

**EMMAUS LUTHERAN SCHOOL
ALHAMBRA, CALIFORNIA**

PARENT HANDBOOK

Emmaus Lutheran School 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 nine well-equipped classrooms, a pre-school building, a full sized gymnasium, a computer lab, an administration building, 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 **documented 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.

GRADE 7: Children entering other grade levels must present written evidence of a tuberculosis skin test (Mantoux) at some previous time.

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, 2005. A birth certificate or passport will be used to verify birth date.

<p style="text-align: center;">Matthew 18 Principle: Our Format for Communication</p>
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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 children to follow this principle as they relate to each other and experience Christian life.

5. We do ask that parents do not intervene with student relationships by confronting other parents on behalf of their child. Please allow the school to intervene instead. The school staff and administration have vast experience in handling these
6. situations, and can help preserve family relationships by doing so.

Health

Please see [Emmaus Lutheran School's Return to School Covid Safety Plan](#) attached to this handbook as well as the [LA County Department of Health Reopening Guidelines](#).

In addition, 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	Unknown	May remain in school if treated and accompanied by written permission of private physician.
Impetigo	Usually within 5 days	
Ringworm	Unknown	
Scabies	1 – 2 Days	
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. **No stacked discounts will be given (i.e.-the largest discount will be the only discount applied). Families on financial aid receive no further discount.**

Registration Fee/Technology Fee

An annual registration fee and a technology fee 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 damage/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 Lutherans 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.

What We Believe—Statement of Faith

This congregation [Emmaus Lutheran Church and School] is part of The Lutheran Church—Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God. LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture.

We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed

toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Emmaus Lutheran Church and School.

We require that all new families sign acknowledgement of the above mentioned stance as part of their admittance and acceptance to school. A signer does not have to agree with the above mentioned statements, however, understand clearly that this is what is being taught in the classrooms.

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, 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 extracurricular 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 to participate in extracurricular activities until the next reporting period. If these deficiencies have been corrected, and no new problems have surfaced, participation in extracurricular activities may resume.

Parents can check their child's progress through Gradelink.

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.

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** report will be sent home. In Grades 1-4, the report will indicate in which class(es) a student is receiving a C- or below. In Grades 5-8, the report will give the grades earned to date. 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 tests will be given three times throughout the school year using NWEA-Measuring What Matters. This online testing will be completed in grades K-8, covering math and language arts. In addition, students in grades K-3 will take a Map Reading Fluency test in each testing window. Testing windows will be in September, January and April/May.

In addition, all students, as part of their Language Arts grade, will be AR tested (Accelerated Reader) throughout the school year, once at the beginning of the school year, and again at the end of each quarter. This assessment helps the students and the teachers to see current reading comprehension and vocabulary levels, and helps them to set and achieve reading goals throughout the year. Reading tests are taken at school.

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 **Covid guidelines permitting**.

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 filed 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, **and Covid guidelines permitting.**

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 9:00 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 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.

Parent Service Hours

As of this writing, Parent Service Hours are still under discussion. This is the policy that will be in effect if a decision is made to require parent hours. The Emmaus Lutheran Board of School Ministries has established a required service hour stipulation as part of each family's enrollment. Below outlines the guidelines for this:

- A. Each family will be required to fulfill 10 hours of parent service hours per academic school year. Families receiving financial aid will be required to fulfill 15 hours of parent service hours per academic school year.
- B. Parents are responsible to fill out forms for hours served or supplies purchased, with sheets being located in the school office. Completed hours will be input parent on the Gradelink system, after approval. In addition, parents will need to sign the sign-in/sign-out sheet available at every function.
- C. Approval will be given either by the principal or a parent group designee.
- D. Gradelink will be updated once per month or sooner.

E. Student helpers are accepted to fulfill service hours, but must be accompanied by a parent. (We will give student's hours earned in addition to what the parent earns, however, the intent is for parent involvement, not student involvement, and we do not want parents just dropping off students or relying on the student to take care of this adult responsibility).

