

Emmanuel-Faith Lutheran School Parent Handbook

Table of Contents

Section 1 - School Day

- 1.1 Daily Schedule - Hours
- 1.2 Arrival at School
- 1.3 Dismissal from School
- 1.4 Bicycles, Skateboards, etc.
- 1.5 Picking Up Students
- 1.6 Late Dismissals
- 1.7 Extreme Cold Weather
- 1.8 Contacting Students
- 1.9 Non-Custodial Parents
- 1.10 Parties, Gifts, Treats
- 1.11 Weather Cancellations
- 1.12 Closed Campus

Section 2 - School Building

- 2.1 Building Access
- 2.2 Care of School Property
- 2.3 Student Valuables
- 2.4 School Property

Section 3 - Admission and Attendance

- 3.1 Admissions
- 3.2 Readmission
- 3.3 Attendance
- 3.4 Absence
- 3.5 Participation in Activities

Section 4 - Scholastics

- 4.1 Permanent Records
- 4.2 Homework
- 4.3 Report Cards
- 4.4 Parent Conferences
- 4.5 Curriculum
- 4.6 Field Trips
- 4.7 Grading

- 4.8 Testing
- 4.9 Honor Roll
- 4.10 Promotion and Retention

Section 5 - Rules and Regulations

- 5.1 Discipline Policy
- 5.2 Toys and Possessions
- 5.3 Cell Phones
- 5.4 Firearms
- 5.5 Dangerous Items
- 5.6 Bullying
- 5.7 Harassment
- 5.8 Head Lice
- 5.9 Bus
- 5.10 Technology
- 5.11 Dress Code
- 5.12 Lunchroom
- 5.13 Nut Safe Environment
- 5.14 School Rules

Section 6 - Administration

- 6.1 Nondiscrimination Policy
- 6.2 Lunch Program Nondiscrimination
- 6.3 Parent Complaints
- 6.4 Directory Information
- 6.5 Medication Policy
- 6.6 Health Checks
- 6.7 Physical Examinations
- 6.8 Immunizations
- 6.9 Birth Certificate Requirements
- 6.10 Emergency Preparedness Plan
- 6.11 CPR and First Aid
- 6.12 State Approval
- 6.13 School Lunch

Section 1 -- School Day

1.1 Hours

- 7:40 a.m. Doors Open
- 7:50 a.m. Classrooms Open
- 8:00 a.m. Class Begins
- 3:00 p.m. School Dismisses
- 3:15 p.m. Doors Close

1.2 Arrival at School

- Students arriving between 7:40 am and 8:00 am should enter at the south door; these doors will be locked all day, so students will have to wait for staff members to let them in the building each morning. Students arriving between 7:40 am and 7:50 am should go to the gym where a supervising staff member will be on duty. At 7:50 am students will be excused from the gym and must go directly to the classrooms. If your child arrives after 8:00 a.m., he or she must use the west doors and be admitted by the secretary to enter the building. Please stop by the office to check in.

1.3 Dismissal from School

- Dismissal is at 3:00 pm. There are three main areas that students go, depending on the way they get home. The bus line meets at the south doors, the car line is on the east side of the building and the walk line meets by the west doors. If you need to change your child's after school plans during the day, please communicate that information to the office before 2:30 pm.
- The bus line is for students who are registered with YPS Transportation and have received their assigned route information. Bus cards are provided for all elementary school riders and are required to board the bus. The supervising teacher on duty will take attendance and dismiss bus riders from the south doors.
- The car line is for students being picked up by a parent or approved pick up contact in a vehicle. Parents are asked to enter from 9th Street (the church entrance) and proceed SOUTH down the alley toward the student pick-up point, which will be at the corner of the school gym near the alley. This area will be marked with three cones. All students will exit the building through the playground doors with their teachers and meet parents at the pick-up point. Parents will proceed through the alley past the playground and will exit onto 8th street. If you need to speak to the teacher, please park first. The pick-up lane is for parents picking up students only. If you need to come into the school building after school, please park on Beaver Street, Platte Avenue, or in the parking lot. Parents should not stop in the traffic lanes or the crosswalks of 8th Street.
- The walk line is only for students who are walking to a home or business near the school. Due to safety concerns with students crossing the streets, parents should not park in the north parking lot or along neighborhood streets to pick up students at dismissal.
- Students who rode their bikes to school will exit with their class and will be escorted across the carline to their bikes and will exit from the EAST side of the parking lot.
- No student may remain in the building after 3:15 pm, unless they are in a scheduled, supervised activity. Students whose siblings are in sports may not stay unless they are supervised. No student may remain on the playground between 3:00 pm and 4:00 pm unless they are supervised by a parent or guardian. Teachers and school staff cannot provide supervision outside of school hours, unless it is part of a scheduled activity.
- In the event of an activity blocking the church parking lot we will send instructions email and text and/or through our parent alert system.

