

the**HANDBOOK**  
EVANSVILLE**LUTHERAN**SCHOOL  
**2011**

**the****HANDBOOK**  
EVANSVILLE**LUTHERAN**SCHOOL

Revised 8/2011



# Table of Contents

## **Welcome to Evansville Lutheran School**

Home of the Monarchs .....	1
Entrance Requirements .....	2
Tuition and Enrollment Fees .....	3
Scholarship Program .....	4

## **School Information**

School Hours .....	4
Transportation .....	5
Dropping Off/Picking Up Children .....	5
Attendance and Tardiness .....	5
Chapel Services .....	6
Serving the Lord Through Participation .....	6
Curriculum .....	7
Textbooks, Workbooks and Supplies .....	8
Grading Information .....	8
EVSC .....	9
Athletics .....	9
Outdoor Recess .....	10
Lunches .....	10
Treats .....	10
School Equipment .....	10
Media Center .....	11
Computers .....	11
Telephone .....	11
Policies .....	13



# Policies

## 4000 OPERATIONS

4000 Annual School Calendar .....	14
4010 School Hours .....	15
4020 Severe Weather .....	16
4100 Educationally Related Activities .....	17
4110 Field Trip Guidelines .....	18
4200 Health .....	20
4202 Food Allergy .....	21
4210 Wellness .....	23
4220 Medication .....	27
4301 Notice of Nondiscriminatory .....	28
4320 Grievance Procedure .....	29
4400 Homework .....	30
4401 Purpose of Homework .....	31
4410 Middle School Homework .....	32
4500 Curriculum .....	34
4711 Volunteers .....	35
4712 PTSL .....	36

## 6000 STUDENTS

6100 Entrance Requirements .....	37
6200 Attendance .....	39
6210 Tardies .....	40
6300 Discipline .....	41
6310 Bullying .....	45
6400 Dress Code .....	46
6410 Nuisance Items/Cleanliness .....	48
6420 Electronic Devices .....	49
6421 Computers .....	50
6430 Drugs and Alcohol .....	54
6431 Tobacco .....	55
6432 Weapons .....	56
6500 Locker Search .....	57
6600 Athletics .....	58
6601 Activities Eligibility .....	60
6602 Retaining for Athletic Purposes .....	61
6610 Physical Education .....	62
6611 Recess .....	63
6700 Grade Scale .....	64
6710 Promotion .....	65
6720 Class Transfer .....	66
6800 Student Master Records .....	67



# Welcome to Evansville Lutheran School

## Home of the Monarchs

The Lutheran School Association of Evansville welcomes you to Evansville Lutheran School in the name of Jesus Christ, our Savior.

The Lutheran School Association is made up of two congregations, St. Paul's Lutheran Church and The Lutheran Church of Our Redeemer, to provide a Christian education for member children and children of the Evansville community. They directly support the Christian education program of Evansville Lutheran School through specific monthly contributions from their church budgets. This association was formed for the purpose of aiding Christian parents in providing the highest quality Christ-centered elementary education possible. We pray that the Holy Spirit may fill the hearts of parents and teachers with zeal as we combine our efforts to teach children.

### **Preface**

It is the purpose of this handbook to acquaint you with the operation, program, and policies of the Evansville Lutheran School. All who enroll agree automatically to the conditions set forth in this handbook. We ask that you read it carefully and help your children understand the significance of the information it contains.

### **Mission Statement & Philosophy**

The mission of Evansville Lutheran School is:

***“To provide a superior Christian education that will equip our students to go forward in life with Christ, guided by Christian principles.”***

We believe that man is God's foremost creation, created in perfect holiness and righteousness. As God's creation, man was created perfect. However, man fell into sin and lost his holiness. God in His mercy did not want man to be lost. He chose to save us by sending His Son Jesus to be our Savior. All who have faith in Jesus Christ as their Savior receive the forgiveness of their sins and the promise of eternal life in heaven. Although we remain sinful, because God has called us to faith, we are also saints. Faith in Jesus is a gift to us from God, for it is through the work of the Holy Spirit that people come to faith and live a new life in Christ.

The redemptive work of Christ has been accomplished for all, yet not all are Christians. Therefore, it is essential that we proclaim (teach) the word of God every day to our students with the knowledge that it is the Holy Spirit that gives and strengthens faith in the hearts of our students. It is through the word of God and the sacraments of Baptism and the Lord's Supper that the Holy Spirit works and sustains faith in our hearts. We believe it is our privilege and responsibility to equip our students to be faithful citizens who give witness to Christ through their daily lives. Evansville Lutheran School is a distinctively different school because God's Word is the basis for everything that is taught throughout the day.

Teachers are trained specifically to create a learning environment in which children are taught the demands of God's law and are comforted by the saving Gospel of Jesus Christ. Evansville Lutheran School teaches the Law, for without the Law, children do not realize their need for a Savior. We also teach the Gospel which is the good news of God's love. God's love prompted Him to send Jesus to die on the cross for our sins. This assures us that our sins are forgiven. Our teachers help our students incorporate proper law and gospel understandings into every aspect of their school day, in discipline, in the classroom, and on the playground. Such understandings help every person have a good self-concept, not because of what we can do, but because of what Christ has done for us.

Our teachers see each child as a precious gift of God, because God has uniquely created each. All instruction is Christ-centered as the emotional, spiritual, physical, mental, and social qualities are nurtured to prepare each child for a life of service to God and humankind. With the help of God, we desire to recognize and develop each child's God given abilities, providing a life affirming, loving, Christian atmosphere, as well as an environment where children are actively involved in the learning process. Furthermore, we want to have an age-appropriate, developmentally sound, academically stimulating curriculum that is centered in Christian values. Evansville Lutheran School encourages students to grow in Christian maturity and pursue excellence in their daily lives. We also desire to communicate effectively with the parents of our students and to enable us to be partners with them in their child's education.

## Entrance Requirements

Our entrance requirements are outlined specifically in the policy section at the end of this handbook.

All new students, except those entering Kindergarten, must present the last report card, immunization record and copies of test reports given to parents from the previously attended school prior to Registration Day. The parents must also sign a "Release of Records" form for all school records including special testing, etc., so the child's school records can be received by Evansville Lutheran School. A new student will take an entrance test and should be in good standing at his/her previous school. Enrollment is not considered final until taking the entrance test and the child's school records are received and reviewed by the school. All new students to Evansville Lutheran School are subject to a nine-week acceptance period.

Students entering school for the first time are required to have a medical and dental examination prior to the opening of the school year. All students must be immunized according to the 1976 amendment of Bill IC20-8, 1-7. To enter the first grade a child must be six years old on or before July 1 of the current year. To enter kindergarten a child must be five years old on or before August 1 of the current year. Kindergarten parents are to bring a birth certificate on Registration Day.

# Tuition and Enrollment Fees

## Members

Members of Redeemer and St. Paul's pay a per child tuition & enrollment fee. The fees and policies regarding the payment of fees are printed on the Tuition and Fees page.

## Non-Members

Parents of students who begin the school year as a non-member tuition parent and have successfully completed the membership classes at Redeemer and/or St. Paul's will be assessed the member rate for tuition at the beginning of the next semester. Fees and policies regarding the payment of fees are printed on the "Tuition and Fees" sheet.

Non-member parents from Lutheran Church Missouri Synod congregations who transfer to become members of Evansville Lutheran School association congregations will be assessed the member rate, which will be applied at the time of their transfer. Evansville Lutheran School association congregation members who transfer out will be assessed the non-member rate, which will be applied at the time of their transfer."

## Prospective Members

Parents who are not members of a Lutheran church are encouraged to enroll their children at Evansville Lutheran School so they have the benefit of a Christian education. Those parents desiring additional information about the teachings of the Lutheran Church are encouraged to meet with a pastor from Redeemer or St. Paul's Lutheran Churches and consider attending Adult Information Classes. These classes are held to acquaint prospective members with the teachings of the Lutheran Church.

## Tuition and Fees Payment Procedures

1. The pre-enrollment fee of \$50/child or \$100/family is paid by all families enrolling at Evansville Lutheran School and credited to the enrollment fee on Registration Day. This fee is not refundable.
2. The Enrollment Fee includes enrollment expenses and book use. Parents who transfer their children to another school prior to the close of the First Semester will be responsible for 65% of the Enrollment Fee. Parents whose children attend a part of the First semester and all of the Second semester will be responsible for paying all of the Enrollment Fee. Parents who enroll their children after the First Semester will be responsible for paying 65% of the Enrollment Fee.
3. All parents of member and non-member tuition students are responsible for the tuition of any week of school (40 weeks in a school year) their child(ren) begins.
4. Parents are encouraged to pay their fees in full on Registration Day. If the ten month payment plan is selected, 1/10th is required on Registration Day.

5. All accounts paid in full on Registration Day or prior to the opening day of school are given a 5% pre-payment credit.
6. All accounts not paid in full on Registration Day will be due on a ten month payment plan with ten equal monthly payments payable on the 1st day of each month.
  - a. Any payments not received before the 10th of the month will be considered delinquent and charged a \$25.00 service fee for that month. \*Eighth grade parents see item 11. Please consider the Automatic Payment Plan option. Monthly tuition will be automatically deducted from your checking or savings account on the 10th of the month.
7. Any checks received by ELS, which are returned by a financial institution for non-sufficient funds, will result in a \$30 fee added to the family's account along with any applicable late charge. A second non-sufficient fund check from the same family will put their account into a "cash payment only" basis. Only cash, money order or cashier's check will be accepted as payment for their account.
8. Monthly Payment Instructions:
  - a. Make all payments by check or money order payable to EVANSVILLE LUTHERAN SCHOOL. Do not send cash in the mail.
  - b. Drop off your payment in the Payment Drop Box or mail your payments to the school.
  - c. A SPECIAL NOTE: If a scheduled payment cannot be made it is the responsibility of the parent(s) or guardian to contact the school office.
9. Report cards will not be issued if any accounts are delinquent. For an account to be considered current, all payments and late fees must be paid in full. This includes lunch, music, tuition, enrollment, etc.)
10. Diplomas or final report cards will not be issued if any school account is delinquent (includes lunch, music, enrollment, tuition, etc.)
11. Accounts for Eighth Grade students must be paid in full one month prior to graduation regardless of the payment schedule that was chosen.
12. Student records will be transferred to other educational agencies upon request.