F. Parent hours may be accumulated in a variety of ways:

1. Assisting with one of the Emmaus Lutheran functions (will be calendared and advanced sign-ups will be available).

2. Driving on an outing, sports team event, etc. (Will be verified by coach—no sign in sheet). No credit for gas.

3. Supervising/Chaperoning on a field trip. (Will be verified by the teacher—no sign in sheet). No credit for gas.

4. Providing needed items for a function or the classroom (a list would be provided in advance). ALL RECEIPTS WILL MAY BE TURNED IN TO THE SCHOOL OFFICE.

5. Attending a scheduled work party or providing a cleaning/maintenance service for the school (with direction from the principal/trustees). Items may include:

a. Cleaning tables

b. Dusting window sills

c. Turning wood chips

d. Picking up trash

e. Cleaning/Dusting of church

6. An amount of \$20 per hour has been assigned (\$200 for all 10 hours). Receipts must accompany supplies and will be given in 30 minute increments for every full \$10 (for example, an item that costs \$13 will still count as 30 minutes).

7. A mid-year (semester) review will be completed, and a fee will be assessed by the end of January for those hours not completed.

8. Parents would still have an opportunity to sign up for an event to fulfill the missing hours, but a deadline for signups will be outlined.

9. Parents with outstanding/uncommitted hours by May 1 must pay balance due before any records/report card will be distributed at the end of the year.

New opportunities may be added, and you will be notified via push notice and Traveler if that happens.

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/guardian 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 be accompanied by a parent/adult in order to obtain a tardy slip from the school office 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

- Uniforms
 - Uniforms will be worn by all students in grades Kindergarten through eight.
 - Uniform polo shirts with logo, hoodies with logo and zippered jackets with logo will be purchased directly from Emmaus Lutheran School. (A procedure is outlined below).
 - Uniform bottoms and chapel shirts may be purchased at any store, but must strictly adhere to outlined guidelines below:
 - GIRLS
 - Girls may wear long pants, walking shorts, capris pants, skorts, jumpers or skirts. PE Shorts or sweats are not acceptable as uniform pants.
 - Colors will include gray, burgundy, black or khaki.
 - The official Emmaus plaid may be worn as any part of the uniform.
 - Emmaus Plaid shorts, skirts, jumpers and shorts may be no more than two inches above the knee, even with leggings, tights or pants underneath.
 - Chapel attire (worn for singing in church, chapel days, and special occasions):
 - A white, button down shirt with collar (long or short sleeve), worn tucked in unless specifically designed to be worn outside (no shirt tails hanging out) NOT PURCHASED THROUGH EMMAUS
 - Skirt, skort or jumper
 - Criss-cross tie or regular tie (in plaid or burgundy color only)
 - Solid colored sweater (cardigan or pull-over) in burgundy, gray, black or white. Pull over sweaters may be worn under shirt or over.
 - Approved outerwear
 - Shoes must be closed toe/heel, and suitable for play, PE, or running. (Athletic type shoes).
 - Socks may be any solid color.
 - Tights must be solid color in burgundy, black, gray or white. No designs or logos are permitted on tights.
 - BOYS
 - Boys may wear long pants or walking shorts (no basketball shorts allowed). PE Shorts or sweats are not acceptable as uniform pants.
 - Colors will include gray, black, or khaki.
 - Chapel attire (worn for singing in church, chapel days, or special occasions):