1.4 Bicycles, Skateboards, etc.

- No bicycle riding or skateboarding during break times, lunchtime, or PE time. Exceptions will be made for children going home for lunch. Bicycles should be parked at the playground bike rack. After school, bicycles are not allowed at the south door, west door, or side of the school. All bicycle riders must leave the school grounds through the north alley.

1.5 Picking Up Students During School

- When someone other than a parent will be picking up a child during the school day, a note from the parent must be sent to the office. The adult must sign the student out in the office. No student will be allowed to leave without first being signed out by the responsible adult! If there are any court orders concerning who may or may not pick up a child, the office must have a copy of the court document.

1.6 Late Dismissals

- If a child is asked to remain after school for a detention or other situation, a parent will be notified. If the child staying after is a bus rider, the parent will be responsible for transportation of the student.

1.7 Extreme Cold Weather

- When the wind chill or outside temperature reaches zero degrees, the students will normally spend recess time indoors. Otherwise, the children will be going outside for recess. Parents and students need to be responsible for the wearing of warm clothing during cold weather.

1.8 Contacting Students

- If a parent needs to contact a student during the school day, the contact must be made through the school office. Unless the principal has given permission, parents or students are not to send or receive messages through student cell phones.

1.9 Non-Custodial Parents

- The school must honor any current court orders regarding access of a non-custodial parent to information about a student. A copy of the court order should be on file in the school office. The custodial parent must designate who may pick up a student from school.
- If a court order is not on file, non-custodial parents may attend parent-teacher conferences, visit the school for short periods, pick up a child after school, have lunch with the child in the lunchroom, and accompany the child on field trips (with the teacher's permission). The non-custodial parent may receive, when requested, progress reports, classroom newsletters, and school newsletters unless prohibited by court order.

1.10 Parties, Gifts, and Treats

- During the year, certain holidays may be celebrated. Food and treats may not be appropriate for certain students with food allergies. Please contact your child's teacher if this applies. Birthday gifts and party invitations may cause hard feelings. Invitations and party plans should be made outside of school hours. Birthday treats may be provided for a class after talking with the teacher.

1.11 Weather Cancellations

- In the event of bad weather, Emmanuel-Faith will follow York Public Schools late starts and closings. Closings are announced on KAWL radio (1370 AM) and on KOLN/KGIN TV (10/11). Even though the radio station or the TV station may not specifically name Emmanuel-Faith, if York Public will be closing, we will also. In the event of a late start, please don't bring your child to school earlier than 30 minutes before the scheduled start of school.
- The school will also send notifications via text and email using the contact information from our student information system.

1.12 Closed Campus

- The school has a "closed campus" during the lunch period and school day. The only exceptions are:
 - A family member takes a student out to lunch. The student must bring a signed note from the parent the day he or she is to leave.

- The family member is to pick up the student, be with them during the lunch period, and bring them back to the school before the tardy bell. Each student must have a note signed by a parent indicating that they have permission to leave.

Section 2 -- School Building

2.1 Building Access

- All adults in the school building will be required to wear a name badge. All adult visitors must wear a visitor's badge. These badges will be available in the school office.
- Any person who comes to school to talk with or remove a child must first obtain permission from the office before contacting the student. Any visitor wishing to see a student must stop at the school office and notify the secretary of his/her presence in the building.
- Students are instructed that adults are safe if they have on a staff or visitor's badge, and that they should notify a teacher if they see an adult in the building without a badge.
- Visitors will report to the office upon arrival at school, sign in and receive a visitor tag before going to the classroom. If a visitor wishes to join a student for lunch he/she will need to check into the office prior to going to the lunch room.
- After school, parents picking up child(ren) will be encouraged to wait outside of the building until students are dismissed from the building. Again, if anyone enters the building during school hours, they will be expected to get a visitor's badge in the office.
- Items brought to school: If a parent needs to bring an item to school for a child, the item must be taken to the office. The secretary will make sure the item gets taken to the child's classroom. An adult is not allowed to take an item to the classroom without proper permission from the office.

2.2 Care of School Property

- Students are responsible for the proper care of books, computers, equipment, and furniture in the school. Students who damage school property may be required to pay for the damage. If a textbook, workbook, or library book is lost or destroyed, the cost of a new book will be charged to the family. Damage other than normal usage will result in a fine.

2.3 Student Valuables

- Students are responsible for their personal property. The school is not responsible for lost or stolen items, including cell phones and other electronic devices, from desks or lockers. Students should not bring money or valuable items to school. If money needs to be brought for a certain purpose, the money should be placed in a sealed envelope with the student's name and purpose included. The money should be given to the teacher or the school secretary.

2.4 School Property

- Lockers, desks, and computer files are the property of Emmanuel-Faith Lutheran School, and the school reserves the right to search and or inspect said property.

Section 3 -- Admissions and Attendance

3.1 Admissions

- All children are eligible and encouraged to attend Emmanuel-Faith Lutheran School. Children from other congregations, as well as children of other faiths, are welcome, however we maintain a distinct Lutheran tradition and all children will be instructed in this manner.
- To be eligible for Kindergarten, a child must be five years old by July 31. Before entering Kindergarten or 7th grade, a child must have a physical examination and be immunized according to State of Nebraska Health Department guidelines.

