



## **PARENT/STUDENT HANDBOOK**

**EMMANUEL LUTHERAN SCHOOL  
PRESCHOOL - 8TH GRADE**

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*This Handbook is a general guideline for school policy. However, we do reserve the right to amend and/or add to our policies at any time due to circumstances that may arise throughout the school year. Read this Handbook carefully before you enroll your child. Please check this document regularly for updates.*

## Our Mission

# Philosophy and Purpose

Emmanuel Lutheran School exists as an extension of the ministry at Emmanuel Lutheran Church of Maui. Our primary goal is to guide the growth and development of attitudes, understandings, and actions which reflect the love shown to us through our Lord and Savior Jesus Christ.

We believe that effective guidance and teaching need to involve the whole child: intellectual, emotional, social, physical, and spiritual. The specific purpose of Emmanuel Lutheran School (ELS) is to present a well-rounded program, which addresses our lives as Christians. This educational wholeness grows from the spiritual wholeness offered all of us through Jesus Christ.

The Christian faith is the heart of every Lutheran School. This faith permeates our curriculum. Emmanuel Lutheran School teachers will not teach anything contrary to biblical principles. Opposing topics will be discussed openly, but will not be taught as truth if they are contrary to Scripture. We believe that all subjects achieve their highest purpose and meaning only when they are taught from a Christian, biblical perspective.

# Student Learning Outcomes

Students graduating from Emmanuel Lutheran School should be able to:

## **Spiritually**

- Profess Jesus who saves them by grace through faith alone
- Use the Bible as their primary guide for life
- Utilize their talents to glorify God and serve others
- Lead Christian lives through worship and prayer
- Understand Bible teachings in Luther's Small Catechism

## **Intellectually**

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

## **Physically**

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

## **Socially and Emotionally**

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

# Accreditation

## **School Accreditation**

Emmanuel Lutheran School is accredited by the Western Association of Schools and Colleges (WASC).

## **Teacher Qualifications**

Emmanuel Lutheran's full time faculty are all committed Christians who possess a minimum of a Bachelor's Degree in Education from an accredited college. Our teachers take advantage of professional development and advanced educational classes with many faculty having completed, or in the process of, completing a Master's degree. Teachers typically possess a State Teacher's Certificate and/or Lutheran Teachers' Diploma. Certificates should be maintained and renewed according to standards set by the Department of Education.

We make every attempt to secure teachers that are synodically trained in a Lutheran university and are certified by the Lutheran Church - Missouri Synod as "Ministers of Religion-Commissioned". We fully subscribe to the teachings of the Lutheran Church Missouri Synod (LCMS) regarding the inerrancy of Scripture, human sexuality, and marriage. We consider these and all other teachings of the LCMS to be the norm and guide of our practices, enrollment, and employment.

# Admissions Policies

## **Age Requirements**

All kindergarteners must be (5) years old by August 1st of the year he or she wants to start school. A birth certificate is required to verify age. \*An occasional exception may be made if testing supports the student being ready for kindergarten. This decision is made after collaboration between the teacher and administration. The Emmanuel administrative team has the final authority.

## **Admission Guidelines**

Students are accepted to Emmanuel Lutheran Schools K-8 Program at all grade levels. In the event that the school cannot accept all applicants, priority is given to children who are active members of Emmanuel Lutheran Church, qualified alumni children, and siblings of current Emmanuel Lutheran School students.

We also require that families enrolling their children at ELS read the handbook first and agree to abide by the policies set forth.

Admission procedures generally begin with completing the Application form electronically on our school website. ([Grade School Application button](#)). Once the application is submitted, the Admissions director will contact the family to set up initial testing (for students entering 1st-8th). At this time supporting documents should be provided to aid in the decision making process. These documents include a teacher recommendation and previous academic records. If a student is accepted, the family will receive a link to set up a FACTS account (our online family portal) and accept their spot. A non-refundable fee of \$250 is required to secure your spot for the upcoming school year.

If the student is accepted, parents must then provide health records (State of Hawaii Dept. of Education Form 14 - Student's Health Record) The student's physician or any State of HI Dept. of Health center (check online) should have this form available.

\*Preschool admission information is listed below under "Preschool Addendum"

### **Re-Enrollment**

Children are accepted for enrollment in Emmanuel Lutheran for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. In January of each year, the re-enrollment link will be available on the website or through your FACTS family portal. A non-refundable re-enrollment fee (\$250) must be paid when submitting your re-enrollment paperwork to reserve a place for your child(ren).

No student is allowed to re-enroll unless all tuition and/or fees are current. We commit ourselves to holding a space for children when we accept the registration, and we expect a commitment from our families in return. That is one reason the re-enrollment fee is non-refundable. Returning families have one month from the date re-enrollment begins to re-enroll. After that date, new applicants are accepted and classrooms filled. Waiting lists are formed for those who are interested in holding a place after a class is filled.

## Health Requirements

### **Immunizations**

Immunizations for all students must be up to date and meet State of Hawaii requirements. A State Health Form listing these requirements is available from your doctor.

### **Physical Examinations**

All students must have a completed health form (State of Hawaii Dept. of Education Form 14 Student's Health Record) on file in the school office. In-state transfers must obtain the original record from the last school attended or obtain a new one from their physician. All kindergarteners and students new to the state of Hawaii must obtain a new State of Hawaii Dept. of Education Form 14 Student's Health Record from their child's physician or any State of Hawaii health center before entering Emmanuel Lutheran School.

### **Tuberculosis Clearance**

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

### **Emergency Medical**

An accurate and thoroughly completed copy of the student's Emergency Contact Information must be updated on FACTS. No student will be allowed to participate in P.E. or recess without these forms. It is important for parents to inform the school of any changes and update contact information on their FACTS account.

### **Medication in School**

Hawaii State law requires that schools observe certain regulations in administering medication to students. You must receive from the school office, and complete, the State of Hawaii Dept. of Education Form SH36 - REQUEST TO STORE AND ADMINISTER EMERGENCY RESCUE MEDICATIONS AND DAILY, ROUTINE, SCHEDULED MEDICATIONS, AS APPLICABLE. (Written permission of parents and physician is required for all medication.)

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

The above form SH36 must be completed and on file in the school office.

- No antibiotics, analgesics (such as aspirin, ibuprofen, etc.), and over-the-counter medications will be stored or administered at school.
- No medications will be administered by the authorized DOH personnel without the completion of Form SH36, Revised 2021

### **Illness & First Aid**

Students who become ill during the school day are kept in the school office until parents/guardians are able to come to the school. *If your child becomes ill, please make every effort to pick him/her up as soon as possible.* In the case of an emergency, the school will contact parents to transport their child to a doctor, or the school will call for an ambulance.

### **Symptom Checker**

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*To limit the passing of contagions, students with the following symptoms should not be brought to school. Contact your doctor for specific medical advice.*

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- *Acute cold, nausea, sore throat, red or discharging eyes, drowsiness, coughing, earache, chills, headache, swollen glands, stomach ache, flushed skin, rashes, or sneezing.*
  - *A temperature of 100.0 within 24 hours of school. Students must be fever free without medications for a full 24-hour period before returning to the classroom.*
  - *A diagnosis of “strep throat” or “pink eye” by a physician. Students may not return to school until receiving 24 hours of antibiotic treatment.*
  - *Vomiting and/or diarrhea. Students must be symptom free for 24 hours before returning to school*
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## Tuition and Fees

### **Tuition & Fees Schedule**

You may choose to pay your tuition with one annual payment or ten monthly payments. Payment is due on the 1st day of each month, beginning in August and ending May 1st. A separate tuition and fee schedule has our current rates and is available on the school website at [www.els-maui.org](http://www.els-maui.org).

