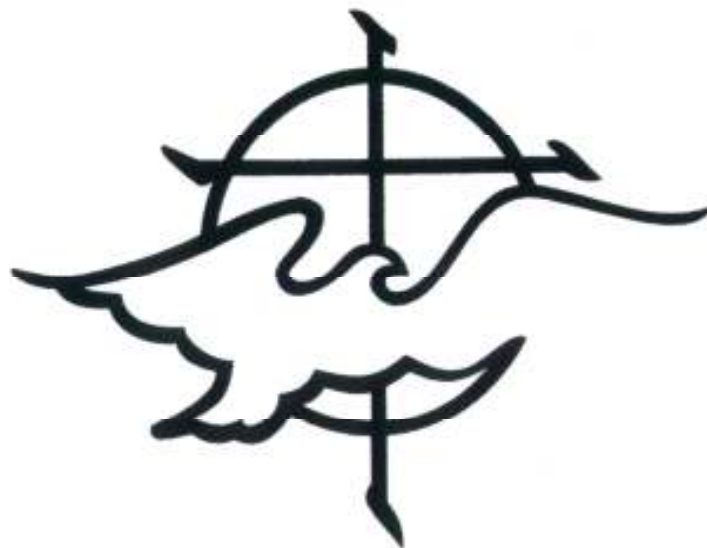


SCHOOL HANDBOOK

2011-2012

KINDERGARTEN - GRADE EIGHT



EMMANUEL LUTHERAN SCHOOL

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Asheville, North Carolina

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** Reflects change in policy from previous year*

EMMANUEL LUTHERAN SCHOOL
2011-2012

WELCOME

Welcome to Emmanuel Lutheran School! We are most pleased that you have chosen to enroll your child at ELS. This handbook has been prepared to acquaint you with our school and its philosophy of Christian education. Through this means we hope to acquaint you with our programs, that you may understand the aims, policies, practices, and regulations of our school.

We feel that we have an excellent program planned for your child. Each child is loved, disciplined, guided, and taught by dedicated Christian educators and staff. It is our goal to train each child for a successful Christian life. If your child comes prepared to learn, your child should experience a productive year in academic, social, and spiritual life.

May God add His rich blessings to all of us and lead us to the understanding that we are not alone in our efforts. We pray that parents and teachers may join in spirit and in cooperation for the full education of the children that the Lord has entrusted to us.

Thank you for giving us the privilege to work with you and your child.

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all 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, national and ethnic origin in administration of its educational policies, and athletic and other school-administered programs.

HISTORY

The history of Emmanuel Lutheran School began with the founding of the First Lutheran Church in 1903, later to be changed to Emmanuel Lutheran Church. The First Lutheran Church was constructed on the corner of Phillip Street (now Hilliard Avenue) and South French Broad Avenue.

In the fall of 1958, a kindergarten was begun as the first step in the establishment of a Christian Day School. Ground was broken in the present location for a new church in July 1959, and dedicated in May, 1960. The school grew steadily. In 1963, an educational wing was started which added four classrooms, office space and storage space for the school.

In 1978, a preschool and child care program was added, giving Emmanuel School a continuous educational program for children in preschool, kindergarten, and grades 1-3.

Emmanuel Lutheran Congregation, as part of a long-range planning process, broke ground in 1985 for a new multipurpose fellowship hall and a complete renovation of the lower level of our education facility. The goals of the Five-Year Plan and the subsequent building construction focused our efforts on providing a strong base in our preschool program, and, at the same time, further developing the strength of our kindergarten and primary grades.

In 1989 Emmanuel Lutheran School was awarded accreditation by the National Academy of Early Childhood Programs (a division of the National Association for the Education of Young Children). This recognition was the culmination of intensive self-study and the dedication to quality developmentally appropriate education. Emmanuel continues to secure re-accreditation with NAEYC, most recently in the fall of 2003. Our program was the first Academy accredited program in the Asheville-Buncombe region.

In 1993, an extensive 10-month self-study process conducted by the School Study Committee culminated in the recommendation, and subsequent approval by Emmanuel congregation, to re-establish fourth and fifth grades at Emmanuel Lutheran School.

In 1995 two new classrooms were constructed which enabled Emmanuel Lutheran School to expand its education program through grade five.

In 1999 an infant/toddler program was added to the child care program.

In 2000, Emmanuel Lutheran School initiated an expansion program by adding grade six. In 2001, grade seven was added and grade eight in 2002. The Christian Education Center became operational at the beginning of the 2004–2005 school year.

A new state of the art playground was constructed in 2011. It contains three separate areas of play for varying age levels. It was dedicated in August of 2011.

Emmanuel Lutheran School
Asheville, North Carolina

MISSION STATEMENT

Emmanuel Lutheran School provides an academically challenging, Christ-centered education in a caring environment. Our mission is to prepare children for today, for tomorrow, forever.

PHILOSOPHY

Emmanuel Lutheran School exists to glorify God by sharing the Good News of salvation through His Son, Jesus Christ. In order to accomplish this in an educational setting, Emmanuel provides a Christ-centered education for all children, church and un-church, without distinction to race, socio-economic status or religious creed.

We believe that God's Word is the basic source of truth and therefore the foundation upon which all wisdom is gained. It is the system of values, which is integrated in the spiritual, physical, intellectual, emotional, social and cultural development of each child. Daily instruction in the Bible provides the framework for children to grow in the knowledge of their Savior, to respond to God's love for them and to witness their faith to others.

We believe that the Word of God is the final authority for all matters of faith and practice. All academic disciplines, instruction, theories, programs, policies and practices must be in accordance with the Scriptures. We believe that a proper balance between Law and Gospel is essential in matters of instruction, discipline and relationships. The Law shows us our sin and our total dependence on God for our salvation. The Gospel reveals what God has done for us through Jesus Christ, His Son. Faith in Jesus Christ and forgiveness of sin through Him is the only means of salvation. We recognize that faith is a free gift received through God's Holy Spirit. Our Christian living is therefore our response of love and gratitude to God, our Heavenly Father.

We believe that the Christian school, as an extension of the home and church, is a valued setting for teaching the objective truths of God's Word and providing opportunities to experience Christian living. Emmanuel holds in high regard the privilege of partnering with parents in the training and nurturing of their children. In homes where Christ may not be the center, the Christian school serves as a model for beliefs, values, and living, in the hope that the family may come to know their Lord and Savior. We believe that this Christian community equips our children to become productive members of church and society in their present and future service.

