

# Emanuel Lutheran School

Celebrating Academic Excellence  
In a Caring, Christian Environment  
Since 1957



**Home and School with Christ**

# Parent/Student Handbook

**2018- 2019 School Year**

Revised November 2018

*Celebrating Over 60 Sensational Years*



# Emanuel Lutheran School

179 East Main Street, Patchogue, NY 11772

631.758.2250 Fax 631.758.2418 Email [maininoffice@emanluthpatchsc.org](mailto:maininoffice@emanluthpatchsc.org)

[www.ELSpatchogue.org](http://www.ELSpatchogue.org)

*Faithfully serving families since 1957*

*2016 International Award-Winning Inviting School  
2017 Inviting School Fidelity Award  
by International Alliance for Invitational Education*

*Dear Parents,*

*Welcome to Emanuel Lutheran School. We are happy that you have chosen to enroll your child with us.*

*This handbook has been prepared to help both students and parents understand, support, and uphold the policies and procedures of our school.*

*Since 1957, Emanuel Lutheran School has provided an exceptional academic experience. Today, we provide families with more than just an education. Our programing strengthens the family and helps to reinforce the character attributes the parents feel are most important to the future of their children. Our focus is to provide, and educational and child development program tailored to the specific needs and desires of the parents. Our faculty has designed unique ways to inspire an increased level of Christian development in our students with measurable criteria. Using a proven structure process for increasing the joy of learning, all are encouraged to choose positive attitudes and to be there to support each other in a cheerful learning environment.*

*Please read through this handbook with your child. At the back of the book sign the form and return it to your child's teacher.*

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

*Serving Him with a grateful heart,*

*Mrs. Denise Norman, Principal  
Emanuel Lutheran School*

**EMANUEL LUTHERAN CHURCH AND SCHOOL:** Emanuel Lutheran Church was organized and erected in 1912 by the Reverend Hermann Zoller, who served the congregation until 1932. Soon after Pastor Zoller passed away, Emanuel called its second pastor, the Reverend Carl Gernannt. Pastor Gernannt served Emanuel until 1956.

Pastor Gernannt was succeeded by the Reverend William Hinlicky who organized Emanuel Lutheran School. The school's first Principal was Ray Steinert and first teacher Miss Charlotte Streck. Emanuel's kindergarten and first grade were opened to 17 students in September 1957. In February 1968, a nursery for three and four year olds was added to the school; September 1, 1969 and 1970 saw the addition of seventh and eighth grade classes. By 1972 the seventh and eighth grade were discontinued. On March 3, 1982, the church and school were destroyed by fire. Fortunately, there were no injuries and in September 1983 Emanuel dedicated a new church building. In March of 1993, the congregation approved the building of a new early childhood center. Ground breaking was on July 4, 1992, and the dedication on September 19, 1993. In July 1997, a full-day preschool program was added allowing children to be dropped off as early as 7:30 AM and picked up as late as 6:00 PM. In 2006 the seventh and eighth grade classes were added. In 2016 Emanuel Lutheran School was presented with the Inviting School Award by International Alliance for Invitational Education. Again, in 2017, our school was giving the Inviting School Fidelity Award. We celebrated our 60<sup>th</sup> year in September 2017. Among many festivities and a special gala, our preschool program expanded to include Learn & Play for 2-year olds.

**MISSION STATEMENT:**

**Emanuel School partners with families to create for their children a foundation for joyful, successful living.**

**VISION STATEMENT:**

**We strengthen families.**

**CORE VALUES:**

**Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, intentional, measurable, optimistic and courageous.**

**ABOUT OUR FAMILY OF STUDENTS:** Emanuel Lutheran School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to its students. Emanuel Lutheran School does not intimidate, harass or discriminate against any person based on a person's actual or perceived race, color, weight, national origin, creed, ethnic group, religion, religious practice, age, marital status, disability, sexual orientation, predisposing genetic characteristics, gender or sex, in administration of its educational policies, admission policies, scholarship programs, athletic programs, and other sponsored programs.

**ABOUT THIS HANDBOOK:** This handbook is a vital resource for parents/guardians and students. We have prepared this handbook to answer questions about your time in this school. Because of government regulations and the changing needs of our operations, we may change these policies from time to time. We will do our best to let you know of developments that may affect you.

### **ABOUT EMANUEL LEADERSHIP:**

**ADMINISTRATION:** As the primary member of the administrative team, the Principal of the School is directly accountable to the School Committee of Emanuel Lutheran Church. The Principal has been delegated with the responsibility of managing the operation and programs of the school. In the absence of the Principal a Lead Teacher assumes the duties of the Principal.

**AUTHORITY:** The Voters Assembly of Emanuel Lutheran Church is the final controlling authority of the school. The school budget, calling of personnel and major policy changes are submitted to and approved by the Voters Assembly. The School Committee, appointed with the Church Council's approval, supervises the operation of the school. The Principal acts as executive director, carrying out the decisions of the School Committee. The School Committee aims at constantly improving the course of studies and educational experiences for our students. The committee is aided by the Pastor and President of the congregation. The School Committee acts as the policy making organization for the school and is responsible for addressing and acting upon issues concerning the school.

**YOUR ROLE AS PARENT:** Cooperation between the home and school is vitally important. Parents/guardians are considered partners in the educational process. As such, parents/guardians have the duty to support Emanuel Lutheran School as it seeks to serve their child academically, socially, spiritually, emotionally, and physically. Our school activities are designed to enhance the quality of the educational program. We urge parents/guardians to have an active church life as well. Laying a firm foundation for your children will find an eager and ready response in the hearts of the children. We urge you to be an active participant in your child's school life as well as his/her spiritual life. In partnership we offer this guidance for support of the school and its mission. Parents/guardians have the responsibility to:

- Ensure that their child attends school regularly and arrives on time.
- Ensure that their child is prepared for class with the appropriate materials.
- Read and discuss the Parent/Student Handbook, as well as the signed Computer Safety contract, and all other school/class policies and procedures with their child.
- Ensure that their child complies with school rules, including, but not limited to, the behavior code of conduct and uniform code.
- Guide/promote good homework and study habits.
- Practice proper procedures regarding meetings with teachers and the Principal.
- Support established, publicized school rules, as well as classroom practices and procedures (e.g. return signed tests, homework, field trips, parties, and conduct expectancies).
- Be responsible to ensure that all paperwork is read and responded to, if needed, in a timely fashion.
- Ensure that their child's medical records are current and filed with the school as needed/required and immunizations are up to date.

- Ensure that their child conducts himself/herself in a manner consistent with the expectations and behavioral standards established by Emanuel Lutheran School, a manner that strives to pattern Christian love, including respecting the professional educators, their policies and procedures.

**LET’S TALK ABOUT IT:** Parents/guardians may request time with the School Committee. For the sake of proper order and effective planning, parents/guardians who request time with the School Committee should specify the desire, question, or specific need in writing and direct this communication to the chairperson of the School Committee in advance of the scheduled meeting (first Monday of every month). The School Committee will make every effort to accommodate requests for time within reason and in as timely a fashion as possible.

We expect our school families to exercise good judgment, loyalty, honesty, respect, and integrity in all dealings with the school, its employees, and students on or off premises. Any conduct that could be detrimental or harmful to the school, its faculty/staff members, or students, is unacceptable. We provide the following example of such improper behavior; spreading gossip and rumors about the school, its employees, students and administrators can adversely affect our school. Spreading rumors is not only unbecoming; people may be civilly liable for defamation if they spread rumors about the school, its employees, students and administrators. This includes spreading rumors via electronic and or/ technological devices.

The School Committee reserves the right to dismiss a family from Emanuel Lutheran School, at any time during the school year, if it is determined that a child’s parents/guardians have failed to uphold their responsibilities in supporting the School’s policies and mission, vision, and values.

**YOUR ROLE AS STUDENT:** Students are considered partners in the learning process. To help students focus on positive behaviors for academic growth and to promote acceptable social behavior and individual awareness the following students’ Rights & Responsibilities are listed.