- Emmanuel-Faith is not equipped to handle children with severe physical, emotional, or mental problems. We cooperate with York Public Schools in diagnosing and teaching students with moderate learning difficulties.
- Registration for the school is held in May. Children will be enrolled according to the following guidelines:
 1. Members of Emmanuel and Faith Congregations
 2. Children who are brothers or sisters of enrolled students
 3. Members of other congregations
- Children are admitted in each of the above categories on a first come, first served basis. Children who presently attend the school, whether members of the operating congregations or not, will have priority.

3.2 Readmission

- If a child leaves Emmanuel-Faith Lutheran School to attend another school, the child may be readmitted only after the child's parents have met with the Principal. The Principal will consider each readmission on a case-by-case basis. The School Board has the right to deny readmission to any student.

3.3 Attendance Policy

- Section 79-201 of the Nebraska School Law states that "every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child ... shall cause such child to attend regularly the public, private, denominational, or parochial school each day that such school is open and in session..."
- Research shows that the more time spent on a task in a classroom increases the amount of learning by the student. We encourage regular attendance to increase the opportunity for learning. Students are expected to arrive at school on time and attend every day unless excused.
- When an absence is necessary, it is the student's responsibility to contact his/her individual teachers for assignments missed during an absence. Whenever possible, students should make arrangements with their teachers for their assignments in advance of the absence. For extended absences, the office should be contacted.
- In order to participate in Emmanuel-Faith's various activities; students must be in good standing in relation to attendance expectations.

3.4 Absence Procedures

- Normal school hours for students are from 8:00 a.m. to 3:00 p.m. Parents should call the school office (402-362-6575), between the hours of 7:30 a.m. and 9:00 a.m., to report if their child will be absent.
- Absences - Professional appointments (i.e., doctor, dentist, lawyer, etc.), funerals, court, counseling, or doctor verified illness, will be excused upon written or verbal verification with the school office. Although these absences are excused, they still count towards the student's total number of absences.
- Excessive absences may result in parent contact from the principal, counseling, evaluations, and/or a report filed with the county attorney, required by state law, Nebraska Statute 79-209.
 - Nebraska Statute 79-209.....If a child is absent more than twenty days per year or the hourly equivalent and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, or if the absences are unexcused, the school may report such information to the county attorney of the county in which the person resides.
- Illness at school for which the student requests to go home may be excused by the Principal or office personnel. However, the absence will count towards the student's total number of absences.
- A student should not be in attendance and will be sent home with any of the following:
 - Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea
 - Students may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s).
 - Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
 - Excessive drainage from eyes, ears, persistent earache, constant cough or painful sore throat accompanied by enlarged lymph nodes

- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice)
- Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school secretary and/or principal. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made. Students becoming ill or injured at school should ask the staff in charge to send them to the school office.
- Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.
- The Principal has the right to extend the number of allowable days absent due to hospitalization and/or extended illness verified with a doctor's statement or unique situations which warrant an extension of days.

3.5 Participation in Activities

- Students must be in school for the entire day of a scheduled activity or performance in which the student is to participate. If the student is absent any part of the school day, the student will not be allowed to participate in that activity or performance. Exceptions to this rule may be granted by the Principal.

Section 4 -- Scholastics

4.1 Permanent Records

- All materials in a student's file are open to parental inspection. Materials may include a birth certificate, standardized test scores, grades, attendance data, health records, family background information, discipline records, observations, and learning issues. Parents may request to challenge certain records, and should contact the Principal. Records will be released to other schools only with a parent's signed request. Normally, after 8th grade, the records are forwarded to the student's high school without written requests.

4.2 Homework

- Homework may be a necessary part of instruction. There is no set rule on how much or how little homework is assigned. Much depends on the child's work and study habits. Parents can help with homework by providing an appropriate time and place for the work. If a problem occurs in the amount of homework, contact the child's teacher.

4.3 Report Cards

- Report cards are issued four times a year. The first and third quarter report cards are supplemented with scheduled parent-teacher conferences. Copies of report cards are available online. You must login with a username and password to access the online report cards. There may also be times for informal reports, such as mid-quarter notes.

4.4 Parent Conferences

- Only one report card conference will be scheduled for each child for the first and third quarters. Divorced or separated parents must make plans to attend the conference together.

4.5 Curriculum

- The chief purpose for the existence of our school is the religious education our children receive. All other subjects emanate from this center. We follow the Concordia Curriculum standards, which includes content, method, and materials. Standard textbooks may be used but are taught from a Christian point of view. We do not shield our

children from unbiblical beliefs, but we point out what is incorrect in the textbook, from our Christian point of view.