### **Financial Aid Available**

Emmanuel offers a financial aid program and awards aid to families who show financial need. Families must fill out and complete the financial aid information through FACTS. This window is open from January 15th - March 1st.

### **Non-Payment & Outstanding Accounts\***

Tuition commitments must be honored for our school to continue offering the educational programs that every parent expects, each student deserves, and for our school to remain fiscally responsible. All questions concerning tuition and tuition payments should be directed to the Principal or FACTS administrator. Once enrolled at Emmanuel, you are responsible for tuition and fees for the entire school year.

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

- If the tuition is not paid on time in accordance with the payment plan that is chosen, Emmanuel Lutheran School may suspend or dismiss a student until the account is brought current.
- Accounts 10 days PAST DUE will be assessed a \$25 Late Fee per family.

- If a payment is 30 days past due, the responsible party will be notified via certified mail. Late fees will accrue on your FACTS account. The responsible party will have 30 days to make payments up to date.
- If an account reaches 60 days past due, the student will not be allowed to return to campus until all balances are paid in full.
- Delinquent accounts (over 90 days) will be forwarded to an attorney or a collection agency, and any costs or fees related to this process will be the responsibility of the parent and/or guardian. Accounts reaching 90 days past due will result in automatic withdrawal. The family is STILL RESPONSIBLE for the full tuition.
- Students may not re-enroll for the following school year until all accounts are paid in full.
- Additionally, eighth grade students will not be permitted to participate in the commencement ceremony should their tuition account be delinquent. ALL accounts must be completely satisfied, per the terms of the tuition agreement, at least one full day prior to the date of the commencement ceremony.

## Tuition Insurance

Emmanuel uses a Tuition Refund Plan (TRP) which provides insurance coverage in case a student withdraws or is dismissed from Emmanuel during the school year. The plan is sponsored by A.W.G. Dewar, Inc. which is a unique organization specializing in student insurance. Dewar currently provides customized policies to more than 1,200 of the leading independent schools and colleges in the United States.

Participation in the TRP is not required for families paying annually.

This plan will be required for families choosing the monthly payment plan option in order to fully protect your financial commitment to ELS. The cost of the Plan is \$250 (per student) for the 2024-2025 school year and is payable with first tuition payment due August 1, 2024.

## Arrival and Departure Policies

### **Pickup & Drop-Off Procedures**

Traffic in the parking lot needs to flow smoothly, quickly, and safely. Please enter One Street from the Wakea Street side only. Do not enter One Street from Papa as it interferes with the flow of traffic. Use extreme caution when driving in the parking lot. Please pull forward as far as possible in the drop-off/pick-up zone to make room for other vehicles. It is okay to pull onto the sidewalk to permit other vehicles to go around your vehicle. Be especially careful when driving toward and past the modular building & other stopped vehicles. Follow the instructions of any staff member directing the drop-off/pick-up vehicles.

### **Morning Drop-off**

7:00 - 8:00 a.m. - Students arriving before 7:35 need to check in for Early Drop-Off. This is offered daily and information is provided on the school website. Students arriving after 7:35 should be dropped off curbside when you enter off of Wakea. There is limited parking available on campus. If you choose to walk your students to campus, please do so quickly and without blocking the flow of traffic. Pre-school parents are given first priority for parking spaces closest to the church. Please be wary of this if you walk

your student on campus. Parents walking students to class should do so quickly and not interrupt beginning of day procedures. Students in 6th and 7th grade can be dropped off directly at the modular without entering the school parking lot. ALL vehicles need to be outside of the gates by 8:05 am or 15 minutes after dismissal time.

### **Afternoon Pick up**

Any students not picked up by 15 minutes after dismissal time will be sent to E-Plus. Appropriate E-Plus fees will be charged if children enter E-plus after the pick-up requirement time.

# Attendance Policies

## **Attendance**

Regular attendance and punctuality are essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Excessive absences and tardiness interfere with a student's learning and hampers academic achievement. These policies and procedures have been established with the goal of increasing student attendance and overall learning.

## **Excused Absences**

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

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

## **Reporting Absence**

If a student is absent because of illness or other valid reason, a parent or guardian must call the school office before 8:00 a.m. to report the absence on each day that the student is absent.

## **Returning from Absence**

Children must be fever-free for at least 24 hours before returning to school. A doctor's slip is required upon return for absences of 3 or more consecutive school days.

## **Extended & other Projected Absences**

It is in the best interest of the student's education that absence from school for reasons other than illness be kept to a minimum. Parents are strongly advised to plan family trips during scheduled school holidays and intercessions. Doctor and dental appointments should be scheduled outside of school hours whenever possible. In the event that a student needs to be kept out of school, written notification must be submitted to the office and to the child's teacher(s) at least one week in advance.

It will be at the discretion of the teacher(s) if missed work is to be completed before the absence, turned in immediately upon return from the absence, or made up after the absence. If work is to be made up after the absence, a student is given a reasonable period of time to make up missed assignments, tests and quizzes. Teachers will not be required to provide work before the scheduled trips, but will work with the parent(s).

## **Excessive Absences**

Absences deemed excessive by the teacher(s) and principal may result in lower grades, retention, or expulsion.



## **Students Leaving School During School Hours**

A parent must notify the office if a student needs to leave school during school hours. The office will contact the classroom and have the student sent to the office. Withdrawal will not be granted unless the individual withdrawing them has authorization on record on FACTS. Identification may be checked for safety and security reasons.

# Tardy Policies

## **Tardiness**

The parents and school are responsible for instilling the good habit of punctuality. A student is tardy if he/she is not in class at 8:00 am. All students arriving at school after 8:00 a.m. must first report directly to the school office to check-in.

## **Excused Tardiness**

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

- Doctor or dental appointments which have been approved in advance
- Delay of transportation due to severe weather conditions
- Delay in transportation due to a major traffic accident

## **Penalties for Tardiness**

The school office and the teachers will keep a record of all tardiness. If a student has 5 unexcused tardies during one quarter, he or she will be required to sit out of one 20 minute lunch recess (kindergartners will sit out for 10 minutes).

If a student is repeatedly tardy in spite of warnings and loss of recess, he or she shall be reported to the principal who will notify the parent. Every tardy (excused or unexcused) must be recorded on the child's report card. Tardies will be converted to unexcused absences if they are habitual.

## **Missing much of the day**

If a student misses 3 or more hours of school in any one day, he or she will be considered absent for that day.

## **Excessive Tardiness**

Tardiness deemed excessive by the teacher(s) and principal may result in lower grades, retention, or possible expulsion. Being on time and in class when school begins is so important for routines and procedures, and not missing instructional time.

# Communication

Effective communication between home and school is essential to providing a healthy and productive educational experience for our families. Thus, Emmanuel Lutheran School strives for open communication through weekly newsletters, website(s), phone calls, e-mails, notes, report cards and conferences. Christian love demands consistent communication, collaboration, and cooperation between school, parents and students. Emergency information, school closings, and other important information

will be sent out to parents via FACTS email, social media (Facebook, Instagram, Remind) and in some cases radio station KPOA 93.5 FM.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are one important way to keep the lines of communication open between home and school. Conferences help facilitate the flow of information, both ways, as we all work together in the best interests of the children. For this reason, Parent-Teacher Conferences are held throughout the school year. Parent-Teacher Conferences are scheduled at the end of the First Quarter (October) and the end of the Third Quarter (March). Additional optional conferences are scheduled on an as-needed basis throughout the year.