"Train up a child in the way he should go, and when he is old he will not depart from it."
Proverbs 22:6

"Feed My Lambs."
John 21:16

Emmanuel Lutheran School
Asheville, North Carolina

PURPOSE STATEMENT

The purpose of Emmanuel Lutheran School is to provide a Christ-centered education for the children of the congregation and community, so that they through God's Word and Grace may:

- 1) Know God, His love and forgiveness
- 2) Recognize the gift of eternal salvation through Jesus Christ, God's Son
- 3) Identify themselves as children of God
- 4) Share the Good News of salvation with others
- 5) Develop and strengthen life-long Christ-centered values that will mold their future
- 6) Exercise the religious freedom they have in Christ
- 7) Express Christ in all aspects of life and learning
- 8) Appreciate God's creation and relate responsibly to it
- 9) Appreciate and respect the diverse backgrounds and experiences of all individuals
- 10) Understand and appreciate their knowledge, understandings, and life skills that will prepare them for their tomorrow
- 11) Enjoy a safe and secure environment where they may learn, grow, and practice their life skills
- 12) Discover their unique talents and gifts
- 13) Respond to God's Love with a life of service, of care, of encouragement to others
- 14) Live lives of joy, praise, and thanksgiving to God

EDUCATIONAL GOALS

"...We shall grow together in the unity of our faith and in our knowledge of the Son of God. We shall grow into a mature people...into a maturity measured by nothing less than the full stature of Jesus Christ." Ephesians 4:13

Emmanuel Lutheran School has but one purpose: the growth toward maturity of each child in his/her relationship with GOD, with SELF, with OTHER PERSONS, and with NATURE.

In order to achieve this purpose, we use a "child-centered" approach to learning. This means that we center our program on the individual developmental levels, needs, interests and learning styles of each child and each group of children. Our curriculum is developed to meet the particular learning needs of each age group.

CURRICULUM

The curriculum for Emmanuel Lutheran School is based upon *The Curriculum Guide for Lutheran Elementary Schools (LCMS)*. The school also uses the *North Carolina Standard Course of Study* at the Kindergarten through intermediate level and the *North Carolina Circle of Childhood* at the pre-Kindergarten level as a guide for sequencing specific goals and objectives for our curriculum and children.

We recognize that academic skills and knowledge are essential tools that are necessary for the clear communication of ideas, for solving problems and for achieving goals. These basic skills though are not viewed as an end unto themselves, but rather as a means for allowing the children to work towards genuine understandings of basic educational concepts. For example, for a first grader to use reading and writing skills for the express purpose of publishing a story of personal interest to that child is much more meaningful than repetitious workbook experiences. Just like adults, children learn best when academic skills are "integrated" into meaningful activities.

FACULTY

Emmanuel Lutheran School, maintained and supported by Emmanuel Lutheran Church, is recognized in the area for its academic excellence. Its teachers are certified by the NC State Department of Education or are in the process of being certified. A number of our faculty hold advanced (MA, PhD) degrees. One of the most important ingredients of our faculty is its composition of dedicated Christians, well versed in teaching areas and vitally concerned about the total welfare of their students. Enriched by a varied background, the teachers have one common goal - to carry out their responsibility of preparing Christian students spiritually and academically.

ADMINISTRATION

Emmanuel Lutheran School is owned and operated by the members of Emmanuel Lutheran Church. Final authority for all decisions of policy and property is vested in the Voters' Assembly, the official governing body of the congregation. The affairs of the school are administered by the School Ministry Team of Emmanuel Lutheran Church. This team meets monthly and schedules special meetings as needed.

SCHOOL CALENDAR

A school calendar is adopted annually by the School Ministry Team. You will receive this calendar prior to the beginning of each school year. Our adopted school calendar does not necessarily follow the calendar of the City of Asheville or Buncombe County systems.

SCHOOL SCHEDULE

7:15	Child care begins
7:45	Preferred arrival time for K-8
8:00	School for K-8 begins
8:30	Early childhood programs begin
1:00	Kindergarten Half-Day dismissal
3:00	School dismissal for K-4
3:15	School dismissal for grades 5-8
5:30	Child care closes

BEFORE/AFTER CARE

Child Care is available for all children enrolled in Emmanuel Lutheran School.

Parents of children attending Kindergarten may desire to enroll their child(ren) in the Before/After Care program during the early morning and afternoon hours. Morning hours for the program are 7:15 to 8:00 a.m. Afternoon hours are 1:00 to 5:30 p.m. The afternoon program consists of lunch, rest period, and supervised activities. Fees for the program are listed on the fee schedule.

Parents of children attending the elementary and middle grades may desire to enroll their child(ren) in the Before and Afterschool Care program during the early morning and late afternoon hours. Morning hours for the program are from 7:15 to 8:00 a.m. Afternoon hours are from dismissal to 5:30 p.m. The afternoon program consists of supervised study, recreation, and extracurricular activities. Fees for the program are listed on the fee schedule.

HOMEWORK HELPER

As part of the After Care Program, students in Grades 1-8 may participate in this offering. A teacher is on duty for one hour after school to assist students with homework. While this is not intended to be a private tutoring program, the teacher is able to answer questions and monitor student work in a quiet, structured environment. Homework Helper is available at no extra charge for those students enrolled in full-time after care. An hourly charge is available for those students that elect to use the service on a sporadic basis. Refer to the Fee section for more information.

CHAPEL SERVICE

Every Wednesday morning the pupils have another opportunity to assemble in the House of God for a special Children's Service. The children's message, the selected hymns and liturgy are especially designed to meet the needs and desires of the children. The offerings brought to this service are used to help support various mission projects. Each child is given an envelope and is encouraged to use it for his/her weekly offerings. Parents are always welcome at these services.

SPECIAL EVENTS

Various programs are presented throughout the school year, giving the students opportunities to develop in dramatics, speech, art, and music. Events such as plays, art shows, musicals, and individual room presentations are planned throughout the year. Highlights of the year are the Children's Christmas Service and special school programs at the end of the school term in which the entire student body is able to worship the Savior through drama and song.

AWARDS

Students will be recognized for special achievement through an award system. Awards will be given for perfect school attendance and for excellence in academics. An Awards Ceremony is given each quarter.

Awards for academic excellence will be given to students in grades 3–8. Attaining all A's and B's will qualify a student for Honor Roll. Attaining all A's will qualify a student for High Honors. At the Middle School Level (5th-8th grade), this means that an *S*-, *N*, or a U academic grade will keep the student off of that quarter's honor roll.

GRADING SCALE

93 -100	A	Superior
85 - 92	B	Above Average
77 - 84	C	Average
70 - 76	D	Below Average
0 - 69	F	Failing

Excellent	E
Satisfactory	S
Unsatisfactory	U

SCHOOL COMMUNICATIONS

Parents are advised regularly of special events, individual class projects, student progress, special projects, and general news through weekly classroom letters, the "Good News" newsletter, and the Emmanuel newsletter "Echoes". The "Good News" is available online at the school's website. Paper copies are also available each week in the lobby areas. It is the responsibility of the parents to review information in the Good News to stay abreast of happenings at the school. Changes to the school calendar, updates to policies and procedures, and the like will be official communication via this method.

When applicable, parents are asked to reply promptly to questions and needed information on the part of the school or the classroom teacher. This effort is greatly appreciated.

CIRCLE OF CONCERN

Within the Emmanuel Lutheran School system, there are a number of people that are all working together in the best interest of each student (educationally, spiritually, and physically). Communication is a very essential part of reaching our goals.

