EMMANUEL LUTHERAN SCHOOL

Parent - Student Handbook

Updated September 9.25.2020
520 One Street Kahului, HI 96732
808-873-6334 - www.els-maui.org

This Handbook is a general guideline for school policy. However, we do reserve the right to amend and/or add to our policies at any time due to circumstances that may arise throughout the school year .

Read this Handbook carefully before you enroll your child. Please check this document regularly for updates.

Parents/Guardians, you will be signing the statement in the online application that you have read, understand, and agree to abide by the contents of this Handbook.

Emmanuel Lutheran Church and School of Maui welcomes you!

If you are looking for a Church home, we would like you to join us any time!!!

Our congregation hopes that you will choose to become a part of our Church family as well as our School family!

We also hope that this handbook will give you a better understanding of our Congregation's philosophy of Christian education and that it will serve as a helpful resource for you and your family.

For those of you who are familiar with Emmanuel and have had children enrolled in our school, we are happy that you are back with us for another year.

WORSHIP OPPORTUNITIES	https://www.elcs-maui.org
Please join us any time! Emmanuel Lutheran Church Mark Bowditch, Vacancy Pastor Joshua Schneider, Pastor Paul Roschke, Associate Pastor Milton Fricke, Pastor Emeritus 808-877-3037	Worship: 520 One Street in ***Kahului*** Sunday 8:00 am & 10:45 am Sunday School & Bible Class 9:30 am Months with 5 Sundays - -Combined Service at 10:00 am Sunday School & Bible Class 8:45 am Worship: 655 Wainee Street in ***Lahaina*** Sunday 5:00 pm

Aloha,

Welcome to Emmanuel Lutheran School!!

We are thrilled that you have chosen to be part of our school ‘Ohana (family).

We are proud of the excellent academic curriculum Emmanuel offers our students.

Our teachers all hold a minimum of a Bachelor’s degree in Education with many of them also having earned advanced degrees.

They are eager to share their expertise with your children!

We pray your family will be blessed by the Christian education that your children will receive here.

It is our hope that as you and your children read our Handbook that you gain insight into Emmanuel’s philosophy as well as our purpose, mission, values, and vision.

The most important part of the education your child will receive here is knowing the love of Jesus Christ which is woven throughout the curricula.

It is our hope that through these teachings, and seeing this love modeled by our faculty and staff, students will reflect Christian living through a positive and loving attitude toward others in the classroom and in their daily lives.

Proverbs 22:6 reads, “Train up a child in the way he should go, so that when he is old he will not depart from it.”

Being a part of Emmanuel Lutheran School is part of building a strong foundation for your children and their future as they interact with their local and global communities.

Our focus is to provide all our children with the support and encouragement needed to develop a lifetime love of learning.

The best way for us to help your child develop the blessings God has given is through an active partnership with you.

Please do not hesitate to get in touch with me, the school office, or your teachers if we can help you in any way.

Sincerely,

David Hobus, M.Ed

Emmanuel Lutheran Elementary School Principal

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A TRADITION OF EDUCATION

- Emmanuel Lutheran School (ELS) – Preschool through Grade 8 is comprised of a Preschool/Day Care Center, Kindergarten & Elementary/Middle School.
- We also operate the after-school E-Plus and Intersession (Day Camp) Program.
- ELS is owned and operated by Emmanuel Lutheran Church and shares a common vision.

- We are licensed by the Hawaii Independent Schools Association (HAIS).
- We are also part of the Lutheran Church Missouri Synod(LCMS).
- Emmanuel Lutheran School is a partner school with several other LCMS schools in Hawaii.
- ELS is affiliated with other Lutheran schools in the California Nevada Hawaii District of the LCMS.
- Emmanuel Lutheran is also part of the Lutheran Church Missouri Synod (LCMS) school system, which is the largest Protestant Christian school system in the nation; a proven program of education for almost 200 years currently serving 235,000 students nationwide in over 2,300 Preschool, Elementary, and High Schools, and 11 Universities and Seminaries.
- Emmanuel Lutheran Church has been serving Maui since 1967.
- The congregation added the preschool program in 1972 and the grade school program in 1978.
- Our present campus started in 1985.
- The name “Emmanuel,” which our congregation has chosen for itself, means “God is with us.”
- We believe that He is with us and that He will bless the labors of our hands and hearts.
- Emmanuel Lutheran School reflects the ethnic diversity that is found in Hawaii.
- We welcome students from all cultural, religious, and socioeconomic backgrounds who agree to support the philosophy, mission, values, and beliefs of Emmanuel Lutheran School as set forth in this Handbook.
- We fully subscribe to the teachings of the Lutheran Church Missouri Synod(LCMS) regarding the inerrancy of scripture, human sexuality, marriage, and consider these and all other teachings of the LCMS to be the norm and guide of our practices, enrollment, and employment.
- Our staff teaches and supports the doctrine of the Lutheran Church Missouri Synod.
- Emmanuel faculty are all committed Christians who possess a minimum of a Bachelor’s Degree in Education from an accredited college.
- Our teachers take advantage of professional development and advanced educational classes with many faculty having completed or in the process of completing a Master’s degree.
- Emmanuel Lutheran School has a Board of Education to oversee the implementation of school policies and procedures.

WHAT WE BELIEVE

- We believe that the Bible is God’s Word.
- It is accurate and applicable to our lives today.
- We believe in the inerrancy of the Holy Bible.
- We claim the promises written in the Holy Bible.
- We believe there is one God in three persons: The Father, The Son (Jesus Christ), and The Holy Spirit.
- God is loving, gracious, and without sin.
- When sin entered the world, it separated us from Him.
- God sent His Son, Jesus Christ, to reconcile humanity to Him.
- “For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. For God did not send his Son into the world to condemn the world, but to save the world through him.” John 3:16-17
- Jesus lived on earth without sin, died on the cross, and rose again in victory over death for each of us.
- Because of this, all of humanity can be freed from sin through God’s grace.
- Those who receive the promises of the Holy Bible have a mission to be part of God’s restoration plan.
- We believe that there is life after death, both Heaven and Hell.
- We believe that Jesus is coming back to earth to make all things new again and to judge the world.
- For more information: *https://www.lcms.org/about/beliefs*

Adults or children who disagree, in whole or in part, with the fundamental beliefs of Emmanuel Lutheran School (ELS) and the teachings of the LCMS (Lutheran Church Missouri Synod) agree not to behave and/or promote behavior or doctrinal positions contrary to these beliefs and practices on campus, at ELS-sponsored events, or in any media form identified with ELS. Individuals who violate these conditions are subject to expulsion from our school or termination of employment.

VISION STATEMENT

To Inspire Hearts & Equip Minds to Serve God and others for His Glory

MISSION STATEMENT

Providing Academic Excellence in a Caring Christian Community

CORE VALUES

- *Salvation by grace through faith in Jesus Christ (Ephesians 2:8, John 3:16)*
- *Collaborating with the family, church, and school to train up our children (Proverbs 22:6)*
- *Proclaiming the Bible as the ultimate and final authority in all matters (2 Timothy 3:16)*

VALUES

- We value relationships with our students and their families.
- We value collaborating with parents.
- We value a sense of community in our school.
- We value a strong connection to a Christian Church & regular worship.
- We value a diversity of backgrounds.
- We value active and meaningful learning experiences in our classrooms and school.
- We value learning, collaboration, and teamwork as a staff.
- We value instilling God's Word in our students through sharing weekly memory verses.

Emmanuel Lutheran Church and School is part of the Lutheran Church – Missouri Synod (LCMS) and as such, teaches, and confesses the unchanging truth of Holy Scripture as described in the Lutheran Confessions and the belief and practice of the LCMS.

Please refer to https://www.lcms.org/about/beliefs

PURPOSE

It is the purpose of Emmanuel Lutheran School to present a well-rounded program, which addresses our whole life: the spiritual, the intellectual, the physical, the social, & the emotional child.

This educational wholeness grows from the spiritual wholeness offered all of us through Jesus Christ.

The Spiritual Child

Emmanuel Lutheran School will provide spiritual experiences to enable children:

- to know God as Creator and loving Father and to live a life which reflects His Lordship
- to know Jesus Christ as our Savior and Lord and to share this knowledge of His redemption of all people
- to know the Holy Spirit as active in our earthly lives and share His sanctifying work in the church on earth
- to grow in Biblical knowledge through continual study
- to use Christian principles based on the Ten Commandments to deal with moral dilemmas.

The Intellectual Child

Emmanuel Lutheran School will provide intellectual growth experiences to enable children:

- to acquire the knowledge, skills, and mastery in basic academic areas of language arts, mathematics, science, technology, social studies, religion, physical education, and health
- to communicate in and develop an appreciation for the arts through increased knowledge and skill in areas such as music, drama, dance, visual arts, literature, and writing
- to work and study, both cooperatively and independently, at an appropriate level and pace
- to develop critical thinking and problem-solving skills.

The Physical Child

Emmanuel Lutheran School will provide physical growth experiences to enable children:

- to develop and maintain sound health habits
- to learn and eventually master the basic body movements of sports and activities
- to develop lifelong fitness
- to develop Christian attitudes of self-control, sportsmanship, and competition
- to learn basic safety measures.

The Social Child

Emmanuel Lutheran School will provide social growth experiences to enable children:

- to develop personal responsibility
- to respect authority of home, church, school, and government
- to recognize and appreciate the individual differences of others
- to develop Christian, caring relationships.

The Emotional Child

Emmanuel Lutheran School will provide emotional growth support to enable children:

- to develop a healthy self-concept
- to experience success, but also to learn from mistakes and disappointments
- to respond to situations and experiences in an appropriate and Christian manner.

STUDENT LEARNING OUTCOMES

Students graduating from Emmanuel Lutheran School should be able to:

Spiritually

- Profess Jesus who saves them by grace through faith alone
- Use the Bible as their primary guide for life

- Utilize their talents to glorify God and serve others
- Lead Christian lives through worship and prayer
- Understand Bible teachings in Luther's Small Catechism

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

Intellectually

- Think critically and logically to make informed decisions
- Read and comprehend at grade level
- Express themselves clearly and concisely through the written and spoken language
- Use computational skills, deductive reasoning, and a strong sense of number to solve problems
- Understand basic geometric relationships; and properly use measuring instruments/calculators
- Know the geography, history, culture, and current events of Hawaii, the U.S., and the world
- Apply knowledge of the scientific method
- Apply knowledge of art, music, and other performing arts to enrich learning and creativity
- Use a computer proficiently
- Be an active listener

"Respect and obey the Lord! This is the beginning of wisdom." Proverbs 9:10

Physically

- Know and apply the importance of nutrition, fitness, and exercise to their lives
- Know the basic rules of various sports and games, and practice good sportsmanship

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body." 1 Corinthians 6:19-20

Socially and Emotionally

- Demonstrate a strong work ethic
- Know and practice the importance of respecting oneself, others, and property

"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22-23a

"Each of you should look not only to your own interests, but also to the interests of others." Philippians 2:3-4

TEACHER EXPECTATIONS

It is the objective at Emmanuel Lutheran School that teachers will provide excellence in education in a caring Christian Community as they:

- strive to ensure that all STUDENT LEARNING OUTCOMES are met
- intentionally provide students the experiences and guidance which addresses our whole life:
  the spiritual, the intellectual, the physical, the social, & the emotional

- model the Christian life
- practice a daily prayer and devotional time, remembering students and families in prayer
- recognize each child as a special creation and gift from God with unique individual abilities
- recognize and respond to each child's differing abilities
- refer students for special help when and if needed
- provide daily teaching of God's Word
- set high standards for themselves and students with well-planned lessons and activities
- respect and cooperate with colleagues and parents
- set classroom routines to provide a stimulating and safe environment
- encourage Christian character and citizenship
- establish close contact and working relationship with parents
- be actively involved in worship at a Christian Church
- continue to grow in the teaching profession.

PARENT EXPECTATIONS

It is the objective at Emmanuel Lutheran School that parents will:

- recognize each child as a special creation and gift from God with unique, individual abilities
- pray daily for their child, other students, faculty, and the school
- be actively involved in the life of their church
- support Emmanuel Lutheran School policies and classroom teachers
- maintain close contact with the teacher to reinforce what is taught at school
- develop good homework and study habits with their children
- communicate with faculty and administration any situation affecting the classroom and/or school through the appropriate channels
- become involved in activities that support Emmanuel Lutheran School.

ACADEMICS

- Emmanuel Lutheran School's curriculum is on target as we align with Hawaii Common Core Standards to create a set of common learning expectations for Mathematics and for English Language Arts/Literacy in subjects including literature, history, social studies, science and technical subjects.
- We believe our program provides a great opportunity to learn at a rate and level most appropriate for each student.
- This approach to educational excellence and equity strives to ensure a coherent, cumulative, knowledge-based curriculum.
- All subjects are taught from a Christian perspective.
- Students learn about the major teachings of the Bible.
- The textbooks used at ELS shall be approved by the school Principal.
- The Principal receives the insight and recommendations of the teachers in the process of textbook selection.