## Scholarship Program

The Scholarship Program of Evansville Lutheran School is designed to provide financial assistance, when necessary, to students who desire to attend Evansville Lutheran School. This grant is applied to tuition and fees and is based upon a family's needs as reviewed by the Finance Committee of the Evansville Lutheran School Board. The Scholarship Program is open by application to students currently attending Evansville Lutheran School and to students who have officially enrolled at Evansville Lutheran School for the next school year. Scholarship Fact Sheet and Application Form may be requested at the school office.

## School Hours

The school day begins at 7:30 a.m. and ends at 2:50 p.m. Kindergarten classes begin at 7:30 a.m. The students attending half-day classes are dismissed at

11:30 a.m. and the all day students are dismissed at 2:50 p.m. All classes begin promptly at 7:30 a.m. Students should be in their classrooms at that time and be ready to begin class. Parents should have their children at school by 7:20 a.m., to allow time for them to hang up their coats, go to the bathroom if necessary and organize their books and materials before school begins. It is the parents' responsibility to have their child at school early enough so they will not be tardy. **See "Tardies" under the Policies section.**

Schoolrooms are open from 7:20 a.m. to 2:50 p.m. Students should not arrive at school prior to 7:15 a.m., unless they have special transportation needs. There is a teacher on duty beginning at 6:50 a.m. but only for those who need to come early. All teachers are on duty until 3:20 p.m. At 3:20 p.m. the building is closed, except for athletic purposes. All students should leave at 2:50 p.m. unless they are involved in after school activities. If a student needs to stay after 2:50 p.m., the YMCA After-School Care is available for students in grade K-8. Any students in the school building after 3:20 p.m. are to be under the direct supervision of their parents, an after school activity leader or enrolled in the appropriate Day Care Program.

Students are not permitted to leave the school grounds at ANYTIME during the school day without the expressed permission and mutual consent of parents and teachers.

## Transportation

Parents are expected to provide transportation to and from school. Car Pooling is sometimes available. Please see the student map on Registration Day.

## Dropping Off/Picking Up Children

We will have pick up and drop off from three locations around the building:

- Michigan Street
- Elsas Street
- Playground Lot (Drive-thru only. Do not park and leave your vehicle.)

We remind parents and guardians dropping students off to do so on the curbside of the school building. If you must park opposite the building, please walk your child across the street. If you are bringing your child inside, please park in the lots opposite the building on Michigan and Elsas. Please be careful and remind children to look both ways when crossing the street. We are asking our parents and guardians to be especially careful in loading and unloading their students at school. These procedures are essential for the safety of all of our students.

## Attendance and Tardiness

### School

See "**Attendance**" and "**Tardies**" under the Policies

### Church

Since God has so graciously given us the gift of salvation through Jesus Christ, we are witnesses through our words and actions. One of these actions is to attend Church and Sunday School as a family unit. Children are a gift from God and He has given us the responsibility to share with them the joy of salvation and the responsibilities that are ours as His people. Because of our school's concern for you and your child's spiritual well-being, we encourage and record students' Church attendance.

## Chapel Services

Chapel services will be held on Wednesday mornings. Pastors, Teachers, Lay Ministers, and classes lead Chapel services for our students. Each grade participates in age-appropriate services. These services are planned to encourage the involvement of the students and give them an opportunity to worship with their fellow students. They also promote growth in our student's stewardship life. The offerings received in these chapel services are used for charitable and missionary endeavors. Envelopes and promotional materials are distributed in preparation for these services. Parents and their friends are cordially invited to attend. The regular time of this service is 7:30 a.m. at St. Paul's Lutheran Church. Periodic changes from this regular schedule will be announced. One chapel service each month will include an observance of the baptismal birthday of each student baptized that month.

## Serving the Lord Through Participation

The mission of ELS is to "provide a superior Christian education that will equip our students to go forward in life with Christ, guided by Christian principles." Our goal is to equip children to share Christ with others. We offer the following programs during the school year that have our mission in mind:

- **The Christmas and other Worship Services**

The Christmas and other Worship Services are the worship services for the school year in which your child has the opportunity to share Christ. The teachers have shared God's Word with the students and the Holy Spirit has been active in their lives to equip them to share Jesus' love with you and others. It is our prayer that you will welcome these opportunities to share in this worship experience with your child. Unless excused, students are expected to participate in these services.

- **The Fall and Spring Concert**

Includes grade 4 recorders, grade 5 beginning band, grades 4 – 5 choir, and grades 6 – 8 concert choir and concert band.

- **Concert Band and Concert Choir Spring Contest**

Includes 6 – 8 concert choir and concert band. Held in Evansville in March or April.

- **Musicals and Dramas**

The Upper Grade Spring Musical, Lower Grade Operetta, and Middle School Play alternate each year. These opportunities give the students a chance to share their gifts of music and songs of praise with God, parents and friends.

All students are expected to participate. Lack of participation will affect their Music or Art grade. An unexcused absence for the Fall or Spring Music Presentation will result in an unsatisfactory grade for all 4-8 grade students.

When attending a performance or performing as a representative of Evansville Lutheran School, boys are required to wear dress slacks (no jeans) and a white or colored shirt. Girls are required to wear a dress, a blouse and skirt, or dress slacks with blouse, each should be accompanied with appropriate footwear (no tennis shoes). Please be aware that choral or instrumental teachers may require more specific dress.

## **Curriculum**

For more in-depth curriculum information see the Curriculum Binders found in the Principal's office. Our curriculum closely follows that of the EVSC, although we may not always use the same text they use for a specific subject. In addition, our curriculum is Bible-centered by direct teaching of God's Word in a Religion class and a Christian emphasis in all classes and activities at Evansville Lutheran School. Religion/Memory, Mathematics, Reading/Language Arts/Spelling, Science, and Social Studies are the Core Curriculum courses.

### **Religion/Memory**

Voyages/One are used for religion classes in kindergarten through grade seven. The eighth grade confirmation class uses Luther's Small Catechism along with the accompanying study guide, Applying Luther's Catechism.

### **Mathematics**

Saxon Math is used in kindergarten to grade eight. The Glencoe/McGraw-Hill Math Connections, Pre-Algebra and Algebra (for eligible students) in grades 6 - 8.

### **Reading/Language/Spelling**

SRA's Open Court Reading 2002 series is used in grades K-3, and Houghton Mifflin 2008 series for grades 4 - 5. Grades 6 - 8 will be using the 2002 "Language of Literature" by McDougal Littell for reading. The Shurley Method is used in grades 2 - 8 for Language Arts and grades 2 - 8 may use the "Write Source" to compliment writing.

### **Science**

The 2012 McGraw-Hill, Indiana Science Essentials series provides science experiences and instruction for students in grades kindergarten through five. Students in grades 6 - 8 use the Glencoe/McGraw-Hill Indiana Science Essentials.

### **Social Studies**

The 2010 Houghton/Mifflin/Harcourt Indiana Social Studies is used in grades K through 5. Students in grades 6 - 8 use the 2010 Holt Series.

### **Music and Art**

Classroom music is provided at all levels. "Music Connections" by Silver-Burdette-Ginn is taught in grades K - 3. Grades 3 and 4 participate in the

recorder program. Grades 4 - 8 are eligible to participate in our Instrumental Music program. Students in grades 4 and 5 will have a Music/Choir class each week. In the 6 - 8 grades, the students may select Band, and also have an option of Concert Choir.

## **Computer Instruction**

Computer instruction is provided to all the students of our school. Computer Keyboarding skills are focused on in grades 3 - 5. Students in grades 6 - 8 continue with instruction in word processing, spreadsheets, literacy and other computer functions.

## **Physical Education**

Physical education classes are conducted in kindergarten through grade eight. Each child is given opportunities to improve his/her individual skills as well as to become involved in group or team activities. Children in grades one through eight are involved in the Presidential Physical Fitness Program. Intramural activities are offered in various sports for grades four through eight. Some of these activities are conducted during gym classes, while others take place after school.

## **Electives**

Students in grades 6-8 will be offered electives when schedule and staff allow.

## **Textbooks, Workbooks and Supplies**

As Bible study is a part of our curriculum, students in grades two through eight need a copy of the New International Version Bible. These may be purchased on Registration Day. The fees cover textbook rental, consumable workbooks, and special art supplies. Students are responsible for textbooks and consumable workbooks in their possession. They will be charged for damage in excess of the usual wear. Students and parents are urged to cooperate in the proper handling of books.

During your home visit, your child's teacher will visit and share information and an assignment book for grades two through five with your child. There are sufficient pages for the entire school year. This book serves as a communication tool between students, teacher and parent and helps the student keep a record of his/her assignment and organize his/her study time. It is essential that parent's check their child's homework for completeness and accuracy prior to signing their assignment book.

## **Grading Information**

A pupil's progress is reported to the parents and guardians in a sealed report card issued four times during the school year at approximately nine week intervals. One scheduled Parent-Teacher Conference is held at the end of the First Quarter. However, parents and guardians are encouraged to call their child's teacher for a conference at other times. **Specifics of our grading scale can be found under the Policies section.**

## **Midterms and Weekly Reports**

Teachers will send home periodic progress sheets with students. At the midterm of each quarter students in grades five through eight will receive a Midterm Report. This is to be examined by the parents and guardians, signed and returned the following school day to the teacher so the teacher knows that the parents and guardians received the report. Teachers are encouraged to send home a Weekly Report to communicate with the parents and guardians about their class's progress and/or projects that will come up in the next week.

## **Grade 2 through 8 Weekly Assignment Book**

Each August, your child's teacher will visit your home and share information and an assignment book with your child. There are sufficient pages for the entire school year. This book serves as a communication tool between students, teacher and parent and helps the student keep a record of his/her assignment and organize his/her study time. It is essential that parent's check their child's homework for completeness and accuracy prior to signing their assignment book.

It is strongly suggested that fourth through sixth grade students will be expected to use their assignment book on a daily basis. Seventh and eighth grade parents and guardians will have the option of excusing their student from using the assignment book. Provided the student is not experiencing academic concerns. A student experiencing academic concerns will be expected to use the assignment book on a daily basis with a parent signature.

## **Honor Roll and GPA**

There is a Grade Point Average (GPA) and Honor Roll system for grades five through eight. To achieve Honor Roll, pupils must earn between 3.0 and 3.4. Students who earn between 3.5 and 3.9 achieve High Honor Roll and those students who achieve a 4.0 are on the all "A's" High Honor Roll. Required Core subjects are Religion, Memory Work, Reading/Language, Mathematics, Social Studies, and Science for grades five through eight. Satisfactory marks must be earned in Art, Computer, Physical Education, Choir, Band and others.