4.6 Field Trips

- Field trips are a regular part of the curriculum. It is sometimes necessary for parents to drive for field trips. The following rules must be followed by all drivers and by parents who go along with the class:
 1. All drivers must have and provide a copy of a current driver's license and auto insurance.
 2. All drivers must follow all driving laws (including speed limits).
 3. All cars must stay together unless otherwise directed by the teacher.
 4. All children must wear seatbelts.
 5. Children age 8 and under must be in a child car seat.
 6. There is to be no smoking at any time during the field trip (including in the cars).
 7. Dress code for the field trip will be given by the teacher in the field trip notice.
 8. Under Nebraska law, committing motor vehicle-related violations will add points to your driving record. Accumulating too many points is an indication of concern with safe driving. Drivers for Emmanuel-Faith School sponsored or Emmanuel Church School related activities may not have accumulated more than 3 points.
 9. All individuals volunteering to drive will have the number of points checked through the DMV record.
- Other rules may be required due to the nature of the field trip. The teacher is the final authority in all cases.
- Students must wear seat belts at all times; and
 - children less than 8 years old must be restrained in child restraint systems, unless the child is 4 feet 9 inches or taller. A child who is 8 years old or older, or 4 feet 9 inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under 13 years old must be transported in rear seats where it is practical to do so.

4.7 Grading

- Students in Kindergarten through 8th Grade are evaluated on academic standards set by the teacher and the curriculum. Parents will receive these evaluations in the form of quarterly report cards.
 - The following grading scale will be used for K-2 (all subjects), 3-5 (specials), and K-8 (social skills and work habits):
 - E: Excellent
 - S+: Satisfactory Plus
 - S: Satisfactory
 - S-: Satisfactory Negative
 - N: Needs Improvement
 - The following grading scale will be used for 3-5 (core subjects) and 6-8 (all subjects):
 - A: 93% - 100%
 - B: 86% - 92%
 - C: 79% - 85%
 - D: 70% - 78%
 - F: Below 70 %
- Grading is a professional judgment of multiple factors based on:
 - Achievement--Meeting the requirements of the course on the basis of God-given talent. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussion as required.
 - Christian stewardship in work habits--Using assigned study time for study, bringing required texts and necessary materials to class, keeping work well organized, paying attention to instructions by teacher or

presentations by class-mates, doing independent work, spending sufficient time on home study, and completing assignments on time.

- Christian motivated conduct--Means showing courtesy and respect for both teacher and classmates, taking assigned place upon arrival in the classroom, not interrupting classroom routine by misbehavior, and willingly accepting correction by teachers and classmates.

4.8 Testing

- Students in grades Kindergarten – 8 take the NWEA standardized test twice per year. Parents will be notified in the fourth quarter report card of the results of the tests.

4.9 Honor Roll

- Students in the Sixth, Seventh, and Eighth Grades may qualify for the Honor Roll. The Honor Roll has two divisions, the High Honor Roll and the Honor Roll.
 - To qualify for the High Honor Roll, the student must have an average percentage of 97% - 100%.
 - To qualify for the Honor Roll, the student must have an average percentage of 93% - 96.99%.
 - Two “Cs”, one “D”, or one “F” will disqualify a student from either honor roll.

4.10 Promotion and Retention

- Promotion is advancement from one grade level to the next. Retention allows a student a second opportunity for success at a grade level by having the student repeat that grade level.
- Promotion will be determined upon the basis of school work accomplished, academic growth, attendance, and the welfare of each individual student. If a student is absent from school for more than twenty days during a school year, it may be a factor in considering promotion or retention. Extenuating circumstances may be considered by the School Board upon the recommendation of the principal.
- A student will be retained only when there is evidence that the child will benefit significantly from retention. Students are rarely retained more than once during the elementary years. Parents will be notified of concerns which may contribute to a possible retention as early during the school year as practical. Parents are requested to let teachers know of their concerns which may contribute to a possible retention as early during the school year as practical, also.
- Parental consent for retention or promotion is desirable, and all concerned parties will be asked for input and involvement in the decision process; however, the school does have the authority to retain or promote a child without parental consent.

Section 5 -- Rules and Regulations

5.1 Discipline

Emmanuel-Faith Lutheran School seeks to foster an effective model of Christian behavior. There should be a proper application of Law and Gospel in dealing with Christian behavior and discipline. As we are reminded in Proverbs 22:6: “Train a child in the way they should go, and when they are old they will not turn from it.”

Emmanuel-Faith's Behavior Policy:

- Promotes an atmosphere of respect and love among all the members of Emmanuel-Faith School community;
- Effectively teach and reinforce principles of self-discipline;
- Provides a means for the growth of Christian attitude, as it is demonstrated through Christian behavior.
- Implement our Behavior Intervention Support Team (BIST) which allows caring adults to confront disruptive behavior with grace and accountability. The school’s common goal is to provide every student with a safe and productive learning environment.
- All staff members at Emmanuel-Faith have been trained in the BIST model and will participate in ongoing training throughout the school year.
- Goals for My Life:
 - I CAN be productive and follow directions even if I am mad. (overwhelmed by my feelings)

- I CAN be productive and follow directions even if others are not okay.
- I CAN be productive and follow directions even if I don't want to. (even if it's difficult)
- GRACE: (Giving Responsibility & Accountability to Children in Education)
 - We accept: You, Your problems, Your pain, Your needs
- ACCOUNTABILITY: Guiding students to look at what problems the behaviors create in the student's life.
 - There are five levels to Accountability: I did it, I'm sorry, It's part of a problem in my life, I accept consequences, I accept and need help
- The BIST Model:
 - It's never okay to be disruptive.
 - It's never okay to be hurtful.
 - It's always okay to be kind.
- A student will be asked one time per activity to stop a behavior that is disruptive or hurtful. Adults will intervene quickly if a student cannot meet this standard.

