Emmaus welcomes the assistance of parents, relatives and friends. Let the office or your child's teacher know if you are available to help in areas of need. Also, watch "The Traveler" for special needs and opportunities.

Weekly Newsletter

"The Traveler" is the school's weekly newsletter. The Traveler can be accessed through the Emmaus web site, and e-mailed to those who have supplied us with their e-mail. If you would like a copy please drop by the school office and pick one up. It carries news items, general information, and a calendar of school activities for the coming week. Read it to stay informed. The "Traveler" is in addition to any regular classroom newsletters.

GENERAL INFORMATION AND REGULATIONS

Accident Insurance

Each child is covered under a School Time Student Accident Insurance policy. If an accident occurs at school, the policy is “excess coverage” which means that our company will only pay covered expenses that are not covered by your medical plan.

Attendance

Regular attendance and punctuality are expected. Both are essential in order for the student to receive maximum benefit from his/her school experience. As a courtesy to the teacher, please call the school office before 9:00 am, if your child will be absent for the day. A child that is absent from school **must bring a written excuse** from his/her parent upon returning to school.

Also, if a child is to leave school before the scheduled dismissal time, written permission from his/her parent is required and should be given to the teacher at the beginning of the school day. Students who remain after school for scheduled sports and/or other school-sponsored activities may not leave the campus until departure for home. Under no circumstances is a child dismissed to an unauthorized person.

Tardiness

Punctuality is expected! All children arriving late must obtain a tardy slip from Mrs. Yau- before entering the classroom. Excessive tardiness may result in further administrative action.

Telephone

School Office – (626) 289-3664
Preschool – (626) 576-1501
Extended Day Care – (626) 576-1345

In case of emergency, children may use the office telephone after having secured a phone pass from the teacher. In-coming calls for teachers and students will be received by the office to be returned when there is a break in the teacher’s schedule. Teacher permission is required to use the pay phone.

Students are permitted to have their cell phones on campus. However, regular cell phone usage is not permitted. Students must keep their cell phones turned off and in their backpack while on campus, including during EDC or school activities. Please do not rely on cell phones as a means to communicate with your child. Cell phones are for emergency purposes only.

Student Bicycles, etc!

Bicycles ridden to school must be placed in the rack and kept locked for the duration of the school day. Skateboards, roller skates/blades, etc., are kept in the classroom closets. Students may not allow others to use their equipment.

In the interest of safety, parents are encouraged to review traffic laws and safety rules with their children. **Helmets must be worn!**

Personal Appearance/Uniforms

UNIFORM DRESS CODE (Grades K-8). Grades K-8 will wear uniforms. The School Uniform Dress Code is mandatory for all students. Chapel attire is mandatory. Students may select from the following items in order to comply with the mandatory dress code. No other name brands or substitutions in uniforms are acceptable in our dress code. Uniforms are expected to be kept clean, fitting properly and in good condition throughout the school year. Faded, torn, or out-grown uniforms items are to be replaced. We believe that a person's dress helps to establish a person's attitude toward work and play. The impression that our students present to the community is a reflection of both the home and the school. We desire to present a favorable impression in behavior and appearance. Skirt, jumper and skort length may be no more than 2 inches above the top of the kneecap. With this in mind, Emmaus Lutheran School adheres to a school uniform as follows:

GIRLS K-5:

Chapel tie plaid or burgundy

White Peter Pan collar (round) blouse – **chapel attire**

Gray, Polo Fitted, with logo – short sleeve

Plaid skort with hidden shorts – **chapel attire**

Plaid jumper – **chapel attire**

Burgundy Cardigan with logo – **chapel attire**

Gray zipper sweatshirt with logo

Burgundy jacket with logo – must have school logo – no other logos or brand names

Tights—only solid, grey, white and black tights may be worn as needed under school uniform.

PE UNIFORM for GRADE 5 – Grey tee shirt, burgundy shorts, and grey sweat pants with logo

Hair must be neat, and student's natural color. No extreme hairstyles allowed.

Earrings-studs or very small hoop in ears only.

No make-up.
No open toe/heel shoes (flip flops, sandals, etc.)
Shirts must be tucked in at all times
No body piercing jewelry allowed.