- ☞ A white, button down shirt with collar (long or short sleeve)), worn tucked in (no shirt tails hanging out) NOT PURCHASED THROUGH EMMAUS
- ☞ Long pants (gray, black , navy or khaki)
- ☞ Solid colored sweater (cardigan or pull-over) in burgundy, gray, black or white. Pull over sweaters may be worn under shirt or over.
- ☞ Approved outerwear
- Polo shirts may be worn inside or outside of waistband.
- A belt is required if belt loops are showing.
- Shoes must be closed toe/heel, and suitable for play, PE, or running. (Athletic type shoes).
- Socks may be any solid color.
 - BOTH GIRLS AND BOYS
- All clothing must be free of rips, tears or holes, and neat and pressed in appearance.
- No jean materials permitted, even if in the acceptable colors.
- Permitted Outerwear:
 - ☞ School logo hoodies or zipper jackets (on non-chapel attire days)
 - ☞ Solid colored sweater (cardigan or pull-over) in burgundy, gray, black or white
 - ☞ Solid colored coats/jackets in burgundy, gray, white or black (no obvious logos showing (excluding Emmaus logo))
- Hair must be student's natural color. No bleached or dyed hair allowed.
- No extreme haircuts, no Mohawks, no bangs that go lower than brow lines, no shaved or buzzed hair with or without words, pictures, symbols allowed.
- Boy's hair may be no longer than collar length.
- Girls are not permitted to wear make-up of any kind.
- Nail polish may be worn.
- Girls may wear small earrings in ears only. No other body piercings (girls or boys) are permitted or showing.
- All uniforms are to fit properly (not too large or too tight).
- Emmaus Non-Uniform Days
 - Students, when adhering to outlined guidelines, may participate in free dress days, \$1 Dress Days, Spirit Days or Special Wear Days. Students not abiding by the guidelines may be charged for a school uniform shirt or parents will be asked to provide a school uniform for that day. Students who do not follow the guidelines may lose the privilege of non-uniform days.
 - Free Dress/\$1 Dress Days:
 - Students may wear non-uniform polos, t-shirts, and jeans (long pants or shorts). Even though fashionable, no holes in jeans.
 - Shorts must be no shorter than three inches above the knee.
 - Clothing may have appropriate pictures or logos (nothing offensive or distasteful).
 - Outerwear and sweaters may be worn as outlined above.
 - Sports uniforms (partial or entire) are not permitted.
 - Shoes as outlined above.
 - Spirit Days:
 - Students may wear student council spirit shirts with jeans (short or long). Even though fashionable, no holes in jeans.
 - Outerwear and sweaters may be worn as out outlined above.
 - If not participating in a Spirit Shirt day by No other t-shirts, shirts, or clothing items are permitted, except for school uniform.
 - Special Wear Days:
 - Special wear days may include wearing a special themed-costume, special colors or color combinations, or specifically outlined outfits.
 - Guidelines will generally be given for these days.

- Jeans (long or short) will be permitted on these days. Even though fashionable, no holes in jeans.
- Those students who wish not to participate must wear their school uniform.
- Student participation is encouraged

- Purchasing Procedures for Parents
 - School Polos, hoodies, zippered sweatshirt jackets (all with logo) and chapel-attire ties will be purchased directly from the school.
 - A pre-order form will be distributed with the May registration information. An online form will also be available on the website and the app.
 - Pre-orders will need to be paid in advance on or before August 1. Pre-orders will be ready for pick up at the Back to School Cookout.
 - Items will also be available for purchase at the Back to School Cookout and on Back to School Night.
 - After the Cookout, items will be available to purchase throughout the school year, using an order form (online or in the school office). A time frame for delivery will be given on the form, but will not be available immediately (unless time permits).

Emmaus Lutheran School Uniform Refund Policy: Realizing that Emmaus is not a store, and there is limited availability in the order process to try on garments, Emmaus Lutheran will accept uniforms back for exchange or return. Garments must be unwashed, unworn and new for exchange or return, and must be returned to the school office within two operating business days of orders being fulfilled. There is NO RETURN OR EXCHANGE of items given to a student who is out of dress code compliance. Parent will be charged for said item.

Dress Code Violation Policy: Emmaus Lutheran School believes in the use of school uniforms and dress code as part of its overall philosophy. That being the case, students are expected to be in compliance with the dress code/uniform code at all times. Those that are in violation of the dress code will be sent to the office. A UNIFORM VIOLATION FORM will be given to students who are sent to the office for non-compliance to the uniform or dress code policies. Parents will be asked to purchase proper attire from the school or may be given the option to bring proper attire for the student, during which time the student will remain in the school office until student is in proper attire. Upon a student receives the third UNIFORM VIOLATION FORM during the current school year, a meeting between the student, a parent/guardian, and the principal will be scheduled in order to discuss the violations and rectify the situation.