CURRICULUM

Religious Instruction/Faith – Students participate daily in classroom devotions as well as in the study of God's Word.
Special emphasis is given to applying God's Word to our everyday life.
Students worship together with our preschool in a weekly chapel service.
Students also memorize Bible verses, the chief parts of Christian doctrine, prayers, and Christian songs.

English Language Arts – includes listening, phonics, reading, speaking, spelling, vocabulary, grammar, literature, reading comprehension and writing skills.
From reading their first book to the study of literature, and from writing their first sentences to composing a formal composition, students are learning effective communication skills necessary in our complex world.

Mathematics – not only basic math facts, calculation, computation, geometry, and pre-algebra, but also problem-solving and apply the logic of math to math-related problems.

Advanced Math - is offered to the upper grades with approval from the teacher & Principal. Students must pass a placement test administered by ELS. Math grades and SAT test scores are also part of the decision-making process.

Social Studies – We are concerned with people and their relationships to God, each other, and the world in which they live.
From home and community to our state, country, and world, students study the history and culture of people.
Students at Emmanuel stay abreast with current events and geography to understand the world in which they live.

Science – Teachers direct students to the evidence of God's love, wisdom, and power.
Through the study of the universe and the biological and physical sciences, students can experience God's creation.
Our curriculum offers many opportunities for hands-on experiences. Many classrooms integrate the STEAM (Science, Technology, Engineering, the Arts, and Mathematics) approach to learning.

Health and Physical Education – In our study of health, we encourage the development of positive life skills. The focus in our P.E. program is on fostering personal lifelong fitness activities, encouraging children's sense of self-confidence to achieve them.

Music – We offer music classes for middle school & 6-8th grades including music theory, appreciation, and performance. Students in grades K-8 are expected to participate in two special Children's Sunday Worship Services each year and in our annual Christmas and Spring musicals.
These programs provide opportunities for developing performance skills and for praising God through music and drama.

Keiki Chorus K-grade, Grade 3-5 Choir, Middle School (6-8) Choir - These programs provide opportunities for developing performance skills and for praising God through music and drama.

Band – Concert Band is an elective that is offered to all 6th-8th grade students who have prior band experience or permission from the instructor.
All fifth-grade students are required to take Beginning Band.
All 3rd and 4th grade students participate in ukulele lessons.

Art – Emmanuel offers an arts program in each grade to foster creativity and cultivate appreciation.
We believe that each child is endowed by God with creative talent, and though this talent may vary, it is our goal to nurture it and encourage its growth.

Computer Education – Emmanuel has computers available for classroom instruction.
Students will be introduced to computer skills at age appropriate levels throughout our curriculum.
5th - 8th grade students gain experience in technology through the Bring Your Own Laptop Program integrating technology into a wide variety of topics and subject areas.

World Languages & Culture – 6-8th grade take beginning Spanish.
The Hawaiian language is also introduced to our students throughout the school year in class & chapel, as well as through song in the Na Mele O Maui Competition. We also share the Hawaiian traditions and culture with our May Day Celebration.

ENRICHMENT CURRICULUM

- Throughout the year, each classroom teacher provides many special experiences and activities for his/her students.
- These range from special programs and projects in the classroom to field trips and class excursions.
- Special opportunities are also provided for the entire school.
- Throughout the year, the students may attend several plays and concerts.
- Our 5th students participate in the highly successful DARE program offered through the Maui Police Department.
- This program focuses on drug awareness and education.
- Eligible students may also participate in activities such as the Scripps Spelling Bee, Math Matters! Math Counts! and the National Geographic Geo Bee.

- **Fifth Grade Special Outdoor Education Event at Camp Keanae**
- Students in the fifth grade participate in an overnight outdoor education program.
- This camp experience is part of our fifth-grade curriculum.
- ELS sponsors fundraising activities to help offset the costs of this trip.
- Parents are required to participate in these fundraising activities.
- Parents should be aware that they will be required to pay the difference between funds raised and actual costs.
- Students who do not attend will not be supervised at school.
- (More information in the Admission section.)

Sports Programs
- If offered, students in the 3rd thru 8th grades may participate in ELS's co-ed basketball and volleyball teams.
- *A student must maintain at least a "C" average in all subject areas to be eligible to participate in an after-school sport.*
- *Students who are not in school for a minimum of 4 class periods, or 4 hours of the school day, may not participate in the practice or game that day.*

NON-DISCRIMINATION POLICY

Emmanuel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to the students of the school.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic programs, or any other school administered programs.

ADMISSION POLICY

General

- Admission procedures begin with completing the form electronically on our school website. (Grade School Application button).
- Tuition as well as all fees are paid and communication is accomplished electronically through your PRAXISchool Parent Portal.
- All school families are required to have a working email address.
- *We also require that families enrolling their children at ELS will read the handbook first.*
- **E-Plus**
  - If you will be using E-Plus, sign up through your PRAXISchool account.
- **Early Drop off Child Care**
  - If you plan to use Early Drop Off Child Care, sign up through your PRAXISchool account.
- **Health Records**
  - ***Health records must be updated prior to the start of school.***
  - Health records with current physical examination and immunizations for Kindergarten are to be submitted prior to the first day of school.
  - All 6th grade students will need a physical exam to enter 6th Grade.
  - All 7th grade students must submit proof of receiving the varicella (chickenpox) vaccine, or a doctor's note indicating he/she had chicken pox.
- **Tuition & Fees**
  - Refer to our school website for current tuition, fees and due dates. (Enrollment tab)
  - Tuition, fees, uniforms, E-Plus, Early Drop Off, Yearbook, and lunch, etc.are paid online through the PRAXISchool Parent Portal- the tab is on our school website.

Returning School Families - Re-Enrolling FOR THE NEXT SCHOOL YEAR

- An email for re-enrollment will be sent out the first week in February asking you to reply as to your intent to re-enroll your children .
- Children are accepted for enrollment at ELS for one school year at a time.
- Re-enrollment must be completed every year.
- Acceptance is subject to satisfactory completion of the current grade and full payment of all school related tuition and fees.
- The ELS Handbook is regularly updated for clarification, changes, and corrections.
  - Note the date of the update on the first page of the Handbook.
  - This updated information is important to you. Please check this regularly.
- Tuition and all fees for the current school year must be paid in full by the end of the school year.
- An email will also be sent to school families
  - It will contain the final report card as well as the new SAT scores.
  - It will also remind you to look at our school website for the upcoming School Year Calendar and School Supply lists.
- **Prior to the start of the new school year update your PRAXISchool account and be sure to change or add any important information on the "Info Verification Form".**

    - It is found in the “Online Forms” tab in your portal.
    - Click your Child’s name then click on “Start Form” then “Submit”.
    - Please make sure the medical info is filled in.
    - There is no need to change anything that is already correct.
- The non-refundable **Re-Enrollment *Deposit*** is ***due by the last Friday in February***.
- This reserves a place for your child for the following year.
- This fee will be added to your PRAXSchool account
- Re-enrollment is considered complete when the **Non-Refundable Re-Enrollment *Deposit* and** **Non-Refundable Re-Enrollment *Fee*** are paid and all forms have been updated.
- We commit ourselves to holding a space for children when we accept your **Non-Refundable Re-Enrollment *Deposit and Non-Refundable Re-Enrollment Fee***, and we expect a commitment from our families in return.
- After the re-enrollment deadline (last Friday in February), ***open enrollment*** begins ***March 1st,*** new student applicants are accepted, and classrooms are filled.
- The **Non-Refundable Re-Enrollment *Fee*** is ***due on or before April 1s***t.
- **Tuition and all other Student Fees** are now ready to be set up.

New Family - STEP 1 - Application Procedure (including Kindergarten)

- New families are welcome to ***apply*** at ***any*** time!
- ***Open enrollment*** for new families officially begins on March 1st.
- New school families will complete an electronic application located on the front page of our website (***New Applications - All button***).
- *We require that anyone enrolling their children at ELS will first read the handbook **before** they **choose to enroll their children.***
- You will be asked to pay a **Non-Refundable Application and Testing Fee** after your application has been accepted.
- If a class is full, we will have a waiting list for those families who want to be notified if a space becomes available for their child.
- All kindergartners must be five (5) years old before August 1st of the year he or she starts school.
- A birth certificate is required to verify age.
- All new students admitted to Emmanuel are accepted on probationary status pending first quarter review.
- Final acceptance will be determined based on parent-teacher conferences, classroom observation, testing and analysis of records from the previous school (***printable form located on our website - Enrollment tab***)
- ELS may not be able to meet the needs of every student.
- ELS reserves the right to deny enrollment to students who require a special program beyond the capability of the school, or to students with discipline problems.
- All final decisions for admission rest with the Principal.

New Family - STEP 2 - Enrollment Procedure *after* the application has been submitted & approved

- After the application is reviewed, you will then receive an email with your A/R ID and a link to your PRAXISchool personal parent portal site. where you will pay the **New Student Non-Refundable Enrollment Fee**.
- Provide the birth certificate for verification of your child’s age.

- If your child is coming to us from another school or preschool, you will be asked to have a School Evaluation form completed and mailed back to us by your child's current teacher (***printable form located on our website - Enrollment tab)***, and if applicable, a copy of the most recent report card is required

New Family - STEP 3 - After completing all the forms and paying the New Student Non-Refundable Enrollment Fee

- Schedule a time for your child entering grades 1-8 to complete a brief placement test and have a family meeting with the Principal or the school's representative.
- Kindergarten applicants will be scheduled a time to attend a Kindergarten Observation Day or to spend time in the classroom with the teacher.
- New kindergarten applicants are required to participate in an Observation Day.
- Children will interact with peers and teachers through stories, outside play, art, and free choice activities.
- They will also participate in a developmental screening test to assist in determining readiness for the kindergarten experience.
- If an applicant is unable to attend the Observation Day, a special visit is scheduled with the teacher for another day.
- Some children are not quite ready to benefit from all that kindergarten offers.
- These students will benefit from an additional year of preschool.
    - For the sake of each child, regardless of age, it is important to make a developmentally appropriate placement.kmi
- Acceptance letters will be sent out approximately two weeks after completing the above steps.

New Family - STEP 4 - Upon acceptance to Emmanuel Lutheran School

- Request the transfer of school records (***printable form on our website -Enrollment tab***) from the former school and provide health records.
- The State of Hawaii requires that we have possession of the necessary health records with all required immunizations completed before a child attends class.
- After admission to the school and when updates are requested, parents must submit a completed health form (Form 14) detailing the results of a physical examination, a tuberculin test (PPD or chest x-ray) that meets state requirements, and proof of immunizations.
- **Tuition and all other Student Fee**s are now ready to be set up.

New Family - Open House

- This is held in the middle of February. Please join us as we share our school!!
- The date and time of will be posted on our social media pages as well as on our website.

New Family- Orientation Evening

- This is an important step in your introduction to the Emmanuel Lutheran School family.
- New families are strongly encouraged to attend this ***"MANDATORY"*** event.
- This will be scheduled ***the week prior to the start of school on Thursday evening*** usually from 6-7:00pm**.**

5th grade Students Outdoor Education Program Fees

- This is usually held in early February at Camp Keanae.

- The Pumpkin Patch at the Pumpkin Festival is at this time the only fundraiser for the 5th Grade Outdoor Education Program.
- There will be a sign up for parents and students to set up, work and take down.
- Only families who work at this fundraiser will receive a portion of the proceeds.
- All 5th grade families are expected to participate at this fundraising event.
- If there is a difference between the cost and what was raised, there may be an additional cost to parents.

Enrollment Incentive

We want to increase our enrollment!
We would love to see full classes here at Emmanuel! (We do have class size limits.)

We want to give the opportunity for a Christian Education to as many children on Maui as possible because we *BELIEVE* that what we are doing here not only has future blessings for our students and their families, but eternal ones as well!

Here is why a full school is important to YOU!

- It allows us to attract and retain high quality staff.
- It helps provide diversity of interests, abilities, and backgrounds in our student population.
- It provides us with the funds needed to maintain and improve our campus and facilities.
- It allows us the means to expand our programs and offerings.

Here is how you can help!

1. Tell people you know about Emmanuel!
2. Encourage them to visit our website, call for a campus tour, or to schedule an appointment to meet with our Principal to answer any questions.
3. Ask them to list your family name under ***"How did you hear about our school?"*** on the school application found on our website.
4. If they do enroll and are accepted, the school will give you a $500 credit good towards the following school year as long as the family completes the first year and re-registers for the following year.
5. You may apply that credit to your account, gift it to someone currently enrolled that may need the help, or credit it to the new family you invited.
6. In addition, the new family will also receive a $500 credit after completing the first school year to be used when they re-enroll for the next year!