Since the need for a conference is not restricted to school scheduled times, both parents and teachers are encouraged to contact one another any time they feel it necessary. A note or a phone call can often prevent simple problems from becoming serious. All talks and phone calls to teachers should be made after school hours. Drop off and pick up are not ideal times for conferences, as teachers are responsible for student supervision. Teacher contact information is shared at back to school night and can be found on the school website.

### **Conflict Resolution**

If you have a complaint or concern with someone, we ask that Matthew 18:15-20 be your guide for dealing with such circumstances. First, speak personally and privately, and in Christian love, with the person with whom you have a complaint or concern. If that does not resolve the problem, take it up with the next level of authority, and so on. The goal is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ.

### **Parent Contact is Needed**

Parents should always be consulted when special help is needed: the child is failing, the child is injured and a doctor's aid is required, there is a major behavior problem, or if it is necessary to send the child home.

### **Parental Disagreement**

In cases of legal-guardian separation or divorce, the court's legal documents need to be provided to the school to assure custody. The court-directed custodial legal guardian will receive school communications. It shall be the custodial legal guardian's responsibility to share that information with the other legal guardian. Emmanuel Lutheran School will follow all court provided documents in the case of pick-up, drop off, and communication.

## **Evaluation Policies**

Emmanuel Lutheran is committed to the healthy stewardship of each child's gifts and seeks to challenge each student to the best of his/her ability. We recognize that each child has a variety of gifts and abilities. "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." (1 Peter 4:10)

The grading system should establish high standards for the academically gifted student; encourage optimum achievement for the average student; permit the less academically gifted student to experience a sense of self-respect and Christian dignity.

### **Progress Reports and Report Cards**

Emmanuel Lutheran does not issue formal mid-quarter progress reports. That said, all teachers (Gr.3-8) update progress on a regular basis using FACTS. Grades can be checked at any time. Communication

about progress can be made through FACTS, as well. Teachers will make every effort to keep parents informed if students are falling behind in classes.

Formal written reports are issued at the end of each quarter. These reports reflect the student's academic achievement, effort, and attitude. The purpose of written evaluations is to inform the parents of progress, provide a record of pupil growth, and assist the student and parents in identifying the student's strengths and areas for growth. Teachers of grades 3-8 use FACTS as an online grading and assignment tracker. Parents will receive a password to access their own child's grades and assignment records. Information and passwords will be available from the child's homeroom teacher. It is the parent's responsibility (and students with FACTS access) to regularly check this performance record.

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

**+ Outstanding      x Satisfactory      - Needs Improvement**

In grades 3-8 the following scale is used:

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

### **Incomplete Grades**

An "I" grade will be given to pupils who have not completed the required work because of an unavoidable absence for illness, accident, or other situations beyond their control. This was more common during the recent pandemic but not a common occurrence. Students who receive an incomplete for more than two quarters will be required to submit work in a reasonable amount of time (determined by teacher and student). A student cannot move into the subsequent grade level with two "I" grades.

### **Homework**

Homework at ELS is intended to provide students with the opportunity to practice skills they have learned in the classroom. While we value student learning and completing their school work, we also value the time that families need to spend together with one another. Homework varies greatly from class to class and grade to grade. Generally speaking we believe that students in grades K-2 should not have more than 30 minutes of homework daily. Students in grades 3-5 should not have more than 1 hour. Students in grades 6-8 should not have more than 1.5 hours.

When students have homework, it is for one of the following reasons:

- The teacher has assigned extra practice to be done at home.
- The student did not make efficient use of the time available in the classroom to complete the assigned work.
- A special project is assigned which requires extra work at home.
- The student desires to do extra-credit or work beyond normal expectations.

### **Make-up**

Students who are absent from school for legitimate reasons can make up their missed work at the discretion of their teacher(s). Parents are greatly discouraged from planning family trips and activities which will cause their children to miss classes. Teachers will not be required to give any homework prior to absences.

### **Late Work**

Consistent late work will be penalized at teacher discretion. We allow teachers to use appropriate deductions systems at each grade level.

### **Standardized Testing**

All students in grades K-8 will take MAP (Measures of Academic Progress) testing three times per year. This allows ELS to measure student growth and achievement. Scores help us draw comparison with the national average and help teachers see areas of success and areas for growth with each student. Exact testing dates will be given on the school calendar each year. It is most important during these testing days that students have adequate rest, a good breakfast, and come to school in a positive frame of mind to do their best. These tests are graded and scored, and the results are entered into the child's permanent records and profile. Test results are also given with 1st, 3rd, and 4th quarter report cards.

### **Graduation Requirements**

Emmanuel Lutheran School holds a graduation ceremony for eighth-grade students each year. Students are required to be in attendance if they wish to graduate with their class. For an eighth-grade student to participate in the graduation ceremony, the students must complete all classes successfully. Emmanuel Lutheran School reserves the right to exclude from the ceremony any student who is found guilty of a major disciplinary offense or who fails a class. Eighth grade students will not be permitted to participate in the graduation ceremony should their tuition account be delinquent. ALL accounts must be completely satisfied, according to the terms of the tuition agreement, at least one full day prior to the date of the graduation ceremony. Diplomas and school records will not be released unless all requirements listed above have been met.

### **Promotion & Retention**

Students will advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. In the primary program (kindergarten - grade 2), children are encouraged to work at their own rate, achieving their individual level of potential. In some cases, it may be determined after careful study that a child would benefit from an additional year at the primary level. All areas of child development are taken into consideration - including social and emotional growth, academic achievement level, and physical development, before a decision is made to retain a student in his/her current grade. If a student shows unsatisfactory progress, which strongly indicates a lack of readiness for the next grade level, the teacher, parents and principal will be asked to meet to determine the best course of action.

Middle grade students (grades 3-5) who receive passing grades in all basic subject areas will be promoted to the next grade level. If a student shows unsatisfactory progress, which strongly indicates a lack of readiness for the next grade level, the teacher, parents and principal will be asked to meet to determine the best course of action.

Middle school students (grades 6-8) receiving passing grades in \*English, religion, science, social studies and mathematics will be promoted to the next grade. Students having a failing grade for consecutive quarters will be subject to make up work until a passing grade is achieved.

## ACADEMIC DEFICIENCY

### **Academic Probation**

Students new to Emmanuel Lutheran School will be placed on academic probation for a period of one quarter. Students who have exhibited serious academic problems by not maintaining minimum grades (1 or more F's in \*core classes or Unsatisfactory marks in lower grades) may be readmitted for a 9-week probationary period. If the student fails to improve academically during this period, the parents may be asked to withdraw their child from Emmanuel Lutheran School. Students may be placed on academic probation at any time during the school year.

## HONORS and AWARDS

### **Student of the Month**

Emmanuel Lutheran recognizes "Students of the Month" throughout the school year. Each month has a different citizenship theme tied to the Hawaiian word for that characteristic. Teachers nominate students at their weekly meetings. Students are honored on the last Wednesday of the month at Chapel. Parents are invited to attend.

## **Valedictorian**

Each year at graduation the valedictorian(s) is(are) recognized for their academic achievement. They give a brief message at the Graduation ceremony. These awards are presented to the grade 8 students who achieve the highest GPA tabulated from their grade 7 and grade 8 (all four quarters of grade 7 and the first three quarters of grade 8) report cards. Students joining the graduating class in late 7th or 8th grade will be considered if their efforts are exemplary.

## **Academic Contests**

Depending on the availability and experience of teachers/volunteers Emmanuel Lutheran School may offer special academic programs. These may include but are not limited to: Math Matters, MathCounts, Science Fairs, Geography Bees, Fine Arts Programs, Spelling Bees, etc. If these are offered during the course of the given academic year parents of eligible students will be contacted about participation.