It is essential for each parent/guardian to play an active role in the child's educational experience. Be aware of what is being studied in each subject area – having a student verbalize what he/she has learned each day can be very beneficial for review. Make sure that your child is

bringing home his/her weekly information folder, and make every attempt to read all the contents in a timely manner. This may reduce some confusion as to what is happening within the school.

There may also arise a circumstance in which the parent/guardian feels the need to express concern about a particular situation. It is most helpful to first address the concern to the immediate person involved (teacher, substitute, chaperon, assistant, etc.), as he or she is the one who can clarify information to make the necessary adjustments. It is extremely important that the immediate person be approached rather than discussion with uninvolved individuals. The circle of concern has two parts. The first is when parents have a concern about their child in the classroom. This concern should go by the following path:

PARENT→TEACHER→PRINCIPAL→SCHOOL MINISTRY TEAM
TEACHER→PARENT→PRINCIPAL→SCHOOL MINISTRY TEAM

All concerns should follow these paths. The School Ministry Team may be addressed by sending a letter to the Team Chairperson in care of the school office. Remembering that the child's best interest is foremost in the minds of all persons, every effort will be made to reach an agreeable solution.

Special circumstances may warrant an exception to the stated path of addressing concerns. If a person in the path is a spouse or relative, for example, then you direct the concern above that individual to the next person in the path. The chairperson of the School Ministry Team may be included in earlier segments of the communication chain, or even contacted directly if the situation warrants such.

HOME AND SCHOOL COOPERATION

By working together, both the Christian home and the Christian school can best achieve their goal by effective communication. To this end, Emmanuel affords a number of specific helps.

1. Formal reports on the work of the children enrolled in Kindergarten and grades 1–8 are issued four times a year. The formal, written reports in these grades are accompanied by scheduled parent-teacher conferences. Here the home/school life of a child is discussed, abilities and weaknesses studied, and plans for cooperative action proposed.
2. Parents are invited to visit classes and to make appointments with the teacher or principal to discuss any matter pertaining to the child's welfare. Christian ethics suggest parents will first of all discuss these matters with the classroom teacher.
3. On Wednesday of each week a Parent Information Packet is sent home with each child. This packet includes completed student work and communication notices from the teacher. Included will be notice of forthcoming events, reports of previous activities, and news and information for all of our families.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Religion in school, during the week, is no substitute for Sunday worship. It is expected that children will attend services regularly with their parents. Each teacher keeps a record of every child's Church and Sunday School attendance. This record goes on the regular report card to remind parents of their child's worship record. Parents with no church affiliation are invited to

attend the Sunday services of Emmanuel Lutheran Church at 8:30 or 11:00 a.m. Bible classes and Sunday School are at 9:45 a.m.

PARENT-TEACHER LEAGUE

Emmanuel's Parent-Teacher League (PTL) serves as an important resource in your child's education. The PTL promotes communication and understanding between home and school, while participating in service projects benefiting the educational program.

Parents of Emmanuel's students are automatically members of the PTL and are encouraged to participate fully in meetings, service projects, educational activities and more. Parents, interacting with teachers and administrators, have proven to be a winning formula for the benefit of the school and its students.

PTL provides these vital services to the school:

- communication between teachers and parents
- networking among parents
- support of educational programs
- support of social programs

With committed parental support through PTL, Emmanuel students' educational experience can be all that it should be.

ROOM PARTIES AND PARENT HELPERS

Room parents are needed each year to help with various room parties. Parents are asked to sign up to help with a given party. Those parents not able to be present at the parties may help by supplying such things as food, drinks, favors, etc.

BIRTHDAYS—Refreshments may be brought to celebrate a child's birthday. Please discuss this with his/her teacher in advance.

PARENT VOLUNTEERS

Parents are invited to serve voluntarily on a part-time basis. Volunteers are used to assist the teacher in carrying out assigned routine duties so the teacher is free to work with individuals and groups. Volunteers may help drive and/or supervise for class field trips, etc. Also, any parent who is able to give of his/her time and/or talents in our school program is asked to communicate this information to the principal and/or teachers.

The protection of our children is of utmost concern. As such, all adult volunteers who have contact with children while in the capacity of a volunteer must undergo training and successfully pass a screening of a criminal background check prior to volunteer service. More information on this topic is available from the school office.

PUPIL-TEACHER RELATIONSHIPS

The ideal for pupil-teacher relationships is the ideal set forth by God in the creation of Christian community and family. The basis for this deep relationship is forgiveness and understanding, love and acceptance, respect and affirmation, discipline and self-control.

1. Forgiveness and Understanding — Both pupils and teachers must realize that all persons are sinful and fall far short of expectations. We understand and forgive others in the family of Emmanuel School because of God's forgiveness of us.

2. Love and Acceptance — Pupils and teachers love and accept each other as God, for Christ's sake, loves and respects each of us as a one-of-a-kind creation.
3. Respect and Affirmation — Both pupils and teachers consider each other gifts of God. Pupils respect and obey teachers as God directs in the Fourth Commandment. Teachers also respect and affirm the worth of each child. Teachers are to enable the child to discover his/her own abilities and talents, to affirm these and provide encouragement and direction.
4. Discipline and Self-Control — The goal of all discipline is self-discipline. In the event self-discipline breaks down, the school maintains the authority to discipline. Should pupils feel they have been unfairly treated in any way, they are encouraged to discuss the matter with their teacher. Parents who feel there has been a misunderstanding are urged to discuss the matter with the teacher. It is most helpful if all concerns are brought first to the teacher before bringing them to the principal.

PUPIL ARRIVAL

Classes for Kindergarten through Grade 8 begin promptly at 8:00 a.m. Pupils will be admitted to the classrooms beginning at 7:45 a.m. All children will enter the building via the main hallway and go directly to their classrooms. Students will enter the Christian Education Center at the main entrance door and will proceed to their classrooms.

Child care hours begin at 7:15 a.m. and extend until 5:30 p.m. for children enrolled in that program. Child care before school will meet in the cafeteria from 7:15-7:45 AM.

PUPIL DEPARTURE

Kindergarten students are dismissed at 1:00 and 3:00 p.m. Children should be met at their classroom door and be escorted out the main hallway by their parents.

Students in Grades 1 through 8 will depart from the main entrance area of the Christian Education Center. They must remain between the building and the pillars while waiting to be picked up.

Classes for Grades 1 through 4 are dismissed at 3:00 p.m. For safety purposes, all children entering automobiles in the pick-up lane must wait until assisted by a teacher. All students are to be picked up by **3:15 p.m.** When you realize you will have an unplanned late arrival time, please advise the office.

Classes for grades 5 through 8 are dismissed at 3:15 p.m. For safety purposes, all children entering automobiles in the pick-up lane must wait in the pick-up area. All students are to be picked up by 3:30 p.m. When you realize you will have an unplanned late arrival time, please advise the office.

* Special Note: All children leaving by automobile must be properly seat-belted before departing the premises.