Communication among staff, parents, and students is the key to the system of behavioral guidelines.

Level 1 Behaviors

Level 1 Behaviors involve behaviors that are inappropriate, offensive, or a breaking of behavior guidelines. These behaviors are observable and are usually seen or heard by a staff member, other students, or admitted to by the student involved.

The following could be considered Level 1 Behaviors:

- Incomplete, poor, or late work: The teacher should set due dates and determine if there is to be a loss of credit. Some teachers put names and reminders on the board.
- Cheating
- Lying
- Classroom misconduct: Each teacher shall make clear the expected classroom procedures with the students.
- Improper clothing
- Improper language
- Playground infractions
- Excessive noise, rowdiness, etc.
- Use of electronic devices when not given EXPLICIT permission from the teacher.

Level 2 Behaviors

These are more serious in nature than Level 1 Behaviors, in that they involve more actual or potential harm to self, others, authority, and/or property. These behaviors are to be reported to the principal as soon as possible; and if necessary, the student(s) involved brought to the office.

The following could be considered Level 2 Behaviors:

- Fighting/Physical Abuse
- Bullying
- Insubordination - Obvious Disrespect in any way
- Any deliberate or willing refusal to follow directions
- Vandalism
- Use and/or Possession of Drugs and/or Alcohol (May mean expulsion 1st time)
- Possessions of weapons (Automatic suspension, possible expulsion, possible criminal charges)

Steps to Modify Inappropriate Behaviors (*THESE STEPS MAY BE SKIPPED DEPENDING ON THE SEVERITY OF THE BEHAVIOR*):

1. Apology – In the event of inappropriate behavior, the student will be required to assess the behavior and apologize to the student(s) or staff member(s) against whom the violation was committed.
2. Think Sheet – The student will fill out the Think Sheet with the intention of requiring the student to look at the inappropriate behavior and determine appropriate alternatives for future use.

3. BIST Elementary/Secondary Plan for Success – A tool in which the student sits with a staff member (usually the classroom teacher) and talks through different ways to help the student correct the offending behavior.

Possible Consequences of Inappropriate Behaviors:

- Loss of Free Time – The teacher shall determine the length of time and location.
- Confiscation – Any teacher has the right to confiscate inappropriate material from a student. This includes material that could be disruptive, distracting, dangerous, or illegal. Staff members are to use discretion in deciding how to handle individual situations. Illegal and dangerous items are to be turned in to the principal.
- Detention – Served from 3:00 – 3:30 pm. or 3:00 – 4:00 pm. after school on Tuesdays. Parents should be notified by phone call. Detentions take precedence over other school items. The teacher who gave the detention is to stay with that student after school, unless other arrangements have been made with the principal.
- Conference – To discuss behavior, consequences and solutions the teacher and the student(s) involved shall have a conference. Who is requested to be in attendance at the conference is dependent on the severity and frequency of the student's violation(s).
 - Conferences may include any of the following:
 - Teacher and student
 - Teacher and/or principal with student.
 - Teacher and/or principal with parent and student.
 - Teacher, principal, parent with student: suspension (Suspension may be either at home or in school, at the discretion of the school).
 - Teacher, principal, parent and School Board representative with student.
 - Pastoral participation at the discretion of teacher/ principal / parent.
- Probation - The principal will administer all terms and consequences of the probation. The student shall not be allowed to watch, practice, or participate in any school-sponsored sports.
- In-School Suspension – The student is to be present during the school day, but the student is restricted from contact with other students, as much as possible. The student will remain under staff supervision. The student will not be allowed to participate in any school sponsored or supervised activities that day, including extracurricular sports. The student will be given school work, and is responsible for all missed work from classes.
- Suspension - Cause and length of time is to be determined by the principal. Parents are called in for a conference. If the parents refuse to attend the conference, or give cause for further action, the student may be expelled.
- Expulsion - Determined by the principal. The parents will be called in for a conference. The principal will make a formal recommendation to the School Board. The student and the student's parents have a right of appeal to the Emmanuel-Faith School Board.

5.2 Toys and Possessions

- Toys, iPods, iPads, magazines, comic books, radios, cameras, and other playthings are not to be brought to school. Teachers will confiscate any such material. Items agreed upon by the teacher beforehand will be allowed.