# DRESS CODE

## **Purpose of a Dress Code**

Our body is a temple of the Holy Spirit. It therefore follows that as we present that body, it ought to be done in a decent and respectable fashion. Our school has been established for special purposes and endeavors to maintain the highest all-around standards. This same philosophy of high standards carries through in the appearance of the students. We hope that parents realize that the matter of student dress guidelines is a sensitive issue and a matter of subjective opinion. Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress based upon the guidelines below. If it becomes necessary to do so, we will inform individual students and their parents of "dress corrections" that must be made. We will appreciate your understanding of and cooperation with our school dress policy. We urge parents to help their children to adhere to our dress guidelines faithfully throughout the school year, rather than placing their children in the position of having to be confronted by teachers or the principal with the need to make dress corrections.

We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. Furthermore, we believe there is a correlation between student dress, grooming, and student behavior and learning. Consequently, our Board of Education and faculty insist that each student be dressed in a way that will not hinder the educational process and will promote a positive image among our students. School uniforms must be worn at all times when students are on campus aside from special dress days.

## **Dress Code Violations**

Children deemed inappropriately dressed may be asked by any member of the Emmanuel Lutheran School faculty to make arrangements for proper clothing to be brought to them before the student may be admitted to class. If arrangements cannot be made the student will be given proper attire and charged \$10 on their FACTS account (this charge will be removed if the item is washed and returned clean).

## **Boys**

### Shorts and Pants

- Boys may wear Emmanuel logo gym black shorts purchased from Maui Custom Ink. Non logo solid black gym shorts are also permissible.
- Boys may also wear khaki (black, dark blue as well) shorts/pants or jeans. No sweatpants or other types of pants will be allowed.

- Boys' shorts may not extend below the top of the kneecap or be shorter than four (4) inches above the kneecap. The waistband of the shorts and pants must be worn at the waist-level. Shorts and pants may not be worn in a sagging or baggy manner.
- Boys may wear red, blue, or polo style shirts purchased from Maui Custom Ink with the Emmanuel Logo.

#### **Girls**

- Girls may also wear Emmanuel logo gym shorts. Solid black shorts are also acceptable.
- Girls may wear khaki or navy blue pants, skirts (shorts underneath encouraged), culottes, "skorts" or jumpers. These may not be shorter than four (4) inches in length above the top of the kneecap or extend below. Jeans are also permitted-without holes or tears.
- **No spandex or jeggings will be permitted**
- Girls may wear red, blue, or polo style shirts purchased from Maui Custom Ink with the Emmanuel Logo.

#### **Jackets and Hats**

- Emmanuel Lutheran logo sweatshirts are preferred. Solid colored blue, black, or gray sweatshirts with small logos are also acceptable.
- Hats may be worn during recess or chapel.
- Sunglasses are no longer allowed.

#### **Shoes**

- Athletic shoes with socks will allow students to participate in all school activities and are required for P.E. classes.
- Such footwear is highly recommended for daily wear. Socks must be worn with all closed-toe footwear. Socks are not to be knee high and must be matching (identical). Shoes must be matching (identical). Heavy duty sandals or crocs may be worn if they are worn with a back strap. No slippers. Shoes may not have heels.
- For younger students who have difficulty tying shoelaces, shoes with Velcro fasteners rather than laces are highly preferred, especially for those in kindergarten.

#### **Hair**

- Hair should always be clean, neat and modest. Hair styles and length must not be extreme or distracting.
- Hair Length should not hinder the student's vision or interfere with a student's ability to function successfully in school.
- Boy's hair length must be above shoulder length unless it is pulled back in a neat and attractive style. Hair gel is permissible as long as hair is not styled to a Fauxhawk, Mohawk, or any other style deemed to be extreme or distracting (zigzag designs, etc). Hair coloring/dyeing must be within the shades of natural hair color.

#### **Jewelry & Make-up**

- Extreme make-up and jewelry are not permitted. For safety reasons, girls may only wear small, studded earrings. Boys with earrings follow the same guidelines. No dangling earring or hoops will be permitted. .

#### **P.E. Clothes**

- A pair of athletic shoes will be worn for physical education periods (no crocs). Students in grades 5-8 must wear Emmanuel Lutheran Physical Education shorts and T-shirts. Kindergartners do not need athletic shoes.

#### **Field Trip Dress**

- All students must match (red or blue) when traveling on field trips.

# CODE OF CONDUCT / DISCIPLINE

The administration, faculty, and parents of Emmanuel Lutheran School believe that maximum learning takes place in an environment where discipline exists. The purpose of a school discipline policy is to clarify expectations, set goals, and create a Christian atmosphere, while encouraging the development of respect and responsibility.

Discipline is a developmental process which is learned. Effective discipline is best achieved as a partnership between home and school. A successful discipline policy recognizes age-appropriate behaviors and seeks to increase responsibility as the child grows in age and maturity, while at the same time providing for a safe and peaceful environment for all.

The intent of this policy is to identify the processes by which we will address discipline problems as they occur. As Christians we believe that, even though we are all sinners who will never reach perfection, growth in respect and responsibility is possible. Our staff will counsel students with the Law and Gospel to assist them in developing behavior that reflects a Christian attitude.

Emmanuel Lutheran School takes pride in the on and off campus conduct of its students. Students, teachers, parents, staff members, and all those associated with Emmanuel Lutheran School are expected to conduct themselves in a manner that honors Christ in all behavior and activities – whether in school or not. We clearly specify our expectations to avoid confusion and promote cooperation.

## **BEHAVIOR GOALS**

- 1. Respect God**
- 2. Respect self and others**
- 3. Respect property**
- 4. Respect the teaching/learning process**

## **CORE BELIEFS**

The following core beliefs provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for poor behavioral choices provide the best learning value when matched to the unique student and the unique situation. Students learn best when they see a logical connection between their behavior and the consequence. Infractions of basic classroom and campus rules are normally discussed and handled by the individual teacher. The teacher will typically discuss the problem with the student, and possibly administer demerits (for Middle School students), detention, or other appropriate consequence. Repeated infractions may result in consultation with the principal and/or a parent conference. All confiscated electronic items are to be given to the principal.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their own problems, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and to live with the consequences of those decisions.

4. Poor behavioral choices will be handled with natural or logical consequences, instead of punishment, whenever possible.
5. Poor behavioral choices will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
6. Students are encouraged to request a meeting with the teacher whenever a consequence appears to be unfair.

### **STEPS TAKEN FOLLOWING SERIOUS OR REPEATED MISBEHAVIORS**

In the event of a misbehavior that is viewed as a major infraction or as a repeated negative behavioral choice, the following steps will be taken. The principal has the discretion to add or skip steps based on the specific, unique situation.

1. The teacher shall notify the parents and principal of the incident or behavior.
2. If the behavior continues, a principal/student conference shall be held and the parents notified.
3. If noticeable improvement is not soon apparent, a conference will be scheduled with the teacher, parents, and principal. A behavioral plan may be developed.
4. Consequences for conduct repeated of serious infractions will be determined by the administration and may include but are not limited to loss of school privileges, parent conference, detention, probation, suspension, or expulsion from school. All suspensions will be served out of school. Students serving three or more suspensions are subject to expulsion.
5. If noticeable improvement is not soon apparent, further action will be taken that may include a recommendation for counseling or testing, a one-to-three day suspension, or an expulsion hearing before the Board of Education.

### **Zero Tolerance Policy**

Emmanuel Lutheran School has a Zero Tolerance Policy. Any student possessing a weapon or a controlled substance will be immediately expelled.