Early release of any student must be coordinated through the school office. When leaving early, a pupil must report to the office before leaving the building. The check-out sheet in the office must be signed by the adult who comes for the child who is being dismissed early. Teachers should receive prior notification.

All students exiting school property with a person not part of the child's immediate family must have a slip from home or verbal communication from parents advising the teacher of the change in plans.

GENERAL SAFETY

Students should be under adult supervision at all times while on campus. Upon dismissal from school, it is the parents' responsibility to supervise their children if they remain on campus. Parents should be aware that the school's campus includes a "greenway." This paved path is located along the perimeter of our property. Depending upon the age of the children, teachers will lead various activities on the greenway. Permission for activities along the greenway is implied, as it is considered to be a legitimate portion of school property. As such, no permission slip will be issued prior to such activities.

ATTENDANCE

Parents are responsible for seeing that their children attend school each day it is in session. There is strong evidence of a clear relationship between good attendance and school achievement. A student must be in attendance for a minimum of half of the school day in order to be counted present for the day.

While a student who is absent from school may be able to cover a missed chapter, copy missed notes, complete missed worksheets, and receive help after school, other important aspects of a lesson are gone forever. Discussion, recitation, listening, note-taking, raised questions, explanations, and clarifications are among the important work. For the greatest academic growth, your child needs to be here all day every school day.

Students are allowed to make up missed work for grading purposes. Failure to make up work shall result in no credit earned. For students who are absent more than 18 days in a year, summer school or retention may be required. It is strongly encouraged that students be present for all academic classes (Language Arts, Math, Science, History, and Religion).

Family vacations and pleasure trips are strongly discouraged while school is in session. A student's parent will notify the school at least three (3) school days prior to an absence that the student will miss a class, several classes, a day, or several days of school in order to take care of medical, dental, legal, religious, or other needs. All prearranged absences must be approved by the principal or his designee. Class work missed must be made up or no credit will be given.

Any student who has been absent from school shall bring a note from the parent or guardian stating the date(s) and cause of the absence. The note shall be given to the child's homeroom teacher on the first day back to school. Failure to bring such a note shall result in an automatic unexcused absence unless subsequently excused when the note is presented. The principal may require a medical doctor's statement if the student's absences are excessive. School work missed must be made up within one day for each day of absence after the student returns to school unless given an extension of time by the teacher concerned. The responsibility for getting assignments and making up work missed during absence lies with the student and parents. Parents should wait until AFTER SCHOOL to get such assignments from the teacher so as not to interrupt the rest of the class activities during the day.

TARDINESS

Arriving late to school is considered to be tardy and is a serious matter. It is important for school to start on time with all students present. Promptness is important in order to provide a conducive learning environment and less disruption to the teacher and other students. Please plan on leaving home early enough so that your child arrives at least 15 minutes before the start of school. Students must be in their assigned classrooms, ready to start the school day, by 8:00 am for Kindergarten through grade 8.

Late arriving students must report to the school office with a parent and/or an explanatory note. Students who report to school late due to medical or dental appointments, family emergencies, adverse weather, or reasons approved by the principal shall be given an excused tardy. All other reasons shall be deemed as an unexcused tardy. Students who have an excused tardy to school shall turn in that day's work to their teacher for credit to be earned.

When a student in grades K-8 receives 4 unexcused tardies or leaves early from school 4 times, or any combination of these two events in a quarter, it will equate to a day of absence and that student will serve a lunch detention. This also means the child will be ineligible for perfect attendance for that quarter. This process will be repeated for each additional 4 occurrences.

Students of grades 6–8 are required to sign a contract pertaining to absences and completion of assignments. This is to ensure that students take on the responsibility for their schoolwork. This contract is kept on file with the homeroom teacher. Teachers will assign all make-up work in the event of extended illness or after special vacation.

DRESS CODE

We believe that a correlation exists between the way one perceives the world and himself/herself and the way one dresses. Clothing fashions and styles do, to varying degrees, affect personal behavior. In the educational setting at Emmanuel Lutheran School, standards of appearance and modesty need to be consistent with Christian thought and values. Likewise, the following factors apply to the school dress code:

- 1) School dress must be safe for school activities in and out of the classroom.
- 2) A school dress code is a learning experience in the sense that it helps students become more responsible and accountable.
- 3) It is the student's responsibility to know, understand and follow the dress code of the school.
- 4) It is the parents' responsibility to educate their children as to appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing the student wears to school.
- 5) It is the school's responsibility to enforce the code. Emmanuel Lutheran School reserves the right to reject any clothing article worn to school by students if the article is inappropriate or does not conform to the dress code standard. **The principal has the final word in this determination, including questions which may arise that are not specifically addressed by this Handbook.**

DRESS CODE (Kindergarten – Grade 8)

Approved ELS Clothing Styles/Standards

Emmanuel has a Uniform dress code. We stipulate the attire that students in K-8 must wear while on campus. We allow parents to purchase school attire only from approved vendors, which includes **Read's Uniforms**, located on Sweeten Creek Road, and **Lands' End**. The list of approved items and vendors is available from the school website or the school office.

A chapel uniform is to be worn when chapel is conducted (typically Wednesdays), for field trips into the community, and on special occasions. Non-chapel apparel is to be worn on all other school days, unless otherwise specified. Please note that items marked with * are required and must be purchased from Read's Uniforms.

Chapel Uniform for Girls (K-4) _____ plaid jumper* with white Peter Pan blouse*, white knee socks or white tights, black "Mary Jane" dress shoes (with non-marking sole)

Chapel Uniform for Girls (5-8) plaid skirt* with white Oxford blouse with logo, white knee socks or white tights, black "Mary Jane" dress shoes (with non-marking sole) Note: skirt length must be 2" or less from the knee

Chapel Uniform for Boys (K-8) navy slacks, light blue oxford shirt with logo, tie*, black belt, black socks, and solid-colored black shoes (with non-marking sole)

Non-Chapel Apparel (Boys and Girls)

- Bottoms - Various styles of pants, shorts, skirts, etc are available; these must be purchased from an approved vendor
- Shirts – All shirts must be purchased from an approved vendor and must include the school logo.
- Outerwear The school does not specify what clothing is to be worn outdoors; however, outerwear worn inside is limited to items on the approved vendor list.
- Shoes – ALL shoes must have a non-marking sole and a closed heel; Sneakers or tennis shoes should not detract from the uniform (avoid neon colors and lighted shoes); all dress shoes heel must be under 1"; No platforms, CROC style shoes, sandals, boots or "Heelies" For physical education classes, socks and sneakers with backs are required. Parents are free to choose their own vendor for footwear.
- Socks - All socks must be a solid color and match the uniform; socks must be worn at all times; socks may be purchased from any vendor.
- Tights- Solid colored tights only; must match uniform (white, khaki, navy, black); may be purchased from any vendor
- Belts: A standard black braided belt is required with all uniforms. It may be purchased from any vendor..