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/guardian, 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 or there is an infraction that is cause for expulsion. 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. In addition, it is asked that parents wait for students and notifications from the school while OFF CAMPUS. A parent’s safety, although not our first concern, is important to us, and in the likelihood that there is a real emergency situation, safety cannot be assured outside of the secured campus area.

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.

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 the principal 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.

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

All visitors must check in at the office. Only the church office door remains open for the entire school day.

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

***We have a drive through drop off and pick up due to Covid restrictions currently in place.**

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 Almansor.
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. Please do not part 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 gate 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.

Covid Guidelines and Protocols:

[Reopening Protocols for K-12 Schools: Appendix T1](#)

Emmaus Lutheran School Return to School Protocol

Due to restrictions and guidelines placed on the school from Los Angeles County and California health authorities, Emmaus Lutheran School has temporarily created the following to ensure safety and well-being of our students, staff and families.

We at Emmaus understand that this is a difficult time, and we want to be as accommodating as possible, while providing quality Christian education to all of our students. Please understand that these guidelines may seem extreme, unpopular, or very different from our normal setting, but as stated above, these are the safety and well-being of our students and staff, and will be temporary changes.

COVID-19 Coordinators: Mrs. Rebekah Marousek along with Mrs. Bernice Reid

I. Staying home when appropriate

- A. Staff and families should stay at home if you are experiencing the following symptoms:
 - o Fever or chills
 - o Cough
 - o Shortness of breath or difficulty breathing
 - o Fatigue
 - o Muscle or body aches
 - o Headache
 - o New loss of taste or smell
 - o Sore throat
 - o Congestion or runny nose
 - o Nausea or vomiting
 - o Diarrhea
- B. Be alert for symptoms. Watch for **fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.**
 - a. Take your temperature if symptoms develop.
 - b. Practice [social distancing](#) when feasible. Practice physical distancing requirements when in crowded places.
 - c. Follow [CDC guidance](#) if symptoms develop.

- C. If you feel healthy but [Recently had close contact](#) with a person with COVID-19
- a. **Vaccinated:** Self-monitoring - if no symptoms, they may continue to attend school
 - b. **Unvaccinated:**
 - i. Unvaccinated students who are in close contact (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows: They may continue to attend school for in-person instruction if they:
 1. Are asymptomatic;
 2. continue to appropriately mask, as required
 3. Undergo at least twice weekly testing during the 10-day quarantine;
 4. and continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
 - ii. Unvaccinated close contact who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above the following protocol must be followed. For those unvaccinated contacts who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 1. Quarantine can end after DAY 10 from the date of the last exposure without testing; OR
 2. Quarantine can end after DAY 7 if a diagnostic specimen is collected after DAY 5 from the date of last exposure and tests negative.
 - iii. If symptoms develop during the quarantine period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care. If the quarantine contact tests positive or experiences symptoms the following must be followed:
 1. Stay home until 10 days after on-set of symptoms.
 2. Check your temperature twice a day and watch for symptoms of COVID-19.
 3. If possible, stay away from people who are at [higher-risk](#) for getting very sick from COVID-19.
- D. If you **have been diagnosed with COVID-19, or** are waiting for test results, or have a cough, fever, or shortness of breath, or [other symptoms of COVID-19](#): **Isolate Yourself from Others**
- a. **Isolation: Stay home until [it is safe to be around others](#).**
 - i. **If you live with others, stay in a specific “sick room” or area** and away from other people or animals, including pets. Use a separate bathroom, if available.
 - ii. Read important information about [caring for yourself](#) or [someone else who is sick](#), including when it’s safe to end home isolation.