Re-Enrollment, Promotion, and Retention

- In matters of re-enrollment, promotion, and retention the Principal shall make the final decision.
- Normally a student will be promoted to the next grade level upon satisfactory completion of the work and considering the ability level of the child.
- Teachers will evaluate readiness for the next grade level by considering progress reports, physical and emotional maturity, chronological age, extended absences from school, parental concerns and professional counsel.
- Teachers will communicate concerns about promotion to the Principal as soon as they become apparent.
- The final decision of the Principal as to the student's placement for the following year shall be made by considering the well-being of the whole-child.

Financial Aid for School Families

- For Financial Aid, apply online at: https://factsmgt.com/parent-resources/grant-and-aid/. Allow 3 to 4 weeks for your application to be processed.
- If you need help to complete the application from FACTS, you may email (info@factsmgt.com) or phone 866-412-4637.
- The deadline to be considered for financial aid is April 15.

Non-Payment/Past Due Tuition & Fees

● Tuition commitments must be honored for our School to continue offering the educational programs that every parent expects, each student deserves, and for our school to remain fiscally responsible.

● All questions concerning tuition and tuition payments should be directed to the Principal or Praxi administrator.

● Students with past due accounts are subject to the policies outlined below:

- If the tuition is not paid on time in accordance with the payment plan that is chosen, Emmanuel Lutheran School may suspend or dismiss a student until the account is brought current.
- If a payment is 30 days past due, the responsible party will be notified and payment is due within 10 days. If payments continue every 30 days, the student will be allowed to remain at Emmanuel as long as the responsible party continues payment in good faith.
- If a payment is not received within 10 days, the responsible party will meet with the principal in person and sign a payment agreement.
- If delinquent payment goes another 30 days (after the signed agreement), it is grounds for student suspension.
- All accounts more than 60 days overdue will be brought to the attention of the Board of Education.
- Students may not re-enroll for the following school year until all accounts are paid in full. (This applies to families who have violated the 60 day non payment limit)
- Delinquent accounts (over 90 days) will be forwarded to an attorney or a collection agency, and any costs or fees related to this process will be the responsibility of the parent and/or guardian.
- Additionally, eighth grade students will not be permitted to participate in the commencement ceremony should their tuition account be delinquent. ALL accounts must be completely satisfied, per the terms of the tuition agreement, at least one full day prior to the date of the commencement ceremony.

Withdrawal of Student

- In the event of necessary withdrawal, notice in writing is required.
- All fees and tuition payments must be up-to-date before transfer of records can be completed.
- Families will be required to make payment through the end of the month of withdrawal.
- Refunds will be given on a prorated basis for those who have prepaid.
- Except for graduating 8th graders, families wishing to have questionnaires or evaluations completed by our staff to transfer their children to another school on Island will be assessed a processing fee (see fee on our school website) which must be paid before these documents are released.

ANTI-BULLYING/HARASSMENT POLICY

- Emmanuel Lutheran School does not tolerate bullying, harassment or intimidation by students, teachers or staff. Teachers will actively and consistently teach and model positive behavior(s).

- Bullying is when one or more people repeatedly harm, put down, harass, intimidate or exclude others. Bullying involves an imbalance of power or strength (including but not limited to social status, popularity with peers, age, education, physical strength or size, or a combination of these). It can take place face to face or behind the back.
- Bullying can take many forms, including but not limited to:
    - Physical (such as hitting or punching, or taking property from others);
    - Verbal (such as teasing, name calling, putting others down, or spreading rumors);
    - Nonverbal or emotional (such as intimidation using gestures or social exclusion); and
    - Cyberbullying or bullying through note writing (such as sending insulting messages by email, texting on cell phones, or social networks, or sending insulting notes to others in the classroom).
    - All forms of bullying are prohibited between students on or off campus, during and after school hours.
- Reporting: Students and/or bystanders should report bullying behavior to any trusted staff member. Parents report to the teacher or principal.
- Consequences: Bullying is considered “Severe Misconduct,” and requires notification of parents and may even include being expelled from ELS even after the first offense depending on the severity. All final decisions rest with the Principal or their representative.
- The supervising teacher and/or Principal will investigate to determine if bullying took place. All substantiated incidents of bullying will be documented and the following consequences will be applied:
- 1st Offense: Loss of recess or detention; offender and victim meet with teacher separately; parents of both offender and victim are notified of the incident.
- 2nd Offense: Detention; Principal meets with parents of offender; parents of victim are notified.
- 3rd Offense: Detention or possible suspension; principal and/or Board of Education meet with parents of offender; Principal calls or meets with parents of victim.

ASSEMBLY

- Students and staff gather on the field every Monday approximately 5 minutes after the start of school.
- Line up facing north.
- Kindergarten students are the flag-bearers.
- Classes take turns leading the assembly.
- THE GROUP GREETING--
    - Leading Class: GOOD MORNING ELS! WHO ARE YOU? School Responds: A MIRACLE!
    - Leading Class: HOW DO YOU KNOW? School Responds: BECAUSE GOD MADE US!
- pledge to the Christian flag,
- pledge to the US flag,
- the native Hawaiian State song,
- birthday greetings, and
- announcements and closing by the Principal

ATTENDANCE POLICY

- Regular attendance and punctuality are essential if a student is to make use of the educational opportunities our school offers.
- Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement.
- Parents are strongly advised to plan family trips during scheduled school holidays and intersessions. Excessive absences and tardiness interfere with a student's learning and hampers academic achievement.
- Refer to the Special Events section.

Tardy

- Although at times it cannot be prevented, coming late to class is disruptive to the class routine and to the learning environment.
- Our school will continue to push for punctuality.
- **Students who arrive after the school start time must report to the school office.**
- A child is considered tardy if he/she is not in his/her room by the school start time.
- To emphasize the importance of promptness, parents will be notified by the Principal when a child has reached **ten** tardies in a semester.
- Every **three** tardies will count as one full-day of absence.
- ***Tardies will be recorded on student progress reports, which are part of the official transcripts the school forwards to other schools.***
- ***Tardies will be recorded on PRAXI.***
- ***If a student is tardy for any reason, they must be admitted through the school office and receive an admittance slip before entering the classroom***.

Excused Absences

Excused absences are those which are unavoidable and include the following:

- Illness of student
- Major illness or death of family member
- Trips or other absence which is approved at least one week in advance

Reporting Student Absences

If a student is absent because of illness or other valid reason, a parent or guardian must call the school office **before the school start time** to report the absence on each day that the student is absent. Unless the office has been notified by phone on the day of the absence, a written excuse from the parent is required when the student returns.

Returning from Absence

Children must be fever-free without medication for at least 24 hours before returning to school. A doctor's slip may be requested upon return for absences of 3 or more consecutive school days.

Extended and other Projected Student Absences

- It is in the best interest of the student's education that absence from school for reasons other than illness be kept to a minimum.
- Parents are strongly advised to plan family trips during scheduled school holidays and intersessions.
- If a planned absence is to occur, the parent is to communicate with the teacher to discuss the student’s assignments prior to the absence.
- It is up to the teacher to decide if assignments are provided before or after a planned absence.
- It will be at the discretion of the teacher(s) if missed work is to be completed before the absence, turned in immediately upon return from the absence, or made up after the absence.
- If work is to be made up after the absence, a student is given a reasonable period to make up missed assignments, tests and quizzes.

Students Leaving School During School Hours

- A parent must notify the office if a student needs to leave school during school hours.
- ***The person picking the student up needs to sign the student out at the office.***
- ***Students will not be released from the classroom.***
- The office will contact the classroom and have the student sent to the office.
- Consistent attendance at school, including punctuality, is considered extremely important for the progress of the student.

- **Doctor and dental appointments should be scheduled outside of school hours whenever possible.**

Emmanuel Lutheran School is a closed campus.
- All parents and visitors are required to come to the school office before proceeding onto the campus.
- Withdrawal of a student(s) can only be done through the school office.
- Withdrawal will not be granted unless the individual withdrawing them has authorization on record on PRAXISchool. Identification may be checked for safety and security reasons.

BEHAVIORAL PROBATION

- Students new to Emmanuel Lutheran School will be placed on behavioral probation for a period of one quarter.
- Students exhibiting severe behavioral problems during the school year will also be placed on behavioral probation.
- If the behavior does not improve, the child will be suspended or possibly released.
- Emmanuel Lutheran School reserves the right to make a judgment as to what is considered appropriate/inappropriate behavior.
- Students may be placed on behavioral probation at any time during the school year.

CALENDAR

- The school calendar is available on the school website.
- The calendar is subject to change at the discretion of the Principal and does not constitute a contract to provide services.
- Changes that must be made will be communicated to school families as soon as possible.
- Refer to the Special Events section of this handbook.

CHAPEL

- A regular school chapel service will be held each Wednesday morning.
- Parents, grandparents, or any other visitors are welcome to attend.
- Staff members and invited guest speakers lead these services on a rotating basis.
- Special speakers or changes in time will be announced as early as the information is available.
- At each chapel service, an offering will be collected and sent to the mission project designated for that quarter, semester, or year.

CHEATING/PLAGIARISM

- Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher.
- Cheating does not exemplify Christian character development.
- Because work done from cheating is not a true reflection of a student's ability, cheating will result in the total loss of credit on the test or assignment for the students involved.
- The teacher will notify parents if their child is involved in cheating.
- Additional disciplinary action may follow by the teacher or Principal.

CHILD ABUSE–NEGLECT

- In accord with Hawaii law, members of the school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.
- In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters.
- The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made.
- School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

COMMUNICATION

- Write a note or speak words of commendation or encouragement to your child's teacher; it is amazing how much those gestures are appreciated.
- Periodically check with your child's teacher to see how things are going and to inform the teacher of anything unique at home that might affect your child at school.
- We request that classroom activities not be interrupted during the school day.
- You may contact the school office or email a teacher to request a teacher contact.
- The teacher will return your call or email at a time that will not disrupt the school day.
- Teachers also eat with their students.
- Each morning the faculty meets at 7 am with devotions. They are not available during this time unless there is an emergency.
- Avoid "on the spot" conferences. All teachers are required to be on "after school duty" at the end of the day.
- They cannot adequately keep an eye on traffic flow and conduct a serious conversation at the same time.
- Teachers cannot schedule conferences until 15 minutes after the school day ends.
- Feel free to greet teachers, encourage them, and smile at them when you see them after school.
- Informal questions or quick comments are great, but save the involved discussions for a professional setting.
- Teachers are listed on the ELS website with their contact information.
- Teachers utilize morning time to arrange the daily learning experiences for students.
- Please respect this morning time.
- Teachers should not be approached for reasons that would normally require a meeting before school without an appointment.
- Teachers are available for meetings with parents by appointment.
- This will allow the teacher to provide parents their full attention and time needed to have an effective discussion or plan together.
- Please call to make meeting arrangements after school has been dismissed for the day.
- ELS encourages positive parent-teacher relations, with verbal communication recommended over email.
- ELS has a website (els-maui.org), maintains a Facebook page, and uses PRAXISchool to help keep our families informed.
- Parents can stay informed about grades and assignment completion by checking progress on PRAXISchool regularly.
- Emergency information, school closings, and other important information will be sent out to parents via PRAXISchool and on KPOA 93.5 FM.
- Several teachers also email newsletters. It is the parent's responsibility to read these letters.
- Parent–teacher conferences are formally scheduled at the end of the first and third quarters.

CONFLICT RESOLUTION

The purpose of this policy is to serve the ELS community by;

- providing a procedure by which adults may seek resolution to concerns or complaints directly related to themselves or their child,
- creating a clear process for ELS employees to follow to assist in the resolution of concerns or complaints.

- **"Concerns"** are non-formal discussions between an adult and the staff member directly related to the conflict that can be handled by the staff member to the mutual satisfaction of both parties.
- **"Complaints"** are formally directed in writing when a concern has not been satisfactorily resolved with the involvement of the principal.

Addressing and Investigating Concerns/Complaints:

- Encourage resolution of concerns by informal means whenever possible with all parties involved making themselves easily accessible, impartial, and non-adversarial.
- Establish history and facts of concern/complaint between all parties involved and meet personally to:
  - Clarify the nature of the concern/complaint and resolution sought.
  - Clarify the adult's desire(s) for complete resolution and/or satisfaction.
  - Documentation begins at the complaint level.
- As with all interactions, there will be times that a parent has questions or concerns.
- It is vital that open, honest, and prompt communication takes place when this happens.
- Resolution can be reached in most situations when the following steps are taken:
- If you have a concern with a staff member, please take your concern to that person first.
  - Every effort should be made to resolve the dispute at this level.
- A conference with the Principal may be requested to facilitate resolution of the issue, if necessary.
- If at this point the conflict has not been resolved the chairman of the Board of Education may be contacted in writing.
- At the sole discretion of the Board Chairman the matter may be referred to the Principal or placed on the agenda of the next meeting of the Board of Education for discussion of the Board.
- In those cases, the decision of the Board of Education or the Principal is final.
- The final action of the Board of Education or the Principal will be communicated to the parties involved in writing.
- For the sake of all the parties involved, it is imperative that the above steps be taken in a confidential manner.
- Sharing a concern with other parents or other staff members has the potential of hurting all who are involved.
- Addressing concerns in the manner listed above, which is based on Matthew 18, can lead not only to resolution of the concern but also to growth on the part of all persons involved.
- The staff commits itself to the same steps in the case that they have a question or concern regarding a parent or a student.