5.3 Cell Phones

- We live in an ever changing environment when it comes to electronic devices and cell phones. These devices are being used for multi-purposes now, some of which could be appropriate for education.
- If a teacher feels that the use of an electronic device is beneficial to the educational experience, the teacher may give permission for the student to use the device.
- The school administration advises that parents use extreme caution when sending their child to school with these expensive devices. The school will not be held responsible for the loss or damage of these devices. The school also advises that parents monitor closely their child's use of all electronic communication devices. We strongly advise that parents disable the ability of their child's phone to receive or send images.

- Unless directed by a teacher, cell phones must be turned off in the school building and must be kept in the lockers. Teachers will confiscate cell phones if they are not kept in lockers. The first time a cell phone is confiscated, the student may get it after school. The second time, a parent will be required to pick up the phone.

5.4 Firearms

- By state law, any student who knowingly and intentionally possesses, uses, or transmits a firearm on school property, in a school vehicle, or at a school sponsored activity or event will be expelled for a minimum of one year. The school will notify the appropriate law enforcement authorities of the city and of the county as soon as possible if a student is in violation of this policy. The school board is authorized to modify the expulsion requirement on an individual basis.

5.5 Dangerous Items

- Fireworks, knives, or other dangerous items are not allowed. Possession of such items at school may result in suspension or expulsion.

5.6 Bullying

- Emmanuel-Faith Lutheran School believes that all students have a right to a safe and healthy school environment. Jesus Christ himself has said, “Love one another. As I have loved you, so you must love one another” John 13:34. Emmanuel-Faith Lutheran School students and families have an obligation to promote mutual respect, tolerance, and acceptance.
- Emmanuel-Faith Lutheran School will not tolerate behavior that infringes on the safety of any student. Bullying is any behavior that is repeated and intended to bring harm to another person. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; cyber bullying; and social isolation or manipulation.
- Emmanuel-Faith Lutheran School expects students, staff, and parents to immediately report incidents of bullying to the supervising teacher or principal. Staff are expected to immediately intervene when they see a bullying incident occur. This policy applies to students on church/school grounds, while traveling to and from a school-sponsored activity, during the lunch period, and during a school-sponsored activity.
- To combat bullying, Emmanuel-Faith Lutheran School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our school’s capacity to maintain a safe and healthy learning environment.
- Teachers will discuss this policy with their students in age-appropriate ways and will assure students that they need not endure any form of bullying. Students who bully are in violation of this policy and of state law. Students who bully are subject to disciplinary action up to and including expulsion.
- Parents will be informed of this bullying policy through possessing a copy of this policy and receiving updates to this policy. Parents will be informed when their children are found to be in violation of this policy, and parents are expected to insist that their children will stop all such bullying behavior.
- Bullying will be addressed according to the school disciplinary code. Repeated violations could result in suspension or expulsion.

5.7 Harassment Policy

- The law requires educational institutions to have a sexual harassment policy. A copy of the complete Emmanuel-Faith Lutheran School policy is on file in the school office.
- Sexual harassment of or by any student will not be tolerated and may result in disciplinary and/or legal action, including possible expulsion. Anyone who is subject to or witnesses sexual harassment should immediately report it to the teacher, Principal, or Pastor.

5.8 Head Lice Policy

- It is the position of Emmanuel-Faith Lutheran School that the management of a head lice problem should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare.
 - When transmission occurs, it is generally found among younger-age children with increased head-to-head contact.
 - Children found with live head lice will be sent to the school office. The school secretary will contact the parents to discuss treating the child.
 - A child who has been removed from the classroom due to head lice must be inspected by the school secretary before returning to class.
 - Students with nits only will not be excluded from school, although further monitoring for signs of re-infestation is appropriate. It may be appropriate to screen other children who have had close head-to-head contact with a student with an active infestation. Classroom-wide head checks may be conducted as needed in order to control the condition at school.
 - In cases that involve head lice, as in all school health issues, it is vital that the school prevent stigmatizing and maintain the student's privacy as well as the family's right to confidentiality.
 - Any questions regarding more information on this policy should refer to the Position Statement from the National Association of School Nurses: "*Pediculosis Management in the School Setting*"

5.9 Bus

- York Public Schools provides bus service for Emmanuel-Faith students. Children riding buses are to obey bus rules or lose their privilege of riding. York Public buses are equipped with cameras. Parents will be notified by the Bus Barn of a student infraction. Students may be suspended from the bus for misbehavior.