1. Students have the right to an education in an environment conducive to learning. Therefore students have a responsibility to:
  - Attend school daily and punctually.
  - Be prepared for class with the appropriate materials.
  - Strive for their highest possible level of academic achievement.
  - Exert constructive peer influence.
  - Follow school rules at all times.
  - Conduct themselves in such a way that they do not disrupt, distract or in other ways interfere with the teaching and learning process.
2. Students have a right to know appropriate behaviors in a school environment and to be treated fairly. Therefore students shall:
  - a. Learn and abide by the student conduct/behavioral code and other publicized practices that explain the rights and responsibilities of students.
  - b. Observe basic standards of cleanliness and good grooming.
  - c. Have a responsibility to respect persons and the personal property of others.
  - d. Follow directions/instructions of school personnel in keeping with school rules.

- e. Help maintain and improve the school environment, respect property, and exercise due care while using school facilities at any time.
  - f. Conduct themselves so that the safety of others is not jeopardized by their words or actions.
3. Students may exercise their constitutional right of free speech within the bounds of good citizenship and proper order. Therefore:
- a. Students must recognize that freedom of speech and press do not constitute license to interfere with the orderly operation of the school.
  - b. Students must refrain from libel, slander, threats, and obscenity in verbal or written form, including social networking sites (e.g. “sexting”).
  - c. Students must read and discuss the Parent/Student Handbook, signed Computer Safety contract, and other school/class policies and procedures with their parents/guardians.

**See Code of Conduct and Consequences for more information.**

**THE BENEFITS:** Because the School Committee and administration intentionally pursue all helpful resources available for the sake of an ELS student’s educational welfare, our students receive the highest degree of resources available by law to non-public school students in the state. The Patchogue-Medford School District is authorized by the State of New York to evaluate Emanuel on an annual basis to determine if we can provide substantial and therefore equal education.

A qualified, trained and established faculty and staff work collegially to offer a quality, differentiated and enriched educational experience which addresses the developmental needs of the whole child.

Emanuel Lutheran School is a member locally of the Lutheran Schools Association (LSA) and, is a rostered elementary school of Lutheran Church Missouri Synod, Atlantic District. Administration/staff enrichment, public policy action, access to student services, research and exploration of educational resources, and conferences are available to this school because of its affiliation with LSA and the Atlantic District.

**ENTRANCE REQUIREMENTS:** Emanuel Lutheran School will accept any child who will be able to grow spiritually, academically, and physically within the educational environment of this school. To ensure that a child’s needs are addressed, the criteria for entrance are:

1. A completed application with the application fee, the prospective student’s report cards (current and prior years) and the most recent standardized test scores are submitted to the school office. If academic records appear satisfactory, an interview with the Principal and Pastor is arranged along with buddy day, and/or entrance exam date.
2. When a child’s records indicate a learning disability or other special needs, all records of evaluation and accompanying directives must be made available to the school. Parents are required to abide by the stated recommendations and submit to the Principal on-going documentation of their compliance.

3. The Principal and faculty member will confer and make a decision based on academic records and interview/exam results. The Principal makes the final decision as to entrance. A child is not considered enrolled until the required paper work and registration fee is received by the school/business office.
4. All new students accepted to Emanuel Lutheran School will be on probation for the first semester to monitor academic and social progress.
5. All Preschool students must be completely toilet trained before entering our 3 and 4 year program. Due to health regulations, these students may not wear diapers or pull-ups to school. In case of an "accident" a parent will be called to assist in the changing of clothes, if necessary.
6. Students enrolled in our Learn and Play 2 year old program are NOT required to be toilet trained. It is understood that only when necessary their diaper will be changed by either the assistant or teacher. Parents will supply the pull-ups for their child.
7. NYS regulations are considered when placing students into the preschool classes. Students who turn five years old before December 31st will be considered on the basis of the screening and interview. This regulation applies to grade school children as well. Please note if a child is placed in a grade ahead and you choose to place your child in a public school, that the child may be asked to return to his/her age appropriate grade level.
8. Emanuel is a Lutheran School, but is open to all faiths. Families from a variety of faith communities attend our school. Our religious curriculum and worship services reflect the teachings of the Lutheran Church Missouri Synod (LCMS) which are Grace driven, Cross and Christ centered. Our aim is to increase the faith of children and families associated with our church and school as they develop a personal relationship with our Lord.

### **CURRICULUM AND PROGRAMING:**

**ATTENDANCE:** Every student is expected to be on time and present during the entire school session. Parents are expected to call the school if their child is absent with a valid excuse. A written excuse, signed by the parent/guardian, must be given to the teacher upon the student's return for each absence for the purposes of documentation and records required by NYS Department of Education. In cases where children have three unexcused latenesses or absences in a quarter a parent will be notified in writing regarding the problem. After school detentions may be served when deemed necessary by the Principal. In cases where children have in excess of ten or more absences or latenesses an in-person parent conference will be required. Continued excessive absences could be considered educational neglect and we are required to report this to the Child Protective Services. In addition, a child's promotion may be affected. Children with perfect records of attendance each quarter (trimester) will be rewarded appropriately and held up as models for their classmates. A complete copy of our attendance policy can be found on our website.

### **CURRICULUM:**

**PRESCHOOL:** Our emphasis is on learning through play. We run a developmentally appropriate, child centered, creative, program. Building a positive self-image is an essential part of our preschool experience. One way that we do this is by exposing the children to God's love for each of them and others.

**KINDERGARTEN THROUGH MIDDLE SCHOOL CURRICULUM:** The curriculum at ELS is built around the National Common Core State Standards adopted by NYS. These standards are the road map for instruction, assessment and analysis. Our faculty is engaged in on-going professional development to improve teaching skills. Through the faculty's commitment to Jesus Christ and their ministry to teaching, they are dedicated to eliciting from each child his/her greatest possible growth. This comes about with cooperation of student and teacher and teacher and parent. Our balanced literacy program integrates reading, writing, grammar, and spelling. Our math program allows for the necessity of learning computation accurately, as well as concepts. The Lutheran religion curriculum is meant to be a witness to Christ, a searching of Scripture, and an understanding of how God wishes us to live. Christians of various denominations find our daily class teachings, devotions, and weekly chapels to be a blessing. There is a special emphasis on the arts through music, hand bell choir and voice choir, band, and art class. Physical education, foreign languages, and integrated technology (computer) enhance our program. Children have homework every night. It is not possible to do well and not do homework.

**EDUCATIONAL TRIPS:** Educational trips to various points of interest are enriching experiences for the child. The school will notify the parents of any educational trip which the child will participate in. Although all trips are a required part of the school day and program, parents will be asked to sign a permission slip and assume the cost involved.

**SCHOOL LIBRARY/Accelerated Reader Program:** Our school library supports our Accelerated Reader program. Students are permitted to borrow books for use in independent reading within a range for optimal growth. Students are encouraged to assess their comprehension of each book using a computer test in their classrooms. Points are earned and can be exchanged for items in the AR store during lunch.

**COMPUTERS:** Computers are available in our computer lab and in each classroom. Computer instruction is integrated in all aspects of the curriculum. Classroom computers are used to aid, supplement, or enrich instruction. Interactive white boards are available for teachers to use in their classrooms. ELS is committed to maintaining and growing our technology program to equip our students to be 21<sup>st</sup> century learners.

**SPORT/CLUB OFFERINGS/ENRICHMENT:** Students may participate in our age appropriate afterschool and enrichment programs. These programs are set up each school year and information will be sent home.

**ENVIRONMENTAL EDUCATION:** Students in 5<sup>th</sup> grade through middle school participate in an annual environmental education program with their teacher. They typically travel to Frost Valley YMCA Camp outside Liberty, NY or to Koinonia Lutheran Camp near Port Jervis, NY for three days in the fall. It is a regular facet of the school's curriculum, and therefore, all are expected to attend. Parents receive full details at the beginning of the year.

**SWIMMING PROGRAM:** As part of our physical education curriculum, children in grades kindergarten through third are required to participate in a four session swimming program in the spring. The students are transported once a week for four weeks by school bus to the Patchogue YMCA. Trained



instructors teach the children to swim or enhance their current knowledge. Only a doctor's note will excuse your child from participating.

**WORSHIP SERVICES (CHAPEL):** Chapel is held each Wednesday morning in the church for our students. Participation in these services provides a worship experience for the students and enriches their spiritual life. Parents and friends are welcome to attend. Visitors should enter through the school office. In order to teach the grace of Christian giving, offering envelopes will be given to the children. This affords an opportunity to teach Christian stewardship. Chapel offerings are designated to different missions each month. The faculty is in charge of selecting the offering designation. Suggestions from parents and students are invited. A chapel hymnal is used by the students during chapel and may be purchased at a nominal fee from the school.