CORPORAL PUNISHMENT

- *Corporal punishment is prohibited at Emmanuel Lutheran School.*
- *Only that force which is necessary to restrain a child from harming people and/or property may be used by teachers or persons otherwise entrusted with the care and the supervision of Emmanuel's students.*

DAMAGED AND LOST PROPERTY

- At all times students, should regard school property with respect. Individuals willfully damaging property or neglecting to demonstrate proper care of textbooks, mobile learning devices, furniture,

lockers, fixtures, etc. will be responsible for the full cost of repair or replacement at the discretion of the principal.
- The cost of damaged equipment, lost textbooks/library books/ workbooks will be charged to the student's tuition account. Emmanuel Lutheran School reserves the right to hold the release of report cards and/or school records until accounts are cleared.
- "Lost and Found" items are kept in the school office. Please label all clothing and valuables.

CODE OF CONDUCT/DISCIPLINE POLICY

General Guidelines

- As a Christian school our approach to discipline flows from our relationship with Jesus Christ.
- The standards of behavior are based on God's Law -- the 10 Commandments.
- Here, we find the commands to love and respect God, honor and respect all those in authority, and treat others in ways which protect and uphold their well-being, possessions, and reputations.
- We expect all members of our school community to accept these standards of godly behavior.
- Our goals are for students to learn these standards, desire to live by them, and have the courage to do what is right, even when it is difficult. It is in this context that we are able to help our students recognize when they have done wrong, offer them forgiveness, and help them live according to God's desire for our lives.
- Students are then free to learn in a setting which both upholds high moral standards and allows for a loving, safe environment where we can learn to live with each other in a community.
- This process of teaching self-discipline involves parents, and for that reason, parents will be notified if a pattern of inappropriate behavior develops.

School and Playground Rules

In addition to acting responsibly and treating others with respect the following rules apply:

- Students are not allowed to chew gum or sunflower seeds at school.
- No play fighting.
- Hands off (no pulling, grabbing, kicking, tackling or hitting).
- All playground equipment is to be used as designed.
- Apart from balls being used for a game, no throwing objects.
- No kicking or throwing balls against the building.
- No climbing on fences.
- At recess times, all students are to remain outside in the designated play areas***.***
- ***All students must be under the direct supervision of ELS personnel at all times.***
- No bikes, scooters, or skateboards are allowed during school time.
- Students are not to bring large amounts of money to school.
- Students may not leave the school grounds at any time during the school day unless withdrawn through the school office.
- All students are responsible for the protection and preservation of school property.
- Actions occurring off campus but related to school, such as field trips or sports activities, shall be dealt with as if they occurred at school.
- When recess or PE is in session, students may NOT cross the field. They are to walk around the field on the sidewalk.

R**ecess Expectations**

- Students are not allowed to stay in the classroom without proper supervision.
- Speak kindly. Profanity will not be tolerated.
- Stay within sight of the teacher on duty. Ask permission before leaving the play area.
- Games and toys from home are not allowed.

- Walk quietly to and from recess on the lanais, sidewalks, and stairs.
- Freeze in place and then line up quietly as soon as the teacher on recess duty blows the whistle.

Upstairs

- Do not climb trees or crawl into the bushes lining the pre-school yard.
- Do not throw anything that is not a ball.
- DO NOT DROP KICK BALLS.
- Use jump ropes appropriately. Do not swing them around.
- Get permission from the teacher before retrieving a ball from outside the playground area.
- Do not play with PE cones.
- Put away all balls and jump ropes away at the end of recess.

Downstairs

- Downstairs playground is intended for grades kindergarten-2nd grade.
- One person on the slide at a time.
- Sit feet first on the slide and slide all the way down.
- No swinging on the bar at the top of the slide.
- No water, sand, cardboard, etc.on the slide.
- Make sure the slide is clear before using.
- No climbing on the concrete retaining wall.
- No balls or jump ropes allowed downstairs.
- Keep toys and sand inside the sandbox.
- No water is allowed in the sandbox.
- Cover sandbox after the last recess of the day.
- Always stay where a teacher can see you.
- No chasing.
- No running downstairs on the playground, grass or sidewalks.

Tattling versus Telling

- Children must be taught the difference between tattling (which is discouraged) and telling (which is encouraged).
- ***TATTLING*** is when children tell the teacher something to get other children ***IN*** trouble.
- ***TELLING*** is when children tell the teacher something to get other children, or themselves***, OUT OF*** trouble.
- When someone is being hurt, or needs help, it is appropriate to get help from a teacher. This is not tattling.

Student Expectations

1. Students are honest, both in their words and actions.

Examples of this expectation include:

- Telling the truth;
- Admitting to others when you are wrong;
- Being trustworthy;
- Doing the right thing even when no one is looking.

Violations of this expectation include:

- Cheating, misrepresenting any assignment as one's own work, receiving unfair help or allowing one's work to be copied by another;
- Lying to or misleading others;
- Theft or deception.

2. Students show respect to school staff, invited guests, volunteers and each other.

Examples of this expectation include:

- Following instructor's directions;
- Asking permission to leave an assigned place or task;
- Being courteous to others;
- Greeting guests; make eye contact, say "hello" to teachers and other adults as you walk by;
- Saying "please", "thank you", and "you're welcome."
- Accepting consequences;

Violations of this expectation include:

- Disobeying any reasonable written or oral request of any staff member;
- Profane or obscene comments, gestures or threats;
- Discourteous disruptions or interruptions of others

3. Students treat school and personal property with care and respect.

Examples of this expectation include:

- Taking care of school property;
- Picking up after one's self and others;
- Respecting the property of others;
- Being a good steward of our school grounds and environment.

Violations of this expectation include:

- Taking, or attempting to take, school or personal property without permission;
- Using others' property without permission;
- Damaging school or personal property;
- Misuse of property (abusing or breaking something by using it for an unintended purpose);
- Trading and/or selling personal property.

4. Students use appropriate language always.

Examples of this expectation include:

- Addressing others by the proper names;
- Saying "Please" and "Thank you".

Violations of this expectation include:

- Using profanity, swearing, vulgar and offensive language and language which is degrading and/or disrespectful to other people.
- Telling racist or insensitive jokes about other people or classes of people;
- Putting others down, or otherwise using words that hurt.

5. Students follow rules and expectations assigned to different areas of the school.

This includes classroom, lunchroom, hallway and playground rules.
Students are expected to be in their appropriate locations at the proper times.

6. Students treat each other with kindness and respect.

Examples of this expectation include:

- Attempting first to understand, then be understood;
- Thinking of others' feelings
- Thinking about the safety of others, in your words and actions;
- Caring for each other and helping others in need.

Violations of this expectation include:

- Being mean or unkind to others;
- Any physical harm, physical force or other physically aggressive acts towards others;
- Teasing, name-calling, or other hurtful actions;

- Harassment including sexual, racial verbal or cyber harassment
- Bullying
- Endangering the safety of others.

7. Students use appropriate displays of affection.

Examples of this expectation include:

- friendly pats on the back, high fiving.

Violations of this expectation include:

- kissing, unwanted physical contact, and romantic displays of affection

8. Students dress appropriately, and follow the dress code.

9. Students use media and technology appropriately.

Examples of this expectation include:

- Using computers or the internet, appropriately, as directed by the staff

Violations of this expectation during school hours include:

- Cell phone use, texting and multimedia messaging or surfing inappropriate websites; use of electronics without permission

Violations of this expectation during school sponsored events (includes events off Campus include:

- inappropriate multimedia messaging or texting; surfing inappropriate websites;

Violations of this expectation outside of school events include:

- inappropriate use of social networks or web sites to haze, insult, or demean a student through Cyber harassment.

10. Students refrain from bringing weapons or controlled substances to school.

Violations of this expectation include:

- Possessing or distributing any tobacco product, any alcoholic beverages, illegal drugs, or any mood-altering substance (such as inhalants, steroids, prescription medications) on campus or at school sponsored events.
- Possessing or carrying weapons (including pocket knives) or other potentially dangerous items or materials on campus or at school sponsored events.

11. Students will refrain from chewing gum or sunflower seeds on campus.

12. Students will refrain from gambling on campus.

Violations of this expectation include:

- Betting money or property on the outcome of an activity.

Student Consequences

- ELS School administration, faculty, and staff are committed to maintaining clear and consistent policies related to student discipline.
- This document provides the consequences that will be applied because of misconduct.
- Steps can be omitted or occur simultaneously as the situation dictates.
- Consequences for misconduct are applied to correct, teach, or motivate students to follow behavioral expectations.
- **ELS distinguishes between the student, and student behavior.**
- Our aim is to correct unacceptable behavior while extending our love and God's grace to the student.
- We forgive, but maintain expectations.
- This requires a measured approach to misconduct, applying different levels of consequences for Misconduct, Repeated Misconduct and Severe Misconduct, as illustrated below.

Misconduct is the failure of a student to abide by the school's behavioral expectations. Misconduct and consequences will be documented by a member of the staff and maintained by the student's teacher (level one) or by the Principal (level two).

Repeated Misconduct is misconduct that continues over time and that is not corrected by the student after Level One Consequences.

Repeated misconduct requires Level Two Consequences.
Severe Misconduct consists of dangerous behavior or misconduct of a more serious nature. It includes, but is not limited to:

- Fighting/physical abuse;
- Bullying, intimidation or harassment (See Anti-Bullying Policy);
- Stealing;
- Cheating;
- Use/possession of controlled substances;
- Vandalism.

Students exhibiting Severe Misconduct will skip Level One Consequences.
Consequences may begin at any step in Level Two, including suspension and expulsion, as determined by the Principal.

Level One Consequences (imposed at the classroom level):

- Verbal reprimand;
- Make amends;
- Confiscation of inappropriate material;
- Loss of privilege (recess, free time, etc.);
- Time out, or temporary removal from the classroom;
- Specific duty relating to misconduct as determined by the teacher; and/or
- Communication with Parent;

Level Two Consequences: (for Severe or Repeated Misconduct):

Parent Contact – Staff member involved contacts the parents of the student(s) to inform of the misconduct. Communication is documented in the student's file;
Principal/Student Conference – Student will conference with principal regarding misconduct and appropriate further consequences.
Conference may include a phone call or letter to parents by student;
Parent/Teacher/Principal/Student Conference – Conference with student, parents, teacher, and Principal;

Level Three Consequences:
• Referral – Referral for counseling and/or testing as determined by the Principal and teacher is recommended if applicable (failure to comply will result in suspension);
• Suspension – Student is suspended for a specified period or until problem is resolved, at the Principal's discretion, or until specified conditions are met. The Board is notified.
• Dismissal – If the problem is unresolved through the above steps, the student may be dismissed and the Board is notified.

DRESS CODE POLICY

DRESS CODE POLICY

Our school has been established for special purposes and endeavors to maintain the highest all-around standards. This same philosophy of high standards carries through in the appearance of the students. Consequently, our Board of Education and faculty insist that each student be dressed in a way that will not hinder the educational process and will promote a positive image among our students and within the community at large.
Furthermore, we believe there is a correlation between student dress, grooming, and student behavior and learning.
Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress.
Uniforms

- Students in kindergarten through grade eight are required to wear uniforms on campus or at school sponsored events and activities, except on Fridays (see below) and special dress days.
- ELS uniforms consist of red or blue uniform t-shirts with ELS uniform shorts, or solid, neutral colored shorts, skirts, skorts or long pants.
- Shirts must completely cover the entire midriff during normal activities.
- Shorts must have a 5 inch inseam. Skirts must be no shorter than fingertip length. We recommend uniform shorts as sold at Old Navy, Land's End, and JC Penneys, which may be mandatory in the future.
- Jeans may be worn, but must be a solid color and cannot be frayed, tattered or torn. Solid, neutral colors are defined as navy blue, black, brown, khaki, tan or white. No other colors, patterns, or logos are acceptable.
- ELS logo or solid, neutral color hoodie sweatshirts are acceptable.
- No other logo, design, stripe, color banding, decoration, or writing of any kind will be allowed on clothing except for small pocket-type labels only.
- Neutral colored leggings and jeggings may only be worn under skirts or shorts or dresses.
- Uniform shirts may not be altered and must be sized to fit correctly.
- Skirts and dresses are not to be too short, tight, or revealing.
- Shorts and pants may not be too tight or worn in a sagging or baggy manner.
- For modesty sake, all girls are strongly encouraged to wear shorts under their dresses or skirts.
- Clothing, hats and jewelry must not cause a distraction to others or represent teachings or beliefs in conflict with Christian values.
- ELS uniform shirts, shorts, and outerwear are ordered online through the following link: https://mauicustomt-shirts.com/emmanuellutheran/shop/home
- Hats & Caps May not be worn inside the classroom during school hours.Hats or caps may be worn for sun protection at field trips and during recess.