## **EVSC Schools**

A fine spirit of cooperation and recognition exists between Evansville Lutheran School and the EVSC. Transfers are interchanged and graduates are received without hesitation. Our school keeps a cumulative record of each student and administers the ISTEP to students in grades 3 through 8.

## **Athletics**

In addition to regular physical education program, our school participates with other schools in basketball, volleyball, soccer, and joint track and field events. It is important that each pupil display Christian conduct at all these activities and follow the school's sports guidelines. Parents are to sign the sports permission form prior to their child's involvement. Students who attend home or away games are to remain in the gym to play or view the games – they are not permitted to go to other locations in the building or outside. If parents desire for their child to go outside the building, it is their responsibility to accompany them. Small children younger than kindergarten age are to remain with their parents or

an adult at all times. See **“Athletics”** under the **Policies** section for more information.

## Outdoor Recess

Students will have recess outdoors with the exception of rainy days, when the temperature is below 28 degrees, or at the discretion of the Principal. Children are expected to dress according to the weather conditions of the day.

## Lunches

Hot, well-balanced, and nutritious lunches are served daily in our school cafeterias. Menus for the month are distributed in the Principal’s Pad and posted on the bulletin board. A carton of milk may be purchased when a student brings a sack lunches. The specific price of lunch(es) and milk can be obtained from the school office. All lunches must be paid in advance. Money for lunches, extra entrees and extra milks may be on one check. The lunch account is at a different bank than other accounts; therefore, lunch checks must be written separate from any other payment! We strongly encourage parents to send payments by check.

**STUDENTS OF FAMILIES WITH UNPAID LUNCH BILLS EXCEEDING \$15.00 CANNOT BE SERVED A HOT LUNCH UNTIL THEIR LUNCH BILL IS PAID IN FULL.**

Parents may pick up an application form for free or reduced lunches from the school office, 120 E. Michigan Street, Evansville, IN 47711. The application forms will also be available on Registration Day. The hot lunch determining official will review the application and send a notification letter to the parents.

- ***Fast Food Lunches***  
In accordance with the Wellness Policy, parents and students are not to bring fast food lunches to school.
- ***Pop and “Energy Drinks”***  
Soda pop and energy drinks (caffeinated or un-caffeinated) should not be consumed during regular school hours, 7:00am - 4:00pm.

## Treats

Parents’ desiring to bring a birthday treats for the students in their child’s class are to contact the teacher for approval two days prior to the birthday. Any treat that takes the place of lunch is strongly discouraged and must be approved by the Principal one week in advance.

See **“Wellness”** under the **Policies** section for more information.

## School Equipment

Students are held responsible for the care of all school materials, equipment and property. The students or their parents will be expected to reimburse the school for damage due to neglect or intentional misuse.

## **Media Center**

Books from the public library supplement our Media Center. Care should be taken in the use of school library books so that others have an opportunity to read them. Books are loaned for a week, subject to renewal. Students pay for lost or damaged books.

## **Computers**

Evansville Lutheran School has implemented a computer system, with Internet capability in the lab and all the classrooms. This will allow opportunities for students, staff and patrons to communicate, learn, access, and publish information. We believe that the resources available through the Internet and the skills that students will develop in using it are of significant value in the learning process, and to student's success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and the cost of maintaining ever more elaborate systems. Evansville Lutheran School will endeavor to insure that these concerns are appropriately addressed, but cannot insure that problems will not arise. Evansville Lutheran School intends only to provide a means for educational activities. We dedicate the property comprising the computers, and grant access to it by users, only for the educational activities authorized under our "Acceptable Use" policy and procedures and under the specific limitations contained therein.

The Internet is neither a playground nor an amusement park and should not be used in that manner – at any grade level. We must instill in our students the proper use of this great resource and help them develop the responsible behavior with which they are charged as a user of the technology.

Evansville Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

## **Telephone**

The school telephone number is 424-7252. All calls are to be directed through this number. Calls for teachers will be deferred and answered during a recess period or after school – except for emergencies. Calls by and for students should only be for EMERGENCIES and not for other purposes. A message will be sent to the classroom and the student will be allowed to call at a convenient time. Students are required to have their teacher's permission to make emergency calls. **Students may not use cell phones between 7:00 am and 4:00 pm.**



# **POLICIES**

**4000****Annual School Calendar**

A copy of the school calendar is provided each family at the beginning of the school year. The adoption of the school calendar is a cooperative effort by the faculty, principal and Board of Christian Education. The calendar shows the four quarterly marking periods, parent - teacher conferences, holidays, teacher conferences, and in-service teacher training days. Teachers are obligated to be in attendance for all conferences and in-service training sessions, as well as all school days.

The hours for classes are as follows:

- 1. Kindergarten:**
  - a. 7:30 a.m. - 11:30 a.m. (am session)
  - b. 7:30 a.m. - 2:50 p.m. (full day)
- 2. Grades 1 - 8:**
  - a. 7:30 a.m. - 2:50 p.m.

The school building will be locked until ½ hour before school (7 a.m.) in the morning and ½ hour after school closes (3:20 p.m.) in the afternoon, except for athletic purposes. Children are not allowed in the building outside these hours except by special arrangement with the principal. All students should leave at 2:50 p.m., unless they are involved in after school activities. The school cannot be responsible for accidents or injuries that may occur when children are at school at unauthorized hours.

All classes begin promptly at 7:30 a.m. Students should be in their classrooms at that time and be ready to begin class. Parents and guardians should have their children at school by 7:20 a.m., to allow time for them to hang up their coats, go to the bathroom if necessary and organize their books and materials before school begins. It is the parent's responsibility to have their child at school early enough so they will not be tardy. (See Tardy Policy) Schoolrooms are open from 7:20 a.m., to 3:20 p.m. Students should not arrive at school prior to 7:00 a.m., unless they have special transportation needs. The school has a teacher on duty beginning at 6:50 a.m., only for those who need to come early.

Full time teachers and full time teacher aides are to be present on school days from 7:00 a.m. until 3:30 p.m.

Part - time teachers are to be present 15 minutes prior to their first class and at least fifteen minutes after their last class or planning period.

## 4020

### Severe Weather (Disruption to School Schedule)

Evansville Lutheran School **will not** necessarily always follow what EVSC schools do for all weather related closings, late starts or early dismissals. It is possible that ELS will choose a late start option rather than miss a whole day. Please consult your television, radio, internet news and ELS website for this information.

In times of severe weather, parents have the primary responsibility for their child's safety. If the parents feel the weather or road conditions are too hazardous, they may decide to keep their child home and send a note the next day excusing their child from school.

On severe weather days it is essential for parents to escort their children into the building to be assured that ELS staff has arrived. When school is dismissed early due to weather, supervision will end 30 minutes after dismissal.

**4100**  
**Educationally Related Activities**

Evansville Lutheran School maintains that an educationally related activity is a non-classroom activity, such as a class field trip or convocation that meets all of the following:

1. Is consistent with and promotes the educational philosophy and goals for Evansville Lutheran School and its Board of Christian Education.
2. Facilitates the attainment of specific educational objectives.
3. Is a part of the goals and objectives of an approved course or curriculum.
4. Represents a unique educational opportunity.
5. Has been approved in writing by the principal.
6. Cannot reasonably occur without interrupting the school day.

## 4110

### Field Trip Guidelines

#### Students

- **Alcohol:** Student and adult participants in any school sponsored field trip are not to consume alcohol of any type at any time during the trip. Any student or adult participant violating this alcohol restriction will face dismissal from the group. Students will then face disciplinary action upon return to school as described in the student handbook.
- **Visiting Friends and Relatives:** If such visits involve temporarily leaving the trip, you will need a letter of permission from your parent or legal guardian. The letter must be given to your group leader before departure.
- **Weapons:** Weapons such as knives, firearms or fireworks may not be carried by students.
- **Drugs:** Possession of illegal substances is absolutely forbidden, and will require dismissal from the group and a return home at the parents expense.
- **Curfew:** A general midnight curfew applied to all field trips. Unless there is a teacher-supervised activity running past midnight, you must be in your hotel or residence room from midnight until the next morning. Respect other hotel guests by keeping noise to a minimum after 10:00 p.m.
- **Sexual Misconduct:** Students will be sent home for inappropriate sexual conduct.
- **Hotel/Bus Behavior:** Be especially careful with your room and your bus/van.
  - You will be held personally responsible for any damage caused, and you will not be allowed to leave the hotel until the cost of the damage is paid.
  - You will be responsible for phone calls made from your room and extra hotel expenses, (for example, items from a room min-fridge). Under no circumstances may you consume alcoholic beverages from the mini fridge.
  - "Picking up" towels, ash trays, etc. as souvenirs is forbidden.
  - Show consideration to others. Be especially careful about noise after 10:00 p.m. Absolutely no running in the hallways or shouting down the hallway at any time, day or night.
  - You may not go barefoot or shirtless anywhere in the hotel outside your room.
- **Free Time Periods:** Even when no organized group activities are scheduled, your group leader must know where you are, with whom, and when you will return. You must be in groups of three or four when you are not with your group leader, and you are never to go off on your own. Be sure to carry the name, address, and phone number of your hotel.

- **Right to Search:** The group leader(s) reserve the right to search student participant's possessions for alcohol, drugs or weapons.

### **Adult Volunteers**

- **Two-deep Leadership:** Two approved ("approved" means that the Pastor knows the person and approves him or her AND the person has submitted to a criminal history background check.) adult leaders or one approved leader and a parent of a participant, both of whom must be 21 years of age or older, are required for all school sponsored activities. The school is responsible for ensuring that sufficient leadership is provided for all activities.
- **No one-on-one contact:** One-on-one contact between adults and youth is not permitted. In the rare situations that require personal conferences, the meeting is to be conducted in view of other adults and youths.
- **Respect of privacy:** Adults leaders must respect the privacy of youth and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- **Separate accommodations:** When staying overnight, no youth is permitted to sleep in the room of an adult other than his or her own parent or guardian.
- **Tobacco/Alcohol/Drug Usage:** Adult volunteers shall refrain from using tobacco, alcohol or any illegal substances at any anytime during the field trip.
- **Appropriate attire:** Proper clothing for activities is required. Modest dress is always required. Guidelines for appropriate attire for a given activity should be written and stated before all school functions.
- **Constructive discipline:** Discipline used should be constructive and reflect the Church's values. Corporal punishment is never permitted.

