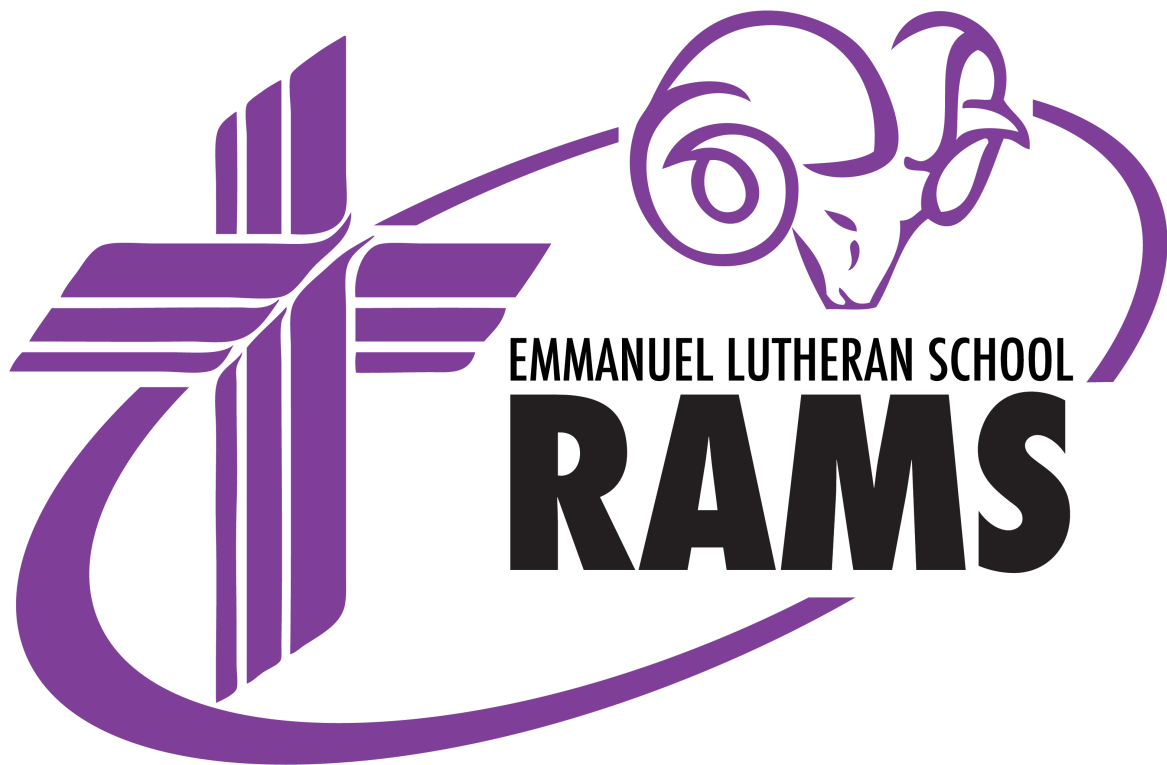


SCHOOL HANDBOOK  
2025-2026  
Kindergarten — Eighth Grade



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## **TABLE OF CONTENTS**

## **Page**

### **About Emmanuel Lutheran School**

|                    |   |
|--------------------|---|
| Welcome            | 3 |
| Mission Statement  | 3 |
| Statement of Faith | 3 |
| History            | 4 |
| Philosophy         | 5 |

### **Academics**

|                                   |    |
|-----------------------------------|----|
| Administration                    | 6  |
| Faculty                           | 6  |
| Parent-Teacher League             | 6  |
| Curriculum                        | 6  |
| School Calendar                   | 7  |
| School Schedule                   | 7  |
| Arrival/Departure                 | 7  |
| Attendance                        | 8  |
| Tardiness                         | 8  |
| Grading Scale                     | 9  |
| Homework                          | 9  |
| Testing                           | 9  |
| Testing for Learning Disabilities | 10 |
| Retention & Remediation           | 10 |
| Field Trips                       | 10 |