### **Sexual Harassment Policy**

Emmanuel Lutheran School provides a safe learning environment that fosters mutual respect and sensitivity among all the school's community members. Sexual harassment is prohibited by law and is strictly forbidden. Sexual harassment is unwelcome sexual contact, advances, or pressure for sexual favors. It includes but is not limited to unwelcome physical contact or advances, pressure for sexual activity, obscene or suggestive remarks or jokes, verbal or written insults, display of explicit materials, spreading gossip of a sexual nature – including via the internet.

If a sexual harassment complaint is made, Emmanuel Lutheran School will assist the student alleging harassment with the complaint process and will make every effort to fully investigate and stop the offending behavior, prevent future occurrences, apply appropriate disciplinary measures, and inform the parents of those involved as fully as possible.

### **Search & Seizure**

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

### **On & Off Campus Conduct**

Emmanuel Lutheran School reserves the right to discipline students for actions taken off-campus if the actions disrupt or adversely affect the work of the school or the safety and well-being of students while in school.



## **Behavioral Probation**

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

# **ATHLETICS**

Emmanuel Lutheran School is a member of the Maui Interscholastic League (MIL). Interested students in grades 6-8 may participate in our sports programs. At this time, boys and girls can compete in volleyball, cross-country, and possibly basketball.

### **Objectives**

The objectives of the Emmanuel Lutheran School Athletic Program are:

- to help train up students who are healthy spiritually, mentally, emotionally and physically
- to promote the Christian life style in athletic competition, as in all of life, and develop opportunity for Christian witness in practice and competition
- to encourage physical conditioning and develop an appreciation of the value of physical activity as a lifelong pursuit, and to promote and encourage cooperation and teamwork
- to teach students the fundamental skills in the sport and increase physical development and skill levels
- to promote participation, good sportsmanship and school spirit among our athletes, parents, and the school family
- to develop interaction with athletes from other schools

Coaches will be a Christian example in word and action. Coaching will be done by a faculty member or supervised by a faculty. Our lives and actions should constantly reflect service to Christ. Thus, athletics at Emmanuel Lutheran School reflect Mark 12:30, "Love the Lord, your God, with all your heart, with all your soul, with all your mind, and with all your strength."

### **Codes of Conduct for Athletes**

A student must:

- know and adhere to the Christian philosophy and objectives of Emmanuel Lutheran School and its athletic department.
- meet all attendance and academic requirements as practical evidence of loyalty to school and team, and a proper philosophy of school-sponsored athletics
- completely observe all policies regarding conduct, doing so as a duty to God, school, team, and self
- counsel with the athletic director over questions of eligibility
- practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat
- accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace
- demonstrate respect for opponents and officials before, during, and after contests
- know that participation in any sport requires an acceptance of risk of injury

## General Guidelines

A student must:

- **Keep things in perspective.** In our sports-crazy society we are tempted to believe that winning games is among the noblest ambitions we can have. As a participant in our sports program we hope you experience enjoyment, exercise, and lessons in Christian living, but understand that sports competition has very little importance when measured against the things that have real meaning: accepting Jesus Christ as Lord and Savior and living life in service to God and your fellow man.
- **Understand the equal importance of all team members.** Every player on a team is as important as every other member. Some may have more sports skills than others, some may try harder than others, and some may score more points than others. But together you and your teammates are a team, and together you share the winning, losing, and enjoyment of being part of a team.
- **Let your light shine!** As a team member you will be in a very public position. You will have golden opportunities to demonstrate publicly the meaning of the words from Scripture: "...whatever you do, do it all for the glory of God." (I Cor. 10:31) Try hard to improve your skills of relating in Christian love to teammates, opponents, coaches, other students, referees, and fans. Ask God to help you let your light shine.
- **Exhibit good sportsmanship!** Try your hardest to win, but always play by the rules. Control your mouth and your temper. Do not dispute the referee's decisions. Do not speak or act in a way that would show your disagreement with officials or opponents. Always abide by the referee's decisions and work hard to exhibit good Christian sportsmanship.
- **Have fun!** Sports are meant to be enjoyed. We hope you will have a good time as a member of a team, and that you will help your teammates, coaches, opponents, and officials to have fun also.
- **Win graciously!** Enjoy the victory; be happy. You worked hard to achieve the win and you ought to enjoy it. But the other team may have tried and worked just as hard--or harder--than you did. Be thankful you won, but always remember, winning a game doesn't make you a better human being than the members of the losing team. Never put down other teams or players in any way. Never try to humiliate or degrade any player or team. Compete vigorously, but always respect your opponents as fellow human beings and friends.
- **Lose graciously!** Lose with dignity and give your opponents credit for winning. That doesn't mean you will like to lose. But don't react to defeat with anger, complaint or excuses. Exhibit graciousness, self-control, good sportsmanship and Christian love for others, whether you are on the winning or losing side of the score.

## Eligibility

Students must maintain a minimum of a C- grade in every subject in order to participate in athletics. Any student who does not meet these requirements will not be able to participate in practice or games until the minimum academic requirements are met. All students who are struggling academically will be required by the athletic director to get a weekly progress report filled out by their teachers.

An athlete who has a full day absence may not participate in a practice or game that day. Students must attend practices and games regularly; all absences must be excused by the coach. Students shall maintain and display a Christian example. Students who are on behavioral probation are not allowed to participate in athletics.

## Medical Exams & Insurance

Students must have a valid physical and accident and/or medical insurance before being eligible to participate. Parents are required to fill out and sign the Student Emergency Data, Sports Release, and permission forms before a student will be allowed to participate in a sport.

# E+ BEFORE & AFTER SCHOOL CARE PROGRAM

## **Licensing**

Emmanuel Lutheran is licensed by the State of Hawaii to provide Before and After School Childcare for a total of 80 students, up to grade eight (under 14 years of age) with proper staffing. Admission to the Before and After School Program is available to any student enrolled in our regular elementary school program up to grade eight. Acceptance is on a first come basis by application. Students applying after we have reached the maximum allowed will be placed on a waiting list.

## **Admissions & Enrollment**

Any students not picked up by 15 minutes after dismissal time will be sent to E-Plus. Appropriate E-Plus fees will be charged. A separate application form is used to register into either or both of the following:

Early Drop Off: 7:00 - 7:35 a.m.

EPlus (E+) After School Care: 2:45 - 5:00 p.m. (Wednesdays 1:45 – 5:00 p.m.)

Please refer to our website- [www.els-maui.org](http://www.els-maui.org), contact the office, or FACTS for current fees. No differential rate, credit, or refund is given for only partial use of the program. Withdrawals will be charged up to the month in which the withdrawal is made. A fee may be charged to re-enroll after withdrawal. Regular childcare rates will be charged to your account for late pickups (or any part thereof) until 5:00 p.m. (Refer to the ELS website) If possible, arrangements must be made with the school office ahead of time.

Included in the program are school days that dismiss at 1:30 a.m. (unless otherwise communicated). No students are to be dropped off before 7:00 a.m.

## **Daily Activities**

The daily activities for the After School Care Program include outdoor play, homework, games, and arts and crafts. All students are required to participate in all activities. The program is geared to supervise students in two groups:

Grades K-2 will have inside play, snack, and outside play time.

Grades 3-8 will have homework time, snack time and outside playtime.

## **Intersession (Day Camp) Program**

The Day Camp Program is open during Fall, Christmas, Spring, and Summer Intersessions only if there is sufficient enrollment. The Day Camp Program is closed on all observed holidays, and on other dates as listed on the ELS Academic Year Calendar which is located on our school website.