Jewelry & Accessories

- Must be modest.
- No visible piercings other than pierced ears.
- For safety reasons, students may only wear small, studded earrings. No dangling earrings or hoops.
- Additional body piercing (aside from earrings), tattoos, and other body ornamentation are not acceptable.
- No temporary or permanent tattoos may be visible.
- Extreme makeup and jewelry are not permitted.

Hair

- Must be neat, clean, and groomed in natural color tones.
- Hair styles and length must not be extreme or distracting such as unnatural hair coloring or streaking, Fauxhawk, Mohawk or logos shaved into hair.
- Hair length should not hinder the student's vision or interfere with a student's ability to function successfully in school.
- Boy's hair length must be above shoulder unless it is pulled back and secured in a neat and attractive style.

Footwear

- Athletic shoes with socks will allow students to participate in all school activities and are required for P.E. classes; such footwear is highly recommended for daily wear.
- Socks must be worn with all closed-toe footwear.
- Socks must be neutral colors and matching.
- Sturdy sandals may be worn on non-PE days if they are worn with a back strap.
- Shoes and sandals must be matching.
- Shoes may not have heels higher than half an inch.
- Shoes may not have lights or wheels.
- Rubber slippers and other backless shoes or slip-ons may not be worn due to safety concerns.
- Shoe laces must be tightened and tied.

PE Clothes

- Grades 4-8 (to start 2018-19) must change into the yellow ELS shirt for PE class.
- All students must wear athletic shoes.
- Middle school students are encouraged to bring roll-on or stick deodorant for PE days if needed.
- No scented body sprays or aerosol (spray) deodorants are allowed at school.

Swimsuits

- Swimsuits are occasionally called for during a school activity or PE class.
- Girls must wear a modest, one-piece suit or a rash guard with surf shorts.
- Rash guards are encouraged for all students as sun protection.

Fridays

- Students may wear Aloha shirts and dresses (mu`umu`u), regular uniforms, or ELS event shirts (i.e. Pumpkin Fest, Musical, Na Mele O Maui, etc).
- No spaghetti straps (straps must be 2 fingers in width), low necklines, off the shoulder, or dresses shorter than fingertip length.
- Regular dress code rules for modesty and appropriateness continue to apply.

Dress Code Violations

Children deemed inappropriately dressed may be asked by any member of the ELS faculty to make arrangements for proper clothing to be brought to them before the student may be admitted to class. Repeated dress code violations may result in disciplinary actions.

DROP-OFF & PICK-UP PROCEDURE

IMPORTANT

Please enter One Street from the Wakea street side only.
Do not enter One Street from Papa as it interferes with the flow of traffic.

- Use extreme caution when driving in the parking lot.
- The safety of our students is our prime concern. Students must always be supervised.
- Watch carefully for children whenever driving through our church-school area.
- Watch your speed.
- Keep traffic flowing.
- Parents are to remain in cars. ***Do not park and walk in*** to pick up your children.
- Parents who need to speak with teachers should make and appointment after 3pm.
- Pull forward as far as possible in the drop-off/pick-up zone to make room for other vehicles
- It is okay to pull onto the sidewalk to permit other vehicles to go around your vehicle.
- Children are to wait until you have pulled forward as far as possible in the drop-off/pick -up zone.
- Children should enter cars only from the passenger's side for their safety.
- Park only in designated areas.
- Please do not park or leave your car in the drop-off/pick-up zone.
- ALL vehicles need to be outside of the gates by 8:05 am or 15 minutes after dismissal time.
- The gates open 5 minutes prior to dismissal time and close 15 minutes after dismissal time.
- Follow the instructions of any staff member directing the drop-off/pick-up vehicles.
- Be especially careful when driving toward and past the modular building & other stopped vehicles.
- The school gates are to be left closed until 5 minutes before dismissal.
- Do not come into the building to wait for your child.
- After school, the building should be cleared 15 minutes after dismissal time except for those who are participating in supervised activities.

- Children whose parents are conducting business in the school must accompany their parents for proper supervision.
- Any students not picked up by 15 minutes after dismissal time will be sent to E-Plus.
- Appropriate E-Plus fees will be charged if children enter E-plus after the pick-up requirement time.

DRUG USE POLICY

- In accordance with State and Federal Regulations, Emmanuel Lutheran School is designated as a "Drug Free Area".
- The unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as part of any school-controlled activity is strictly forbidden.
- Students who violate this policy are subject to disciplinary sanctions up to and including expulsion and referral for prosecution.
- A first offense may result in suspension from school and all extra-curricular activities for a period to be determined by the administration and/or the Board of Education.
- Expulsion and/or referral for prosecution may be necessary.
- In cases of the uses of illicit drugs or alcohol the student may be asked to receive drug and alcohol counseling before he or she can re-enter school.
- Mandatory compliance with this and all other policies of Emmanuel Lutheran School is necessary for enrollment.

EARLY DROP-OFF CHILD CARE

- Parents who need to drop-off their children) between 7:00am and 7:40am must sign-up for Early Drop-Off & notify the school office.
- Any student arriving on campus before 7:40am will be placed in our early Drop-Off room.
- There will be a daily or monthly charge for this early drop-off privilege.
- Refer to our website, contact the office, or PRAXI for current fees.

ELECTRONIC DEVICE POLICY

Cell Phone Use

- Students may not use a cell phone on school property or at school sponsored events during school hours.
- 7th and 8th grade students in the portables may use cell phones *ONLY* after school to contact parents with their teacher's permission.
- Parents are encouraged to have students leave their cell phones at home.
- If cell phones are brought to school they are to be turned off and turned in to the homeroom teacher or E-Plus instructors.
- Cell phones used on campus without permission for calls, texting, or any other use will be taken to the school office.
- A parent will need to pick up the confiscated phone from the office.
- If a message needs to be given to a student, please call the school office.
- Students who need to contact parents or guardians are to do so in the school office with permission.

Other Electronic Devices

- Other electronic devices such as Apple watches (or other watch brands with this type of capability), iPads, iPods, MP3s, handheld computer games, laptops, and electronic notebooks are NOT allowed on school grounds.

- Exceptions are devices required by the teachers only during supervised use during class. Electronic devices used without direct supervision or permission will be confiscated and must be picked up by a parent from the office.

BRING YOUR OWN LAPTOP PROGRAM for 4 - 8th grade students

- Emmanuel Lutheran has consistently striven to be a leader in academics while remaining faithful to the core mission of providing a Christian education to students.
- To provide the highest quality education and teach students the skills necessary for the 21st Century, Emmanuel Lutheran School has implemented a Bring Your Own Laptop program in the fourth through eighth grades.
- Each student is responsible for bringing a personal laptop with charger to and from school each day. This allows for easy access to Google Classroom and other online features.
- Simple laptops, such as Chromebooks are recommended. Students just need an internet browser and access to wi-fi.
- Students and their family are responsible for the maintenance of the laptop.
- Parents are encouraged to look into setting up parental controls on their student's laptop.

- Important rules about laptops:
    1. Always bring your laptop and charger each day.
    2. Headphones/earbuds are only allowed for certain programs. They are supplied by families and should remain at school.
    3. Charge your laptop overnight.
    4. Transport your laptop to and from school safely (ideally in a laptop case or padded backpack)
    5. Use your laptop ONLY for what is expected
        a. Personal emailing can wait for after school
        b. Social media is prohibited during school hours
        c. Other websites, such as gaming, are not allowed unless given permission by the teacher
        d. Use outside of class time to change settings on your laptop, such as profile pictures
        e. Inappropriate websites will result in a direct referral to the office and home contact
    6. Treat laptops with respect. Carry the laptop with two hands and always place on a flat, hard surface to use. Put your laptop in a secure location when not in use.

E-PLUS & INTERSESSION (DAY CAMP) PROGRAMS

E-Plus & Intersession Program Fees

Refer to our website, contact the office, or PRAXI for current fees.

General Information

- The ELS E-Plus/Intersession Programs follow the ELS Parent/Teacher Handbook in its entirety.

- Refer to the ELS Academic School Year Calendar on our school website for the dates that we are open and closed.
- Emmanuel Lutheran School provides a licensed after-school care program & intercession program for students.

- The day to day operations are managed by our E-Plus/Intersession Director under the direction of the School Principal.

- The E- plus/Intersession Program is licensed by the state of Hawaii and is required to provide licensed caregivers.
- The E-Plus/Intersession staff are CPR/First aid Certified.
- The program is geared to supervise students in two groups:
    - Grades K-2 will have inside play, snack, and outside play time.
    - Grades 3-8 will have homework time, snack, and outside playtime.
    - Please refer to the homework, code of conduct/discipline, play and snack guidelines in this handbook.
- All students are required to participate in all activities.
- Parents using the services of the E-Plus and /or the Intersession Program must allow their children to participate in all scheduled activities and excursions and sign all necessary releases as a condition of enrollment.
- The number of children permitted by our license is 49.
- You will have the opportunity to sign the Handbook agreement on PRAXI to complete the enrollment process.
- This signed form indicates having read, understanding, and agreeing to abide by the contents of the handbook. ELS holds the right to change its policies at any time.
- Every student who attends ELS must have all signed & completed forms on file for the E-Plus Program, whether they are enrolled in the program or not.
- All forms must be signed & submitted before a student can attend.
- Information regarding students, parents, or guardians will be kept confidential except for emergency information.
- It is the policy of ELS to operate within state and federal laws, which include the ADA law, and to accept children with disability, within reasonable boundaries.
- It is our policy to not discriminate against persons with disabilities based on disability, and to provide children and parents with disabilities an equal opportunity to participate in ELS's program and services, in compliance with state law and the Federal American with Disabilities Act.
- Acceptance concerning disabilities will be based on whether the disability would cause undue hardship to the E+ program.

- **General Information for the Intersession (Day Camp) Program**
- The Day Camp Program is open during Fall, Christmas, Spring, and Summer Intersessions only if there is sufficient enrollment.
- The Day Camp Program is closed on all observed holidays, and on other dates as listed on the ELS Academic Year Calendar which is located on our school website.
- Our Day Camp includes daily Christian devotions, inside and outside free play, arts & crafts, field trips, water play, guest speakers, and other fun activities.
- Field trip excursions may be planned. Transportation will be provided.
- Parents are reminded that all students are required to participate in all field trip excursions as well as all activities as a condition of enrollment. The school will not provide alternate arrangements.
- Refunds will not be made if a child drops out at any time during the program.
- Ages: 6 years old -14 years old
- Hours: 7:30 am – 5 pm

E-Plus Hours

- Regular dismissal time school days to 5:30 p.m.
- Wednesday dismissal time school days to 5:30 p.m.
- Early Dismissal time school days to 5:30 p.m.

Schedule Changes by Parents

A two-week notice must be given by parents/guardians for schedule changes (i.e. changing from Monday to Tuesday).

Personal Property

All personal property must be kept in the child's backpack.
Refer to the Electronic Device Policy section of the Parent/Teacher Handbook.

- **Staff Illness & Emergencies**
  Our program requires licensed staff.
- In the event of staff illness or other emergencies it may be necessary to close the program for the day on short notice.
- Parents should make sure that they have a contingency plan in the event this occurs.
- In those cases, every effort will be made to provide as much notice as possible.

Student Illness

If a student becomes ill while attending E-Plus/Intercession, parents will be called to pick up their child. In a case of emergency, first aid will be administered, parents will be called and 911 will be called if necessary.

E-Plus/Intersession Pick-up Procedures

The parent/ guardian or other adult designated on the emergency form must pick up your child/children.

- A written note from the parent or guardian is necessary to authorize an adult who is not listed on the emergency form to pick up your child/children.
- The written note is to be kept on file.
- Verbal consent is discouraged unless there is an emergency.
- A note will be written by staff and kept on file if you gave verbal permission to have another individual pick up your child/children.
- Students who are picked up early from school for appointments may not be brought back to attend E-Plus/Intersession once the program has started for the day.
- Once a child has signed out of E-Plus/Intersession for the day they must leave the campus.

FACILITY USE POLICY

- Facilities owned and operated by Emmanuel Lutheran Church are for the exclusive use of Emmanuel Lutheran congregation and its ministries.
- The facilities are typically not rented or made available to agencies outside of Emmanuel Lutheran congregation and its ministries.
- The complete policy is available at our church office.