- iii. **If a staff member, student, or immediate family member tests positive for COVID-19, you must stay home for 10 days and receive a clearance from a doctor indicating that you are negative for COVID-19 and are clear to return to school.**

- E. If you recently traveled from somewhere outside the United States or on a cruise ship or river boat: **Follow CDC Guidance for:** [returning from international travel returning from cruise ship or river voyages](#)

II. Plan to Address Positive COVID-19 cases or Community Surges

- A. In accordance with the CDHP guidance, when a student, teacher, or staff member of their household tests positive for COVID-19 and has exposed others at the school, Emmaus will follow the following steps:
 - a. If a student shows signs of illness, the child will be sent to the office for evaluation.
 - b. Students will have their temperature taken and symptoms assessed.
 - c. Students with a temperature of 100.4 are not allowed to return to school until the student is fever-free for 24 hours without temperature-altering medication (such as Tylenol or fever-reducing medicine)
 - d. If COVID-19 symptoms are recognized, a medical evaluation may be necessary.
 - e. If a confirmed case of COVID-19 has caused exposure to the school the following protocols will occur:
 - i. In consultation with the local public health officials, the principal and other school officials may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
 - ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual was based will typically need to close temporarily as students or staff isolate. If a staff member or student has been exposed, please follow the quarantine protocol listed in the previous section. If the student/staff member is quarantined at home, they must follow the aforementioned protocol. Upon return, the staff member or student must report to the office for a health check before entering the classroom.
 - iii. Additional close contacts at school outside of a classroom, Emmaus students or staff should follow the aforementioned protocol. These protocols will be strictly enforced, especially with unvaccinated students/staff.
 - iv. If additional areas of the school are visited by the COVID-19 positive individual, that area may be closed temporarily for cleaning and disinfecting.
 - v. During quarantine/isolation of a classroom or school, distance learning will resume through live instruction. Chromebooks will be checked out

during quarantine so that no one is left behind. After the 10 days, students and staff will return to the classroom.

If a student/family member/staff test positive while in quarantine/isolation, they will be responsible for calling Emmaus and speaking to the COVID-19 coordinator.

- B. A determination as to when it has been deemed safe to return to school will be made on a case-by-case-basis in accordance with the health officials. As soon as it is deemed safe to open, parents will be notified and school will resume.
 - a. Confidentiality will be observed under all circumstances. Staff members will not be permitted to give personal information to anyone about a student, staff member or school family. Because we are a Christian community, we will continue to pray for those who are ill, but will not tolerate accusations, misinformation or sharing of personal information.

III. Campus Access

- A. Staff and Students entering Campus must wear a mask while indoors.
- B. **Morning Drop-off**: At this time, parents are not allowed to come on to campus between 7:50-8:15 for morning drop off time.
 - a. Active Screening: Emmaus will screen all staff, teachers and students. Each student will be screened and will receive temperature checks with a non-touch thermometer and will be asked if they have any Covid-19 symptoms.
- C. Grades K-8 Students Arriving Late procedure:
 - a. We are requesting that parents make every attempt to get students to school on time, particularly during this pandemic situation. It is disruptive to the classroom when students are not on-time to school.
 - b. If a student arrives after 8:15 a.m., the student must report to the school office to have their temperature taken.
- D. **Afternoon Pick Up**: We will have a drive-through pick up in a parking lot for students that will be picked up after school.
 - a. K-2 students can be picked up in our parking lot between 2:45-3:00. At 3:00 if they have not been picked up they will be signed into daycare.
 - b. Grades 3-8 can be picked up between 3:10-3:25. At 3:25 any student that has not been picked up will be signed into daycare.
 - c. After 3:30, parents will need to park and go to the multipurpose room in order to sign out their student from daycare. Masks are required.
- E. **Early Pick up** Procedure:
 - a. Parents must contact the school office prior to arrival for early pickup.
 - b. The student will be sent from the classroom to the school office for dismissal.
 - c. Upon arrival, the student will be escorted to the front office to be released to their parent.
 - d. Pick up rules concerning who may pick up a student will still apply. Adults over 18 years old on the student emergency form will be authorized for student pick up.
 - i. A written note explaining additional adults authorized to pick up a student must be submitted via email or fax to the school office.