Day Camp Ages: 6 years old -14 years old

Day Camp Hours: 7:30 am – 5 pm

Our Day Camp includes daily Christian devotions, inside and outside free play, arts & crafts, field trips, water play, guest speakers, and other fun activities. Field trip excursions may be planned. Transportation will be provided.

Parents are reminded that all students are required to participate in all field trip excursions as well as all activities as a condition of enrollment. The school will not provide alternate arrangements.

Refunds will not be made if a child drops out at any time during the program.

**Discipline**

Students are held to the same standards that they observe during the school day. If students develop a pattern of discipline problems, they will not be permitted to continue in the Before and After Care program and must seek other supervision.

**Illness & Medication**

Students with communicable illnesses will not be permitted to attend childcare, and those that become ill while at the facility will be separated from other students and sent home with a parent or guardian. Maui Memorial Hospital is the closest medical facility to Emmanuel Lutheran School. In a case of emergency, first aid will be administered, parents will be called and 911 will be called if necessary.

**Disclaimer**

Emmanuel Lutheran School facility is not set up to accommodate physically handicapped students; therefore, we will have to thoroughly evaluate and assess any student applicant with a physical handicap to determine the feasibility for our being able to properly care for them. Fees and/or policies for the Before and After School Care Program will not change without at least 30 days notice.

It is the policy of ELS to operate within state and federal laws, which include the ADA law, and to accept children with disability, within reasonable boundaries. It is our policy to not discriminate against persons with disabilities based on disability, and to provide children and parents with disabilities an equal opportunity to participate in ELS's program and services, in compliance with state law and the Federal American with Disabilities Act. Acceptance concerning disabilities will be based on whether the disability would cause undue hardship to the E+ program.

# PLAYGROUND RULES

**General Rules**

Students are to play nicely and safely at all times. Students must remain in one play area for the entire recess; students are not to move from one play area to another. No running in the bathroom area, hallways, stairways, ramp or in-between the different play areas. These areas are off-limits without permission. Students need permission to enter classrooms during recess. All students are required to always clean-up and put away equipment. Shoes must be worn at all times. There is no martial arts playing or body contact of any kind, no throwing rocks, sticks, wood chips or any other potentially dangerous items, no playing around the fences, no standing on benches, no kicking up the sand, no going over or around the fence to retrieve balls, and no kicking, throwing or bouncing balls off of school buildings.

**Field Rules**

Kickball is allowed but only in designated areas. Football and soccer are allowed but there is to be no physical contact. Balls are not to be intentionally kicked over the fences or off of the buildings. The field must be shared or rotated to ensure equity. Do not go near the neighboring dogs. Do not go behind the building. Bathrooms may be used with permission. Don't chase after a ball that goes off school property without permission.

**Downstairs Playground**

The downstairs playground is for K-2 students only. No running. No hanging from the staircase. Stay downstairs during downstairs recess. Do not use the side playground or monkey bars without teacher supervision. No climbing on the retention walls. Don't kick balls toward the building. Toys should only be used for their intended purpose. Only one person is allowed on the slide at a time. Only go down the

slide, feet first. The sandbox can only be used with the teacher's permission.

### **Preschool Playground**

The preschool playground is for preschoolers only. Gates should remain closed at all times. One student at a time on the slides, feet first, sitting down. No running on the climber. No throwing wood chips. No throwing or kicking balls over the fence. Students need permission before going to the bathroom during recess. Students must keep their hands and feet to themselves. Students must not open gates, unless given teachers permission.

## **EMERGENCY/SECURITY POLICIES**

### **Emergency Cancellations or Dismissals**

The principal will make the necessary decisions when/if emergency situations, such as tsunami or hurricane warnings arise.

Should weather conditions make school closure necessary, teachers will be notified between 6:00 and 6:30 a.m. Parents will be notified immediately after teachers and staff. Parents will hear of school closures by these methods: email from PRAXI, posted on our Facebook and Instagram pages, the REMIND APP, Brightwheel App (Preschool Only) and also on our school website.

Should early dismissal from school be necessary, all parents will be notified. If parents cannot be reached or no arrangements made for students, these children will be kept at school or evacuated until such arrangements can be made

### **Search & Seizure**

To maintain order and protect our safety and welfare, Emmanuel Lutheran School reserves the right to, at any time, search a student's property should suspicion arise and seize illegal, dangerous, and unauthorized contraband items. All searches will take place with at least two staff members present.

## **WORSHIP**

### **Student Worship Life**

An important part of the Christian education that we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship. In addition, the child should be exposed to a variety of worship methods and should have the opportunity to use his or her creativity to plan and write worship experiences.

### **Chapel**

The Pre-8 students meet weekly for an outdoor worship service. A quarterly mission offering is taken to support our community of Maui and around the world. This helps make the child aware that God's work is not limited to our school. Members of the staff take turns leading chapel services; teachers are encouraged to be creative and include student participation in planning their chapel presentations.

### **Christian Education Classes**

Worship is an important part of the daily faith classes. Scripture readings, special prayers, and worship songs play an important role in student worship. If desired, students may participate in confirmation classes after school, led by the pastor. These classes are typically offered on Wednesdays when there are enough students to form a class.

### **Meal Prayers**

Students have an opportunity to ask God's blessing on their meal and also thank Him for it in prayers before and after meals.

## Photo Consent and Release

Emmanuel Lutheran School reserves the right to publish and copyright all still and videotaped photographs in which students appear while enrolled in any and all programs at Emmanuel Lutheran School. Emmanuel Lutheran School may transfer, use or cause to be used, these images in school brochures, newsletters, advertising, posters, displays, slide shows, videotapes, websites, catalogs, and like publications or literature without limitations, reservations or compensation. The use of an image does not constitute in any manner a waiver of Emmanuel Lutheran School policies, programs or rules, nor does continued use constitute an agreement to continue the child's enrollment. Contact the school office for the non-consent Photo Release Form if you do not want your child to be a part of public relations.

## Calendar

The Emmanuel Lutheran School academic calendar shall accommodate the educational program of the school. The academic year for students shall be a minimum of 176 days in the school calendar. Emmanuel Lutheran School follows the public school calendar as closely as possible when planning intercession and major holidays. However, we will have additional days off, different from the public schools, for such activities as teacher in-services and conferences, parent/teacher conferences, professional development, Good Friday, and Easter Monday. The school calendar is available on the school website at [www.els-maui.org](http://www.els-maui.org).

## Instructional Materials

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

### **Parental Inspection of Materials**

Parents may review instructional materials used by the students. They must be viewed on the school premises.

### **Procedures for Objection**

Parents may object to the instructional materials used in the school and ask for their use to be reconsidered. It shall be the responsibility of the principal, in conjunction with the school board, to develop administrative regulations for reconsideration of instructional materials.

### **Damaged or Lost Instruction Materials**

Students will be fined for damaged or missing textbooks and library books. The full replacement cost of the book will be charged to students for missing books.

## MISCELLANEOUS

### **Volunteers**

Parental volunteers are an essential component of the total learning process at Emmanuel Lutheran School. Opportunities for parent volunteers are quite numerous and any parents wishing to volunteer their time and talents should contact the school office or your child's teacher.

### **Visitors to Campus with Appointment Only**

All visitors to Emmanuel Lutheran School during school hours must make an appointment and check in at the school office and in some cases obtain a visitor badge before going anywhere else on campus. Visitors to campus are defined as anyone not employed by Emmanuel Lutheran School or Church. If parents need to conduct business in the school office, it is to be done at times other than drop-off or pick-up.