FACULTY

- The Emmanuel Lutheran Elementary School faculty consists of highly qualified, loving and caring teachers who possess a minimum of a Bachelor's Degree in Education from an accredited college.
- The ELS faculty strives to implement the most efficient and effective methods and media for instruction.
- The teachers take advantage of professional development and advanced educational classes, with many faculty having completed or in the process of completing a Master's degree.
- Each teacher is expected to provide a mature Christian example for students to emulate.
- The faculty begins each morning at 7 am with faculty devotions.
- Teachers are not available during this time unless there is an emergency.
- *Faculty and staff members are listed on the ELS website with short bios and contact information.*

FIELD TRIPS **(also refer to the Volunteer section)**

- Field trips are designed to enhance student learning by providing real-life experiences that correlate with topics being studied in the classroom.
- These field trips are considered part of the school's program and all students in the class are expected to participate.
- All students are to wear RED uniform shirts for field trips.
- Individual classes usually take several field trips during the school year to help enhance their learning.
- Transportation for field trips will be provided by walking or private car .
- Teachers, when planning field trips, must consider the following factors:
    - educational benefit, ensuring the trip addresses specific learning/school objectives
    - risk factors involved with the trip
    - supervision
    - pre-trip preparation with students
    - communication with parents
- Parents may be asked to assist with transportation and supervision for these activities.
- Parents who choose to exempt their child from school sponsored activities are to keep their child home until the class returns to school.
- Students will not be allowed to "sit in the office" or receive supervision by other school personnel.
- Parents may occasionally be asked to pay a small fee to help defray field trip costs.

Parent Permission for Excursion

- Parents will be informed of field trips involving their children by email. Teachers will inform parents using their regular parent notes or by separate email if necessary. This will contain pertinent information regarding the field trip that requires parent attention. When field trips are 10 miles (one way) and under, this notification method is all that is necessary.
- (Don't forget to read the Volunteers and Driver Guidelines Section)
- When field trips are in excess of 10 miles (one way) the Teacher will request that parents sign a permission slip and return it to the teacher. The permission slip form may also have other pertinent information regarding the field trip that requires parent attention.
- Children who do not attend a field trip are to be kept home until the class returns to school. Students are not to be sent to the office for supervision.

Driver Guidelines

- Children required to use a car seat by Hawaii law must bring one to school when cars are used for transportation.
- Every parent/guardian who assists as a driver must provide copies of proof of insurance and a valid Driver's License.
- Drivers need to drive directly to the destination, following all traffic laws, and return directly to the school, without making any stops on the way or upon the return of the field trip.
- Drivers should make sure to have enough gas prior to the field trip.
- Seat belts must be worn by all passengers with only one person per seat belt.
- Children are not allowed to sit in a seat that is serviced by a front deploying airbag.
- Drivers must pull safely off the road before using a cell phone.
- Driver's car rules should be established with students before the trip proceeds.
- Teachers will review guidelines prior to departure.

FORGOTTEN ITEMS

- To minimize classroom disruptions, any forgotten items brought to school during class time must be brought to the school office.
- The Administrative Assistant will contact the teacher to have the items picked up by the student.

GIVING

Support Emmanuel Lutheran School with your donations

- Tuition and School expenses are not tax deductible.
- Emmanuel Lutheran is a 501(c)3 nonprofit organization
- We value the volunteerism and financial support of Emmanuel Lutheran Church parishioners and staff as well as the families that attend the school.
- With this help we can provide new and unique educational opportunities to our students.
- We appreciate your continued support.
-
- Here are a few ways in which you can continue to help our school grow throughout the year.
- Please let us know if you have ANY SUGGESTIONS OR ANY QUESTIONS!

Matching Funds

- Did you know that your employer may match (double) or even triple your gift to Emmanuel Lutheran School!
- If you work for one of the following generous companies, your donation to Emmanuel Lutheran School may qualify for a corporate match.
- Please note this list is not exhaustive.
- If your company matches and is not listed on the below document, we'd appreciate hearing from you.
- Corporate matching opportunities
- These companies have a corporate matching program: Boeing Company, KeyBank, Microsoft, The Standard, & Starbucks.

AmazonSmile

- Emmanuel Lutheran Church & School will receive a portion of the purchase price when you shop at www.smile.amazon.com at no cost to you.
- It's a simple and automatic way for you to support Emmanuel Lutheran School and you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com.
- To shop at AmazonSmile, simply go to smile.amazon.com from the web browser on your computer or mobile device, then select Emmanuel Lutheran Church and School when prompted.
- Thank you for your support! SUPPORT ELS THRU AMAZON SMILE

Box Tops for Education

- Earn money for our school by collecting Box Tops from thousands of products you already purchase.
- Just clip the box top (each worth .10) and bring to the school office.
- It's that easy!
- The dollars collected help to purchase much needed supplies for the school.
- http://www.boxtops4education.com/

Foodland

- Give Aloha is an annual program through which Foodland directs its charitable giving to the organizations that are important to its customers.
- All Hawaii 501 (c)(3) organizations are invited to participate each year.
- During September, Maika`i customers are invited to donate up to $249 (per person, per organization) at checkout to their favorite non-profit organization registered in Give Aloha.
- Foodland matches a portion of each donation.
- This year, Foodland and the Western Union Foundation matched each donation up to a total of $300,000 for all organizations combined.
- Since the program began in 1999, a total of more than $25.4 million has been raised for the community.
- Registration dates will be announced.

GOVERNANCE

- The Principal is directly responsible to the Board of Education, which in turn, is accountable to the voters of Emmanuel Lutheran Church.
- However, the final authority in all matters is Christ as revealed through God's Word.
- The Pastor, ex-officio members of the School Board, serves the school as advisor, particularly in spiritual matters.
- They work closely with the Principal and members of the Board in developing a strong school as an integral part of the total parish life.

Board of Education

- The Board is comprised of representatives of Emmanuel Lutheran Church.
- The Board is responsible for establishing and clarifying the overall strategic direction of the school, setting policies that govern the work of the school, ensuring the spiritual and financial health and sustainability of the organization, and encouraging the congregation and staff in their work.
- Regular meetings are held.
- The board reviews all key decisions, such as calling teachers, developing the strategic plan, and setting goals for the future direction of the school.

Administrator

- The Principal of Emmanuel Lutheran School is the chief executive officer of the school.
- He is charged with developing and implementing policy in all matters concerning the day to day operations and supervision of the school and staff.

GRADING POLICY

- Grades are kept using a web-based electronic grading system (PRAXI).
- This program gives access to parents to view grades in real time online (grades 3-8).

Progress Reports

- Emmanuel Lutheran is committed to the healthy stewardship of each child's gifts and seeks to challenge each student to the best of his/her ability.
- We also recognize that each child has a variety of gifts and abilities.
- Parent-Teacher Conferences, where the child's progress can be discussed, are held at the end of the first and third quarters.

In grades K-2 we use a check plus, check minus grading scale.

+ Outstanding x Satisfactory - Needs Improvement

In grades 3-8 the following scale is used:

A 94-100% A- 90-93%
B+ 87-89% B 84-86% B- 80-83%
C+ 77-79% C 74-76% C- 70-73%
D+ 67-69% D 64-66% D- 60-63%
F 59% or Lower

Report Cards

- Formal written reports are issued at the end of each quarter.
- These reports reflect the student's academic achievement, effort, and attitudes.

- The purpose of written evaluations is to inform the parents of progress, provide a record of pupil growth, and assist the student and parents in identifying the student's strengths and weaknesses.
- Teachers of grades 3-8 use PRAXISchool as an online grading and assignment tracker.
- Parents will receive a password to use to access their own child's grades and assignment records.
- Information and passwords will be available from the child's homeroom teacher.
- It is the parent's responsibility to regularly check this performance record.

GRADUATION REQUIREMENTS

- Emmanuel Lutheran School holds a graduation ceremony for eighth-grade students during the late Sunday Service at Emmanuel Lutheran Church.
- This is usually held on the Sunday after school is out.
- Students are required to be in attendance if they wish to graduate with their class.
- For an eighth-grade student to participate in the graduation ceremony, the students must complete all classes successfully.
- It will be the student's responsibility to turn in all late or missing assignments to teachers for grading by the deadlines provided, to be eligible for graduation.
- Emmanuel Lutheran School reserves the right to exclude from the ceremony any student who is found guilty of a major disciplinary offense or who fails a class.
- Eighth grade students will not be permitted to participate in the graduation ceremony should their tuition account be delinquent.
- ALL accounts must be completely satisfied, according to the terms of the tuition agreement, at least one full day prior to the date of the graduation ceremony.
- Diplomas and school records will not be released unless all requirements listed above have been met.

HEALTH POLICY **(includes a Symptom Checker)**

Wellness & Nutrition for Students

- ELS is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activities.
- The link between nutrition and learning is well documented.
- Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and spiritual well-being.
- ELS encourages healthy treats and snacks.
- ELS strongly recommends that birthday treats and special celebrations contain minimal sugar content or to be non-food items.
- Staff will also not overuse treats unless there is a special celebration.
- Navigating through the school week is as demanding to your child as is a full-time job for an adult.
- Both young children as well as teens excel in school when they have a regular schedule at home as well as during the school day.
- Provide routines at home that encourage time for rest & relaxation, a quiet place for homework, limiting the number of after school activities, and regular bedtimes.
- Take the time every morning to break the fast with a healthy breakfast.
- Bringing water in a non-glass, BPA-free spill-proof container is also encouraged. Do not bring other types of drinks.

Chronic Health Conditions

- Any student with a chronic health conditions such as asthma, diabetes, seizures, allergies, pulmonary, digestive, cardiac conditions, migraines or any other health concerns must inform the school.
- This is the parent's responsibility***.***
- ***ELS cannot guarantee an allergen-free environment. Parents enroll their children at their own discretion.***
- Students with any chronic health conditions or severe allergies will be accepted for enrollment at the sole discretion of the principal.

Allergies

- All allergies that a child has are to be listed on the registration form.
- If allergies are severe, the parent is to communicate directly with the teacher and/or school office regarding special needs, medication (see Medication), etc.
- Parents are responsible for providing substitute snacks for their child when food allergies prohibit their child from eating birthday snacks, party snacks, etc. provided by other families or the school.
- ***ELS cannot guarantee an allergen-free environment.***
- ***Parents enroll their children at their own discretion.***
- Students with any chronic health conditions or severe allergies will be accepted for enrollment at the sole discretion of the principal.

Injury & Illness for Students

- While at school, if a child develops symptoms of illness, parent(s) or a designated adult will be contacted and the child will be held in the school office until they are picked up.
- When called, please arrange to pick up your child as quickly as possible.
- Our teachers and most staff members have been certified in first aid and CPR.
- In case of serious emergencies, the school will contact parents to transport their child to a doctor or call for an ambulance. It is understood that a conscientious effort will be made to notify the primary contact or spouse/other guardian before any action is taken. However, if it is impossible to locate you or your spouse/other guardian and if it is deemed that delay could result in further injury and your child needs immediate medical attention an ambulance will be called for. It is further understood that EMMANUEL LUTHERAN Church/School and the members of its staff, or other agents acting for the said center, shall not be held responsible in case of accident or from any other liability which might be incurred while receiving services from a medical establishment. It is clearly understood that any treatment and/or services provided is under the supervision of a physician licensed to practice in the state of Hawaii. If it is impossible to locate you or spouse/other guardian and any treatment and/or services is secured, the expense of this service will be accepted by the parents/guardians.

Symptom Checker

- **To limit the passing of contagions, students with the following symptoms should not be brought to school. Contact your doctor for specific medical advice.**
- **Acute cold, nausea, sore throat, red or discharging eyes, drowsiness, coughing, earache, chills, headache, swollen glands, stomach ache, flushed skin, rashes, or sneezing.**
- **A temperature of 100.0 within 24 hours of school. Students must be fever free without medications for a full 24-hour period before returning to the classroom.**
- **A diagnosis of "strep throat" or "pink eye" by a physician. Students may not return to school until receiving 24 hours of antibiotic treatment.**
- **Vomiting and/or diarrhea. Students must be symptom free for 24 hours before returning to school.**

Immunizations & Medical Records

- Immunizations for all students must be up to date and meet state requirements.
- A State Health Form listing these requirements is available from your doctor.
- It is required and vitally important that the Health History and Emergency Form be filled out completely at the time of registration and kept up to date.
- Students may be prohibited from attending school until these forms are properly filled out and on file at the school office.
- Students enrolling for the first time are required by State Law to show evidence of a complete immunization record.
- Students entering first grade are also required by State law to have a complete health screening as described by the Children's Health and Disability Prevention Program.
- Also refer to the Admissions Policy under Getting Ready for the next school year.

Physical Examinations

- All students must have a completed health form (Form 14) on file in the school office.
- In-state transfers must obtain the original record from the last school attended or obtain a new one from their physician.
- All kindergarteners and students new to the state of Hawaii must obtain a new Form 14 from their child's physician or any state health center before entering Emmanuel Lutheran School.
- Also refer to the Admissions Policy under Getting Ready for the next school year.

Tuberculosis Clearance

All kindergarteners and students new to the state of Hawaii must obtain a new (within the previous year) tuberculosis clearance (PPD or chest x-ray) before entering Emmanuel Lutheran School.
We require that all students leaving the country obtain a new tuberculosis clearance (PPD or chest x-ray) before returning to school.