- ii. Verbal communication to add or change authorization will not be permitted.
- F. If a student is symptomatic while entering campus or during the day:
- a. Students who develop symptoms of illness while at school should be separated from others right away, isolated in a designated area (sick room in office).
 - b. Students will remain in isolation with continued monitoring by an adult until picked up by an authorized adult.
 - c. Emmaus will advise parents that sick students will not be able to return to school until they have met the CDC criteria to discontinue home isolation (please refer to section **Staying Home When Appropriate**)
- G. Outside Visitors and Groups:
- a. Emmaus will have limited access on campus for parents and other visitors.
 - b. All parents and visitors will go through the active screening process. Each visitor will have their temperature taken by a no-touch thermometer and they will be asked about COVID-19 symptoms. If any COVID-19 symptoms exist, the parent or visitor will be asked to leave the campus. All visitors will be expected to wear face coverings at all times.
 - c. External Community Organizations must follow the school's health and safety plan and CDPH guidance to use the facility. All temperatures must be checked, must answer all COVID-19 health assessment questions, and sanitation and disinfection of used areas is mandatory before and after use. In addition, all external visitors must wear face coverings at all times.
 - d. Delivery protocol – Delivery providers will be required to wear a face covering before entering school, and staff who receive packages must wash their hands or use hand sanitizer after handling merchandise.

IV: Hygiene

- A. Handwashing
- a. Students and staff will have opportunities to hand wash frequently throughout the day in accordance with the CDHP and Cal/OSHA guidance.
 - b. Every classroom will have sufficient access to handwashing and hand sanitizer.
- B. Training of staff and students on proper handwashing techniques and the use of PPE use including the following:
- a. Scrub hands for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students will use paper towels to dry hands thoroughly.
 - b. Hand washing must be done before leaving to school, arriving for school, leaving school, after eating and preparing food, after activities, after close contact with others, using shared surfaces or tools, before using the restroom, after using the restroom, after blowing nose, coughing or sneezing, and various other times as deemed necessary.
 - c. Students and faculty must follow guidance on proper PPE use. Students and staff will be encouraged to wash their hands before putting on their face covering, put it over your nose and mouth and secure it under your chin, try to fit it snugly against the sides of your face, and make sure they can breathe easily.

V. Emmaus will be offering in-person instruction:

- A. Traditional Instruction: A renewed focus on essential standards and checking for understanding formatively; Continued support for the development of effective technology integration across content; Ensure articulation across grade levels and content areas; Continue to strengthen collaboration through professional learning communities.
- B. Students and/or families with extreme cause for exemption from in-person instruction will be evaluated by the Vice-Principals and Teachers. Online learning will only be provided in extenuating circumstances.

VI. Protective Equipment:

- A. Personal Protective Equipment (PPE) will be available to all students and staff to ensure we meet the needs of all personal health and safety in our school facility.
 - a. Emmaus will require all students and staff to wear a face covering while on campus inside the classroom or inside open common areas. If they have forgotten their face covering, one will be provided to them.
 - b. According to CDC, face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Emmaus will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons.
- B. Staff Protective Equipment
 - a. All Emmaus staff and teachers will be required to wear face coverings inside. According to CDHP guidance, teachers will be allowed to wear face shields, which will enable our students to see their faces and avoid potential barriers to phonological instruction.
 - b. Emmaus will provide its employees face coverings if the employee does not have a clean one to wear.
 - c. Emmaus will provide protective equipment, as appropriate for work assignment.
 - i. Front office staff and daycare workers will be provided face coverings and disposable gloves as necessary.
 - ii. For Custodial Staff, protective equipment and PPR for cleaning and disinfecting will be provided.
 - iii. For regular surface cleaning, gloves will be provided for cleaning and disinfecting.
- C. Student Protective Equipment
 - a. Emmaus students must wear face covering inside at all times, especially when physical distancing cannot be maintained.