### **Computer/Keyboarding Education**

Emmanuel has computers available for classroom instruction. Students will be introduced to computer skills at age appropriate levels throughout our curriculum. Students in grades 4-8 will gain experience in technology through the Bring Your Own Laptop Program integrating technology into a wide variety of topics and subject areas. Each year the student will sign a technology agreement. Student computers will have a web filter while on campus at ELS and logged on to our server.

### **Band**

The band program at Emmanuel Lutheran School consists of two bands - the Beginning Band and the Concert Band. ALL students in grade 5 are required to take Beginning Band. These students will learn basic playing techniques and how to read music. Students in grades 6-8 who have successfully completed Beginning Band or have prior band experience, and permission from the instructor, may enroll in Concert Band. Concert Band students learn new playing techniques and work to improve their playing techniques and music reading ability. There is an additional fee for these band programs.

All 3rd and 4th grade students participate in ukulele lessons.

### **Choir/Music**

ALL students in grades P-8 are expected to participate in choir/music classes. Musical performances are shared throughout the school year: annual Children's Sunday Worship Services, Christmas Concerts and Spring Musicals. These programs provide opportunities for developing performance skills and for praising God through music and drama. Participation in these performances is mandatory.

### **Field Trips**

Individual classes usually take several field trips during the school year to help enhance their learning. Parents may be asked to assist with transportation and supervision for these activities. Parents are asked

to sign a general blanket Field Trip Permission Form at the beginning of the school year. Field trips are not optional activities and should be attended. Parents may occasionally be asked to pay a small fee to help defray field trip costs.

### **Bicycles**

Students may ride bicycles to school. The bicycles must be parked in the designated area until school is dismissed. Bicycle riding is not permitted on the playground. Emmanuel Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school. Thus, students are encouraged to purchase locks for their bicycles.

### **Pledge of Allegiance**

As citizens of the United States, our students should have the opportunity to develop feelings of loyalty and patriotism to their country. A part of this is learning and saying the "Pledge of Allegiance". Students will say the Pledge of Allegiance to the American Flag and the Christian Flag.

### **Disclosure of Information Policy**

Information pertaining to an individual child or parents of the child will not be disclosed to persons other than the Emmanuel Lutheran staff or the Department of Human Services unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises. A Release of Information form is available in the school office to be signed by the parent or guardian permitting the school to release any information about their child or family.

### **Non-Discrimination Policy**

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

## Preschool Addendum

### **Philosophy**

We believe that God has given every human being a marvelous potential for leading a creative and successful life in this world. Your child, in the preschool years, grows rapidly in all aspects of life. Many patterns and attitudes are already formed by the time a child is ready to enter into the educational system at the kindergarten level. These patterns must be able to shape a personality which will be able to cope successfully with an ever-changing world.

We believe that effective guidance and teachings at this young age must involve the total person. We will begin with an approach of love and guide our students in the dimensions of their intellectual, emotional, social, physical and spiritual growth.

We recognize the primary responsibility of the parents in this role and also that it most normally occurs in the home. However, we also know that, for many valid reasons, parents desire assistance in these aspects of care and training of their child. We are very aware that we cannot become a substitute for your own capable parental direction, but we are anxious to serve and assist you by providing the best possible away-from-home learning environment for your child.

The name "EMMANUEL" which our congregation has chosen, means "GOD IS WITH US". We believe that He is with us and that He will bless the labors of our hands and hearts. We have chosen to carry



over this name into the name of our school since it most adequately sums up our feeling and concern for you and your child.

We welcome students from all cultural, religious and socioeconomic backgrounds who agree to support the philosophy, mission, values, and beliefs of Emmanuel Lutheran Preschool as set forth in this handbook. We fully subscribe to the teachings of the Lutheran Church Missouri Synod (LCMS) regarding the inerrancy of scripture, human sexuality, marriage, and consider these and all other teachings of the LCMS to be the norm and guide of our practices, enrollment and employment. We uphold the traditional, biblical view of marriage as being between one man and one woman (Matthew 19:4-6) and encourage the support of family and parenting. Values that are given to us in the Ten Commandments and the Bible, form the environment in which your child will be taught. Children at Emmanuel are taught to honor and value life and to seek out the good of others.

Although our program does include Bible stories and their application to our life, we do not see this as the complete approach to your child's feeling of relationship with God and the rest of God's children. We believe that this faith must be displayed in all of life, and so Christian values will be integrated into our entire daily program.

We see a need for a well-planned learning curriculum to guide your child's intellectual, social and spiritual growth, as well as a need for all-day care for his physical and emotional well-being (especially if both parents work). We will attempt to serve the best interests of your child at any level of our operation. The program is for children who have reached their third birthday by July 31st of the year he or she starts school to enter preschool and is operated during the hours of 7:00 A.M. to 5:00 P.M. Monday through Friday from August through May. Included in the program will be the specific Preschool Program from 8:00 A.M. to 2:30 P.M. A summer program will also be available during summer break. Those who desire only the Preschool portion of our program may enroll their child for these hours only. Those who desire PrePlus, our extended care service may enroll their child until 5:00 P.M. Early drop off is available with limited space starting at 7:00am on school days. Separate fee schedules will be used for each additional service. We trust that we can serve your child's needs in the best possible way. We look forward to working together with you and your child, to provide a happy and satisfying experience at Emmanuel Lutheran Preschool.

**\*The Hawaii Preschool Content Standards are used as a guide to ensure meaningful and age appropriate practices throughout our curriculum.**

### **ADMISSIONS POLICIES AND PROCEDURES**

- A. Children enrolling shall have at least reached their third birthday by July 31st of the year he or she starts school to enter preschool.
- B. Children enrolling shall be fully toilet trained and capable of caring for their personal needs, and wake themselves to use the toilet. Regular underwear is to be worn at all times (no "pull-ups" or similar wear).
- C. Children must be able to take a nap or lie quietly during naptime without disturbing others.
- D. Emmanuel Preschool is licensed to enroll 36 students between the ages of 3 and 5 and carries liability insurance.
- E. It is our center's policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center's programs and services, in compliance with state laws and the federal Americans with Disabilities Act within reasonable boundaries by considering whether the acceptance would result in undue hardship to the center. Admittance will be on an individual basis at the discretion of the Director and Board of Education.

F. Preschool is open 7:00 a.m. to 5:00p.m. Monday through Friday from August to May. We are closed on all State and Federal holidays, Fall Break, Christmas Break and Spring break. Summer schedules may change according to the need. (All dates vary depending on days of the week).

**Children must be picked up on time. Prompt pick up of children is strictly enforced. Late pick up of children after their scheduled time will be charged \$12.00 within the first half hour and \$6.00 per quarter hour thereafter. Children remaining past 5:00 p.m. will be charged a late pickup fee of \$2.00 per minute (this also applies to any early scheduled preschool closing). Please call if you are going to be late. Temporary schedule changes that are made with the Director will be charged an additional \$45.00 p/day. Multiple late pickups (over 3) can result in termination of enrollment. Children will only be released to their parent/guardian and any authorized persons on the pick up list. Please notify the school of any changes to pick up people. ID must be presented.**

Please give us prompt notification of any change in address, phone number or place of employment so we can contact you immediately should the need arise.

G. The policies developed address all of the required measures in the DHS Guidelines for Child Care Facilities.

### HEALTH POLICIES

If your child is sick, do not send him/her to school. It is not fair to your child, other children, or the teachers. We have limited staff available and need them to be healthy! Please notify the Preschool if your child has a prolonged illness.

1. Children need to be fully immunized to attend Emmanuel Lutheran Preschool.

2. MEDICATION WILL NOT BE GIVEN at the school by Staff members. Self-medication will not be allowed without a doctor's written permission. Children may not have medication in their possession or in their cubby holes including: vitamins, inhalers, ointment, lotion, or sunscreen.