GIRLS 6-8:

Chapel tie plaid or burgundy
Plaid Skirt – 4 pleat – **chapel attire**
White oxford fitted blouse – **chapel attire**
Gray, Polo Fitted, with logo – short sleeve
Burgundy Pullover with logo – **chapel attire**
Gray zipper sweatshirt with logo
Burgundy jacket with logo – must have school logo – no other logos or brand names
Tights—only solid, grey, white and black tights may be worn as needed under school uniform.
PE Uniform - Gray tee shirt, burgundy shorts, and grey sweat pants with logo for P.E.
Hair must be neat, and student's natural color. No extreme hairstyles allowed.
Earrings-studs or very small hoop in ears only.
No make-up.
No open toe/heel shoes (flip flops, sandals, etc.)
Shirts must be tucked in at all times
No body piercing jewelry allowed.

BOYS K-5

Chapel tie burgundy
Shorts – Gray – (worn with belt)
Pants – Gray – (worn with belt)
Burgundy, Polo with logo – short sleeve
White oxford button down collar shirt – **chapel attire**
Burgundy cardigan sweater – **chapel attire**
Gray zipper sweatshirt with logo
Burgundy jacket with logo – must have school logo - no other logos or brand names
PE UNIFORM for GRADE 5 – Grey tee shirt, burgundy shorts, and grey sweat pants with logo
Shirts must be tucked in at all times
Hair must be neat, and student's natural color. No extreme hair styles allowed.
No sandals or flip flops.
Hair must not pass collar length and may not cover student's eyes.
No body piercing jewelry allowed

BOYS 6-8

Chapel tie burgundy
Shorts – Khaki – (worn with belt)
Pants – Khaki – (worn with belt)
Burgundy, Polo with logo – short sleeve
White oxford button down collar shirt – **chapel attire**
Burgundy Pullover with logo – **chapel attire**
Gray zipper sweatshirt with logo
Burgundy jacket with logo – must have school logo – no other logos or brand names
PE Uniform - Gray tee shirt, burgundy shorts, and grey sweat pants with logo for P.E.
Shirts must be tucked in at all times
Hair must be neat, and student's natural color. No extreme hair styles allowed.
No sandals or flip flops.

Hair must not pass collar length and may not cover student's eyes.
No body piercing jewelry allowed

*Please note: Students may be asked to remove jackets/sweatshirts before going outside for recess or PE when the temperature reaches 80 degrees.

All uniforms for Emmaus Lutheran School are to be purchased through:

CKW SCHOOL UNIFORMS
9400 E. Las Tunas Drive
Temple City, CA 91780
(626) 287-1994 WWW.CKWUNIFORMS.COM

CASUAL DAY DRESS CODE (Grades K-8). Children in Grades K-8 will be allowed to wear blue jeans, slacks, jean or walking shorts (no more than 3 inches above the knee) (baggy, torn, faded, short shorts), polo shirts, and blouses. Extreme styles, which tend to be distracting (abbreviated bare midriff, T-shirts with inappropriate logos, halter tops, tank tops, rock shirts, sleeveless shirts, tight form fitting apparel, etc.), are not permitted. Excessively long shorts (below the knee) or baggy clothing are not permitted. The exception to the dress code is that T-shirts sold at Emmaus (i.e., environmental or spirit wear/Emmaus summer camp), are allowed. No open-toe or open-heel shoes may be worn. **No writing on shorts or pants.**

The decision of the Principal as to what is acceptable dress for any student will be final. Those in violation of the dress code will be required to go home and/or secure proper clothing before returning to class, or a uniform will be supplied from lost and found.

If a student is out of uniform, the parents will be called to bring appropriate clothing. If the parent cannot bring clothing, the school will lend the appropriate clothing. Parents will be responsible for washing and returning borrowed clothing.

School Standards

We want the attitudes of our students to compliment the atmosphere our school tries to provide. We expect our students to demonstrate respect, cooperation, obedience, courtesy, to everyone on campus, and to help take proper care of all school and church property.

Expected conduct at school is posted in each classroom and all teachers work with students on expected behavior in school. Therefore, all students are expected to conduct themselves in a Christian manner and in compliance with the California Education Code.

School Computer and Internet Use

Internet information services are available to students and staff at our school. Emmaus Lutheran School strongly believes in the educational value of such electronic services and recognizes the potential to support its curriculum and student learning in facilitating resource sharing, innovation, and communication. This technology will help the school keep current with the electronic communication age by allowing students to access and use resources via the Internet.

The Internet is an “electronic highway” connecting millions of computers all over the world and millions of individual users. Access to the Internet enables students to explore thousands of websites on the globe. The availability of inappropriate materials is also a reality. Families are warned that some materials on the internet may contain items that are illegal, defamatory, inaccurate and offensive. The school has made every effort to restrict access to controversial materials. Responsible use will eliminate the majority of the problems.