## **4200 Health**

To minimize the danger of infection, cleanliness and appropriate health practices are expected. Parents are urged to keep children home when they are suffering from severe colds or other infections. A suggestion from the health department is that parents keep their child(ren) home at least 24 hours after the fever has broken. Should serious illness occur at school, the teacher will contact the parents. Parents are responsible for arranging transportation for their child.

For all first aid needs, students are to contact their teacher. In an emergency, the teacher will use his/her discretion in calling the city emergency service and will also contact the parent immediately. State law requires that all prescribed medication needed by a student during school hours must be delivered to the school by the parent and an "Authorization for Medication by School Personnel" must be completed and signed before the teacher can dispense the medication. Further, all non-prescribed medication including OTC pain medication, must be delivered to the school with an "Authorization for Medication by School Personnel" signed by the parent giving specific instructions on dispensing it to the student. Medication must be kept inaccessible to the student and dispensed by the teacher or the school secretary.

If a child has a documented life-threatening food allergy, these are the guidelines to be followed by the family, school, and student.

### **Family Responsibility**

1. Notify the school of the student's allergy.
2. Work with the school team to develop a plan that accommodates the student's needs throughout the school including in the classroom, in the cafeteria, after-care programs, during school-sponsored activities, as well as a Food Allergy Action Plan
3. Provide necessary written medical documentation, instructions, and medications as directed by a physician to include the following completed forms:
  - a. Evansville Lutheran School Allergy Information Form
  - b. Evansville Lutheran School Emergency Health Care Plan
  - c. Evansville Lutheran School Physician's Order Form (Individual doctor's order forms will be accepted as an alternate)
  - d. Evansville Lutheran School Medication Permission Form
4. Provide properly labeled medications and replace medications after use or upon expiration. Three sets of properly labeled emergency medications will be needed.
5. Educate the student in the self-management of their food allergy including:
  - a. safe and unsafe foods
  - b. strategies for avoiding exposure to unsafe foods
  - c. symptoms of allergic reactions
  - d. how and when to tell an adult they may be having an allergy-related problem
  - e. how to read food labels (age appropriate)
6. Review policies procedures with the school staff, the student's physician, and the student (if age appropriate) after a reaction has occurred.
7. Provide emergency contact information.

### **Evansville Lutheran School Responsibility**

1. To be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
2. Review the health records submitted by parents and physicians.
3. Include food-allergic students in school activities.
4. Identify a food allergy team to work with the parents and student (age appropriate) to establish a Food Allergy Action plan and make changes in that plan as needed. This team will consist of: student's teacher, school nurses, principal, and cafeteria manager. This food allergy team will meet

with the parents and student(age appropriate) before the start of each school year and as necessary and cover the following topics: snacks, lunches, class birthday parties, class parties, field trips, and curriculum.

5. Educate all staff about food allergies and the medications used to prevent reactions. This training will consist of an one-hour workshop (Food Allergy and EpiPen Training) which all staff will attend and the training will be documented. Periodic updates to this training will be provided.
6. Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
7. To keep the student's emergency medications in 3 safe locations:
  - a. In a fanny pack that the teacher will wear at all times
  - b. In the student's classroom/homeroom
  - c. In the nurse's office.
8. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
9. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
10. Review policies/food allergy action plan with the core team members, parents/Guardians, student (age appropriate), and physician after a reaction has occurred.
11. Follow federal/state laws and regulations regarding sharing medical information about the student.
12. Take threats or harassment against an allergic child seriously.
13. Educate the student's classmates about food allergies and reactions.
14. Maintain a peanut-free cafeteria.

### **Student's Responsibility**

1. Should not trade food with others.
2. Should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

We thank God for the gift of life and health and see the importance of daily maintenance in order to keep it fit for His service. Evansville Lutheran School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

*In order to achieve these goals, Evansville Lutheran School:*

The school will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies. All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis. Foods and beverages served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans. We will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings and adequate time for students to eat. Evansville Lutheran School will participate in the National School Lunch Program. Evansville Lutheran School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

### **Nutritional Quality of Foods and Beverages Served on Campus**

#### *School Meals*

Meals served through the National School Lunch Program will:

1. be appealing and attractive to children;
2. be served in clean and pleasant settings;
3. meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
4. offer a variety of fruits and vegetables;
5. serve low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
6. insure that half of the served grains are whole grain.

The school will share information about the nutritional content of meals with parents and students when requested.

#### *Free and Reduced-priced Meals*

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

### *Meal Times and Scheduling*

Evansville Lutheran School will:

1. provide students with at least 20 minutes after sitting down for lunch
2. shall schedule meal periods at appropriate times
3. shall not schedule tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities
4. will schedule lunch periods to follow recess periods (in elementary schools)
5. will provide students access to hand washing or hand sanitizing before they eat meals or snacks
6. shall take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk)

### *Qualifications of School Food Service Staff*

Qualified professionals will administer the school meal programs. As part of the school's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in the school.

### *Sharing of Foods and Beverages*

Evansville Lutheran School shall discourage students from sharing their food or beverage with one another during meals or snack times. This is especially important in light of concerns about allergies and other restrictions on some children's diets.

### *Snacks*

Snacks served during the school day or in after-school enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The school will disseminate a list of healthful snack items to teachers, volunteers, and parents.

### *Rewards/Punishments*

Evansville Lutheran School will limit the use of foods or beverages, especially those that do not make a positive contribution to children's diets, as rewards for academic performance or good behavior. Additionally, Evansville Lutheran School will not withhold food or beverages as a punishment.

### *Celebrations*

Evansville Lutheran School will encourage parents to provide healthy snacks and moderate portions during class celebrations. Evansville Lutheran School will provide a list of healthy party foods to parents and teachers to assist in this effort.

## **Nutrition and Physical Activity Promotion**

### *Nutrition Education and Promotion*

Evansville Lutheran School aims to teach, encourage, and support healthy eating by students. Therefore, we will provide nutrition education and engage in nutrition promotion that provides students with the knowledge and skills necessary to

promote and protect their health. This will include information regarding healthy eating habits (such as including fruits, vegetables, whole grain products, low-fat and fat-free dairy products in your diet), healthy food preparation methods, and health-enhancing nutritional practices that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise).

#### **Integrating Physical Activity into the Classroom Setting**

For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

### **Physical Activity Opportunities and Physical Education**

#### *Physical Education (P.E.) K-8*

All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education that meets state standards for elementary and middle school students for the entire school year.

All physical education will be taught by a licensed teacher. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

#### *Daily Recess*

All elementary school K-5 students will have at least 20 minutes a day, of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

#### *Physical Activity Opportunities After School*

Evansville Lutheran School will offer extracurricular physical activity programs and interscholastic sports programs. After-school enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

#### *Physical Activity and Punishment*

Teachers and other school and community personnel will not use physical activity (e.g., running laps, push-ups) or withhold opportunities for physical

activity (e.g., recess, physical education) as punishment. Likewise, teachers will be discouraged from withholding PE or recess from students or cancel recess to make up for missed instructional time or to correct assignments.

### **Monitoring and Policy Review**

#### *Monitoring*

The Principal will ensure compliance with established school-wide nutrition and physical activity wellness policies. School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the school principal.

#### *Policy Review*

Evansville Lutheran School will, as necessary, revise the Student Wellness Policy and will develop plans to facilitate implementation.

In compliance with Indiana Code, the guidelines for administering medication at school are as follows:

- I. Non-prescription medication will be administered to students when accompanied by written instructions from the parent/guardian. These instructions must include:
  - a. Name of student,
  - b. Name of non-prescription drug,
  - c. Purpose,
  - d. Dosage and direction for administration,
  - e. Signature of parent/ guardian,
  - f. Date,
  - g. Medication must be in the original bottle.
- II. Prescription medication will be administered to students following the same guidelines as non-prescription medications. This may require obtaining a second prescription bottle from the pharmacy with the student's prescription label.

#### **General Guidelines:**

- "Permission to Administer Medication" forms are available in the school office and on the ELS website, and should be completed, signed and returned to the school office with the appropriate medication.
- Most medication can be given before the student comes to school and after the student returns home. Please schedule medications so that the student does not miss beneficial class time.
- **The clinic cannot supply over-the counter medications for student use. If your student requires over-the counter medications during school, the medications must be sent in to the school office.**
- Students must have a parent, guardian, or other designated person who is over 18 year's old pick up medication for transport home.
- Medication permission forms must be completed each school year.

## **4301**

### **Notice of Nondiscriminatory**

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

Preference is given to children who are members of our Lutheran School Association of Evansville, IN, Inc. member and affiliated congregations. In addition, Evansville Lutheran School believes that the educational opportunities and programs should be open to boys and girls on an equal basis as prescribed by Title IX or the Educational Amendments of 1972.

Realizing that we are all human, mistakes will be made and misunderstandings will arise. In situations such as these, it is important that communication take place. There is a natural progression of communication that should take place. Our Lord in Matthew 18 set this down for us.

<b>First</b>	Discuss the situation directly and thoroughly with the source(s) of information. Be sure you get as much of the correct information as possible.
<b>Second</b>	Contact the individual teacher who is directly responsible. This is important. Communication at this level can alleviate misunderstandings/problems and hurt feelings can be avoided. The Principal will not intervene until the teacher has been contacted and given an opportunity to resolve the concern.
<b>Third</b>	If the problem persists contact the Principal. Every effort will be made to arrive at an amenable solution. Board of Christian Education members will not intervene until the teacher and Principal have been contacted and given an opportunity to resolve the concern.
<b>Fourth</b>	Finally, if resolution is still not achieved, you have the prerogative of contacting a member of the Board of Christian Education.

## **4400**

### **Homework**

We believe that homework has a positive influence on learning and achievement. It is a way of reinforcing the learning that the students are doing in class and is a method of helping them learn self-discipline and proper study habits.

Homework is due when school and/or upper grade class(es) begins. If homework is late, the school Discipline policy will be implemented.

**Purpose of Homework**

Evansville Lutheran School understands the purpose of homework to be an out-of-school assignment that contributes to the educational process of the student. Homework is to be used as an extension of class work and related to the objectives of the curriculum.

## 4410

### Middle School Homework

Students are expected to prepare their work neatly, accurately, and completely. All work is submitted to the teacher in a punctual manner. Parents should show an interest and concern in their child's work by frequently discussing it with him or her and by being willing to assist when necessary.