**EMANUEL'S UNIQUE PROGRAMMING:**

Our faculty has designed ways to inspire an increased level of Christian Development in our students with measurable criteria. Using a proven structure process for increasing the joy of learning, all are encouraged to choose positive attitudes and to be there to support each other in a cheerful learning environment.

Encouraging a growth mindset, students determine goals that are celebrated with the Principal during a Tutti Fruitti Visit. A special discussion of the factors and people who aided in their success is held.

As students grow in the Spirit, their gifts (Fruit) are recognized during our Friday Praise. Each teacher created Fish Tales are presented to qualifying students as the entire school cheers their accomplishment. These attributes are recorded, and data collected, to measure student's growth.

**HOMEWORK:** Homework policies will vary with the individual teachers and with the individual students, but as a general policy, all students are assigned homework on a regular basis Monday through Thursday. Parents may help children with homework, but should be careful that they do not do the work themselves. Homework is a reinforcement of concepts already learned in school; therefore, students should be able to do the work on their own with minimal help from parents.

**GRADING:** Students in kindergarten through middle school receive triannual report cards. Kindergarten through fourth grade students will be evaluated on a developmental type of report card which indicates if the student has accomplished a task, is in process or is not yet ready. (Grades five through eighth receive an academic grade and an effort grade.) The grading scale is:

A+ 99-100	C+ 78-79
A 94-98	C 74-77
A- 90-93	C- 70-73
B+ 88-89	D+ 68-69
B 84-87	D 65-67
B- 80-83	F below 65

**Academic:**

4=Exceeding Standards  
 3=Meeting Standards  
 2=Working Towards Standards  
 1=Below Standards  
 NA=Not Assessed at this time.

**Effort:**

E=Exceeding Expectations  
 M=Meeting Expectations  
 W=Working Towards Expectations  
 B=Below Expectations

**HONOR ROLL: Effort-**Students in grades five through eight can qualify for the effort honor roll if their effort grade point average is 80 or higher, with no grades below B-. **Academic-**Students in grades five through eight can qualify for the academic honor roll if their academic grade point average is 88 or higher with no grades below B.

**PARENT- TEACHER COMMUNICATIONS:** Report cards are prepared by the teachers four times during the year. Report card grades are based on a variety of factors—homework, class work, participation, quiz marks, test marks, project marks. The first three report periods include a meeting between parents and the teacher. On-going communication between teacher and parent is expected. We will respond to any questions or concerns within 24 hours. For matters that necessitate a conference an appointment is required.

**PROMOTION/RETENTION:** Emanuel does not subscribe to a policy of automatic promotion. Adequate yearly progress must be achieved for promotion to the next grade level. Repeated failures in major subjects will result in possible retention or required summer school courses. In the event of noncompliance of such requirements, Emanuel Lutheran School reserves the right to deny promotion to or dismiss the child from Emanuel Lutheran School. In order to be promoted to the next grade level, four out of five of the student’s major subjects must have a final average of 65% or better. Special consideration will be given if the IEP (Individualized Education Plan) is in place. Excessive absenteeism may also be cause for retention.

In all grade levels, at any time during the school year, if it is determined that Emanuel Lutheran School’s resources are not adequately meeting the needs of the child the School reserves the right to dismiss a student. In the event that a child must be dismissed, a meeting will be held with the parents/guardians, the teacher(s), the Principal, and the student wherein recommendations are made.

**STANDARDIZED ASSESSMENTS:** Standardized Assessments (i.e. Aimsweb) are used by teachers diagnostically to continually improve the offerings and curriculum expressions of classroom learning in each grade for the sake of each student involved.

### **RULES OF THE SCHOOL:**

**ABOUT MEETINGS BETWEEN PARENTS/TEACHERS/PRINCIPAL:** We believe healthy communication between parents/guardians and school is vital for a student's best educational experience; therefore, it is encouraged. Because the School's first obligation is to the education of all its students, we have established procedures allowing us to welcome conversation and fulfill our educational obligation to each student.

1. Whenever a parent/guardian has a concern or question pertaining to his/her child's performance in a specific subject, contact the teacher (via a written request/telephone call) to set up an appointment to meet. Faculty members will endeavor to extend the same courtesy to parents/guardians.
2. Communication directly and honestly between parent/guardian and teacher is encouraged. Such contact proves most effective and beneficial for the child. However, in the event that a concern is not resolved by means of a parent/guardian/teacher meeting, it becomes appropriate to seek an appointment with the Principal. A parent/guardian desiring to setup such a conference with the Principal should contact the School office. Communication between families and school staff via social networking (i.e. facebook, twitter) is prohibited.
3. Without a pre-arranged appointment, parents/guardians jeopardize the faculty and administration's ability to extend the best resources for the sake of student welfare. Therefore, refrain from spontaneous meetings. When school is in session, individuals wishing to speak with teachers may leave a message with the School office. Messages will be directed to the teacher(s). Faculty members will endeavor to extend the same courtesy to parents/guardians.

The intent of all communication relating to a student's school experiences is to prosper the team effort of parent/guardian, teacher, and Principal for the sake of the child.

**PRIVACY CONDUCT:** Emanuel Lutheran School cannot release personal information regarding students (e.g. addresses, telephone numbers) to anyone other than those individuals who a student's family has authorized. Emanuel Lutheran School does not release personal information regarding faculty/staff (e.g. addresses, telephone numbers). For emergency purposes (i.e. school closings (weather related) we traditionally have class phone chains. If you do not wish to be part of that phone chain please notify the school/business office at the beginning of the school year.

**STUDENT RELEASE PROCEDURE:** Each year Emanuel Lutheran School provides and requires completed forms for all students, Pre-School -Grade 8, regarding regular dismissal/release procedures. For the well-being of our students, children will only be dismissed and/or released according to the information noted on the student dismissal form. Any changes, which are to be considered standard, are to be made in writing to the office. Single instance permission to release a child into any other adult's care must be communicated in writing to the teacher by the parent/guardian in advance.

**TRANSPORTATION KINDERGARTEN – GRADE 8:** The majority of the children at Emanuel Lutheran School travel to school by bus. The buses used are the same as those used by the public schools and there is no charge to parents or to the school. New York State law provides for busing to parochial schools within a 15 mile radius. Parents must apply to the local school district in which they reside to receive this transportation. Most districts have a deadline of April 1st for applications for the following year. If a child rides the bus, parents are to notify the office or teacher if there is to be any change in transportation for that day. These steps are necessary to avoid any confusion and to provide for the safety of our students. Your help and cooperation is appreciated. Busing issues are between you and your public school district. This includes pick up and drop off times, behavior and all correspondence.

**EMANUEL LUTHERAN SCHOOL BUS CONDUCT:** ELS is fortunate to operate a school bus that is used expressly for educational trips that enhance our school curriculum. When riding the bus, students are expected to obey the following safety rules, conducting themselves in a manner that will help ensure safe transport:

- **Before boarding the bus students are to form a straight line**
- **Board and disembark in an orderly manner**
- **Wear safety belts at all times**
- **Respect and obey the bus driver**
- **Respect other students**
- **Respect the vehicle**
- **Stay seated while the bus is in motion**
- **Speak in normal tones of voice at all times**
- **Use appropriate language and good manners**
- **Keep arms and heads inside the bus**
- **Refrain from throwing objects**
- **Refrain from eating or drinking, unless otherwise directed by the bus driver/Principal**

Students who reportedly fail to follow these rules may receive a warning note from the Principal. Additional poor conduct may yield a letter and a call to the child's parent/guardian and/or suspension from the bus for a period of time or the remainder of the school year, as determined by the Principal.

**TRANSPORTATION PRESCHOOL:** Emanuel provides no transportation for preschool students. Entrance and exit to Emanuel's parking lot is made on Main Street opposite Burlington Coat Factory. Parking is not permitted in the lot owned by Tiffany Apartments.

**EMERGENCY CONTACT CARDS:** At the start of the school year, parents/guardians will receive an emergency contact card for each child. This card is to be completed and returned to the school office. These cards provide vital information when treating a sick or injured child and should be completed in a timely and detailed manner. Parents/guardians are required to submit updated information (change of address, phone numbers) promptly.