VII. Physical Distancing

- A. Space and seating/desks will be spaced apart to allow for social distancing
- B. Desks will have shields and will be spaced apart when feasible. If not feasible, masks will be worn at all times.
- C. When physical distancing is difficult, students and staff are required to wear face coverings to mitigate virus spread.
- D. Playground/Outside Spaces/Athletics
 - a. Emmaus will provide supervision to ensure physical distancing, as feasible.
- E. Lunch

- a. Food service through Miss Amy will be individually packaged.
- b. Each lunch will be individually packaged to eliminate self-service or sharing of food. Staff will limit the amount of students per table to maximize physical distancing as much as possible while eating.
- c. After each lunch period, students will wash hands or use hand sanitizer and all tables will be cleaned with disinfectant pre/post every lunch period. If students eat inside, tables will be disinfected, students will wash hands, and trash will be removed.
- d. As long as it is safe to do so, students will take their lunch outside.
- F. If weather becomes an issue, students will eat lunch in the classrooms.
 - a. If the temperature at 11:00 a.m. is higher than 98 degrees or higher, students will remain inside.
 - b. If it is raining at 11:00 a.m., to the point that tables are getting wet, the students will remain inside.
- G. Staff
 - a. Staff meetings, training, and staff development will be conducted either virtually or via in-person in a larger room to provide for social distancing.
 - b. Office staff is spaced apart within the CDC guidelines and a physical barrier has been added for the reception area to safeguard our employees.
- H. Chapel services will be held in the chapel. Face coverings will be mandatory. Students will be spaced out and seated with their classes.
- I. Library will be offered for checking out books.
- J. Classes will be assigned a playground zone and are expected to remain within its perimeter to meet social distancing guidelines.

VIII. Cleaning and Disinfecting

- A. Students will use their own individual classroom materials. If there are shared materials they will be disinfected between uses.
- B. Emmaus staff will disinfect surfaces between uses according to CDC guidelines. The following surfaces will be disinfected:
 - a. Desks and tables
 - b. Chairs
 - c. Keyboards, phones, headsets, copy machines
 - d. Toys
 - e. Pencil sharpener, stapler
- C. Emmaus Staff will disinfect the following surfaces (high touch services) frequently throughout the day.
 - a. Door handles
 - b. Drinking fountains
 - c. Sink handles
 - d. Restroom surfaces
 - e. Toys, games, instructional materials, art supplies
- D. Emmaus will choose disinfecting products approved by the EPA to use against COVID-19.
 - a. Emmaus will clean and air out the facility when children are not present.
 - b. When a child is sick, they will be placed in an isolation room while waiting for parents to pick up. The area will be disinfected after 24 hours, if feasible.
 - c. Emmaus has regularly scheduled maintenance of all vents and air conditioners throughout the year. They are cleaned, sanitized, and filters are changed.

- d. Drinking fountains will be maintained and checked to ensure that water meets sanitation standards. Students and staff will be encouraged to bring their own water to minimize use and touching of water fountains.

IX. Employee Issues

A. Staff Training

- a. Staff levels will be sufficient to meet the unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.
- b. Staff will maintain physical distancing of students when permissible.
- c. Staff will be symptom screened and temperature checked daily.
- d. Staff will be trained on the proper use of PPE equipment, included but not limited to cloth face removal, proper face covering, and importance of washing cloth face coverings.

X. Communication with students, parents, employee, public health officials and the community

- A. The COVID-19 plan was a collaborative effort with all stakeholders.
- B. Communication and the COVID-19 will be sent to all stakeholders informing them of the new COVID-19 protocols.
 - a. Proper use of PPE
 - b. Cleanliness and disinfecting
 - c. Transmission prevention
 - i. Guidelines when to keep students home from school
 - ii. System for self-reporting symptoms (contact COVID-19 coordinator-Mrs. Marousek and Mrs. Reid)
 - iii. Emmaus will work with the health department to coordinate closure or part/all school in case of a positive COVID-19. Additionally, sanitation and disinfecting the classroom will be done after 24 hours or before if necessary.
- C. Communication Plan for notification to school for a positive COVID-19 case.
 - a. In accordance with the state and local laws and regulations, school administrators will notify the local health officials, staff and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
 - iv. Emmaus will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.
 - v. Emmaus, while the school is closed and distance learning, will provide communication and a reminder of the importance of community physical distancing measures while the school is closed, including discouraging students or staff from gathering elsewhere.
 - vi. Emmaus will advise sick staff members and children to not return to school until they have met CDC criteria to discontinue home isolation.