3. Do not bring your child to school if he/she is or has:

- contagious
- vomiting\*
- a fever\* or temperature measuring 99.8 or higher
- diarrhea\*
- copious nasal discharge
- nasal discharge of any color
- requires medication before or during the day

*\*You must keep your child home for 24 hours from the time the symptom (listed above) is no longer present. If your child is sent home with any listed symptom, please keep your child at home for 24 hours*

4. If your child is unable to participate in a regular day of school activities as normal, do not bring your child to school.

5. Inform the Director if your child has a contagious disease ie. covid-19, pinworms, chickenpox, influenza, pink eye, measles, mumps, rubella, ukus, strep throat, impetigo, active tuberculosis, etc. Please inform the Director and keep your child at home until he/she has been treated by a doctor and all symptoms are no longer present. A doctor's note will be required in some cases, before your child can return to school.

6. Do not bring your child to school if he/she has wound drainage (“pus” or a “wet” wound) that cannot be covered and contained with a clean, dry bandage; or if they cannot maintain good personal wound care/hygiene.

7. Children with any nit/ukus in their hair will be sent home. Children need to be treated for ukus, stay home one day after treatment, and be nit and uku free before returning to school and hair will be checked upon re-entry into school. Children will be sent home if any nit(s) are found.

B. First Aid will be administered immediately to any child who suffers a minor injury and a Brightwheel Incident Alert will be sent. In the event of a more serious injury, the parents will be contacted without delay by phone. If the parents or the emergency person cannot be reached, a doctor will be called when necessary. The facilities of Maui Memorial Hospital are close by if immediate emergency care is needed.

Any child who becomes ill during the day (vomiting, fever, diarrhea, rash or hives, excessive coughing/runny nose, etc.) will be isolated from the group until one of the parents or the emergency contact person has been called and the child can be taken home.

### **REGISTRATION**

Upon acceptance of your child into our preschool, the following steps are necessary to complete the enrollment:

- A. Complete the “Application & Personal History” forms online.
- B. Pay non-refundable Enrollment Fee.

Schedule a visit of at least one parent and the child with our Director or other designated staff person. The phone number is 873-6339.

D. All children starting preschool for the first time must meet health requirements upon acceptance/enrollment:

1. Tuberculin clearance notice.
2. A completed record of immunizations and a physical exam record on Hawaii Form 14 **and** Health Supplement form 908A. These forms should be available at your doctor’s office or call us for a copy.
3. All children entering Emmanuel preschool/grade school, must be fully immunized.

E. Establish an account on our online school management system.

### **BEHAVIOR GUIDANCE POLICY**

Discipline: We strive to provide a safe and enriching environment for our children, an environment in which they can feel cared for and respected. It is our goal to help children develop self-control, respect for others and care for their surroundings. Children will be given clear and consistent limits and expectations on appropriate behavior. Positive discipline is practiced as a means to help children develop successfully.

- Child is directed to a different activity or area.
- Time out: usually one minute per year of child’s age or until the child has calmed down enough to rejoin the group/activity.
- Suspend privileges (except food).

Children will be shown ways to cope with situations in a non-aggressive manner and develop a sense of empathy. Adults should look for meaningful ways to show children why aggressive and hurtful behavior is unacceptable. Where your child is concerned, we want to keep lines of communication open between teachers and parents. Working together is important in helping your child develop into a healthy individual. Usually talking with a child, a verbal warning or redirecting, is enough to stop inappropriate behavior. However, if a child continues to: harm others; use foul language; verbally or physically threaten children or teachers; cause damage to school property; intentionally ignore safety guidelines, and where improvement in behavior is not occurring, the following measures will be taken:

A. At the discretion of the Director, the parents of any child who intentionally harms another child or staff member will be notified immediately. The parents will be requested to remove the child immediately for the remainder of the day.

B. If, after a conference with the child's parent(s)/guardian(s), the above behavioral pattern continues, the Director and Board of Education will request the removal of the child immediately and without tuition refund.

No Tolerance Biting Policy: Human bites are very painful and can lead to serious infections and transmission of disease if skin is broken. In order to protect the children, the Director may terminate a child's enrollment at any time, depending on the severity of the situation.

### **GENERAL INFORMATION FOR PARENTS**

A. Your child should be dressed comfortably in washable clothing. Regular underwear must be worn at all times. To help prevent accidents and make student independence in the bathroom more successful, please no overalls or rompers. Girls should wear shorts under dresses.

We ask that he/she wear slippers, crocs or shoes. For safety reasons we do not allow shoes or slippers with any type of elevated or hard heels (i.e. wedge, platform, boots, etc).

- B. Clothing, backpacks, personal items and clothing should be appropriate. No characters portraying violence, unacceptable sayings, alcoholic beverages or other inappropriate pictures.
- C. Face make up is not to be worn in preschool as well as dangling earrings which can accidentally snag during play. Halloween costumes may not be worn to school. No heavy scented body lotion/spray, hair gels/spray or perfumes.

Your child will need the following items sized to fit easily in his/her cubby hole (please label items with child's name):

- 1) Extra change of clothing and underwear in a ziploc bag
- 2) A small blanket and pillow for nap time
- 3) A small lunch box and child size water bottle (filled with water only)
- 4) A backpack and folder to take home items from school

Easily broken toys, foods, candy, gum, and toy weapons are not allowed. All articles brought to school must fit easily into the child's 11"x 11" cubby hole.

- D. Individual Parent-Teacher conferences are held in Fall and Spring. Parents need to be on time for their time slot.
- E. Please notify the school if your child will be coming to school after 8:00 A.M or if your child will not be coming to school.

- F. **“No candy policy”- Please do not pack candy in your child's lunch box.** Teachers will encourage students to eat their healthy snack and lunch portions first. Please pack healthy options for your child as best as possible.
- G. Communicate with the teacher **before** sending birthday or holiday treats or goody bags.
- H. Information pertaining to an individual child or parents or guardians of the child shall not be disclosed to persons other than the facility staff unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.
- I. All children are accepted on a probationary period. If after a reasonable length of time, the director and staff feel that the child cannot/will not adjust to the daily routine expected of a 3, 4 or 5 year old child, or that the child would benefit from a more suitable environment, a conference will be held with the parent(s) /guardian and if it is in the best interest of the child to be removed, the school will refund the remaining tuition.
- J. **Preschool Excursions:** We may leave campus for class field trips throughout the year giving our students to learn more out of the classroom. (rev. 7/6/20)
  - a. For any preschool excursions, parent permission is required.
  - b. The preschool class will be transported by school bus (Ground Transport Inc.).
  - c. All students must wear a red ELS t-shirt.
  - d. Parents may be asked to join as helpers.
  - e. Parents who choose to exempt their child from school sponsored activities are to keep their child home until the class returns to school.
- K. **School Meals:** All meals must be sent from home in a lunch box/bag. (rev. 7/6/20)
- L. **Natural Disaster Response:** The school principal and preschool director will make the necessary decisions when/if emergency situations, such as flooding, tsunami or hurricane warnings arise.
  - a. Parents will hear of school closures by these methods: email from PRAXI, posted on our Facebook page, Brightwheel message and also on our school website.
  - b. Should early dismissal from school be necessary, all parents will be notified.
  - c. If it is determined to be safest outside, the preschool class will meet in the preschool play yard. Otherwise, students will stay inside safely away from windows.
  - d. Preschool will also follow the ELS safety policy when deciding how to respond to a natural disaster. (rev. 7/6/20)

\*Attending families will be notified in writing if any change in policy occurs that is not reflected in this handbook.