**EMERGENCY MANAGEMENT/DRILLS:** Emanuel Lutheran School maintains compliance with NYS requirements for safety. Established Emergency Management procedures exist to safeguard the school community. Emergency/fire drills are conducted regularly. Trained, designated leaders are in charge.

Students, faculty/staff, and visitors must adhere to the rules of silence and orderly exit so that instructions ensuring the safety of all may be clearly understood.

**HEALTH AND MEDICATIONS:** Emanuel Lutheran School maintains compliance with NYS Department of Health requirements for health exams and immunizations. Our District of location, Patchogue Medford, makes available a health care provider, supervised by a part time health care professional.

- a. Updated proof of immunization is required of all students prior to entering Emanuel Lutheran School. Notification of immunization requirements will be sent to all families. Active immunization status is mandatory for a child to enter school.
- b. Annual physical examination forms will be provided to students. A complete physical examination is required at the time of admission and as instructed thereafter. These forms are to be completed by the student's physician and returned by parents to the School: annually, in Pre-School through Grade 1, subsequently in Grades 3, 5, and 7.
- c. The school will forego the immunization requirement **only** with a parent's refusal to allow their child to receive immunization, inoculation, etc. that is based upon a conflict with the parents or guardian's religious beliefs. A statement declaring such objection, signed by the student's parent or guardian, is submitted to school at the time of enrollment. Such declaration shall state that the parent or guardian will accept total responsibility for their child's health and well-being and full responsibility for the refusal to allow their child to be immunized. Such letter must also be notarized.
- d. A copy of the student's birth certificate must be provided. It becomes part of the student's permanent record.
- e. If a child contracts any of the contagious diseases, please contact the school office. For the protection of your child and other children, we ask that you keep the child home if he shows signs of illness. Parents/guardians will be notified in writing of any contagious condition occurring among the school population.
- f. If your child is running a fever, is nauseous, or coughing, they will not be able to concentrate on school. For the health of all our children, please keep your child home where they can rest and recuperate. We reserve the right to send a student home if vomiting, has a fever, is listless, has a head injury, or displaying other symptoms we feel might require medical attention.
- g. Parents/guardians should notify the School in writing whenever their child is taking prescribed medication, including and especially Epipens. If these medications need to be taken while the child is in school, the parents must provide written instructions regarding proper storage, dosages, and administration. Parents must be aware that, by law, the child must be able to administer his/her own medication while being monitored by an adult.
- h. School personnel cannot administer any medication. When children are recovering from an illness, especially those requiring regular medication administration, parents are urged to keep children at home until fully recovered.

**BEHAVIOR CODE OF STUDENT CONDUCT SUMMARY:** Emanuel Lutheran School is committed to providing a safe and orderly school environment where students may receive and our teachers may

deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, administrators, staff, parents and visitors is essential to achieving this goal.

Emanuel Lutheran School has a long-standing set of expectations for conduct on school grounds, school property, on school buses, and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

Emanuel Lutheran School, its officers, teachers and staff, shall not discriminate against any student, employee or individual based on a person's actual or perceived race, color, weight, national origin, creed, ethnic group, religion, religious practice, age, marital status, disability, sexual orientation, predisposing genetic characteristics, gender or sex.

Emanuel Lutheran School Committee recognizes the need to clearly define these expectations for acceptable conduct on school property and at school functions, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly.

Emanuel Lutheran School Committee has adopted a Code of Conduct in line with New York State SAVE legislation. The complete Code of Conduct is available upon request from the school principal. This summary is intended to help parents inform their children of the basic rights, responsibilities and consequences attached to misconduct.

#### Students' Rights and Responsibilities

Emanuel Lutheran School is committed to safeguarding the rights that all students are entitled to under federal and state law, including the right to attend school in a safe, healthy and orderly environment. No person will be permitted to create a hostile environment by conduct, with or without would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or (2) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct would include, but is not limited to, threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability sexual orientation, gender or sex. Students have the responsibility to abide by all of Emanuel Lutheran School's rules and regulations; to act in a respectful manner toward all teachers, staff and students; to tell a responsible adult if another student is overheard threatening to cause harm to others; and to accept responsibility for their actions.

The Code of Conduct also defines reasonable expectations for the essential partners in the education of young people: parents, teachers and all other school staff members, as well administrators and the School Board/Committee. The Code of Conduct identifies parent responsibilities as sending children to school healthy, and acknowledges that each parent cares about the success of his or her child and accepts shared responsibility for the child's education. Teachers and all other school staff are expected to model the types of behaviors we expect of students; to teach effectively while demonstrating concern for the well-being of the whole child; and to communicate with parents and students on progress being made, as well as on any problems that are interfering with learning and personal growth.

The section "Student Dress Code" emphasizes that all students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions wearing their school uniforms. On "dress down days" students shall wear clothing that is appropriate to the school setting and prohibits any combination of clothing which is disruptive of the educational process. The "Student Conduct" section describes multiple categories of conduct that endanger the safety, health or welfare of others. These include lewd or abusive language or gestures; disruptive behavior; possession of, use of, or threat to use any weapon; harassment and bullying of others; and possession, use or distribution of any alcohol or drugs. The Code also prohibits academic misconduct such as cheating, copying and plagiarism.

Emanuel Lutheran School requires that any student observing a student possessing a weapon, alcohol or illegal substance at school, on school grounds, on school buses, at school functions, or witnessing violence or the threat of violence must report that information immediately to an appropriate staff member. The Code of Conduct requires that school personnel inform parents, administrators and the police (if an incident appears to be possible criminal behavior) of violations of the Code of Conduct.

The section on "Consequences" describes a range of actions in response to misconduct. These range from teacher removal of a student from class or activity, school suspension and expulsion. The principal or the principal's designee may overturn the removal of the student from class if the principal finds the charges against the student are not supported by substantial evidence. In such a case, the student will be immediately returned to the classroom. A student is always entitled to due process in any disciplinary procedure, and the principal and parent are always to be involved. The Code of Conduct requires that parent contact occur within one school day of any serious incident.

Corporal punishment of students is prohibited. However, the Code of Conduct recognizes that there will be certain situations that require the use of physical force either to restrain a student from injuring him or herself or another person or to protect the property of others.

"Student Searches and Interrogations" reminds students and parents that school lockers are the property of the school and may be opened and searched at any time. It authorizes searches of students and their belongings if the principals or his or her designee has reasonable suspicion to believe that a search will result in evidence that a student violated the Code of Conduct. Documentation of searches is required, and parents will be informed and police will be called if the appropriate school official deems such actions to be necessary. The Code of Conduct specifies that students who are questioned by police officials on school property will be afforded the same rights they have outside of school.

School officials also have a responsibility to notify Child Protective Services when they have reasonable cause to suspect that a student has been abused or mistreated by anyone.

Finally, the Code of Conduct requires that visitors to our schools also abide by our standards, including reporting to the main office upon arrival and conducting themselves in a civil, respectful and orderly manner with all persons they meet on school grounds. A visitor whose behavior is disruptive will be required to leave. Authorized school officials may request police assistance if the situation warrants.

**A copy of Emanuel Lutheran School's full Code of Conduct is available upon request (to the principal's office).** Students will be given the summary of the Code of Conduct at the start of each school year. Parents and students who enroll in a school during the school year will be given the summary and offered a complete copy. All Emanuel Lutheran School teachers and staff will be provided with a copy of the full Code of Conduct at the start of each school year.

The Emanuel Lutheran School Committee will review the Code of Conduct annually and adopt any necessary revisions following public hearing for parents, students and other interested parties.

With the above in mind Emanuel Lutheran School will implement the following Code of Conduct in the classrooms. It was established to promote social growth, personal discipline, and strives to provide an

atmosphere of love and safety in which all students can exercise their God-given talents. We believe there is an important relationship between Christian discipleship and personal behavioral discipline. Whether in school, on school grounds, at school-related activities in/away from school, or while traveling to/from school, students shall follow a code of conduct.

1. We offer the following Code of Conduct and consequences.
2. Students are expected to attend school daily and punctually.
3. Students are expected to refrain from verbal fights or physical threats.
4. Students are expected to comply with directions of all school personnel.