General Dress Code Guidelines for All Students

- ◆ Shirts must be tucked in at all times. When wearing a tie, the top button of the shirt must be buttoned.
- ◆ All clothing must be properly sized and worn modestly.
- ◆ Students in middle school have required attire for physical education classes. These articles are available from Lands' End. The 2011-12 school year will be a "transition year" for physical education apparel. Students are permitted to wear either the old or the new styles of this clothing for this year only.
- ◆ All pants, shorts, skirts, and skorts must be worn at the waist. Shorts, skirts, and skorts must be at least two inches or less from the knee. This standard also applies to any apparel worn on special non-uniform days, such as spirit days.
- ◆ A belt must be worn with the uniform if belt loops are present; it must be a standard black braided belt.
- ◆ Undershirts may only be white.
- ◆ Hair accessories should coordinate with the uniform.
- ◆ Moderate, age-appropriate jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards.

- ◆ Hair should be neat, groomed and appropriate for all activities. Unnatural hair coloring is not permitted. Hair length for boys should be above the collar, with bangs not extending beyond the eyebrow.
- ◆ Hats may be worn outside only, unless expressly allowed for special occasions.
- ◆ Make-up and fingernail polish should be modest and kept to a minimum. Fingernail polish colors shall be limited to clear or a solid light pink. No dots, stripes or additional patterns.
- ◆ Earrings are permitted for girls only, with only one earring per ear. The size of the earring must not be larger than a quarter.
- ◆ For extra-curricular activities outside of school hours, students are expected to maintain standards of appearance and modesty which are consistent with Christian thought and values and that reflect positively upon our school.
- ◆ The principal shall determine appropriate apparel to be worn on field trips and special days.
- ◆ The principal has the final word in determining the appropriateness of a student's appearance, including questions which may arise that are not specifically addressed by this Handbook.

Inappropriate Dress

If a student chooses to wear clothing other than specified in the dress code, or fails to follow the general dress code guidelines, the student will be given the opportunity to correct the behavior within the first 30 minutes after arrival. If the parent or guardian is not available to correct the situation within thirty minutes, the administration will seek to remedy the problem by outfitting the child with articles from the Used Uniform Rack. In such a situation, the child's account will be invoiced to reflect the action. If no item is available to remedy the situation, an attempt will be made to contact the parents or guardians to bring a change of clothing. If the situation can be corrected promptly, no further consequence will result. If no remedy is found, a charge of \$10 will be added to the student's account. Parents will be notified in writing of any administrative actions taken.

Upon the fourth violation, and for each violation thereafter, the student will receive a detention, in addition to the invoice from the Used Uniform Rack and/or \$10 charge. The school principal reserves the right to determine the appropriateness of any apparel and/or accessories, hairstyle, or use of make-up.

STANDARDS AND REGULATIONS

Good conduct and discipline are necessary for learning responsibility. The following list of standards and procedures is established for students at ELS so that there is a clear understanding of what is expected. Parents should be aware of these standards and discuss them with their children. As a Christian school, we follow the basic philosophy of being a good example to others with whom we work and play as well as to the visitors to our school. The Golden Rule — “Do to others as you would have them do to you” — applies in our relationships to one another.

1. Good manners and courteous behavior are expected from students at all times.
2. Running is permitted only in the gymnasium or playing field areas.
3. During the school day students are expected to remain in designated areas (classrooms, gymnasium, etc.) unless given permission to do otherwise.
4. Students are asked to respect the natural beauty provided by trees and plants by not damaging the foliage growing on church and school property.
5. Buildings, grounds, and other property, including equipment, books, etc., are to be used properly. Students and parents will be held responsible for any damage.
6. Students are not to leave the school grounds at any time without prior permission from teachers or parents.

7. Visitors will need to report to the school office upon entering to the building.
8. Valuables or extra money should not be brought to school.

GENERAL GUIDELINES

1. **WHILE CHANGING CLASSES (Middle School)**
 - A. Students may use the restrooms and drinking fountain during class change.
 - B. Students may have a snack but need to finish it before the next class begins.
 - C. Students may visit with other students.
 - D. Students are to remain in classrooms unless permission is given to be elsewhere.
2. **DURING CLASS TIME**
 - A. Students need to be in their assigned seat by the start of each class.
 - B. Students need to bring all necessary books, supplies, and materials to class with them. They will not be allowed to return to another classroom to get forgotten items once class has begun. Any necessary items not brought to class may result in an "Incomplete".
 - C. Students will want to respect the rights and privacy of others and not take or use materials from other's desks.
 - D. Students will not be permitted (except in an emergency) to use the restroom or drinking fountain during class time.
3. **AFTER SCHOOL**
 - A. Students must immediately go to assigned car lines, After Care, classrooms, detentions, or extra-curricular activities.
 - B. Students not picked up 15 minutes after dismissal from school or extra-curricular activities will be taken to aftercare services and may be charged a fee for the service.

DISCIPLINE

Emmanuel Lutheran School exists to proclaim the Gospel message of salvation through Jesus Christ and to offer a quality education. In order to live the Christian life, we must know the will of God as it applies to our lives. The Law serves to show us our sin and our need for Jesus as our personal Savior. It also functions as a curb to behavior that would lead us into sin and away from the Lord. The Gospel serves to show us what God has done for us through Jesus Christ. When the Law and Gospel are taught, students can grow into a clear understanding of the principles of a Christian life. We, at Emmanuel Lutheran and with the help of God, strive to attain a balance of Law and Gospel. The result is effective teaching of the Christian faith and life-style. Our educational program seeks to develop each student's mental, physical, social, and emotional potential.

OUR GOALS for *students* as they grow in their relationship with Jesus Christ are:

1. To demonstrate Christian concern for others, as well as self.
2. To respect the rights of others.
3. To accept and respect those in authority.
4. To grow in an understanding and demonstration of Christ-like behavior which results from self-discipline.

OUR GOALS for *teachers* as they grow in their relationship with Jesus Christ are:

1. To demonstrate Christian concern for each person.
2. To respect the individuality of each child.
3. To exercise authority prayerfully and in Christian love.

4. To grow in an understanding and demonstration of Christ-like behavior.

THE FOLLOWING GENERAL BEHAVIOR IS NOT ACCEPTABLE:

Any behavior that is...

1. Harmful to self or others.
2. Disruptive to classroom setting.
3. Disrespectful to authority or other students.
4. A destruction or defacement of school property.

THE FOLLOWING SPECIFIC BEHAVIORS ARE NOT ACCEPTABLE:

1. Bringing toys, pets, comic books, magazines, computer games, cd players, tape recorders, radios, or other items not necessary for classroom activities. **Inappropriate items will be held by the homeroom teacher and may be retrieved only by a parent.***
2. Running in classrooms or hallways.
3. Throwing of objects.
4. Using unacceptable language or profanity.
5. Failing to attend class or a scheduled activity.
6. Possession/being under the influence of/using any “controlled” substance (e.g. illegal drugs, alcohol, tobacco, weapons, igniters, etc.).
7. Chewing of gum, paper, pen parts, etc.
8. Striking another person.
9. Fighting – verbal or physical.
10. Cheating or stealing.
11. Writing/passing of personal notes in class.
12. Inappropriate public display of affection.