Furthermore, it is the policy of the school that all computers are to be used in a responsible, efficient, ethical and legal manner. Inappropriate and/or illegal interaction with the system is strictly prohibited. Failure to adhere to the policy and guidelines as set forth by Emmaus Lutheran School will result in the revocation of the user’s access privilege by the school, teacher, and/or technology administrator, and may also be subject to disciplinary and/or legal action.

If a student desires to use the school computer Internet service he/she, along with his/her parent, must sign a “Student Internet Use Agreement”, which will be on file in the student’s classroom. No student will be allowed to use the school Internet without this signed agreement.

Internet Terms of Agreement

1. Use of the Internet must be in support of education and research and consistent with the educational goals and objectives of Emmaus Lutheran School.
2. Use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege.
3. User is expected to abide by the generally accepted rules of network etiquette. These rules are posted in each classroom.
4. Emmaus Lutheran School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Emmaus Lutheran School will not be responsible for any damages suffered while on this system. Furthermore, the school specifically denies any responsibility for the accuracy of information obtained through its services.
5. Security on your computer system is a high priority. If you identify a security problem, report it immediately to your teacher or technology administrator. Never demonstrate the problem to other users.

6. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of the system. Any vandalism will result in the loss of computer services, disciplinary action, financial responsibility and legal referral.
7. The student user shall respect all copyright laws and shall not practice plagiarism.
8. Any violations of terms agreed upon by student and parent will result in the loss of computer and/or Internet access as well as other disciplinary or legal action. Users are considered subject to all local, state and federal laws.

Suspension and Expulsion

Cause for immediate suspension from school is any overt act, which in the eyes of the school administration places any student or teacher in danger or places the school in a position of disrepute. Additionally, a suspension may be the result of a student exhausting the various consequences for accumulated unwise "choices". Suspension is for a minimum of one day. Any student suspended must realize that this is a serious condition and should not be taken lightly.

The administration may suspend a student without previous warning if, in the eyes of the administration, this is the best recourse to follow. The following situations are examples of just cause for immediate suspension.

1. Smoking or possession of tobacco in any form on school grounds.
2. Possession or use of any drugs. (If a student needs to take a prescription drug during the school day, it must be kept in the school office.)
3. Possession or use of alcoholic beverages on or off school grounds.
4. Improper behavior towards the opposite sex.
5. Cursing a teacher or adult authority.
6. Deliberate destruction of personal or church/school property.
7. Flagrant defiance or disobedience to school personnel.
8. Leaving the school grounds without required permission.
9. Committing a serious breach of conduct inside or outside of the school, which has an adverse effect on the testimony of the school.
10. Threats of bodily harm to other students, staff, or to themselves by means of cyber, verbal or written threats.
11. Violations of the State of California Education Code.

EXPLUSION. Unfortunately, there are occasions when a situation cannot be resolved. Although the student has been encouraged and instructed to become a positive factor in the student body, these efforts have failed and unwise "choices" continue to be made. School and parent efforts, together with prayer, may not be successful at this time. When reaching this point a student may be asked to leave Emmaus Lutheran School. This individual is still a forgiven child of God. He or she continues to be a concern to us, but at this time is unable or unwilling to function within the school community. Any expulsion will be reported to the Board of School Ministries at the next scheduled meeting.

Emergency Planning

The safety of all students and staff are a priority for Emmaus. As such, drills are held to help students be aware of procedures to follow in case of an emergency. It is our prayer that we will only have to practice these procedures and never need to use them in a real setting.

Parents please note: If you are on campus during an Emergency Drill or a real emergency, the state Education Code does not allow you to leave until the “all clear” is given. Your assistance may be needed on campus.

FIRE. Monthly fire drills are conducted on campus. Everyone present must evacuate the buildings to the assembly location on the field.

EARTHQUAKE. Emmaus maintains food and water for up to three days of care for everyone on campus. An earthquake procedures manual is in place and may be viewed in the office. Students practice “duck, cover, and hold” on a regular basis. Should a real earthquake occur, parents who come to school must wait to take their child until everything is in place to properly process everyone’s leaving. Entrance will be from the back parking lot by the preschool. Please make sure that anyone picking up a child from school has the proper identification, is included on the emergency list, and has a location to where the child will be taken.

LOCKDOWN. For safety reasons, sometimes situations arise where students must be kept inside of buildings. If a lockdown occurs, students **will not** be released until lockdown is cleared for everyone.