Students are given opportunities to *begin* or *complete* most assignments in class after a lesson has been taught. A resource period given three times a week (M,W,F) and two times for partial periods on Tuesdays and Thursdays offers the student time to work on their studies. It also provides the opportunity to meet with a teacher briefly for individual instruction.

In cases where a child seems to bring home a large amount of work, parents should arrange to discuss this condition with the classroom teacher. All make-up work must be done to the satisfaction of the classroom teacher.

#### LATE or INCOMPLETE HOMEWORK

Late or incomplete assignments are to be turned the next day but will receive a letter grade deduction (10% decrease). **If the assignment is not turned in the second day, a zero will be given.** Grades for projects, reports, essays, etc. will be determined at the teacher's discretion.

Should a student miss three or more assignments in a 5-day period, the student will serve an after school detention the next day (except Friday). This is NOT a Referral #4. The detention begins immediately after school and ends at 3:45. Students should arrange to be picked up at the Elsas St. gym door at that time.

#### THE 5-DAY CYCLE

The 5-day period starts when the first assignment is missed or incomplete. The 5-day consists of school days only.

<b>1st late assignment</b>	Turn in the next day with a grade letter deduction. A homework slip (to be signed and returned the next day) is given unless a lifesaver is available.
<b>2nd late assignment</b>	Turn in the next day with a grade letter deduction. A homework slip (to be signed and returned the next day) is given unless a lifesaver is available.
<b>3rd late assignment</b>	Results in an after school detention. A phone call will be made to the parents. An after school detention slip is given and must be returned on the day the student is to serve the detention.

<b>4th missed assignment and ANY assignment missed after that in a 5 day-period</b>	Student will enter the REFERRAL system (refer to “ <b>Discipline</b> ” policy).
---	---

**It is possible for the student to receive an after school detention or referral in one day if all homework is incomplete.**

Should an assignment be missed in the future, the 5-day period begins. The cycle above starts over (except referrals). Should after school detentions mount up over time, discipline will be given at the Principal’s discretion.

**LIFESAVERS**

Two lifesavers are given each quarter. A lifesaver is a piece of paper that allows the student to receive full credit on the assignment if it is turned in the next day. Used lifesavers are recorded, so it is not possible for the student to use three. Lost lifesavers are not replaced until a new quarter begins.

Lifesavers CAN be used for...

- an assignment left at home
- an assignment left in a locker
- an assignment that is suited INCOMPLETE by the teacher (even though it is handed in the day it is due)

Lifesavers CANNOT be used for...

- projects
- reports
- quizzes or tests
- other (teacher’s discretion)

Students who do not use their lifesavers in a quarter (or students who have used them but did not have a late assignment) are eligible for a special treat at the end of the quarter. The special treat is decided and provided by the middle school teachers to show appreciation to the students who hand in their homework in a prompt manner.

**4500**  
**Curriculum**

Our curriculum closely follows that of the State of Indiana Curricular Standards. Textbooks will be selected from a State of Indiana Department of Education Curricular text adoption list. In addition our curriculum is Bible centered by direct teaching of God's Word in Religion class and with a Christian emphasis in all classes and activities.

**Guidelines for Volunteers**

It is highly recommended that volunteers always work with the student(s) in a highly visible area with a window for line of sight or an open door.

1. Volunteers must check in and out with the School office on mentoring days.
2. Volunteers will model Christian speech and respect for all people.
3. Volunteers must be eighteen years old or older.
4. Volunteers will follow teacher's directions.
5. Volunteers will be informed of and abide by all appropriate school and classroom rules.
6. Children will address volunteers by the proper titles of respect i.e. "Mr." "Mrs." Or "Miss".
7. Volunteers will observe confidentiality when discussing students, parents, or teachers.
8. Volunteers will not be responsible for discipline of students.
9. Volunteers will be prompt. If an absence is necessary, volunteers will inform the teacher.
10. Volunteers will adhere to the school's tobacco free policy.
11. Volunteers will be covered by the school's liability insurance.

**4712****Parent Teacher Student League - (PTSL)**

All Evansville Lutheran School parents and guardians are urged to participate in the activities of the Parent Teacher Student League (PTSL). Apart from the educational program and business transacted, a wonderful opportunity is provided for parents and guardians and teachers to become better acquainted and to discuss their mutual concerns. All the PTSL funds are utilized to support school related projects and directly benefit the students of Evansville Lutheran School. The PTSL Directory is distributed after the school year begins.

Evansville Lutheran School exists primarily for the education of children of the member congregations. It does, however, accept other children from the community as well.

### **Kindergarten**

Students are enrolled in the following order:

1. Members of Redeemer and St. Paul's
2. Members of Trinity Evansville, Trinity Henderson, Concordia, Messiah, Immanuel, Shepherd of Paradise, and Our Saviour Lutheran Churches;
3. Siblings of current students;
4. Children of parents with no church home;
5. Children of parents who are members of a church other than those listed in "a" and "b".

### **1st through 8th**

Students will be admitted in the following order:

1. Returning students;
2. New students to Evansville Lutheran School who are members of Redeemer or St. Paul's;
3. New students to Evansville Lutheran School who are members of Trinity Evansville, Trinity Henderson, Concordia, Messiah, Immanuel, Shepherd of Paradise, or Our Saviour Lutheran Churches;
4. Siblings of current students;
5. Children of parents with no church home;
6. Children of parents who are members of a church other than those listed in "2" and "3"

### **Special Education**

Evansville Lutheran School is not equipped to serve the child with Special Education or special disciplinary needs. All records of testing and counseling are to be shared with the school so the school and the home can work together for the benefit of the child. Parents of children with special needs that cannot be met at Evansville Lutheran School will be encouraged to seek a school or a counselor for their child that provides special services.

All new students, except those entering Kindergarten, must present the last report card, immunization record and copies of test reports given to parents from the previously attended school prior to Registration Day. The parents must also sign a "Release of Records" form for all school records including special testing, etc., so the child's school records can be received by Evansville Lutheran School. A new student should be in good standing at his/her previous school. Enrollment is not considered final until the child's school records are received and reviewed by the school. All new students to Evansville Lutheran School are subject to a nine-week acceptance period.

Students entering school for the first time are required to have a medical and dental examination prior to the opening of the school year. All students must be immunized according to the 1976 amendment of Bill IC20-8, 1-7. To enter the first grade a child must be six years old on or before July 1 of the current year. To enter kindergarten a child must be five years old on or before July 1 of the current year. Kindergarten parents are to bring a birth certificate on Registration Day.

Student's regular and punctual school attendance is required at Evansville Lutheran School. This is in accordance with state laws and is very important since subjects are cumulative in nature.

If a student is absent from school, a parents/guardian is required to call the school office at 424-7252 BEFORE school begins at 7:30 a.m.

Parents are requested to notify the school when the child will be absent. If a child is absent without explanation, the school secretary will call the home to determine the nature of the illness and the child's condition. Parents shall send a written excuse when their child returns to school after an absence. After a contagious illness, a child must also have his doctor's written permission to return to the classroom.

**ALL ABSENCES AND TARDIES REQUIRE A WRITTEN EXCUSE SIGNED BY A PARENT/GUARDIAN, EXPLAINING THE SPECIFIC REASON(S) FOR THE ABSENCE OR TARDY.**

The child when returning to school must bring this excuse to the school office. Extended absences require a doctor's written excuse.

Extended absences for any reason are alarming and in such cases the school will:

1. Send a letter of concern when the student has missed 20 days of school.
2. Place a student on probation when he/she has been absent 30 school days.
3. May not promote a student absent more than 40 days during the school year.
4. Excessive absences and tardiness will be reported to the Board of Christian Education for action.

**Taking family vacations when classes are in session is strongly discouraged.** When this occurs, make-up work will be given after the student returns to school. The teachers are not encouraged to provide make-up instruction for students taking school time vacations when classes are in session. Such instruction is the responsibility of the parents.

## **6210 Tardies**

Students may enter the building at 6:50 a.m. and are required to be in their classrooms at 7:25 a.m. When the bell rings at 7:30 a.m. for the beginning of classes, the classroom doors will be closed. Any student not in the classroom when the 7:30 a.m. bell rings, will be required to register at the office and obtain a pass before entering the classroom.

1. All students entering the classroom after 7:30 a.m. will be considered tardy.
2. All students must bring in a written note that explains the tardiness.
3. After four tardies, a student will have an absence counted on his/her permanent record.

After a Middle-Upper Grade student (grades 5-8) has ten tardies, he will receive an after-school detention and the Principal will contact his/her parents. After the student has 20 tardies, the parents/guardians will be invited to a meeting with the Principal.

After an Early Childhood student (grades K-4) has ten tardies, he will receive a lunch detention and the Principal will contact his/her parents. After the student has 20 tardies, the parents/guardians will be invited to a meeting with the Principal.

Once a student has received his/her first detention for being tardy, he/she will receive another detention for every five tardies thereafter. Tardies counting toward after school or lunch detentions will not be cumulative throughout the year. At the end of each quarter, all students will start the new quarter with zero tardies.

A student will receive an excused tardy if he/she comes in late because of a doctor's appointment or if there has been a family emergency. This will not be counted towards a detention, but will be marked on the report card as a tardy. Even in these circumstances a student must receive a pass to class before he/she comes to the classroom.

*"Train a child in the way he should go and when he is old he will not turn from it."* Proverbs 22:6 and many other passages from God's Word are the basis for discipline at Evansville Lutheran School. When a parent enrolls their child(ren) at Evansville Lutheran School they and their child(ren) agree to follow the Christian principles of showing respect for:

1. God
2. himself/herself
3. others
4. the teaching/learning process
5. the purpose of Evansville Lutheran School

These principles apply to all aspects of school life at Evansville Lutheran School. These regulations do not define all types and aspects of student behavior; however, the school board has the responsibility to set policies, rules and regulations to help each student conduct himself in a Christian manner. In addition, the principal may establish certain written rules or procedures that are consistent with those established by the school board.

The purpose of our discipline plan is to help our students grow as a child of God in self-discipline and be successful in school and in society. The need for a discipline plan is created by sin. Sinful behavior and its consequences are a reality. The only answer for the chaos of sin is God's love. With God's help we will clearly communicate God's standards to our students. These standards will be backed by our words and actions.