*In some instances a student may bring a selected listed item, but will need advance permission from his/her teacher.

FIRST GRADE THROUGH EIGHTH GRADE DISCIPLINE

PURPOSE: To help enable students to make responsible choices and behave appropriately.

Students who choose to make inappropriate choices by not following school standards also choose to accept the consequences for their decisions. Consequences for inappropriate or unacceptable behavior may include but are not limited to the following:

- ◆ Loss of a privilege
- ◆ Completion of a specific task
- ◆ Verbal Warning
- ◆ Conference with parent and teacher
- ◆ Behavioral contract
- ◆ Detention
- ◆ Referral for counseling
- ◆ Suspension from school
- ◆ Expulsion

*IN-SCHOOL SUSPENSION: The student loses the privilege of attending regular classes. The student will be expected to work on class assignments in a designated area while at school. The student will be required to complete and earn credit for the work completed while serving an in-school suspension.

*OUT-OF-SCHOOL SUSPENSION: The student loses all privileges of attending school for a specified number of days as determined by the principal. The student is required to complete and earn credit for the work completed while serving an out-of-school suspension.

*EXPULSION: Expulsion is the dismissal of a student from the school by action of the School Ministry Team.

DETENTION PROCESS:

Each teacher will attempt to work with students according to their individual strengths and weaknesses using the detention process as a guideline when appropriate.

EXAMPLES OF REASONS FOR DETENTION:

- Disruptive talking
- Inappropriate behavior
- Ongoing failure to follow directions
- Choosing to disregard school standards

DETENTION CONSEQUENCES:

For grades K-4, a student's first, second, and third detentions for each quarter will be served during lunch time. (A conference with the principal will take place on the 3rd detention.) On the assigned day, the student will eat their lunch in another location with an assigned staff member. Lunch detentions may be assigned for any day school is in session during the lunch hour. A student's fourth and fifth detentions for each quarter will be served after school from 3:15–3:45. Additional detentions in a quarter may result in in-school suspension, out of school suspension, or expulsion..

For Grades 5-8, A student's detentions for each quarter will be served after school for 45 minutes.

Conference: Upon receiving the 3rd detention in a quarter, a conference with the student's teachers, the principal, parents, and the student will be scheduled. (A conference may be scheduled earlier if parent and/or teacher deem necessary.)

Additional Offenses: Upon receiving the 4th detention in a quarter, it will result in a one day in-school suspension.

Upon receiving the 5th detention in a quarter, it will result in an out-of school suspension.

Upon receiving the 6th detention in a quarter, the principal may recommend expulsion of the student to the School Ministry Team.

Note: Detentions given solely for excessive tardies will not be factored into this progression.

SEVERE CLAUSE

If a student commits a serious act of misbehavior or severe physical aggression, the student is referred immediately to the Office. The parent is called and the parent makes arrangements for the child to be removed from the school for the rest of the day.

DETENTION PROCEDURES:

1. Students will return signed detention forms to their homeroom teacher by the next school day.
2. Students will serve their detention on the assigned day. A detention will take priority over any other after-school activity for the student. Exceptions must be cleared through the principal's office.
3. Students will report to the detention room on time. Tardiness will result in an additional detention.
4. Students may not talk to or disturb anyone.
5. Students will be required to work on specific tasks.
6. Students may not leave the detention room or their seats.
7. Students need to be picked up by a parent/guardian immediately following the close of detention, or students will be sent to the After School Program.

CHEATING POLICY

From time to time, the issue of cheating arises, and it's possible that your son or daughter may be involved in this behavior. We recognize that our students are not immune to these pressures and, at times, act contrary to God's will. We are more concerned that students recognize and understand the serious implications of cheating and choose to live their lives as redeemed children of God.

Cheating is a serious matter. It's the breaking of God's laws. It is a sin. Consequences are involved when an individual chooses to break laws. In our school setting, when a student chooses to cheat, he/she also chooses to accept the consequences of such behavior. This is the process that will be followed if cheating occurs.

If it is clear and confirmed that a student has cheated:

1. Parents will be notified immediately indicating the problem.
2. The student will receive a zero in the subject involved.
3. The student will receive an after-school detention.
4. A meeting with the student, parents and staff will be held to assess the situation.
5. The student may lose selected privileges.

If a student cheats a second time:

1. Parents will be notified immediately indicating the problem
2. The student will receive a zero in the subject involved.
3. The student will be sent home for the day.
4. The student will serve an out-of-school suspension on the following day.
5. The student will receive zeros on all subjects missed on the day of suspension.
6. The student, parents, and staff will meet before the student is allowed to return to school.

If a student continues this unacceptable behavior, the final action will involve expulsion from Emmanuel Lutheran School. We do not believe the final step would occur because we trust in the Christian training of our students, and their understanding of the seriousness of these behaviors.

INTERNET ACCEPTABLE USE POLICY

Students' Responsibility of Care:

Students are prohibited from performing acts that waste computer resources or unfairly monopolize resources. Students are specifically prohibited from sending mass mailings or chain letters, spending excessive amounts of time on the Internet unnecessarily, printing multiple copies of documents not relating directly to educational tasks, or otherwise creating unnecessary traffic. Students may not download any files unless they are needed for educational purposes.

Monitoring.

Emmanuel Lutheran School has the right and will make diligent effort to monitor any and all aspects of its computer system, including, but not limited to, the following: monitoring sites visited by students on the internet, monitoring news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Privacy.

The computers, computer accounts and electronic communications provided for students are for the purpose of assisting and enhancing students' education. Students should have no expectation of privacy in any materials that are created, stored, sent, or received on electronic communications or computer systems. The electronic communications and computer systems belong to Emmanuel and may only be used for activities approved by Emmanuel. Students are not to add passwords or access codes to an application or system. Therefore, students should never consider electronic communications (including but not limited to e-mail) to be either private or secure.

Emmanuel Lutheran School will make every effort to educate your child on appropriate use of the computer and Internet. The students will receive instruction to properly find and utilize the information.

- Only Login using your user name and password
- Take care of all computer equipment. Treat it with respect.
- When you Login be sure to listen to your teacher's directions and do or go where he/she requests.
- Follow all safety rules that were taught to you. Should you get on an objectionable site, immediately tell your teacher and get off the site.
- Do not download anything via a school's computer without permission' from your teacher. Be aware of copyright laws and what you may or may not download.
- If a student is responsible for damage to school hardware, whether intentional or accidental, parents will be responsible to remedy the situation and may be assessed a charge to offset this.

HOMEWORK

The challenging program at Emmanuel requires that some study be done at home. This is not only necessary for accomplishing our immediate goals but is also a helpful habit for future education. Assignments chosen by the teachers will aid in the students' understanding of the subject matter. Therefore, all homework assignments are to be carefully completed by the student. Assignments are to be done by the beginning of the school day on which they are due.

Parents can help by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his/her assignment for any reason, please send an explanatory note so that he or she may make up this work in a timely manner. If assignments are consistently burdensome, please notify your child's teacher(s).