***Students who fail to comply with these expectations will be subject to disciplinary process up to and including a detention.***

Our Pre-school and Kindergarten teachers address misbehavior of students on an individual basis using the resources of the teacher and/or Principal. In extreme circumstances, the parent/guardian will be notified, and a conference arranged.

Our intentional approach to provide a positive learning environment that meets the needs of all students is responsible for the few behavioral incidents that occur at Emanuel Lutheran School.

Mediation, kindergarten thru 8<sup>th</sup> grade, is given if a student exhibits undesirable behavior that may lead to classroom disruption. During lunch the student will have time to eat lunch and reflect on said behavior. While discussing ways in which the student's behavior can better exhibit those that promote a positive learning environment.

## DISCIPLINE POLICY

After Mediation:

Elementary (K-4) and Middle School (5/6; 7/8)

3 Mediations = 1 Detention (4<sup>th</sup>)

- Detention will be served if the infraction occurs before lunch on the same day.
- Detention will be served the following day if the infraction occurs after lunch.
- The teacher issuing detention will notify the parents.

Detention will be held from 2:45-3:30.

- Students will remain silent. Homework will NOT be completed.

If detention is not served the date it is assigned, 1 day of Out of School Suspension will be issued.

- 3 Mediations = Detention
- 6 Mediations = In -School Suspension and meeting with Principal
- 9 Mediations = Out of School Suspension and meeting with Pastor.



Parents will be kept informed of the number of mediations served as it is indicated on the mediation form which requires a parent signature.

Certain behaviors may result in an automatic In-School or Out of School Suspension issued at the Principal's Discretion.

When an incident does take place, the adult supervising the activity will investigate the situation by interviewing those near-by in order to get the whole picture. This report will be written and shared with the parents. A parental signature is often required. In addition, an appropriate consequence will be imposed.

In the event an incident requires the Principal's attention, the completed report will accompany the student to the Principal's office. Further interview and consequences will be administered. Parents will be notified by phone or written report. The principal and parents will work closely to monitor and eliminate the undesirable behavior.

**In-School Suspension:** In the instance an undesirable behavior is not entiquished, an in-school suspension may be issued by the Principal. The purpose is to communicate the severity of the infraction. The classroom teacher and parents will be notified. The student is responsible for completing all assigned work.

**Suspensions and Expulsions:** Suspensions and expulsions are issued only by the Principal. In the event of a suspension, a conference with the Principal, the student, and the student's parents/guardians will be held before the student returns to school. A suspended student is required to make up all work assigned during the suspension. In the event of an expulsion, if requested, the parents/guardians may appeal in writing to the School Committee.

1. Students are expected to refrain from using language, gestures, or actions that are obscene, profane, disrespectful, harassing, or threatening.
2. Students are expected to be constructive in speech and manner with others. Therefore, slurs and insults of any kind, but especially racial, ethnic, religious or gender variation, will not be tolerated. Bullying of any kind (including Internet), is prohibited.
3. Students are expected to be honest in word and deed. Therefore, lying and cheating are unacceptable.

***Students who fail to comply with these expectations may be subject to disciplinary process up to and including a suspension.***

1. Conduct that is deemed threatening and/or engages in recklessness that can create a danger or injury to self, classmates, or property will not be tolerated.
2. Students may not use web sites, at school or at home, to defame this School, its faculty or staff, or its students. Online bullying is prohibited.
3. Posting "Emanuel Lutheran School," faculty, staff, or student identities (names, photos) on the Inter-net is prohibited and considered an invasion of privacy and/or slanderous, libelous material. [NYS Department of Education, June 2007]

4. Acts of student-on-student sexual harassment (harassment may include verbal or physical conduct, or written or graphic material posted or circulated [e.g. "sexting"] that denigrates or shows hostility towards an individual) is prohibited and must be reported to the Principal immediately.
5. There will be no fighting. Physical assault of other students or school personnel is not tolerated.
6. Students are expected to respect the property of others. Therefore, students may not borrow or use another's property without authorized permission.
7. Students may not bring any type of cell phones, smart devices and other electronic devices to school.
8. Cell phones, smart devices and other electronic devices may be permitted in certain circumstances. They must be turned off and kept in a student's backpack. Devices that are heard or seen will be confiscated and returned only to the parent/guardian of the student.
9. Under no circumstances may a student bring a weapon to school, carry a weapon in school or use any object as a weapon.
10. Illegal drugs and alcohol are not allowed in school.
11. Vandalism or other intentional acts of damage to property belonging to the school will not be tolerated.

***Students who fail to comply with these expectations may be subject to disciplinary process up to and including an expulsion.***

## **SCHOOL UNIFORMS:**

### **Options for the Girls:**

#### **Grades K-5**

- Plaid or Navy Jumper or Skirt
- White Dress Blouse (mandatory for Wednesdays), Knit Shirt, Turtleneck
- Navy Uniform Slacks
- Formal Plaid or Navy Tie (optional)
- White, Navy or Gray Socks
- Tights (plain white, navy blue, or gray, no designs)
- Ankle Socks (plain white, no design)

#### **Middle School Girls**

- Navy or Khaki Uniform Pants
- Gray, Navy, Khaki, Pleated or Flat Front Uniform Skirt
- White Oxford Blouses (Mandatory for Wednesdays), Polo Shirt, Turtleneck
- Navy Uniform Blazer (Mandatory for Wednesdays)
- Dress Socks, Tights, Ankle Socks (as described above)

#### **All Grades / All Girls**

- Uniform Dress Shorts (Sept, May, June)
- Navy V-Neck, Varsity, Cardigan Sweater, Sweater Vest

**Physical Education Days:**

- ELS Sweatshirt, Sweatpants, T-shirt and Shorts (on Physical Ed class days)
- Jewelry should be reasonable and safe.
- Girls must wear jumper or skirt along with dress blouse on Wednesday/Chapel days. If a sweater is worn, it must be a uniform sweater and must be worn over a uniform blouse. In addition, middle school girls must wear white Oxford blouses and Navy blazers on Chapel days.

**Options For the Boys:****Grades K-5**

- Navy or Gray Pants
- Navy or White Dress Shirt (Mandatory for Wednesdays), Polo Shirt, Turtleneck
- Plaid Tie (Mandatory for Wednesdays)
- Navy or Gray Socks

**Middle School Boys**

- Navy or Khaki Pants
- White Oxford Shirt (Mandatory for Wednesdays), Polo Shirt, Turtleneck
- Navy Uniform Blazer (Mandatory for Wednesdays)
- Navy Uniform Tie (Mandatory for Wednesdays)
- Dress Socks

**All Grades/All Boys**

- Uniform Dress Shorts (Sept, May, June)
- Navy V-Neck, Varsity, Cardigan Sweater, Sweater Vest
- Navy or Gray Belt
- Navy or Gray Socks
- No Earrings are permitted
- Collar length hair or shorter
- ELS Sweatshirt and Sweatpants and PE uniform (Grade appropriate)
- Boys must wear a tie and dress shirt on Wednesday/Chapel Day. If a sweater is worn, it must be one of the uniform sweaters and must be worn over a uniform shirt. In addition, middle school boys must wear oxford, ties and blazers on Chapel days.

**DRESS CODE:** The purpose of creating and maintaining a dress code is threefold. The first is for safety. The second is to assist in developing an atmosphere of purposeful, business like activity. The third is to assist families in guiding youth to patterns of modest dress. Emanuel School believes that these are God pleasing.