### **General Information**

|                                |    |
|--------------------------------|----|
| Enrollment Policies            | 10 |
| Fees                           | 11 |
| Withdrawal                     | 12 |
| Student Recruitment Incentive  | 12 |
| General Safety                 | 12 |
| Standard Dress Code            | 13 |
| Standards and Regulations      | 15 |
| Discipline                     | 15 |
| Cheating Policy                | 17 |
| Student-Teacher Relationships  | 18 |
| School Communications          | 18 |
| Circle of Concern              | 19 |
| Home and School Cooperation    | 19 |
| Internet Acceptable Use Policy | 20 |
| Phone Use                      | 20 |
| Lunch Program                  | 21 |
| Health Issues                  | 21 |
| Emergency School Cancellation  | 22 |
| Emergency Drills               | 22 |
| Insurance                      | 22 |
| Lost and Found                 | 22 |
| Scholarships                   | 22 |
| Student Photos                 | 22 |

### **School Life**

|                                     |    |
|-------------------------------------|----|
| After Care                          | 23 |
| Chapel Service                      | 23 |
| Special Events                      | 23 |
| Awards                              | 23 |
| Church and Sunday School Attendance | 23 |
| Room Parties and Parent Helpers     | 23 |
| Parent Volunteers                   | 24 |

## **MISSION STATEMENT**

Emmanuel Lutheran School provides an academically challenging, Christ-centered education in a caring environment. Our mission is to prepare students for today, for tomorrow, forever.

## **WELCOME**

Welcome to Emmanuel Lutheran School! We are most pleased that you have chosen to enroll your child at ELS. This handbook has been prepared to acquaint you with our school and its philosophy of Christian education. Through this means we hope to introduce you with our programs, so that you may understand the aims, policies, practices, and regulations of our school.

We feel that we have an excellent program planned for your child. Each student is loved, disciplined, guided, and taught by dedicated Christian educators and staff. It is our goal to train each child for a successful Christian life. If your child comes prepared to learn, your child should experience a productive year in academic, social, and spiritual life.

May God add His rich blessings to all of us and lead us to the understanding that we are not alone in our efforts. We pray that parents and teachers may join in spirit and in cooperation for the full education of the students that the Lord has entrusted to us.

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

Emmanuel Lutheran School admits students of any race, sex, color, religion, national and ethnic origin to all 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, religion, national and ethnic origin in administration of its educational policies, and athletic and other school-administered programs.

## **STATEMENT OF FAITH**

Emmanuel Lutheran School is a ministry of Emmanuel Lutheran Church, therefore, the church's theological beliefs guide both church and school. Emmanuel Church is a member of the Lutheran Church, Missouri Synod (LCMS). The LCMS is a very conservative denomination that teaches and believes that the Bible is the very Word of God. Therefore, we have very traditional teachings on abortion, adultery, marriage, divorce, gender and the doctrine of God as Creator.

We never let our doctrine impact how we love, treat, and accept each child and their family. We are here to serve our families and to love them to the best of our abilities.

## **HISTORY**

The history of Emmanuel Lutheran School began with the founding of the First Lutheran Church in 1903, later to be changed to Emmanuel Lutheran Church. The First Lutheran Church was constructed on the corner of Phillip Street (now Hilliard Avenue) and South French Broad Avenue.

In the fall of 1958, a kindergarten was begun as the first step in the establishment of a Christian Day School. Ground was broken in the present location for a new church in July 1959, and dedicated in May, 1960. The school grew steadily. In 1963, an educational wing was started which added four classrooms, office space and storage space for the school.

In 1978, a preschool and child care program was added, giving Emmanuel School a continuous educational program for children in preschool, kindergarten, and grades 1-3.

Emmanuel Lutheran Congregation, as part of a long-range planning process, broke ground in 1985 for a new multipurpose fellowship hall and a complete renovation of the lower level of our education facility. The goals of the Five-Year Plan and the subsequent building construction focused our efforts on providing a strong base in our preschool program, and, at the same time, further developing the strength of our kindergarten and primary grades.

In 1989 Emmanuel Lutheran School was awarded accreditation by the National Academy of Early Childhood Programs (a division of the National Association for the Education of Young Children). This recognition was the culmination of intensive self-study and the dedication to quality developmentally appropriate education. Our program was the first Academy accredited program in the Asheville-Buncombe region.

In 1993, an extensive 10-month self-study process conducted by the School Study Committee culminated in the recommendation, and subsequent approval by Emmanuel congregation, to establish fourth and fifth grades at Emmanuel Lutheran School.

In 1995 two new classrooms were constructed which enabled Emmanuel Lutheran School to expand its education program through grade five. In 1999 an infant/toddler program was added to the child care program.