Diligent use of time during the school day will be advantageous to those who plan to participate in extracurricular activities within or outside of school.

It is each student's responsibility to be sure that he/she completely understands what is expected of each assignment. Because the students have several different subjects and/or teachers in the upper grades, it is essential that every student keep an assignment notebook to track daily assignments.

Teachers will assign and students will complete all make-up work in the event of extended illness or absence due to a special trip/event.

Homework Helper is offered by ELS as part of the After Care Program. A teacher is available to offer assistance to students needing help with homework. Fees apply, so be sure to contact the office for details.

TELEPHONE USE

The telephones in the school office and classrooms should be used by pupils only in case of emergencies and/or if they have permission from an adult. Students are discouraged from bringing cell phones to school. However, students who have parental permission to possess a cell phone must keep it turned “off” at all times. Cell phone use by a student on the campus or during off-campus functions is only permitted with the express permission and under the direct supervision of a staff member.

Telephone messages for teachers or pupils will be taken and forwarded at the first opportune time. Since any telephone interruption interferes with the instruction and learning, you are asked to limit them to emergency situations.

TESTING

In addition to regular subject matter testing, standardized tests are given regularly each fall and spring. The MAP and MAP for Primary Grades from Northwest Evaluation Association (NWEA) is administered to all children in kindergarten through eighth grades. Results are shared with parents at regularly scheduled conferences.

TESTING FOR LEARNING DISABILITIES

Periodically, a teacher may recognize a learning difficulty in a student. In such a case, the teacher will contact the parent and suggest that the child receive special testing in order to pinpoint the specific disability and receive recommendations for further remedial work. The school will provide suggestions as to qualified personnel in the area of testing, should the parent so desire.

ELS has a staff person with training in various levels of student testing, as well as developing programs and resources for students with learning needs. In situations that can be accommodated within the regular classroom environment, this resource is available. For learning needs which may surpass our capabilities, referrals will be given. Parents with concerns about the learning needs of their child can request assistance from the Special Needs Teacher through the classroom teacher or school office.

RETENTION & REMEDIATION

Since all God's children grow and mature in their own unique ways, not every child is ready to move on to the next step in his education at the designated time. When it does happen that a student is not ready for the next level, the teacher may suggest the child repeat his grade and thus gain another chance to succeed. Since success brings about self-confidence, we feel that every child must have the right to succeed.

Parents are asked to very seriously consider the teacher's recommendations on behalf of their child when it comes to the question of repeating a grade. It is, however, the school's prerogative to place students in the appropriate grade level.

To be promoted from one grade level to the next, a student shall attain a 70% average for the year *in each subject* receiving a percentile score. Students failing to meet this requirement must receive remedial instruction by July 31 to receive the course credit for promotion. Students failing three or more subjects for the year are not eligible for promotion, even with summer remediation. Remediation must be from a school-approved private tutor or summer school, with a minimum of 30 hours per course failed.

Summer school or private tutoring is recommended, but not required, for students who have failed one semester but still pass with the minimum average for the year.

SCHOOL LUNCH PROGRAM

Adequate kitchen facilities make it possible to provide a daily nutritious lunch for the children. Our milk program is under the sponsorship of the Federal Government and controlled by the School Board of Emmanuel Lutheran Church.

Students in grades 1–8 may purchase a hot lunch card or may bring their lunches each day. Milk cards will be available at a minimal cost to those students who bring their lunch. Students are not to bring carbonated beverages or glass containers. As we will not permit a child to go hungry during lunch time, for any student without credits to their lunch card who fails to bring a meal from home, the school will automatically charge their account for additional meal tickets. If this occurs, written notification will be sent home.

All children enrolled in the Kindergarten are served nutritious morning snacks. Children attending the half-day program who remain through lunch may purchase lunch cards. Lunch is provided for children who attend the full-day program. Children attending the extended-day program will also receive an after-school snack.

A parent whose child has allergies (food-related) will need to make arrangements with the school. Special dietary needs are the responsibility of the parent.

HEALTH ISSUES

A student entering school for the first time or transferring from another school, must have his immunization program brought up to date. This includes immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubella, tuberculin, measles, hepatitis B, and haemophilus influenzae b. State law requires that we **must** have your child's immunization record on file **prior to the first day of attendance.** Failure to comply with this requirement will result in your child's being excluded from attendance until the requirement is met.

The school recommends that parents schedule periodical physical examinations and maintain required levels of immunization.

All students in K-8 must provide proof of an annual physical examination prior to participating in physical education classes or participating in the school's athletic program.

In the event a pupil becomes ill or is injured during school hours or while a school activity is being conducted, the parent(s) or guardian(s) of the pupil shall be contacted immediately and arrangements made to remove the pupil from the school custody.

Parents are encouraged to cooperate with the school by keeping sick children at home and informing the school office of their absence and the nature of their illness. Communication from the parent to the child's teacher is required to explain any absence. For the protection of all children, a child must be kept at home if he/she shows any sign of fever, vomiting, unidentified rashes, or discharge from eyes, ears or nose. Children absent with a communicable disease should be first examined by the family doctor before returning to classes. The school reserves the right to require a certificate of such examination.

No medication requiring a doctor's prescription shall be dispensed by school personnel without written consent. Children receiving prescribed medications which must be taken during school hours must have a written order from their physicians or parent stating the reason the child is taking the medication, the name of medication, directions for administering, possible side effects which may be anticipated, and the length of time the child is to receive such medication. Long-term medication orders should be renewed each year. Also a written statement must be obtained from the parents for the teacher or other designated persons to remind the child to take his medicine.

EMERGENCY SCHOOL CANCELLATION

Emmanuel Lutheran School does not necessarily follow Asheville City Schools' or Buncombe County Schools' lead on school closings for inclement weather. Parents are advised to watch WLOS TV-13 for an announcement. You will also receive an automated telephone call. If you do not hear or see a listing for Emmanuel, then we are operating on a normal schedule. You may also visit the school website to check for an inclement weather announcement.

EMERGENCY DRILLS

Regularly scheduled fire drills are a part of our safety program at Emmanuel. These drills are conducted according to guidelines set forth by the State of North Carolina.

INSURANCE

Our school provides blanket student accident insurance coverage for every child. This program gives insurance protection to each child while at school and while participating in any school-sponsored activity.

FIELD TRIPS

Field trips correlated with the educational program are considered to be an extension of the classroom and are a part of the enrichment program. Learning takes place when the child is actively involved. For students to participate in a field trip, a statement sent home to the parent or guardian must be returned with an approval signature prior to the class trip. In cases where parental permission is not granted, the child will be given special work and be assigned to another class for that field trip's duration. Only approved Volunteers are permitted to drive students on field trips.

LIBRARY SERVICES

Pertinent information will be sent home from the media center coordinator on a routine basis. Our Media Center houses nearly 10,000 items. We are continually adding new materials to our library. Please consider purchasing a book in honor of your child's birthday. A special label will be put in the front of the book sharing whose "Birthday Book" it was. A list of desired books will be available in the Media Center.