Emergency Medical Information Required for Students

An accurate and thoroughly completed copy of student's emergency information must be kept updated on the PRAXI website.
No student will be allowed to participate in P.E. or recess without this information.

Medication in School for Students

- Hawaii State law requires that schools observe certain regulations in administering medication to pupils.
- Written permission of parents and/or physician is required for all medication.
- A better option would be to request that your physician adjust doses and times to avoid school hours.

For Parents:

You and your physician must complete this form:
Request for Medication to be Taken During School Hours (FORM)
(A copy of this form for parents to print is located on the last page of the P-T Handbook.)

To administer medicine to your child, the following procedures must be followed:

- Over-the counter medication requires written permission from the parent or guardian, stating the amount of medication, the hours of administration, and the period of time medication is to be continued.
- This includes items such as ibuprofen.
- Prescription medication must be in the original container.
- The label will meet the requirement for a physician's signature and instructions.

- The prescription must be labeled.
- Medication must be given to the school office and should have the type of medication and student's name on the bottle.
- All medication and the permission form must be turned in to the office upon arrival at school.
- Medication will be administered in the office with the completed Medication form.
- Students are not allowed to possess any medication while at school.
- Exceptions can be made for asthma inhalers and Epipens ® (epinephrine) if first properly authorized by the school office.

Ukus – Head Lice (Pediculosis)

- To provide a safe environment for all student's anyone with live lice and/or viable eggs will be sent home from school.
- If head lice are discovered on a student, parents will be contacted to pick the student up from school as soon as possible.
- Students may return to school once they have been treated with a prescription remedy.
- Upon return to school they will be re-checked for live lice or viable eggs.
- Housekeeping control measures should be started immediately at home, school, and in the classrooms to prevent head-to-head contact and sharing of personal items.
- All students in the child's class will be checked to prevent infestation.
- No live nits or viable eggs can be present or the child will be sent home for re-treatment.
- Parents will be contacted if there is a case of ukus at school so they may be alerted to check their children.

HOMEWORK

- Homework at ELS is intended to provide students with the opportunity to practice skills they have learned in the classroom.
- While we value student learning and completing their school work, we also value the time that families need to spend together with one another.
- Homework is not intended to impede that time or prevent it from taking place.
- If a child's homework becomes too much, or creates stress on the family, we invite parents to talk to the teacher to discuss modifications that would be appropriate during that time.
- Assignments not completed at school may be brought home for completion by the next school day.
- Our students are given frequent opportunities to work on assignments in class during the day.
- However, homework will still need to be done.
- When students have homework, it is for one of the following reasons:
    - The teacher has assigned extra practice to be done at home.
    - The student did not make efficient use of the time available in the classroom to complete the assigned work.
    - A special project is assigned which requires extra work at home.
    - The student desires to do extra-credit or work beyond normal expectations.
- Students will be given two days for each day of absence to complete any missed work.
    - For example, if a student is absent for 2 days, he/she will have 4 days to complete the work, starting on the first day back to school.
    - On the second day of absence, a parent may call the office by 9:00am to request that the assignments be collected in the office for pickup after 3:00pm that day.
    - If a teacher is unable to fulfill this request due to his/ her schedule for the day, the assignments will be available at 3:00pm on the next day of school.
    - Assignments will not be available on the first day of absence.
    - In grades 5-8, students who do not turn in daily assignments on time will automatically receive a 10% grade drop when turned in to the teacher on the next school day.

    - The highest-grade assignments more than one day late will receive is 50%.
- Please help your child make school work a priority.
- A student should NOT be spending all of his/her after-school time doing school work.
- The amount of homework depends upon the grade level, ability and study habits of the child.
- An average time expectation for homework is approximately 10 minutes times (X) the student's grade level.
- If a student is consistently spending more time than these guidelines suggest, please speak to the student's teacher immediately.
- Parents can assist by providing encouragement and a quiet place to study.
- Consult with the teacher if assignments are consistently burdensome.
- Students in grades 3-8 will be expected to use a planner for keeping track of assignments.
- Parents are encouraged to check these planners daily to ensure that students are staying current with assignments.
- Parents of students in grades 3-8 should regularly check PRAXISchool for updates on their child's completion of assignments and performance.
- Textbooks should return to school each day for use in class.
- Teachers may lower grades for incomplete assignments.
- If a concern arises, please contact the teacher by phone or email.

INSTRUCTIONAL MATERIALS**(refer to the Academics & Curriculum sections)**

- Emmanuel Lutheran School is a Christian school.
- Teachers and curriculum material must not teach any topics that are contrary to Biblical teachings.
- While opposing topics may be discussed, they will not be taught as true and feasible teachings if they are contrary to Scriptures.

LEAVING THE SCHOOL GROUNDS **(also refer to Attendance)**

- Emmanuel Lutheran School is a closed campus.
- All parents and visitors are required to come to the school office before proceeding onto the campus.
- Withdrawal of a student(s) can only be done through the school office.
- Withdrawal will not be granted unless the individual withdrawing them has authorization on record PRAXI.
- Identification may be checked for safety and security reasons.

LUNCH & SNACKS

- Christian blessings/prayers daily prior to lunch.
- Please inquire about food allergies among class members, and avoid bringing those items.
- Provide nutritious snacks (ex. fruit, veggies, nuts) & lunch--no candy, chips, cookies, etc.
- Water is the *only* drink to be brought to school.
- To encourage adequate hydration non-glass thermos type covered containers filled with fresh drinking water is to be brought to school daily.
- Carbonated drinks, candy, sunflower seeds, or gum are not allowed on campus.
- Fruit type drinks may be brought *only* for special occasions *and only* with teacher approval. Avoid dark colored drinks as they cause stains on the carpet.
- We offer an optional catered lunch program each school day.
- Lunches may be ordered and paid for on PRAXI.
- If a student has ordered a lunch and is not in attendance on that day, parents must contact the office prior to 9:00 am so that the lunch can be cancelled.
  Failure to do so will result in the lunch being charged to your PRAXI account.
- Students may also bring their own lunches from home.
- Each teacher is responsible for his/her own class and MUST BE WITH STUDENTS while they are eating.

- As conditions warrant, students may eat lunch/snacks on the lanai.
- Students are expected to clean up their lunch area, wiping desks/tables/floors as needed.
- Teachers are required to make sure their students clean all spills and lunch debris prior to the end of snacks/lunch.
- Microwave ovens and refrigerators are not for student use.

MOVIE POLICY

- Movies are occasionally shown for educational purposes, as a reward, or for special events.
- Students are permitted to watch G and PG-rated movies.

PARENT NOTICE OF ACBM

This is to inform you that ACBM (Asbestos Containing Building Materials) fibers are present in the glue used to secure the floor tiles in the teacher work room. This adhesive is encapsulated by the original floor tiles (which are not asbestos containing) and then covered by the new flooring as well. Our management plan requires a visual inspection every 6 months. A copy of the management plan is available in the school office should you wish to review it.

PARENT – TEACHER CONFERENCES

- Formal conferences for all families are scheduled online following the end of the first quarter.
- Conferences are held in the Spring per parent/teacher discretion.
- Parents are encouraged to confer with a teacher at other times as necessary, providing prior arrangements are made.
- Parents should also monitor their child's progress and grades on PRAXISchool.
- Teachers are willing to meet with parents at any time mutually agreed upon to discuss the progress of their children. Please call or email for an appointment.

PARTIES & BIRTHDAY TREATS

- If a student would like to bring a healthy treat, they should remember to bring enough for all members of the classroom and teacher.
- Please check with the classroom teacher to find out about any food allergies of classmates.
- If your child will not be inviting all students in the class to a party outside of school, the invitations are not be distributed at school. There should be no discussions in school about this party.

PHOTO/VIDEO POLICY

We may use a student's likeness in photos or videos in the School Newsletter, in individual classroom newsletters, flyers, advertising literature, on the official website, and social media for ELS and EPlus/Intercession Programs.
Your children will not be individually identified without permission.

PRAXISchool

A link to **PRAXISchool** is located on our school website.
It is used for:

- Payment for tuition and fees
- E-Plus/Intersession

- Early Drop Off
- Uniforms
- Yearbook
- School lunch
- Your child's current grades
- Lunch menu
- Forms
- Field Trip fees
- Special Event fees
- Special Event t-shirt cost
- E-mail communication
- EMERGENCY COMMUNICATIONS
  "BLASTS"

Information and passwords will be available from the homeroom teacher.
It is important to regularly check **PRAXISchool** so that you don't miss vital information.

PRAYER PARTNERS

- A group of parents commit to praying specifically for our school.
- If you are interested in becoming one of our Prayer Partners for this school year, please contact the administrative assistant for more information.

SAFETY

Emergency Cancellations or Dismissals

- The principal will make the necessary decisions when/if emergency situations, such as flooding, tsunami or hurricane warnings arise.
- Should weather conditions make school closure necessary, teachers will be notified between 6:00 and 6:30 a.m. and radio station KPOA 93.5 FM will notify parents after 6:30 a.m.
- Parents will hear of school closures by these methods: email from PRAXI, posted on our Facebook page, and also on our school website.
- Should early dismissal from school be necessary, all parents will be notified.
- If parents cannot be reached or no arrangements made for students, these children will be kept at school or evacuated until such arrangements can be made.

Emergency Information for Students

- It is very important that parents keep the emergency information on PRAXI School up-to-date.
- We must have a current phone number and at least TWO alternate names and numbers in case a parent cannot be reached. No exceptions.
- School insurance is not available.
- Parents should ensure proper medical coverage for their children.

Inclement Weather

- There may be times when inclement weather creates unusually hazardous conditions for transporting children to school.
- Due to the wide range of climatic conditions on Maui, parents should use their own judgment on the safety conditions in their area even if school will be in session.
- On days when the overall weather conditions are hazardous we will announce the cancellation of school on radio station KPOA (FM 93.5) or by email through PRAXI.
- If conditions seem uncertain, parents are encouraged to check their email before starting out.
- If the students are at school when unexpected weather conditions occur, the students will be supervised until a parent can arrange transportation for the child.

Tsunami

- Students will stay in their classrooms.
- Emmanuel Lutheran School is outside the tsunami zone per civil defense guidelines.
- Students will be supervised by a teacher until a parent, guardian, or designated adult can safely get to the school. Whatever means of communication, such as radio or phone, that are available will be used to communicate with parents and guardians.

Earthquake

- Students will immediately crouch beside their desks.
- Once it is considered safe, students will then assume fire drill formation and walk to the upper playground lawn area with their teachers.
- The building will then be inspected for structural damage.
- If no damage is found, school will resume.
- If damage is found, students will remain on the lawn area until a parent, guardian, or designated adult can be contacted to pick up the child.

Lockdown Procedure

- In the unlikely event that our school is threatened by harm or danger from an outside source (including ballistic missile threats) the following procedures will be followed:

1. Once a staff member recognizes a threat, he/she will first make sure children are safe and then notify the office that a code 11 is in progress.
2. All teachers will be notified by intercom or cell phone that there is a code 11 in progress and all classroom doors will be locked.
3. The office will call 911 for emergency help.
4. The office will stay in communication with each class by intercom or cell phone.
5. Doors will remain locked until the police/fire dept.assure the office staff that all is safe.

At that time, the principal will notify the staff by intercom or cell phone that the code 11 has been canceled.

6. Parents will then be contacted and informed of the situation and if needed asked to pick up their children from school.

Lock-down Drills

Scheduled as required.

The following procedures will be followed:

• Upon recognizing a threat, the employee will make sure the children are safe and accounted for and then notify the office that a Code 11 is in progress.
• All teachers will be notified by intercom or cell phone that a Code 11 is in progress.
• Teachers will lock classroom doors and close windows.
• The office doors will be locked.
• The office will call 911 for emergency help.
• The office will retain contact with each class by intercom or cell phone.
• Doors will remain locked until emergency personnel announce to the office that all is safe.
• At that time, the office will notify all staff by intercom or cell phone that the Code 11 has been cancelled.

Fire Escape Procedure

- Teachers are to note the nearest fire exit from their classrooms, as well as an alternate exit.
- At the beginning of the year, teachers are to review with their students the fire drill routine, including:
    - The teacher checks to make sure way is safe
    - The teacher follows the class, takes the class list, and closes the door

- Students line up at the designated “wait space” on the upper playground, in order of grade
- Roll call will be taken to make sure all students are safely accounted for and communicated with the Principal
- Students should wait quietly in a single file line.
- A second signal will indicate when all may return to their classroom
- The teacher instructs students that if they are somewhere else in school that they are to go to the nearest exit and join their class at the designated meeting spot.

Fire Drill

- A drawing of exit routes is maintained in the office and posted in each classroom.
- All pupils, teachers, and visitors must leave the building during a drill.
- Safety doors are checked and fire extinguishers are recharged each year.
- All doors are to be kept unlocked while the buildings are occupied except in a “Lockdown” situation.
- A lever to activate the fire alarm is located on each floor.
- As soon as a fire is noticed, the alarm should be sounded. Drills are held as required.