In 2000, Emmanuel Lutheran School initiated an expansion program by adding grade six. In 2001, grade seven was added and grade eight in 2002. The Christian Education Center became operational at the beginning of the 2004–2005 school year.

A new state of the art playground was constructed in 2011. It contains three separate areas of play for varying age levels. It was dedicated in August of 2011. In 2012, seven classrooms were remodeled. Additionally, a state of the art technology program was put in place. In 2015 Emmanuel received dual accreditation certification from COGNIA and NLSA. Also new preschool classrooms were added.

Emmanuel was awarded grants from the Mid-Atlantic Lutherans in Mission (MALIM) organization in 2019 and 2021. These grants helped establish Emmanuel as the first STEAM centered private school in the Asheville-Buncombe region.

In the spring of 2021, Emmanuel's congregation approved the addition of a new modular to replace the existing one on campus.

## **PHILOSOPHY**

Emmanuel Lutheran School exists to glorify God by sharing the Good News of salvation through His Son, Jesus Christ. In order to accomplish this in an educational setting, Emmanuel provides a Christ-centered education for all children, church and unchurched, without distinction to race, sex, color, nationality or ethnicity, socio-economic status or religious creed.

We believe that God's Word is the basic source of truth and therefore the foundation upon which all wisdom is gained. It is this system of values, which is integrated in the spiritual, physical, intellectual, emotional, social and cultural development of each child. Daily instruction in the Bible provides the framework for children to grow in the knowledge of their Savior, to respond to God's love for them and to witness their faith to others.

We believe that the Word of God is the final authority for all matters of faith and practice. All academic disciplines, instruction, theories, programs, policies and practices must be in accordance with the Scriptures. We believe that a proper balance between Law and Gospel is essential in matters of instruction, discipline and relationships. The Law shows us our sin and our total dependence on God for our salvation. The Gospel reveals what God has done for us through Jesus Christ, His Son. Faith in Jesus Christ and forgiveness of sin through Him is the only means of salvation. We recognize that faith is a free gift received through God's Holy Spirit. Our Christian living is therefore our response of love and gratitude to God, our Heavenly Father.

We believe that the Christian school, as an extension of the home and church, is a valued setting for teaching the objective truth of God's Word and providing opportunities to experience Christian living. Emmanuel holds in high regard the privilege of partnering with parents in the training and nurturing of their children. In homes where Christ may not be the center, the Christian school serves as a model for beliefs, values, and living, in the hope that the family may come to know their Lord and Savior. We believe that this Christian community equips our children to become productive members of church and society in their present and future service.

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

"Feed My Lambs." John 21:16

## **ADMINISTRATION**

Emmanuel Lutheran School is owned and operated by the members of Emmanuel Lutheran Church. Final authority for all decisions of policy and property is vested in the Voters' Assembly, the official governing body of the congregation. The affairs of the school are administered by the Principal and overseen by the Senior Pastor of Emmanuel Lutheran Church. This team meets monthly and schedules special meetings as needed.

## **FACULTY**

Emmanuel Lutheran School, maintained and supported by Emmanuel Lutheran Church, is recognized in the area for its academic excellence. Its teachers hold a State certification or are in the process of being certified. A number of our faculty hold advanced degrees. One of the most important ingredients of our faculty is its composition of dedicated Christians, well versed in teaching areas and vitally concerned about the total welfare of their students. Enriched by a varied background, the teachers have one common goal - to carry out their responsibility of preparing Christian students spiritually and academically.

## **PARENT-TEACHER LEAGUE**

Emmanuel's Parent-Teacher League (PTL) serves as an important resource in your student's education. The PTL promotes communication and understanding between home and school, while participating in service projects benefiting the educational program.

Parents of Emmanuel's students are automatically members of the PTL and are encouraged to participate fully in meetings, service projects, educational activities and more. Parents, interacting with teachers and administrators, have proven to be a winning formula for the benefit of the school and its students.

PTL provides these vital services to the school:

- communication between teachers and parents
- networking among parents
- support of educational programs
- support of social programs

With committed parental support through PTL, Emmanuel students' educational experience can be all that it should be.

## **CURRICULUM**

The curriculum for Emmanuel Lutheran School incorporates The Curriculum Guide for Lutheran Elementary Schools (LCMS). The school also uses the North Carolina Standard Course of Study and National Standards to guide our curriculum.