Students who rebel and sin will be confronted with God's law; and, with God's help, teachers will administer consequences that are reasonable, logical and appropriate. The teacher will expect the student to recognize their wrong doing and repent (apologize). The teacher will forgive the student with the expectation of changed behavior (new life). Students who repent will be shown forgiveness in the light of the gospel of God's love. All students are expected to be positive Christian role models at all times. They are expected to tell the truth in love, even when the circumstances make it difficult. Students are not to remain silent when others are involved in inappropriate behavior.

*If the student receives a detention, due to academics or behavioral problems, he/she will be ineligible the week following the detention for any after school activity/sports. The student that receives two or more detentions will be ineligible for the remainder of that grading period.*

#### After School Detention

1. The assigned detention room and supervising teacher will be written on the detention form given to the student.
2. The student will be required to be in the detention room and seated by 3:00. If he/she is not present he/she will be assigned another detention time.

3. There will be no other non-detention students present in the room and there will be no speaking during the detention time.
4. The student will not be allowed to leave the room during the detention time. Any materials the student might need should be brought with him/her to the detention room.
5. The student is expected to have arranged transportation pick-up after scheduled detention.

### Discipline Categories

Misconduct has been classified and divided into three categories, depending on the severity of the violation. Category 3 is the most severe. Students should also make every effort to avoid compromising situations, which might give the appearance of being involved in the following activities:

	Category 1	Category 2	Category 3
<b>Description</b>	DISOBEDIENCE	DEFIANCE/DESTRUCTIVE	SERIOUS
<b>Examples</b>	<ul style="list-style-type: none"> <li>● Disregard of classroom rules</li> <li>● Infractions of school rules</li> <li>● Homework completion</li> <li>● Language</li> </ul>	<ul style="list-style-type: none"> <li>● Fighting</li> <li>● Purposeful destruction/vandalism of school property</li> <li>● Purposeful destruction/vandalism of other's property</li> <li>● Bullying</li> <li>● Threatening</li> </ul>	<ul style="list-style-type: none"> <li>● Violation of state/local laws</li> <li>● Bringing illegal materials to school               <ul style="list-style-type: none"> <li>○ drugs</li> <li>○ weapons</li> <li>○ explosives/fireworks</li> </ul> </li> </ul>
<b>Progress and Actions</b>	<p><b>Referral #1</b></p> <p><b>Referral #2</b></p> <p><b>Referral #3</b></p> <ul style="list-style-type: none"> <li>● Principal Calls Parent</li> <li>● In-School Detention (30min)</li> </ul> <p><b>Referral #4</b></p> <ul style="list-style-type: none"> <li>● Principal Calls Parent</li> <li>● After School Detention (MUG min 1HR)</li> </ul> <p><b>Referral #5</b></p> <ul style="list-style-type: none"> <li>● Principal Calls Parent</li> <li>● After School Detention (Time x2)</li> </ul> <p><b>Referral #6</b></p> <ul style="list-style-type: none"> <li>● 2 Hour Saturday School</li> <li>● or After school service hours</li> <li>● Student-Parent- Admin-Teacher Conference</li> </ul> <p><b>Referral #7</b></p> <ul style="list-style-type: none"> <li>● At Home Suspension (1 Day)</li> <li>● * homework can be done @ max "C" grade</li> </ul>	<p><b>Referral #1</b></p> <ul style="list-style-type: none"> <li>● 2 Hour Saturday School</li> <li>● or After school service hours</li> <li>● Student-Parent- Admin-Teacher Conference</li> </ul> <p><b>Referral #2</b></p> <ul style="list-style-type: none"> <li>● At Home Suspension (1 Day)</li> <li>● * homework can be done @ max "C" grade</li> </ul> <p><b>Referral #3</b></p> <ul style="list-style-type: none"> <li>● At Home Suspension (2 Day)</li> <li>● * homework can be done @ max "C" grade</li> </ul> <p><b>Referral #4</b></p> <ul style="list-style-type: none"> <li>● Grounds for Expulsion</li> </ul>	<p><b>Referral #1</b></p> <ul style="list-style-type: none"> <li>● Grounds for Expulsion</li> </ul>

	<p><b>Referral #8</b></p> <ul style="list-style-type: none"> <li>● At Home Suspension (2 Day)</li> <li>● * homework can be done @ max "C" grade</li> </ul> <p><b>Referral #9</b></p> <ul style="list-style-type: none"> <li>● Grounds for Expulsion</li> </ul>		
--	--	--	--

- **Copy of Referral sent home via the student.**
- **After School Detention will NOT be served on Fridays.**

**Classroom Environment**

In order to maintain a classroom environment which allows for maximum learning, teachers establish standards they deem necessary. However, the following standards are for all classes:

- Students must always demonstrate respect for, and cooperation with, teachers and assistants.
- Students will be "on time to class," and will be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- Communication of any kind between students, which is disruptive to the teacher or classmates is unacceptable.
- Personal grooming is inappropriate during class sessions and is not permitted.
- Beverages (other than water), and gum will not be brought into the classrooms.
- Students may not be in classrooms or offices unless a teacher or staff member is present.
- The teacher's or assistant's desk, briefcase, grade book, computer and other belongings are personal property and will be treated as such by students.
- Student cell phones MAY NOT be turned on during school hours (7:00 a.m. – 4:00 p.m.)

**Probation**

The probationary policy at ELS is a conditional testing period assigned to a student who fails to meet the standards of the school in his or her attitudes or behavior. A student who is placed on probation will have a designated period of time to demonstrate the ability to perform satisfactorily at ELS. During the period of probation, a student is expected to improve his or her conduct to the extent necessary to satisfy the faculty and administration that he/she will benefit from continued enrollment at ELS. During probation, the student will meet with the administration on a regular basis to discuss progress. Definite, individualized goals will be established for each student in the following areas:

- *Spiritual Growth*
- *Academic Progress*
- *Attitude*
- *Citizenship*

Probation should be viewed as a time when the school and the family can work closely together to encourage growth and improvement in the life of the student.

It should be a positive experience for everyone involved. However, if the student fails to respond positively to these efforts, and adequate progress is not shown, the student may be asked to withdraw from the school.

Reasons for probation are:

1. Academic:
  - a. Insufficient academic progress.
  - b. Failure of the parents to get recommended professional help for exceptional children.
2. Attitude:
  - a. A rebellious spirit which is unchanged after much effort by the teachers and staff.
  - b. A continued negative attitude and bad influence upon the other students.
3. Disciplinary:
  - a. Continued deliberate disobedience.
  - b. Failure of the parents to comply with the disciplinary procedures of the school.

#### *Invoking Probation*

- The probation will take place after the staff has reviewed the student's behavior, attitude and/or academic performance.
- A conference is held with the parents, the student and the administrator to give notification and explanation of the probation.
- A written letter explaining probation, making suggestions for parental action, and requesting the parents to apply disciplinary measures during the probation in cooperation with the action of the school, will be sent to the parents.

#### *Probation Period*

- Probation will last for six to nine weeks following the administrator's conference with the parents and student.
- Student activities will be limited.

#### **Expulsion**

Expulsion will be recommended if it becomes apparent that the student will not be able to meet the requirements of the school, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category 3 rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance.

Evansville Lutheran School will practice zero bullying tolerance as the standard of behavior. Teachers will actively and consistently teach positive behavior, dissuading aggressive or harassing behavior, using Jesus as the model of behavior.

### **Procedure**

Students who are caught in the act of bullying will be subject to the discipline process as explained in the student handbook--briefly summarized below:

1. Warning – When a minor incident occurs, the teacher will take the opportunity to help students define bullying and to express the inappropriateness of bullying, referencing Jesus example of reaching out in love and kindness and practicing the blessings of the Holy Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, self control (Galatians:5:22-23)
2. Inform parents – Teachers will keep parents informed of their child's actions.
3. Inform Principal – The principal is involved after the warning has occurred.
4. Confer with parents and principal – Gather invested staff persons and discuss the situation. Options for action:
  - a. Consult with Pastors
  - b. Refer student to counseling or therapy
  - c. Assign some community service to the student
  - d. Draw up a behavioral contract
5. Time-out in classroom – Move student's desk away from other students' desk/tables.
6. Removing privileges – Loss of privileges and/or special activities
7. Visit to principal's office – Come to the office and confer with the principal. Principal will contact parents, and if necessary, call a meeting of teachers and parents.
8. Time-out in principal's office – Student may need to spend 30 minutes to one hour sitting in the principal's office. Student may be asked to write a report related to the topic of bullying behavior.
9. Suspension from school – the time of suspension will be from one day to three days – After consultation with the parents, teacher, and input from the Board of Christian Education, the student may receive a three-day suspension. The student may be asked to develop a plan for positive behavior.
10. Suspension of longer duration – After a three day suspension, the principal, parents, teacher, and Board of Christian Education, may suspend for a up to a semester
11. Expulsion – When every effort to correct the inappropriate behavior has been exhausted, and after consultation with the parents, teachers, and Board of Christian Education, the principal may expel the student.

**Law enforcement will be notified when criminal intent is obvious.**

## 6400

### Dress Code

Experience leads us to believe that a child's attitude about school and about himself/herself is directly influenced by the way he/she is dressed. Since school might be thought of as the child's place of work, the way he/she dresses will reflect those attitudes. Here at ELS we acknowledge our bodies to be the temple of the Holy Spirit and thus expect that good dress habits and appropriate hygiene should also reflect that belief.

As many jobs require a variety of clothing, so too our varied activities at school may require different types of dress. Guidelines for dress must consider the nature of these activities. Special modes of dress may be acceptable or required as the faculty and staff indicates during the course of the school year. As the student grows and matures, what is appropriate dress for him/her will change. For this reason, what might be accepted for younger children's attire may not be acceptable for the older students.

### Cleanliness and Dress

Personal hygiene and cleanliness are very necessary for good classroom procedure. Children will also feel more comfortable in the presence of others if the principles of personal hygiene and cleanliness are properly observed.