It is appropriate for parents/guardians to monitor their child's dress to ensure modesty, neatness, and safety. Backless shoes, sneakers (except for gym), sandals, "crocs," "wheelies," flip flops are not permitted. Appropriate dress will also be monitored by the faculty, staff, and administration who will make final determinations. We also offer the following:

1. Before buying shoes with laces for a child, parents/guardians are urged to teach children how to tie shoes and ensure that the child can adeptly tie his/her own shoes for his/her own safety and the safety of others. (Velcro and buckles are safe alternatives, until your child masters the art of tying.)
2. All students must keep their hair neat and clean. Long hair should be tied back on gym days.
3. Girls in middle school may wear a minimal amount of make-up. Light colored/seasonal nail polish permitted. The classroom teacher and/or Principal will determine the acceptable amount.
4. If a student enjoys wearing an extra sweater during the school day, only Emanuel Apparel is acceptable. (Ex. Varsity navy cardigan Tuesday, Wednesday, Thursday, zip hoodie Monday and Friday).
5. Pins distributed by Emanuel Lutheran School and small religious symbols may be worn on the dress uniform. Earrings and other jewelry must be small. Chains are to be worn inside a shirt. For safety, no jewelry of any kind is to be worn on gym days.
6. Parents are required to write their child's name on cardigans, sweatshirts, and lunchboxes.
7. Acceptable length for uniform skirts and dresses is between one inch above the top of the knee and two inches above the ankle.
8. Clothing is not acceptable if it has holes, split hems, ripped seams or is worn through.
9. All pants are to be worn at least ankle length.
10. Shoes must be loafers, deck shoes, saddle shoes or oxfords in blue, black, brown, grey or white. Height of the heel may not exceed 1 ½ inches. No sneaker or boot type shoes of any style are acceptable, sneakers must be worn with the PE Uniform.
11. Socks must be worn.
12. Rain boots are not to be worn in the classroom.
13. Uniform dress shorts may be worn during the months of September, May and June. Shorts may not be worn on Wednesdays/Chapel Days or any "Dress-up day".

**Uniforms may be purchased at Ideal Uniform.** Any of the uniform style brands (French toast, Land's End...) at local retail stores are acceptable if they match the Emanuel uniform exactly.

There are times within the session of school when alternative dress may be worn. Certain occasions are planned into the calendar for the whole school to enjoy days of special dress ("dress-down", pajama day, etc.). The School provides **N. U. T. Cards (No Uniform Today)** normally given as rewards or for purchase. A student may use this card on a day when his/her class does not have gym or chapel worship.

N.U.T. cards must be used during the school year in which they were issued and only by the student to which it was issued. Selling, trading, or copying N.U.T. Cards is prohibited. Students must present their N.U.T. cards to the teacher on the day of the dress-down. If the student does not comply, the student's next N.U.T. card will be forfeited. Students may not dress-down before buying or receiving a N.U.T. Card.

***The classroom teacher and/or Principal reserve the right to determine acceptable dress.***

**SCHOOL PROPERTY/PERSONAL PROPERTY:** Students are expected to take care of school property, and the surrounding building(s) and grounds. Students must pay for the loss or damage of school property (books, furniture, athletic equipment, etc.) according to the property's replacement value. Students are responsible for their own property. No toys of any kind are allowed in school. Final report cards/transfer papers will be held until all outstanding bills for loss or damage have been paid.

**SCHOOL CLOSINGS:** The decision to close the school is made, when deemed necessary, to ensure the safety of the students. The Principal of Emanuel Lutheran School may make the decision to close the School based on inclement weather conditions or other emergencies. His/her decision is final. In the event the decision to close school is made go to our website, tune your radio to WALK (97.5FM 1370AM) or check News 12 either on TV or online. Any closing or news of importance will be broadcast over these radio stations and News 12. If you do not hear Emanuel listed, we will have school on that day. If your local school district which provides busing is closed, you will not receive busing services that day. If the Patchogue/ Medford school district is closed Emanuel will be closed.

On occasions when heavy snow falls during school this can mean students will be dismissed early. **All children will be put on their bus to go home.** Please make sure your child knows what to do when he or she arrives home. **Have a plan in place should your child need to come home early.** We will also inform the radio stations of our early dismissal.

**SNACK:** Healthy snacks provide a needed energy boost to maintain academic and physical performance. Research proves that healthy snacking will provide your child with an opportunity to be more successful in school. Your child will be invited to enjoy a healthy snack each day during school. Possible snacks include: Fruit (dried or fresh), fresh vegetables, cheese, pretzels, applesauce. Not permitted are cakes, or candies and juices with artificial flavors and coloring. Please see your child's teacher regarding allergies. We are an allergy aware school as several students have significant/life threatening allergies. Teachers may exclude some of the items listed above in their classrooms. Teachers will determine when and if students may visit the snack machine during class time. The latest brain research indicates that the brain is 78% water and it can show signs of dehydration before thirst is sensed. It requires a larger percentage of water than any other part of the body. To help your child consume a healthy amount of water, they will be permitted to have with them a bottle of water to keep at their desk throughout the day. Please be sure the bottle has the child's name and a "sports cap".

**LUNCH PERIOD:** A daily hot lunch program is offered for students in full day preschool and kindergarten through middle school. Students may bring their lunch to school. A milk or juice is available should children wish to purchase a drink. Additionally, a la carte items are available for purchase. Soda and any beverage in a glass bottle are not permitted. Menus must be accompanied with payment in full. If a

student forgets their lunch, a meal will be provided. The daily rate will be billed. We discourage students from bringing microwaveable foods and sharing their food with classmates. Students are not allowed to leave the building at lunchtime. For special occasions during school hours, food may be permitted in classrooms. Your child's teacher will be in charge of determining the timeliness, potential, and need for assistance for such times. Families wishing to celebrate birthdays during school hours are required to contact the classroom teacher for guidance and permission.

It is our desire to offer students time to gather with each other over lunch. Companionship shared at this time is an important facet of social growth and encourages development of healthy social behaviors. For the sake of all in attendance students are expected to keep the lunchroom clean, to conduct themselves in an appropriate manner, to make use of good manners, and to respectfully listen to and comply with the directions of lunchroom supervisors when given. Students failing to comply with lunchtime rules and procedures may be removed from the room and redirected to a safe place until behavior improves. Misconduct in the lunchroom will be reported to the teacher/Principal. Procedures/rules for lunchtime.

- i) Glass bottles, gum, soda, candy, or other high sugar snacks (i.e. fruit roll-ups, etc.) are not permitted.
- ii) Students are expected to clean up his/her area after eating, throwing garbage in the appropriate receptacle (see recycling regulations).
- iii) Students should check with lunchroom supervisors regarding activities allowed in the lunchroom (crayons and paper, playing cards, etc.)
- iv) Students are expected to talk with "inside voices" at all times. Yelling or shouting is not permitted. Students are expected to respect and adhere to the instructions of the lunchroom supervisors and are expected to be silent when the signal is given and face the supervisor giving the signal.
- v) Students may volunteer to help sweep/clean tables, in accordance with the lunchroom supervisors. These volunteers will be given praise slips for jobs well done.

The lunchroom supervisors may impose these consequences to individual students:

1. verbal warnings
2. reassigned seats
3. lunchroom warning slips

**TELEPHONE:** The school telephone number is (631-758-2250 extension 2). The school office hours are 8:00am – 4:00pm, Monday through Friday. For business matters please dial extension 3. In general, teachers are not available to come to the phone during the school day. The office will take a message and relay it to the teacher. The office will take only messages of importance to the students. Students are not to use the school phone, except in emergencies.

**VISITORS:** We believe hospitality is a vital means by which we grow healthy community. Our office staff is trained to welcome and direct all people entering the building including parents/guardians, visitors, service providers, and volunteers. In order to responsibly care for our students, the school expects (and requires) all guests (including parents/guardians) to abide by publicized procedures for registering in the office before further entry. Once registered, a staff/faculty member will accompany guests through the building.

**SEXUAL HARASSMENT:** Sexual harassment is a form of sexual discrimination prohibited by federal and state law. It is any unwanted conduct of a sexual nature. It is the imposition of unwelcome and/or unwarranted sexually oriented acts that creates a hostile, intimidating or offensive academic or work environment.

**Our Policy:** Emanuel Lutheran School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. Emanuel Lutheran School prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student or employee at Emanuel Lutheran School to harass a student or an employee through conduct or communication of a sexual nature defined in this policy. Emanuel Lutheran School recognizes that sexual harassment can originate from a person of either sex or against a person of the same or opposite sex, and from classmates as well as adults.

It shall be a violation of this policy for any student or employee at Emanuel Lutheran School to be sexually involved with a student or employee. Any relationship involving romantic or sexual overtones with a student is strictly prohibited and will certainly result in immediate dismissal. Relationships between consenting employees may be a form of sexual harassment if the participation of any individual is not entirely voluntary. This is particularly true where one of the participants is in a supervisory capacity. Any person who in any way feels pressured into a relationship with a coworker should report it immediately to the Principal. Furthermore, any employee with supervisory responsibilities who enters into a social relationship with a subordinate must exercise extreme care to insure that the participation of the subordinate is entirely voluntary, or the superior will risk being found guilty of harassment.