5.10 Technology

- The network and Internet connections are provided for students to conduct research and carry out directions given by the teacher. Independent access is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.
- Pictures of Emmanuel-Faith students may periodically be placed on the school website or used in promotional materials. If parents do not want their child's picture to appear on the website or in promotional materials, the parents must notify the school office in writing.
- Individual users of the computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.
- Network storage areas may be treated like school desks and lockers. Teachers or the Principal may review files and communications to maintain system integrity and to insure that students are using the system responsibly. Users should not expect that files will be private.
- The following are not permitted:
 - Sending or displaying offensive messages or pictures, or using obscene language,
 - Harassing, insulting, or attacking others.
 - Damaging computers, computer systems, or computer networks,
 - Violating copyright laws,
 - Using another person's passwords,
 - Trespassing in another person's folders, work, or files,
 - Intentionally wasting resources,
 - Employing the network for commercial purposes,
 - Any other violations deemed unacceptable by the standards of Emmanuel-Faith Lutheran School.
- These rules are to be followed for internet use:

- Do not give out any personal information such as address, parents' work address, phone number, age, name, or location without a teacher's permission.
- Do not give the school's name or address.
- Do not enter chat rooms, post on blogs, or access social media sites.
- Do not fill out questionnaires of any kind without permission.
- Do not fill out any type of form without a teacher's permission.
- Violations may result in loss of access as well as disciplinary action. Certain violations of state and federal laws may result in appropriate legal actions that may result in fines in excess of \$10,000.

5.11 Dress Code

Emmanuel-Faith Lutheran School has the following Dress Code:

- Children are to be dressed in a neat and clean manner for all school activities.
- Shoes are to be worn at all times.
- Bare midriffs are not permitted.
- T-shirts with objectionable language or objectionable designs are not allowed.
- Special clothing or shoes may be required for P.E.
- Students are strongly encouraged to dress up for chapel.

The teachers and the principal will decide if a manner of dressing is appropriate. We expect children to use clothing styles that reflect Christian values.

5.12 Lunchroom

- The lunch period at Emmanuel-Faith is a time for eating, socializing, and relaxing with classmates. The expectations posted in the lunchroom should be observed at all times:
 - Sit, facing the table with your legs under the table
 - Use good manners
 - Eat only your own lunch
 - Remain seated and raise your hand for assistance
 - Leave your area clean and deposit trash appropriately

5.13 Nut Safe Environment

- Due to food allergies and other health issues, no homemade foods should be brought for treats and snacks. All treats and snacks brought to school must be purchased items with a label stating ingredient information and the fact that items are packaged in a peanut/nut free facility. Prepackaged individual servings are strongly encouraged. Foods that cannot be verified as peanut/nut safe will not be handed out, and those who provided them will be contacted to pick them up.
- In an effort to promote wellness and good nutrition choices, store-bought individually packaged fruit, vegetables, and cheese are encouraged. EFLS will have non-food items and safe food snack lists available on our website and will send information home during the school year. (Non-food items that could be considered in place of food items for parties/birthdays, etc. are pens, pencils, erasers, stickers, etc.)
- You will be notified if your student has a classmate with a food allergy. We will allow for "nut safe" tables in our lunchroom areas for students who can't come in contact with nut related items.

5.14 School Rules

- The expectations posted around the building are intended as a guide for expected student behavior. In addition to these expectations, each teacher may have other classroom procedures that students are also expected to follow. The following expectations should also be observed in the school building:
 - Candy, gum, or snacks may be brought to school only with permission from the teacher.

- Cell phones, personal electronic devices (tablets, etc.), toys, magazines, comic books, cameras, and other items are not to be brought to school unless previously approved by the teacher. Teachers will confiscate any such item that is not approved.
- Guns, knives, fireworks, or other dangerous items are not allowed by state law. Possession of such items at school may result in suspension or expulsion.
- No bicycle riding during break times, lunchtime, or PE time. After school, bicycle riders will go to car line with their class and will leave school grounds through the north alley.
- God-pleasing language will be used at all times while at the school.
- Students should be out of the building by 3:15 p.m. unless they have a scheduled activity after school. The fellowship hall is not to be used except for planned meetings.
- Students will not be permitted to use the telephone in the school office without permission from the classroom teacher. Personal plans and arrangements are to be made before school.

Section 6 -- Administration

6.1 Nondiscrimination Policy

- Emmanuel-Faith Lutheran School of York, Nebraska, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

6.2 Lunch Program Nondiscrimination

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 - (1) Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
 - (2) Fax: (202) 690-7442; or
 - (3) Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

6.3 Parent Complaints

- A complaint originating from parents shall be received and dealt with only outside of the regular school hours, and shall be directed only to the teacher involved. In case a settlement is not brought about, the principal shall be contacted. If the problem persists, the principal shall contact the School Board.
- Parents should take questions or concerns about the teachers directly to that teacher privately. The School Board will not entertain problems that have not been filed through the principal. Matthew 18 is always at the center of disputes.
- It is most important that, as Christians, all disputes are solved, and that they do not become part of community discussion.

6.4 Directory Information

- From time to time, the school may release directory information including student name, grade, address, phone number, parent names, and email addresses.