All students will be given the opportunity to use the Media Center. Parents are responsible for the materials their child checks out. If you do not wish for your child to check out books or other materials, please tell your child's teacher. Replacement costs for lost or destroyed books will be assessed to the child's family. There will not be fines charged for overdue books, but another book may not be checked out until all books are returned. Please share books with your child often!

LOST AND FOUND

Lost and found items will be located at the entrance outside the lunchroom. However, parents are encouraged to check with the office should any article of clothing or other belongings become "permanently" lost.

Parents are asked to label their children's belongings with ink or with tabs. Unclaimed items will be given to the needy.

SCHOLARSHIPS

Financial Aid is available and is awarded on the basis of need. For application information about scholarships, please contact the principal.

PUPIL PHOTOS

Professional portraits of the students are taken during the course of the year. The year's packet includes color photographs of the children and their class picture. These are available at a charge.

ENROLLMENT POLICIES

1. Emmanuel School invites and welcomes students of any race, color, ethnic origin, or religion to all the rights, privileges, programs, and activities accorded students in the school. There is no discrimination in admissions or education policies.
2. The parents are to be significantly motivated by the spiritual dimension of the school and understand that enrollment implies the educational development of the whole child—body, mind, and spirit.
3. It is understood that the parents and child willingly submit to the discipline of Christian education and give assurance of their cooperation with the faculty and the School Ministry Team.
4. Pupils entering Kindergarten must be 5 years of age on or before August 31 of the school year. (This is in accord with the policy of the State Department of Public Instruction.)
5. Pupils entering formal education at first grade must be at least 6 years of age on or before August 31 of the school year.
6. A physical examination must be completed before the child is enrolled.
7. Enrollment priorities:
 - a. Any applicant whose parent(s) or guardian(s) is a communicant member of Emmanuel Congregation holds a first priority in enrollment.
 - b. Sibling(s) of any student presently enrolled.

- c. All other enrollments are on a first-come first-served basis.
8. Students admitted to ELS must be capable of functioning within a normal classroom environment at a level appropriate to the assigned grade level. ELS does not have the resources to serve all children with special learning needs.
 9. New enrollees must submit all required documents, undergo a placement test and interview with the school principal. If the principal determines that the candidate would be a good fit in our school, a contract will be offered to the student for enrollment.
 10. For current students, continued enrollment is automatic, barring any issues with academic achievement, behavioral problems, or financial delinquency. It is at the discretion of the school principal to make a final decision in such matters.

FEE AND TUITION POLICIES

Processing and Registration Fees:

- A **non-refundable** Processing Fee for newly enrolled children is due at the time of registration
- A **non-refundable** Kindergarten Test Fee for all kindergarteners is due at the time of Dial-3 testing.
- The Registration Fee for newly enrolled students is assessed at the time of acceptance and is **non-refundable**. The Registration Fee is due within 14 days of acceptance of a student to guarantee the student's placement.
- The Registration Fee for returning students is required at the time of registration of the child and is **non-refundable**.

Tuition:

- Child Care, Tuition, and Extended Day Service fees for both early childhood and grade school programs are calculated on a 10-equal-installment schedule to include a 180-school-day calendar. These installments are due whether the student is in attendance all week, part of the week, or not at all. No tuition adjustments will be made for weather closures.
- Summer Child Care fees are calculated based upon the schedule of the Summer Rocks program, are applicable to both early childhood and grade school programs, and follow the payment policies stated therein.
- One of the following payment options must be chosen:
 - Prepay the full year of tuition by the first day of school. Deduct \$100 discount from the amount.
 - Prepay tuition in two equal semester payments (first day of school for 1st semester, and January 15 for 2nd semester). Deduct \$25 discount from the amount of each payment.
 - Monthly installments due on your chosen Tuition Express or credit card transaction date (5th, 15th, or 20th) during the month in which services are rendered, payable August through May. Enrollment in Tuition Express or credit card draft must be completed 15 days prior to the first scheduled transaction.
 - K-8 monthly installments pro-rated over 12 months due on your chosen Tuition Express or credit card transaction date (5th, 15th, or 20th), payable June through May. Enrollment in Tuition Express must be completed 15 days prior to the first scheduled transaction.
- If fees and/or first tuition installment are not paid in full by the opening of school, the student will be denied attendance until such fees and first tuition installment are paid.
- If a check, Tuition Express, or credit card electronic funds transfer is returned for insufficient funds, a \$35.00 charge will be assessed. The check or electronic funds transfer will be reprocessed within 5 business days. The second time a check or electronic funds transfer return occurs, in addition to the \$35.00 charge, Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire principal sum of tuition then unpaid are immediately due and payable by cashiers check.
- If payment is not received within 10 days from the payment due date, a late charge of \$30.00 will be assessed.
- If full payment of the amount due under any of the school-approved payment options is not made within 30 days of the payment deadline, then in addition to the late fee, the student will not be permitted to attend class, and Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire principal sum of academic year tuition then unpaid immediately due and payable by guaranteed check, and necessary in order for the student to be reinstated.

- School records, report cards and transcripts will not be issued at the end of the school year to any student with delinquent accounts until such accounts are paid in full

Late Pick Up:

- If a child is not picked up by 15 minutes after the close of class, the student will be sent to the After School Program and your account will be billed for that service at the rate of \$6.00 per hour, or any part of an hour. NOTE: Homework Helper is available the first hour after school at the rate of \$6.00 per hour.
- A late pick-up charge of \$1.00 per minute will be assessed per occurrence for children picked up after their designated time.

Variable Services and Fees:

- Parents will be required to pay for any school property damage or loss caused by their children. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, equipment, books, and supplies.
- Returned transaction fees, late payment fees, late pick-up fees, and other fees for variable services, such as using the After School Program on a per hour basis, will be billed on your account separately from tuition and are governed by these same payment policies.

Withdrawal:

- Emmanuel Lutheran School requires a 2-week advance written notice if a child is to be withdrawn. Tuition and fees will be assessed through the last day of attendance of the child.
- If a child is withdrawn from school without the submission of a 2-week advance written notice, tuition will be assessed two weeks following the last day of attendance of the child.
- All account balances must be paid in full by the last day of attendance.
- School records, report cards, and transcripts will not be issued until account balances are paid in full.

Any requests for exemptions to the above policies must be submitted in writing to the ELS School Administration for consideration.

STUDENT RECRUITMENT INCENTIVE

Our best form of advertising and public relations is through our school families. Since parents are our best advertising resource, we extend to currently enrolled school families a **\$200 tuition discount** for each student that you are responsible for enrolling in Emmanuel Lutheran School.

Restrictions to this incentive are as follows:

1. The new family must be enrolled at least throughout one full semester for the "sponsoring family" to receive tuition credit.
2. It is the responsibility of the new family to declare who was responsible for leading them to Emmanuel Lutheran School. This is done in writing on the application form and cannot be altered after it has been submitted.
3. Faculty and staff are included in the above incentive.