*The faculty and staff will determine the appropriateness of clothes in question. All clothes should fit appropriately and not be tight fitting.*

1. All school dress should be neat, clean, properly fitting, and in good taste. Current style does not necessarily dictate good taste.
2. At no time should undergarments be visible.
3. Girls' dresses and skirts are to be of reasonable length and reflecting Christian modesty. (must be worn at least mid-thigh or longer) Boys' pants/shorts may not be sagging.
4. Students in all grades may wear shorts when appropriate. The shorts must be neat, clean, and in good taste. (must be worn at least mid-thigh or longer)
5. Jeans may be worn, but they must be **without holes, cuts, or tears**.
6. Pants/shorts/shirts should **not be Poor fitting or have worn frayed edges**.
7. Cut-off or ragged sweatshirts, strapless tops, crop tops, halter tops, bare midriffs, spaghetti straps, and tops with open backs and "off the shoulder" sweaters and blouses will not be permitted. Shirts must be long enough that no skin at the waistline is revealed, during normal activity. Except for "special days" as provided for in the dress code, jerseys are not permitted. For the purpose of this dress code, a jersey is defined as a garment that serves as, duplicates or replicates one worn during play of any sport that may display a player's name and/or team number. Standard, properly fitting T-shirts with only a team name and/or logo are permitted.
8. Clothing with music groups, anti-Christian pictures or symbols, liquor or beer commercials and derogatory or inappropriate statements are not permissible. Designs and logos need to be in good taste.
9. Shoes are to be worn at all times to protect the feet. Shoes without back straps (e.g. "flip-flops", "slides", "mules", strapless sandals) are not

permitted. Dress sandals with back straps may be worn. Soles and/or heels higher than 2 inches are not permitted.

10. Hats and bandanas are not to be worn indoors.
11. Hair should not be dyed an unnatural color (purple, pink, green, etc).
12. No Tattoos (Temporary or otherwise)
13. Excessively large dangling earrings or other jewelry are dangerous and may not be worn to school. No jewelry may be worn in any piercing except the ears. No ear piercing will be allowed on boys. All jewelry is to be removed for participation in gym class and athletic activities.
14. Make-up, if worn at all, should be moderate at best.

*Dress code exceptions might be permitted for "special days" i.e., spirit week, National Lutheran Schools Week, spirit days, and field days.*

### **Grade Specific Dress Codes**

#### **K - 4th**

- tank tops and sleeveless shirts are permitted (no spaghetti straps)
- sweat pants are permitted
- any shorts acceptable including athletic shorts (as long as length follows dress code)

#### **5th - 8th**

- no sleeveless shirts of ANY type (spaghetti straps, tank)
- sweat pants are not allowed
- no athletic shorts/pants permitted

### **Chapel**

Wednesday is "dress-up" day and students should dress appropriately for chapel. A student's appearance on chapel days should honor God and not distract others from worshipping. Clothes worn to chapel must be worn for the entire day.

### **Field Trips and Other School Sponsored Events**

Because personal appearance and dress tend to reflect our Christian attitude, all students are expected to dress neatly and in good taste at all school sponsored events. Dress for field trips, athletic events, and other school functions i.e., Christmas, Spring Musicals, Drama Events, PTSL meetings, 8th grade banquet, graduation and the last day of school will be the same as normal school days unless otherwise specified by the faculty/staff.

### **Violations**

The consequences for dress code violations will include one or all of the following:

- A verbal warning including notification of the student's home room teacher who will maintain written documentation of the warning(s).
- Sent to the office for appropriate clothing, if available
- A call to parents for a change of clothes

**Repeated violations will be considered defiant behavior and treated as such. See "Discipline" for more information.**

## 6410

### Nuisance Items/Cleanliness

1. Desks, lockers, and surroundings must be kept clean and orderly.
2. NO
  - a. toys, balls, knives, toy guns
  - b. trading cards (baseball, etc.),
  - c. comic books, magazines,
  - d. matches, lighters
  - e. skateboards, roller-skates, "Heelys"
  - f. electronic devices (radios, tape recorder, MP3 players, etc.)
3. Items listed are not to be brought to school or on buses. Such items, if brought to school or on a bus **will be** confiscated.
4. Teachers may give permission to individual students to bring a calculator to school for Mathematics classes.
5. Cell phones may be brought to school, however, they must be turned off and kept out of sight between 7:00 am and 4:00 pm. Cell phones seen will be confiscated and held by the principal until they are picked up by a parent.
6. Gum and candy is not permitted at ELS, unless a teacher gives permission. These items should not be consumed outside of the classroom while at ELS.
7. Students may not purchase soft drinks from 7:00 a.m. to 4:00 p.m.
8. Cassette, videotapes, DVD's or CD's are not to be brought to school unless a teacher specifically invites or instructs a student to bring them. The exchange or selling of tapes, DVD's and/or CD's is not to take place at school. Tapes, DVD's or CD's brought to school will be confiscated and returned to the parents.

**6420**  
**Electronic Devices**

Students shall not bring equipment or other objects to school or school activities, which can be considered disruptive and/or are not being used in the educational process without permission from school personnel. (Example: but not limited to portable radios, CD players, MP3 players, cassettes, cameras, electronic games, electronic toys, electronic communication equipment (e.g. paging devices and cellular phones, personal computer disks, etc.) If it is capable of making or receiving phone calls, it is considered a phone first.

Information on paging devices confiscated by school officials is subject to being reviewed by the police liaison officer.

Information on cell phones can be found in the “**Nuisance Items/Cleanliness**” and “**Discipline**” policy

## 6421

### Computer

Evansville Lutheran School has implemented a computer system, with Internet capability in the lab and all the classrooms. This will allow opportunities for students, staff and patrons to communicate, learn, access, and publish information. We believe that the resources available through the Internet and the skills that students will develop in using it are of significant value in the learning process, and to student's success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and the cost of maintaining ever more elaborate systems. Evansville Lutheran School will endeavor to insure that these concerns are appropriately addressed, but cannot insure that problems will not arise.

Evansville Lutheran School intends only to provide a means for educational activities. We dedicate the property comprising the computers, and grant access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

These four basic rules set down by Evansville Lutheran School must be followed in all cases:

- All use of the Evansville Lutheran School Internet must be used to support school work, other formal education or community service or involvement;
- All Internet use by students must be supervised by adults (the student should have permission to use the Internet and an adult must be present in the same room);
- No student should type their own or anyone else's name, address, phone number or other personal information into anything on the Internet;
- Students are not to search the entire Internet (e.g. using Alta Vista, Yahoo or other search engines not specifically designed for students) without explicit adult permission and direct adult supervision. "Direct adult supervision" means that an adult is working directly with the student to help him/her decide which of the search results will be most appropriate for the student's purposes.

The Internet is neither a playground nor an amusement park and should not be used in that manner – at any grade level. We must instill in our students the proper use of this great resource and help them develop the responsible behavior with which they are charged as a user of the technology.

Evansville Lutheran School will provide training and procedures that encourage the widest possible access to electronic information systems and computers by students while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system. This includes the freedom to change procedures when deemed necessary.

### ***Acceptable Use Guidelines***

The following is a general overview of our Acceptable Use Guidelines. Specifics can be found in our Acceptable Usage Agreement form that all students need to sign

## **Computers**

All use of the system must be in support of education and research, and be consistent with the mission of the school. Evansville Lutheran reserves the right to prioritize the use of and access to the system.

- Any use of the system must be in conformity to state and federal law, licenses, and school policy. Use of the system for commercial solicitation is prohibited.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.

## **Security**

- Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- Personal information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.
- Students should never make appointments to meet people in person that they have contacted on the system without school and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.

## **Copyright**

The unauthorized installation, use, storage or distribution of copyrighted software or materials on Evansville Lutheran School computers is prohibited.

## **General Use**

- A signed ACCEPTABLE USAGE (Technology) AGREEMENT FORM must be on file with the school prior to student use of the Internet at school.
- Diligent effort must be made to conserve system resources. All students' files should be stored on an alternative storage device. School personnel may purge any files, saved on the hard drives, unless special teacher permission is granted, at any time.
- News Groups and/or Chat Lines are expressly prohibited. The use of mainstream news, such as CNN on line and the like is allowable.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with school policy and procedure.
- From time to time, Evansville Lutheran School will make a determination on whether specific uses of the system are consistent with the regulations

stated above, and in the student/parent handbook. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school. The school reserves the right to remove a user from the computer to prevent further unauthorized activity.

- Violation of any of the conditions of use may be cause for loss of access, disciplinary action, and/or legal action.

### ***Computer Code of Conduct***

Use of the computer, which includes the Internet, shall be in support of education and research that is consistent with the mission of the school. Internet use is limited to those students who have completed the appropriate agreement form and have received approval. Users of the computer need to comply with the following guidelines:

- Use the computer in such a way that it does not disrupt or interfere with its use by others.
- Maintain the integrity of files and data. Modifying or copying files/data of other users without their consent is not permitted.
- Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the Computer.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the Computer to access and store only educationally relevant material. Protect your passwords from others.
- Computer hardware or software should not be destroyed, modified or abused in any way.
- “Hacking” the system is not permitted. Hacking is when a computer user breaks into a computer without authorization.
- The computer is not to be used for commercial purposes.
- Respect the privacy of others. Use only your password.

Evansville Lutheran School reserves the right to revoke a user’s access, as well as take disciplinary or legal action, if it is determined the user is engaged in unauthorized activity or is violating this Computer Code of Conduct.

Access to the WWW will enable students to explore thousands of libraries, databases, and web sites throughout the world. Although Microsoft Border manager has been installed, families should be aware that some material accessible via the WWW might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the WWW, in the form of information, resources, and opportunity for collaboration, exceed any disadvantages. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media information sources. To that end, Evansville Lutheran School supports and respects each family’s right to decide whether or not to apply for access.

### ***Evansville Lutheran School World Wide Web Guidelines***

Students are responsible for good behavior on school computers just as they are in a classroom or the school hallway. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of this privilege. Each student will only be given that privilege after they complete the policy agreement, complete the designated training sessions, receive approval by the technology trainers and receive the endorsement of their homeroom teacher. Because access is a privilege – not a right, access entails responsibility. Communications on the computers are often public in nature. General school rules for behavior and communications apply. The computer is provided for students to access and store educational relevant material and to conduct research. Computer access is given to students who agree to act in a responsible manner. Only students with proper instruction will be able to use the Internet at school.

Individual users of the school computers are responsible for their behavior and communications over those computers. It is presumed that users will comply with school standard and will honor the agreements they have signed. Students may only transfer files, shareware, or software with prior permission. The school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the computers.

Computer storage areas may be treated like school lockers, which mean they are school property and subject to search. Computer administrators may review files and communications to maintain system integrity and insure the users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Evansville Lutheran School computers.

During school, teachers of younger students will guide them toward appropriate materials. Students using the school computers are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame, or attack others
- Damage computers or alter computer systems
- Violate copyright laws
- Use another person's password
- Give out his/her name, address, or phone number
- Trespass in another person's folders, work, or files
- Set up individual e-mail accounts
- Intentionally waste limited resources
- Employ the computer for commercial use

Violations may result in loss of access as well as other disciplinary or legal action.