6.5 Medication Policy

- Written consent is required each school year, for each child, before a student may receive pain medications at school. Parents and/or guardians should understand the following:
 - The school secretary has the responsibility of approving your child's use of these medications and will administer it in the school office.
 - These or any other medications may not be kept in the student's locker or back pack, or in the teacher's desk, but stored in the school office.
 - The school keeps a small amount of chewable and adult acetaminophen and ibuprofen on hand for occasional or "emergency" use. However, we ask that you provide your own supply of medication if:
 - Your child requires more than 5 doses of acetaminophen and/or ibuprofen in a 30-day period
 - Your child requires more than 5 consecutive doses of acetaminophen and/or ibuprofen
 - The school office also keeps a small supply of generic cough drops, Tums, antibiotic first aid cream, Band-Aids, ice packs, anti-itch cream, Calamine Lotion and Carmex Lip Balm on hand to administer to students should the need arise. Please let us know if your child should not be allowed to receive one or more of these things.
 - If your student has a chronic health condition such as asthma, a life-threatening allergy, seizures, diabetes or any other health concern that the school should be aware of – please contact the secretary or principal by email, phone or at open house night every school year and bring the appropriate paperwork to school. We want to keep the student's safe and healthy while at school and communication between the school and the family is necessary.
- Written consent is required prior to school personnel providing or administering medication to a child in school. Parents and/or guardians should understand the following:
 - When reasonable medications should be given at home.
 - Parents must supply the medication in the original container with the original label, appropriately labeled for administration for school hours.
 - Medication must be transported by an adult to and from school.
 - Changes in dosages of medication should have a note from the doctor and the parent may be asked to complete a new permission form. If there is a dosage change a new prescription bottle is necessary.
 - The first dose of a new prescription should be given at home by the parent/guardian to observe for any adverse reaction. It is the parent's responsibility to monitor the effects and side effects of the medication.
 - No more than one month's medication should be brought to school.

6.6 Health Checks

- Required by Nebraska state law, students are screened for vision, hearing, dental defects, height and weight. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

6.7 Physical Examinations

- Evidence of a physical exam, dental exam, and a visual evaluation is required within six months prior to entrance into kindergarten, into 7th grade, and, in the case of transfer from out of state, to any other grade. The physical exam is to be completed by a physician, or a physician's assistant, the dental exam by a dentist, and the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination, dental exam, and/or visual evaluation may submit a written statement of refusal for his or her child.

6.8 Immunizations

- The State of Nebraska requires that students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Unimmunized students may be excluded from school in the event of a disease outbreak.

6.9 Birth Certificate Requirements

- Nebraska State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.
Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.
- If a birth certificate is unavailable, other reliable proof of a student's identity may be used. This could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

6.10 Emergency Preparedness Plan

- Emmanuel-Faith Lutheran School has in place an approved Emergency Preparedness Plan. This plan covers many different situations that could possibly arise., from hazardous chemical spills to natural disasters. Because some of the information is confidential, the plan is not published. If you would like more information about the plan, please contact the Principal.

6.11 CPR and First Aid

- The principal, secretary, and teachers are certified in First Aid, CPR, and AED Programs.

6.12 State Approval

- Emmanuel-Faith Lutheran School is a non-public State-approved elementary school. It meets and exceeds the standards of the Nebraska Department of Education. All Emmanuel-Faith teachers are certified by the Nebraska State Department of Education, and hold certificates with endorsements in their areas. All state regulations for schools are followed.

6.13 School Lunch

- Emmanuel-Faith participates in the National School Program. This program provides a variety of foods for low or no cost.
- The lunch prices:
 - \$0.00 for students in Kindergarten through 8th grade
 - \$4.50 for adult guests
 - \$0.00 for reduced price

\$0.35 for milk if children bring their own lunch

- Parents are invited to eat lunch with their children. If you wish to eat the school lunch, please call the school office before 9:00 a.m. to make reservations.
- Emmanuel-Faith has a closed campus during lunch. Students wishing to go home for lunch must have written permission from the parent to leave the campus. Students may go only to their own home or be excused with their own parent.
- The School Lunch Program is a prepay program; therefore, meals are to be paid for in advance. Families can follow the lunch transactions by logging into our student information system. Families can make payments online through this system or by sending cash or checks to the school office; cash should be placed in a labeled and sealed envelope, so credit is given to the appropriate account.

If a family's lunch account has a balance of \$10.00 or more per student, the family will be required to send a cold lunch with their students. If families do not send the required cold lunch, an alternate meal choice will be offered; these students will not be able to have the hot lunch choices from the kitchen. The family's account will still be charged for the meals. If a family continues to have a negative balance in their lunch account, their enrollment may be terminated.

Any student who has money to purchase a meal during their lunch period will be provided a meal. This money may not be used to repay any previously unpaid charges if the student intends to use the money to purchase a meal that day.

E-mail notifications will be sent daily by the office, when possible, to families when their lunch account balances reach \$10.00 or less. The office will send paper statements to families when their lunch account balances reach \$0.00 or less; these statements will go out to families 1 or 2 times a week.

A letter and application explaining the process to apply for free or reduced meal benefits is mailed home to all families in July. If families have qualified for benefits in the previous school year, they are still required to complete a new application to prevent a lapse in benefits. All households can apply for meal benefits (free or reduced) at any time during the school year.