PARENT NOTIFICATION. Once students are situated, safe and settled, then parents will be notified of any long-term situation. Any time there is a lock down or other unusual situation, a letter/email will be sent home. Please note that safety is our first concern, and taking time to stop and repeatedly notify parents may utilize necessary staff and time.

Smog Alerts

Parents are cautioned to send notes to your child’s teacher if you feel your child should be inactive on smoggy days due to respiratory or breathing problems, which are irritated by the smog. When this is the case, P.E. teachers will be informed.

During smog alerts the following procedures are observed in accordance with the County Air Quality Control Board and County Health Department.

- Alert I Daily schedule and recess proceed as usual, unless we have a note on file or the student complains of smog effects.
- Alert II Recess is canceled and there is no strenuous physical activity.
- Alert III Field trips are canceled and possible termination of school is considered.

Sexual Harassment Policy

This church and school are committed to maintaining an academic environment in which individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This church and school are prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions.

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

EXAMPLES OF SEXUAL HARASSMENT

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters and notes or invitations.
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

EMPLOYEE-STUDENT SEXUAL HARASSMENT

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the teachers, the principal, or one of the Pastors. If one of the Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the teachers, the principal, or Pastors.

All complaints will be promptly investigated.

CONFIDENTIALITY

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

WHERE TO REPORT SEXUAL HARASSMENT

The Pastors and the Principal are specifically authorized to receive complaints and to respond to questions regarding sexual harassment.

PROTECTION AGAINST RETALIATION

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION

When one of the teachers, Principal or Pastors receives a complaint, he or she shall immediately inform the Board of School Ministries. The Board of School Ministries will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy would be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Closed Campus/ Campus Security

Emmaus is a closed campus. All visitors must check in at the office.

Outside of the morning drop off time, parents are to use the church office (financial office) door only to enter campus. Each school family will have an individualized 4-digit code to allow you access into the campus in order to conduct school business or pick up your child from school. Please only give your code to the adults that are able to pick up your child, and please do not give the code to your child. In addition, for security purposes, we ask that you be mindful of those coming in behind you. If you are not fully sure that you know the person, please let the door close and have them gain access with their own code. Please further note that the door will be not be able to be accessed during non-school hours.

If for some reason you believe your code has been compromised, or you need it changed, please let Mrs. Hittinger or the school office know.

During the school day, we request that parents not make direct contact with their children by coming on campus, to the classroom, or playground. If you need to deliver forgotten equipment or leave a message, bring it to the school office.

Child Abuse

Child abuse is a repeated mistreatment or neglect of a child by parent(s) or other guardian resulting in injury or harm. It is defined in the areas of child sexual abuse, child neglect, mental/emotional abuse, willful cruelty or unjustified punishment, corporal punishment and abuse in out-of-home care. Under California Law, child abuse is a crime.

State law requires that those professionals who most frequently come in contact with children report incidents of apparent or suspected child abuse. Emmaus Lutheran School is mandated by law to report suspected cases of child abuse to the local police or sheriff's department, the Probation Department, or the County Department of Children's Services. (Los Angeles County District Attorney's Office.

Traffic Patterns/Student drop off

If you wish to drop your student off and allow him/her to go unaccompanied to the classroom (excludes Kindergarten students), please follow the procedure as outlined below:

1. Enter the parking lot off of Los Higos.
2. Drop student in designated drop off area. Have student exit out of the passenger side of the vehicle.
3. Once student has been dropped off, follow traffic pattern to exit parking lot at the northwest exit.
4. Please drive slowly and watch for direction from traffic supervisors, and for students and other vehicles.

Parking and Escorting Students to Class:

If you wish to park and accompany your student to the classroom, please follow the procedure as outlined below:

1. Enter the parking lot off Almanson.
2. Following direction of the traffic supervisors on duty, proceed to the parking area on the west side of the parking lot.
3. Once parked, please exit your vehicle and escort your students to class. ALL STUDENTS WILL THEN ENTER at the gate directly behind the church office building or at the gate next to grade 6. Please do not park and simply allow your child to walk unescorted to class.
4. When exiting campus, use the northwest exit of the parking lot.
5. Please drive slowly and watch for direction from traffic supervisors, and for students and other vehicles.

At 8:15, the gates will be locked and students must enter through the church office door. Students who come through the door past 8:15 each morning are considered late, and they will receive a tardy slip.

The traffic supervisors have the final word. Please listen and watch for their instruction.