**6430****Drugs & Alcohol**

Selling, distributing, using, possessing illegal drugs, materials, substances or alcoholic beverages on school property or at school functions, by a person less than 21 years old for alcoholic beverages, which would include bringing such items into the school for another person or having such items on one's person or placing them in a locker or hiding place will be dealt with. A conference with the principal, parents, student and the Board of Christian Education may result in an in-house suspension or expulsion from school.

The principal will immediately make a written report to a law enforcement agency for drug or alcoholic offenses occurring in, on, or within 1000 feet of school property in accordance with Indiana Law State Statutes.

Selling, distributing, and possessing tobacco by a person less than 18 years old, on school property or at school functions, which would include bringing such items into the school for another person or having such items on one's person or placing them in a locker or hiding place will be dealt with. A conference with the principal, parents, student and the Board of Christian Education may result in an in-house suspension or expulsion from school.

The principal will immediately make a written report to be filed in the students permanent file. Penalties will also be administered in accordance with Indiana Law State Statutes IC 35-46-1-10.5 and 35-46-1-10(a).

Any use of tobacco in any form during school hours or at school functions is prohibited.

## **6432**

### **Weapons**

Carrying, using, or storing weapons or other dangerous objects in the school building or on school grounds constitutes illegal behavior and will be dealt with. A conference with the principal, parents, student and the Board of Christian Education may result in an in-house suspension or expulsion from school. Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm or to intimidate other persons.
2. Articles designed for other purposes that could be easily used to inflict bodily harm and /or intimidate.

The principal shall notify the law enforcement department of each infraction. The principal shall notify the prosecuting attorney of the county in accordance with Indiana Law State Statutes IC 35-47-10-5, IC 35-47-2-7(a), and IC 20-8.1-5.1-10(f) if a student is expelled for (1) bringing a firearm or delay weapon to school or on school property or (2) possessing a firearm or deadly weapon on school property.

**6500  
Locker Search**

Evansville Lutheran School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

## **6600 Athletics**

### **Athletic Philosophy**

We believe that each child is a child of God's and should be educated in the physical development of his/her body to use the physical talents the Lord has given to him/her to their fullest. In addition to the development of talents, we believe our athletic program should also foster the development of character, respect, honesty, responsibility, sacrifice and self-discipline. As Christ is the center of our lives so He is also in, with, under and through our athletic philosophy.

### **Participation**

Participation in athletics at Evansville Lutheran School is a privilege and not a right. When an athlete behaves in a God-pleasing manner, (s)he earns the privilege to participate. Each, by example, touches the lives of everyone from teammates and coaches to the spectators in the stand.

All students participating in athletics at Evansville Lutheran School are expected to attend all practices and games, unless excused by the coach.

Any student who misses any portion of the school day will not be allowed to practice or play in a game on that day, unless the principal, athletic director, and coach rule that they may. This may be considered in the event of excused absences such as doctor appointments or funerals when prearrangement's have been made with the coach.

### **Eligibility**

Here at Evansville Lutheran School, academic studies are stressed that they come before athletics. If a student works hard in the classroom, we feel that they are also more likely to work hard as an athlete.

A student's eligibility will be determined by grades on Midterm and Quarterly Report Cards. At the Midterm Report, a student with an "F" will be on probation until the end of the quarter. During this time the student will be allowed to continue to practice and play in the games. A student who has earned two or more "F"s is ineligible to participate in any way until the end of that grading period and the grades have been raised to a "D" or better. If the "F" from the Midterm has not been raised the student will be ineligible during the following grading period for any extra-curricular activity.

If the student did not have an "F" on the Midterm Report and received an "F" on the Quarterly Report Card, the student will be on probation until the Midterm Report of the following quarter. The student will be allowed to practice and participate in games. A student with two or more "F"s on the Quarterly Report Card will be ineligible to participate in any after school activity until the Midterm Report of the succeeding quarter. Any remaining "F"s at Midterm will constitute ineligibility for the rest of the quarter. If the student has removed all "F"s from the report card they regain full eligibility.

If the student receives a detention, due to academics or behavioral problems, he/she will be ineligible the week following the detention for any after school activity/sporting event. The student that receives two or more detentions will be ineligible for the remainder of that grading period.

The homeroom teacher will inform the Athletic Director regarding all situations. A letter will be sent home concerning the policy and its enforcement.

### **Code of Conduct**

All athletes will have to have on file with the Athletic Director a signed copy of Evansville Lutheran School's Christian Code of Conduct. One form is valid for the entire school year. This form needs to be turned in before the athlete will be allowed to play in any games.

## 6601

### Extra-Curricular Activities Eligibility

Extra-curricular activities affected by this policy will be all sports teams, speech and drama, National Junior Honor Society, Student Council, and any other after school organization or team activity .The student's grades and detentions will affect eligibility. A student's eligibility will be determined by grades on Midterm and Quarterly Report Cards. At the Midterm Report, a student with an "F" will be on probation until the end of the quarter. During this time the student will be allowed to continue to practice and play in the games. A student who has earned two or more "F"s is ineligible to participate in any way until the end of that grading period and the grades have been raised to a "D" or better. If the "F" from the Midterm has not been raised the student will be ineligible during the following grading period for any extra-curricular activity .

If the student did not have an "F" on the Midterm report and receives an "F" on the Quarterly Report Card, the student will be on probation until the Midterm report of the following quarter. The student will be allowed to practice and participate in games. A student with two or more "F"s on the Quarterly Report Card will be ineligible to participate in any after school activity until the Midterm report of the succeeding quarter. Any remaining "F"s at midterm will constitute ineligibility for the rest of the quarter. If the student has removed all "F"s from the report card they regain full eligibility.

*If the student receives a detention, he/she will be ineligible the week following the detention for any after school activity .The student that receives two or more detentions will be ineligible for the remainder of that grading period.*

The homeroom teacher will inform the Athletic Director regarding all situations. A letter will be sent home concerning the policy and its enforcement.

Check	Grade	Consequences	Length of Time	Future Action
Midterm	One F	Probation	Till the end of the quarter	No F - off probation any F - ineligible until midterm
Midterm	Two F's	Ineligible	Till the end of the quarter	No F - regain eligibility any F - ineligible until midterm
End of Quarter	One F	Probation	Till the end of midterm	No F - off probation any F - ineligible until quarter
End of Quarter	Two F's	Ineligible	Till the end of the quarter	No F - regain eligibility any F - ineligible
Detention	One	Ineligible	One Week	
Detention	Two or more	Ineligible	Quarter	

**Retaining Students for Athletic Purposes**

Evansville Lutheran School will not retain students at any level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

**6610****Physical Education**

Students in kindergarten through grade three are required to have gym shoes. To ensure uniformity in the Physical Education Classes, students in grades four through eight are to wear a required gym suit. The required gym suit is a yellow t-shirt with Evansville Lutheran School logo (Spirit Wear) and a solid purple short that meets the dress code standard for the fingertip length of shorts or was the accepted gym shorts in previous years.

**6611  
Recess**

Teachers are responsible for supervising their students during recess periods in the gym or outside. Students will have recess outdoors with the exception of rainy days or when the temperature is below 28 degrees. Children are expected to dress according to the weather conditions of the day.

**6700**  
**Grade Scale**

The Grading Scale for Evansville Lutheran School is as follows:

<b>% Grade</b>				
98-100	A	95-100	A	Excellent
95-97	A-			
92-94	B+	85-94	B	Good
88-91	B			
85-87	B-			
82-84	C+	75-84	C	Fair
78-81	C			
75—77	C-			
72—74	D+	74—65	D	Poor
68—71	D			
65—67	D-			
0-64	F	0-64	F	Failure

<b>O</b>	Outstanding
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory
<b>I</b>	Incomplete

Promotion from one grade level to the next, means that a student shall attain an overall average of 1.00 or above on a 4.0 scale, for all courses taken. This is a cumulative grade point average (GPA). The final grade point average will be taken by averaging the grades for all courses taken during the four quarters of the school year. In addition, students are to attain and average of 1.00 or above in all of the five core academic areas. These areas are as follows:

1. Religion/Memory
2. Mathematics/Algebra
3. Social Studies/History
4. Science
5. English/Language Arts/Reading

Every attempt will be made to determine the reason for the child's failure and the best course of action. The parent, or guardian, of the student should be notified as soon as possible by the student's teacher and a conference will be set to discuss the student's academic progress or lack of progress. An exception to the above grade point average would be those children who have proven through testing provided by the Special Education Department of Evansville Vanderburgh School Cooperation that a higher grade is not achievable due to a learning disability.

The specific course of action will be determined in a meeting with the parents/guardians, principal, the teacher of the failed course(s), and the teacher of the next grade level. We will base promotion on successfully completing any of the following items:

1. Teacher directed standardized tests which have a passing grade of 75% or higher in the failed subject area.
2. Proof of successful completion of tutor directed course of study in the failed curricular area, the work of which, will be due prior to the beginning of the next school year.
3. An alternative plan for summer remedial learning in the failed curricular area which is planned for the student by the teacher of the failed subject and the parents.
4. A review of this work in the failed curricular area by the teacher of the subject, the teacher of the grade that the student is to be promoted into, and the principal, in cooperation with the parents/guardians.

As early as the problem surfaces it is necessary that the parents and teacher hold a conference and to discuss the course of action taken to help the student to be successful in his/her academic pursuits.

**6720****Class Transfer**

Students who desire to transfer from one of these classes to the other may do so by the last day of the first quarter. A transfer of class form, which may be obtained in the School Office, must be completed and signed by the student and parents on or before the last day of the first quarter. If a transfer form is not completed and signed by that date, the student will remain in the class he or she is presently enrolled in.

It is the responsibility of the classroom teacher to begin a cumulative record for each new child and revise it with current information. The Concordia Publishing House Master Record Folder is used. The classroom teacher fills out the records, and they are filed in the school office, where each teacher can access the pertinent data.

The master record folder contains basic data needed to guide the child. The folder itself gives concise information about attendance, test results, admission and transfer information, and the like. A separate file of information is maintained as a "Confidential File" when psychological testing and special services are requested and/or received for students. Health records for each pupil are also kept in the office.

Contents of students' records will be shared with parents upon their request. Copies will be made available within 24 hours after a written note is submitted to school office personnel.