Emanuel Lutheran School will act promptly to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of Emanuel Lutheran School. Any person reporting in good faith any act of perceived sexual harassment will be protected from retaliation of any type or nature whether or not harassment is found.

*Definition of Sexual Harassment and Sexual Violence* Sexual harassment is unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or of obtaining an education; or receiving any form of benefit; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting a person's employment or education; or

3. The conduct of communication has the purpose or effect of substantially or unreasonably interfering with an individual's work, employment or education, or creating an intimidating, hostile, or offensive academic or work environment; or
4. It is considered unwelcomed by another.

*Examples of prohibited behavior that are sexual in nature and are unsolicited and unwelcome include:*

Written Contact: sexually suggestive or obscene letters, notes, invitations, and drawings. This includes computer messages of a sexual nature. Verbal Contact: sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), any sexual propositions, comments about (an employee's, student's) one's body or sexual characteristics that are used in a negative or embarrassing way. Physical Contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse. Visual Contact: suggestive looks, leering, or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines. Sexual Blackmail: sexual behavior to control another employee's or student's work environment is also prohibited- this includes salary, promotions, evaluations and/or better job assignments or grades. Every effort will be made to eliminate sexual harassment by non-employees including parents, suppliers, and other visitors to the school.

**Reporting Procedures:** The Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Any person who believes he or she has been the victim of sexual harassment by a student or an employee at Emanuel Lutheran School, or any person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report alleged acts immediately to the Principal.

If the Principal is accused, the report shall be made to the President of the School Committee, President of the Congregation, or the Pastor. Emanuel Lutheran School encourages the reporting party or complainant to make his or her report in writing.

Emanuel Lutheran School considers acts of sexual harassment to be of a most serious nature, always and everywhere unacceptable and contrary to the Church's teaching on the dignity of human beings. Therefore, it will investigate all complaints properly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, monetary penalties, and even termination.

### **SCHOOL ACTIVITIES:**

**ATHLETICS:** Students can participate in after-school athletics throughout the school year. Participation in these programs is dependent upon satisfactory behavior and academic progress in school. Parents must provide transportation home from these activities, if late buses are not available. All of our athletic teams are co-ed. Students are encouraged to sign up for each sport that they are interested in. The age/grade for participation in after school activities will be determined depending on the sport.



**CHOIR:** Students in grades 3 through middle school may participate in the school choir. Practices are held during recess/elective period. The students will learn songs that can be sung at chapel, in concerts, special services, or at other schools.

**BAND:** An instrumental band program is available to students in grades 1 through middle school. The program is run by the Paul Effman Music Company. Lessons are given during the school day. A monthly fee is charged by Paul Effman Music Company to the parent for participation in this program.

**HANDBELLS:** A hand bell program is available to students in grades 4 through Middle School. Practices are held after-school. Two concerts are held each year. Students may also perform for special services.

### **INFORMATION RESOURCES:**

**TUITION:** Tuition rates are kept as low as our high standards of teaching and equipment will allow. Tuition payments cover the cost of personnel and the educational materials of the school. Emanuel Lutheran's congregation believes that our school is a mission and therefore is contributing to the total cost of educating your child.

All families are required to set up an account with FACTS Management to pay Tuition.

Tuition payments are payable the first of each month. The first payment is due August 1st of each school year and the first of each month thereafter, through the month of May. Full tuition for the school year may be paid by August 1st at a 3% discount. A twelve month option is available beginning in June. Please contact the school business office if you are interested. Strict adherence to this payment schedule is upheld. All delinquent accounts will require removal of the child from the school. A financial agreement form must be signed through our tuition collection company, FACTS Management, before the first tuition payment. If a child is withdrawn from school, families are responsible to complete tuition payments through the end of the month of withdrawal.

All accounts/fees must be paid in full by the last day of school in order to receive final report cards and transfer of records when requested. NOTE: Eighth graders must have their accounts in good standing to participate in graduation.

Out of consideration for the many financial demands made upon families, the church has made it possible for church member families to participate in the Emanuel Lutheran School program at privilege tuition rates. An application form for this discount must be completed annually. On this form there is an opportunity for you to share your family's worship life, discipleship, stewardship, and communion participation. Both the Pastor and Principal review these forms and make the final decision.

**RE-REGISTRATION:** Parents/guardians of children attending Emanuel Lutheran School will be notified of the procedure to re-register children for the next school year. Children presently attending will be given preference during a re-registration period before registration is opened to the general public. Once registration is opened to the general community, spaces for students are filled on a first come basis until

classes are full. Parents are urged to register children promptly for the next academic year, thereby avoiding a waiting list.

The School Committee retains the right to decline the re-registration of a student. Judgment shall be based on a variety of factors that include the academic performance and behavioral conduct of a student, and the level of parental cooperation.

**MEET THE TEACHER NIGHT:** Parents have the opportunity to attend a Meet the Teacher Night during September. This is an opportunity for parents and guardians to receive specific written and oral information regarding school policies and the regular classroom experiences planned for each grade/class during the year and/or current policy and procedures in effect for the entire school community. Parents/guardians are strongly encouraged to attend. Personal conferences between parents/guardians and teachers will not be held that night. Parents/guardians may make an appointment to speak with the teacher at another time.

**SCHOOL CALENDAR, UPDATES AND HAPPENINGS:** Our school calendar, updates, highlights activities and announcements, and any changes to policy or dates etc can be found by visting our website, [www.ELSpatchogue.org](http://www.ELSpatchogue.org), Email, remind texting and/or facebook (<https://www.facebook.com/emanuellutheranschoolpatchogue/>). We believe it is important to promote good home/school communications. Notices pertaining to a student's school opportunities, schedule reminders/changes, and other valuable and timely pieces of information are often conveyed to our school community on our website. Parents/guardians are urged to visit our website daily. You will also receive reminders and information through email and remind texts.

**SUPPLIES:** Supplies for the year will vary with each grade. A supply list is mailed home in July so that parents can begin to purchase the necessary items

**EVENING ACTIVITIES:** Unless otherwise noted, any child who attends an evening activity sponsored by the school must be accompanied by a parent, a responsible adult, or a designated counselor. It is not the teacher's or Principal's responsibility to supervise children when the parent is in attendance at these activities.

**PARENT TEACHER FRIENDS LEAGUE (PTFL):** All parents/guardians of students in Emanuel Lutheran School are invited and encouraged to be part of the activities and meetings of the Parent-Teacher-Friend League (PTFL). Various activities and fund raisers are scheduled throughout the year. We encourage parent participation as much as possible. All monies raised by the PTFL go directly back to the students in some form. Annual membership fees are paid per family and are due at the first meeting.

**EMANUEL'S EXCELSIOR SOCIETY:** This document is for Emanuel Lutheran School's student, staff and administration to facilitate a society recognizing academic excellence, service to our community, as well as character development, and Christian characteristics, behaviors, and attitudes.

## **By-Laws:**

### ***I Name and Purpose***

1. Name shall be Emanuel's Excelsior Society (E.E.S)
2. Purpose shall be to create enthusiasm for academic excellence, commitment to service, Christian Character and to encourage good citizenship.
3. Provide students an opportunity to demonstrate God's love, His Great Commission in our community, encouraging members to use the Fruit of the Spirit in their service, academic excellence, citizenship, and Christian Character.

### ***II Principal's Role***

1. Reserve the right to approve all activities and decisions of the chapter.
2. Appoint a member of faculty as advisor.
3. Shall appoint a faculty council - 3 members.

### ***III Faculty Advisor***

1. Responsible for direct day to activities of the chapter and act as liaison between faculty, administration, students, and community.
2. Maintain files, chapter history, activities, financial transactions.
3. Regularly review each member for compliance with society standards and obligations.
4. Nonvoting member of faculty council.
5. Meets with members of faculty and faculty council.
6. Will provide meeting dates at beginning of academic school year (canceled meetings will be rescheduled within reasonable amount of time).
7. Will provide community service projects dates within reasonable amount of time
8. Instruct students in Robert's Rules of Order: (Newly Revised).
9. Will go over with all students grades 5-7 in September the opportunity to be nominated and discuss the requirements.