Entering or Exiting the School

- All persons entering ELS must check in at the office.
- All students leaving during the school day must sign out at the school office.

Unknown or Unauthorized Persons

- The faculty and staff are required to question anyone whom they do not recognize.
- Please do not be offended if you or a relative is approached, or asked to show identification.
- This is for the safety of the children.

Search & Seizure

- To maintain order and protect our safety and welfare, Emmanuel Lutheran School reserves the right to, at any time, search a student’s bags, electronic devices, student lockers/storage areas or student property and seize illegal, dangerous, and unauthorized contraband items.
- All searches will take place with at least two staff members present.

SCHOOL HOURS

- School begins at 8:00 am, dismisses at 2:45pm M, T, Th, F. Wednesdays dismiss at 1:30 pm.
- Refer to the school year calendar on the website for school vacations and early dismissals.
- If a student arrives prior to 7:40 am they are to go to the Drop-Off Room.
  Students will be assessed a usage fee.
  Students who arrive at school after 7:40 am are to go directly to their classrooms.
- Students are tardy after who arrive after the school start time. They must check in at the office before going to their classroom.
- Students must be picked up within 15 minutes of school dismissal.
  All students remaining on site after that will be placed in our E-plus program and will be assessed a usage fee.
- Parents must complete the E-plus registration papers even if they do not plan to use the program.
  The State of Hawaii requires that this paperwork be on site in case of an emergency or late pick-up that requires placement in the E-plus program.
- It is school policy, for safety and liability reasons, that children are not allowed to remain on campus or outside of our gates unsupervised.

SCHOOL OFFICE & STUDENT PHONE USE

- The Administrative Assistant will be on duty from 7:30 a.m.- 3:30 pm during the school term.

- If you need to get a message to a teacher or student, please direct your calls to the office after 8:00 a.m.
- Messages given to the administrative assistant will be conveyed to the student or staff person as soon as possible.
- ***To keep phone lines open for school business and for parents, please be aware that student use of the phone is limited to emergencies only.***

SCHOOL SUPPLIES

- Please do not purchase any supplies until the new lists are posted on the school website.
- A list of required items for students to bring to class will be placed on our school website.
- The teachers and the principal will be ordering supplies for each student for classroom use.
- The Classroom Supply Fee per student is on our website under the Enrollment tab.

SPECIAL EVENTS

- ELS family participation is imperative for the success of many of these events. Many hands make light work!!!
- Please remember to assist with the setting up, and taking down as well as assisting during ELS Special Events.
- *See the academic calendar and our school website, for specific dates, times and locations of events.*

New Family Orientation Evening
- This is an important step in your introduction to the Emmanuel Lutheran School family.
- New families are strongly encouraged to attend this event.
- This will be scheduled the week prior to the start of school on a Thursday evening usually from 6-7:00pm.

Parent's Night
- Parent's Night (children do not attend) is held early in the school year to give parents the opportunity to visit the classrooms and to acquaint themselves with their child's teacher.
- This also allows parents to learn more about the goals, procedures and expectations for the year, and to ask questions they may have regarding their child's education.
- This is not a time to discuss individual student concerns.

Open House
- This is held in the middle of February. Please join us as we share our school!!
- The date and time of our Open House will be posted on our website as well as on our Facebook page.

Children's Sunday and Middle School Sunday at Emmanuel Lutheran Church
- Held in the Fall and Spring.
- These events are great opportunities for you to experience your child's love for Christ.
- It is an opportunity for fellowship with school and church members.
- Student participation is mandatory and part of their quarterly grade.

Here is why it is important for your child to attend:

First, it honors your commitment to our school that you made when you enrolled your child. This handbook clearly states that attendance at these two services a school year are part of the commitment you made to us.

Because it is so important, we make sure to include the dates on our online Year Calendar.
Many people think, “Well, it is just one child. What will that matter?” But it does matter.
Your child’s attendance not only honors your commitment, but is an encouragement to the other children in the classroom, and to our teachers as well.
Think of how discouraging it is for teachers to prepare something with their students only to find that a number of their student’s families did not think it was important enough to attend?
Imagine also a family who rearranges their commitments and perhaps re-prioritizes them and is present on Children’s Sunday only to look around and see that a number of families did not make the same effort. It does matter. Your presence does matter.
Secondly, it is our school’s opportunity to give something back to Emmanuel’s congregation.
This is a great opportunity to teach this concept and to discuss with your children that Emmanuel Lutheran Church, through God's blessings, provides our school facilities rent free to us!
They built and maintain these facilities because they love the children of our community and believe in the value of Christian Education.
Members of the congregation are here on our campus every Saturday to mow, trim bushes, paint, fix leaks, etc., etc --- EVERY SATURDAY!
When you think of this kind of commitment, does one hour, two Sundays a year, seem like a lot to ask to show appreciation to the congregation by our students and families?
We believe Emmanuel’s congregation deserves to see what their work and devotion all these years produces**!**

Pumpkin Festival

- This is our major fundraiser of the year.
- It will be held on a Friday in October. We will not have school or E-plus on this day.
- Families enrolled in our school are required to participate in this event.
- Parent volunteers are needed to donate items for the festival and help during as well as with setup/cleanup. .

Band Events

- Macy’s Shop-For-A-Cause, Recycle Drive, Flatbread Pizza, Car Wash & Rummage Sale (offsets the Band students’ cost to go to Hawaii Lutheran Schools Music Festival in Oahu)
- **Hawaii Lutheran Schools Music Festival**
- **Maui Intermediate School Select Band Concert**
- For band students who pass the audition process.
- **Annual Maui Intermediate Music Festival**
- **Beginning Band Concert at ELC**
- **Tsunami Band Concert**

Field Day

- All school event usually held on the last day of Lutheran Schools Week.
- All students at Emmanuel Lutheran School (K-8) take part in the annual Field Day on campus.
- Students are divided into teams for a day of friendly competition at various stations on campus.
- Field Day enables students to connect and build friendships across grade levels.
- Parent volunteers are needed to donate items, help during as well as with setup/cleanup.

National Lutheran Schools Week

Usually held in late January. Special school fun days for each day of the week.

May Day Festival

A Hawaiian tradition at our school, students in preschool-8th grade learn hula and share it with parents. Promotes Hawaiian culture, hula, language, and music.

Christmas & Spring Musicals

- All students at Emmanuel Lutheran School (K-8) take part in the annual Christmas and Spring musicals.
- Student participation in these programs has traditionally been an integral part of the music program. Student participation is mandatory and part of the quarterly grade.

ASSESSMENT TESTING

Standardized Tests

- Standardized tests of various kinds are available to help in assessing readiness for learning, achievement, educational ability and learning disabilities.
- The kindergarten teacher also does readiness testing with children prior to entry into this class.
- Achievement tests will be given to students in 4th, 6th, and 8th grades in the spring of the school year. We use SAT (Scholastic Assessment Test.
- Results are shared with parents.
- These tests help us draw comparisons of our pupils with the national average.
- It likewise enables us to pinpoint weaknesses in our program and materials, and to locate areas requiring more attention for individuals or groups.
- These tests are graded and scored, and the results are entered into the child's permanent records and profile.
- These results will serve as a convenient guide and aid in meeting specific needs and understanding certain problems.

Special Needs

- Occasionally, ELS may recommend that a student be evaluated for the possibility of a learning disability or other special need.
- This process may involve a referral with the local public-school district in which the student resides.
- It may also involve a private consultation with a psychologist, learning specialist or the family doctor.

STUDENT RECORDS

Access to school files

- Any pupil in Emmanuel Lutheran school, his/her parents, guardians, teachers, and counselors, or school administrators shall have access to the school's files or records maintained concerning him/her.
- No other person shall have access thereto nor shall the contents be divulged in any manner to any unauthorized person.
- All such files or records shall be so maintained as to separate academic and disciplinary matters and all disciplinary material shall be removed and destroyed upon the pupil's graduation or after his/her continuous absence from the school for a period of three years.
- Our school will not be sending quarterly records for students leaving our school before 8th grade for the purpose of seeking entrance before 8th grade to another school.

Release of Student Records –

In accordance with the Family Educational Rights Privacy Act (FERPA) ELS has established the following **policy concerning the release of information from student records:**

a. Procedure to request access to student records – All requests to access student records by any individual other than educators employed by Emmanuel Lutheran School shall be

submitted through the administrative assistant's office and approved by the Principal or his/her authorized representative.

b. Forms for making such requests are available through the Principal's office.
c. All individuals requesting access must present "proof of identity" in form of a photo ID or other verifiable ID.
d. A notarized statement of identity may be required by the school before a request to access student records is honored.
e. Information available for release – Parents, guardians, and educators who are employed by Emmanuel Lutheran School may access any information contained in the student's file.
f. Other "directory information" (student's name, age, address, dates of enrollment) will be shared only with the written permission of the student's parents or guardians.
g. A student's file may be transferred to another educational agency only after the parents or guardians of the student have given written permission granting such transfer.
h. **Record of requests** – Each student file shall contain a form for recording any access given to student records.
i. In addition, all forms requesting access to student records shall be kept on file in the principal's office. Each form shall state whether access was granted or denied and the reason for denial if this is the case.
j. **Copies and copy fees** – Copies of student records may be provided to those individuals who qualify to receive such information based on this policy.
k. The individuals requesting such copies will be asked to reimburse the school(fee on website).

VALUABLES & PETS FROM HOME

- ELS requests that students not bring animals to school unless permission has been given.
- Animals must be on a leash and in control of the owner.
- Valuables should not be brought to school. This includes large sums of money, skateboards, jewelry, expensive pieces of clothing, and electronic devices.
- Distracting items are subject to confiscation.
- Purses and other valuable items should not be left unattended at any time.
- All personal items should be clearly marked with the owner's name.
- ELS is not responsible for lost or stolen valuables.

VISITING CLASSROOMS

- Emmanuel Lutheran School encourages parent involvement and participation.
- Classroom Volunteers are important to the educational process at ELS.
- Those wishing to volunteer should contact the classroom teacher.
- Other parent visits to classrooms must be arranged through the Principal.
- Except for drop-off and pick-up times, ***all parents and visitors are required to come to the school office before proceeding to the classroom.***
- ***Pick up a visitor badge if you are staying***.
- Please park outside the gates.
- Further guidelines for meeting with teachers are explained in this handbook under "Communication."

VOLUNTEERS **(also refer to Field Trip and Field Trip Drivers)**

- We are grateful for all the help our volunteers provide. Thank You!
- All parents are required to participate in our school fundraising projects and events.
- Volunteers are a vital part of the program of our school, and help to control costs and keep tuition down.

- Our ELS volunteers enhance the entire program of Emmanuel and expands the normal classroom activities of the students.
- **When chaperoning on school field trips, *the driving chaperone must submit to the school office in advance of the trip:***
  - a copy of the valid driver's license and
  - current insurance information to the school office in advance of the trip.
  Chaperones will NOT be permitted to drive if these items are not on file.
- All volunteers shall check with the classroom teacher regarding appropriate times and activities.
- Upon arrival in the building volunteers are ***required to check-in at the school office and pick up a visitor badge.***
- Please park outside the gates.
- Disciplining of students shall be the responsibility of the classroom teacher.
- Volunteers shall model Christian behavior for the students always.
- SMOKING IS PROHIBITED ON CAMPUS AND AT ALL SCHOOL RELATED FUNCTIONS.
- Confidentiality for student conduct shall be maintained.
- The classroom teacher will be responsible for reporting any necessary situations to parents.
- Volunteers shall dress in an appropriate manner.
- Cell phones should be kept off when in the classrooms or accompanying classes on trips. They are to be used only for emergencies.

MEDICATION TO BE TAKEN DURING SCHOOL HOURS

(For all prescription medication this form must be completed by a licensed physician and parent/guardian)

Student Name_____
Grade_____ Sex_____Date of Birth _____

All medication must be in its original pharmacy labeled container and, it must note student's name, name of medication, dosage, dose form, frequency, and length of time to be administered.

Purpose of Medication_____
Diagnosis_____
Name of Medication _____ _____
Dosage Prescribed, Time Schedule, Dose Form (Tablet, Liquid), Route
_____
_____-___

Date of Prescription _____
Length of Time This Medication Will Be Necessary _____
Special recommendations and/or Comments:

_____
_____
_____

Print Name of Licensed Physician_____
Signature of Licensed Physician_____
Physician's Phone # _____ Date _____

I request that my child, _____, be assisted in taking the above prescribed medication at school by authorized persons.
I will comply with the school's policies and procedures.
I agree to hold Emmanuel Lutheran School and its employees harmless from any and all claims, demands, causes of action, liability or loss of any sort because of or arising out of the acts or omissions of Emmanuel Lutheran School or its employees with respect to this medication.

Print Name of Parent or Guardian_____
Signature of Parent/Guardian_____Date_____
Parent/Guardian cell and work phone #'s_____/_____