### ***IV - Faculty Council***

1. 3 voting members approved by Principal
2. Meet minimum of 2xs a year.
  - a. August to review Bylaws - make and approve any changes
  - b. Spring time to review applications and nominations for members to be inducted
  - c. Appoint Excelsior Society President, Vice President and Secretary (Student Executive Committee) at Spring meeting
3. Meet as needed to review disciplinary actions, warnings or dismissal of members.
4. Approve membership and membership procedure /guidelines.
5. Determine procedure for dismissal.

### ***V - Membership***

1. Bestowed as an honor to student, based on outstanding, academic excellence, character, leadership, service, citizenship, Christian characteristics, attitudes, and behaviors. Once selected, members must continue to demonstrate these qualities.

2. Attend induction at special ceremony to take place during the Arts and Awards ceremony. Students will wear a full chapel uniform that is neatly pressed and clean. ***Students who are registered for following school year will be inducted at the Arts and Awards ceremony.***
3. Transfer students from another school will be accepted with the following: Report card and school records demonstrating academic excellence, letter from principal or faculty member stating they were a member of the school and include community service, activities, and character reference for the student. The student will be interviewed with faculty advisor to discuss the purpose and guidelines of the society. In June of the transfer, year students will have to adhere to Emanuel's Excelsior Society membership guidelines for the following year, to be inducted for the second year.
4. Students who resign or are dismissed will forfeit for membership or its benefits (see section VII)
5. Members must submit application on or before by April 15 of the academic year, to be selected for the following year. The date for inaugural year is June 6, 2018.
6. Members must attend monthly meetings, participate in community service projects as a part of Emanuel's Excelsior Society, and participate in self-directed community service hours.
7. Students may apply for membership after completing 2 trimesters of the school year (5th graders can be nominated to participate in 6th grade, 6th graders can be nominated/continue to participate in 7th grade, 7th graders can be nominated to participate/continue in 8th grade) Eighth grade students will be recognized for their participation and commitment to the society at graduation.
8. Students must successfully complete application process: - Attached
  - a. Application packet
  - b. Essay
  - c. Recommendation form- Student must have 2 recommendations. Students must have at least 1 teacher from school. In addition, outside activity can include but is not limited to: home, Church, leadership, youth group leadership, extracurricular advisor.

## **VI Selection of Members**

1. Student must be a member of 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> grade year, attending 2 full trimesters, obtain teacher recommendation.
2. Student must maintain Emanuel's grade requirement of Academic Average of 88 in core subjects, no grade below M in effort, no grade below B in special areas and work habits, no grade below 85 in core subjects.
3. 5th grade must have grade average of 88, in core subjects and no grade below B or M in special subject areas and effort and teacher recommendation.
4. Student must submit application for review and complete service projects. To be inducted, 5<sup>th</sup> graders must complete 2 hours of community service (beginning in 2018-2019 academic year). To maintain membership, 6th graders must satisfactorily complete service projects completed by Middle School during their 6th grade academic year and complete 5 hours of self-directed community service projects. (beginning 2018-2019 year). To maintain membership 7th graders must attend meetings, complete service projects as a Emanuel Excelsior Society, complete 8 hours of self-directed community service hours, 8th graders must attend meetings, complete

service projects as Emanuel's Excelsior Society, and complete 12 hours of self-directed community service hours.

5. Demonstrate Christian characteristics and leadership attributes.
6. Majority of Faculty Council agree on candidate, based on student's application, essay and community service logs.
7. Faculty Advisor shall review Faculty Council results with Principal.
8. Newly nominated members will meet with Faculty Advisor to discuss application process.
9. Nominated members will receive a copy of the bylaws. Student members and their parents must sign that they reviewed, understand and agree to the bylaws.
10. Students in grades 6 and 7 not previously in E.E.S may be nominated for the following year, provided they meet the requirements

### **VII Discipline and Dismissal**

1. Students may resign - they may NOT be reinstated or re-apply once they resign.
2. Faculty Council will determine procedure for dismissal and warnings, academic probation.

#### **Emanuel's Excelsior Society Reason for Discipline and Dismissal:**

- a. Warning for students who fall below grade levels set for admission process, inappropriate behaviors.
- b. Exceed number of warnings determined by the council.
- c. Students have a right to a hearing before the Faculty Council - considered "due process."
- d. Majority of Council determines dismissal.
- e. Members may appeal.

#### **Appeal Process**

1. Student must submit a letter requesting an appeal.
2. The letter must contain the following: the reason for the discipline and or dismissal, the plan the student has to correct the wrongdoing that caused the discipline and or dismissal. Actions the student is taking so the wrongdoing does NOT happen again.
3. The student must meet with Faculty Council.

### **VII Reasons for discipline and or dismissal**

1. Students whose grades fall below academic standing 1st warning / probation.
2. Student can demonstrate proof of trying to improve or improving grade - such as, but not limited to changing behaviors, requesting extra and attending extra help, completing missing assignments. Responsibility falls on the student to show and document to council the changes the student is making. Council and or faculty advisor will assist student in providing steps helping students on academic warning.
3. Students whose engage in behavior which question their character and or commitment: Such behavior can include but is not limited to lying, aggressive behavior, physical altercations / fighting, consistent rude or disrespectful behavior to anyone. Significant inappropriate behaviors can cause immediate release from Emanuel's Excelsior Society.
4. Students who do NOT attend meetings and chapters community service projects.
5. Students who do NOT positively participate in meeting and or community service projects.
6. Students who fail to meet self-directed community service project requirements.

### ***VIII Chapter Officers and Executive Committee***

1. Students may explain in their application process, the desire to hold a chapter leadership position, of President, Vice President and Secretary. Faculty Council will have final say in students who request these positions and determine the office in which they will hold. Student Executive Council will be comprised of 7th and 8th graders

**President** - will assist faculty advisor in running of meeting, planning, facilitating community service projects. ie contact community leaders regarding possible service projects.

**Vice President** - will publish monthly newsletter to school community and church newsletter, and complete President's role, should President be unable to do so.

**Secretary** - will take thorough and accurate notes of meetings, publish minutes in timely fashion.

In situation in which Vice President permanently takes over President Role, Secretary will complete Newsletter, until another student can be appointed for Secretary position. Students may NOT serve for more than 2 years

### ***IX Meetings***

1. Chapter will hold regular meetings during the school year, on designated days decided by Principal and faculty advisor.
2. Members are expected to attend meetings.
3. Student Executive Committee can request meeting.
4. Meetings will be conducted according to Robert's Rules of Order, Newly Revised.

### ***X Activities***

1. Members will participate in a minimum of 3 society organized service activities throughout the year.
2. President and Faculty Advisor will plan a minimum of 3 activities for the year, with supervision of Faculty Advisor.
3. Activities will have following characteristics - fulfill need in community, school, or church, have support of administration and faculty, well planned, and appropriate.
4. Student Executive Committee and Faculty Advisor will collaborate to publicize projects in a positive manner.
5. Students will participate in self-directed activities. Students in 5th grade for 6th grade school year, wishing to be nominated will complete no less than 2 hours of self-directed community service hours. sixth grade, wishing to be nominated for 7th grade shall complete no less than 5 hours of self-directed activities and service projects complete during middles school. Students in 7th grade, who wish to be nominated or maintain membership, shall complete no less than 8 hours of self-directed community service projects and completed requirements during 7th grade school year. Students in 8th grade who wish to maintain membership and receive recognition at graduation, must complete 12 hours of self - directed community service projects and complete requirements during 8th grade year.

*Celebrating Over 60 Sensational Years*



# Emanuel Lutheran School

179 East Main Street, Patchogue, NY 11772

631.758.2250 Fax 631.758.2418 Email [maininoffice@emanluthpatchsc.org](mailto:maininoffice@emanluthpatchsc.org)

[www.ELSpatchogue.org](http://www.ELSpatchogue.org)

*Faithfully serving families since 1957*

*2016 International Award-Winning Inviting School  
2017 Inviting School Fidelity Award  
by International Alliance for Invitational Education*

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**Please return this form to the school office**

**Emanuel Lutheran School  
Parent and Student Handbook  
2018-2019 School Year**

I have received and read the Emanuel Lutheran School Parent and Student Handbook. Having reviewed it with my child, we agree to abide by the polices, and rules that are set forth in this handbook.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date