We recognize that academic skills and knowledge are essential tools that are necessary for the clear communication of ideas, for solving problems and for achieving goals. These basic skills though are not viewed as an end unto themselves, but rather as a means for allowing the children to work towards genuine understanding of basic educational concepts. For example, for a first grader to use reading and writing skills for the express purpose of publishing a story of personal interest to that child is much more meaningful than repetitive workbook experiences. Just like adults, children learn best when academic skills are "integrated" into meaningful activities.

## **SCHOOL CALENDAR**

A school calendar is adopted annually. You will receive notice of how to acquire this calendar prior to the beginning of each school year. Our adopted school calendar does not necessarily follow the calendar of the City of Asheville or Buncombe County systems.

### **REGULAR SCHOOL SCHEDULE**

|      |                                |
|------|--------------------------------|
| 7:30 | Early Drop-off                 |
| 7:45 | Preferred arrival time for K-8 |
| 8:00 | School for K-8 begins          |
| 3:00 | School dismissal for K-4       |
| 3:15 | School dismissal for 5-8       |
| 5:30 | Aftercare closes               |

### **EARLY DISMISSAL SCHEDULE**

|       |                                |
|-------|--------------------------------|
| 7:30  | Early Drop-off                 |
| 7:45  | Preferred arrival time for K-8 |
| 8:00  | School for K-8 begins          |
| 12:00 | School dismissal for K-4       |
| 12:15 | School dismissal for 5-8       |
| 5:30  | Aftercare closes               |

## **ARRIVAL/ DEPARTURE**

Classes for Kindergarten through Grade 8 begin promptly at 8:00 a.m. Students will be admitted to the classrooms beginning at 7:45 a.m. Kindergarten through Grade 4 will enter the building via the main school entrance and go directly to their classrooms. Grades 5-8 will enter the ACE building via the front doors and go directly to their homeroom.

Kindergarten through Grade 4 are dismissed at 3:00 p.m. from the main school entrance. For safety purposes, all students entering automobiles in the pick-up lane must wait until assisted by a teacher. All students are to be picked up by 3:30 p.m. When you realize you will have an unplanned late arrival time, please advise the office. If a student is not picked up by 3:30 p.m. they will be sent to aftercare which will incur a fee.

Grades 5 through 8 are dismissed at 3:15 p.m. from the front doors of the ACE building. For safety purposes, all children entering automobiles in the pick-up lane must wait in the pick-up area. All students are to be picked up by 3:30 p.m. When you realize you will have an unplanned late arrival time, please advise the office. If a student is not picked up by 3:30pm they will be sent to aftercare which will incur a fee.

\* Special Note: All students leaving by automobile must be properly seat-belted before departing the premises.

Early release of any student must be coordinated through the school office. When leaving early, a student must report to the office before leaving the building. The check-out sheet in the office must be signed by the adult who comes for the student who is being dismissed early. Teachers should receive prior notification.

All students exiting school property with a person not part of the child's immediate family must have a slip from home or verbal communication from parents advising the teacher of the change in plans.

## **ATTENDANCE**

Parents are responsible for seeing that their children attend school each day it is in session. There is strong evidence of a clear relationship between good attendance and school achievement.

Emmanuel considers over 14 absences (NC Standards) in one school year to be unusually high. Any student who has been absent from school shall send a note (via office or email) from the parent or guardian stating the date(s) and cause of the absence. Below is a list of excusable absences. If your child is absent for another reason it will be considered unexcused. Failure to bring such a note shall result in an automatic unexcused absence. Emmanuel will require a conference between the teacher, Principal, and parents if 6 absences are reached in one quarter or 10 in a semester to discuss the frequency and nature of the absences, and the impact on class work. School work missed must be made up within one day for each day of absence after the student returns to school. The responsibility for getting assignments and making up work missed during absence lies with the student and parents.

Students may be excused for the following reasons:

1. Personal illness that would endanger a student's health or the health of others;
2. A serious illness or death in their immediate family that necessitates absence from school;
3. The observance of religious holidays, necessitating absence from school;
4. Conditions rendering attendance impossible or hazardous to student health or safety;
5. A scheduled medical, dental or eye examination of the student;
6. Visiting a parent or legal guardian who is in the military service in the armed forces and has been called to duty or is on leave from overseas deployment to a combat zone or combat support post.

Family vacations are strongly discouraged while school is in session. They will be considered as unexcused absences.

## **TARDINESS**

Arriving late to school is considered to be tardy and is a serious matter. It is important for school to start on time with all students present. Promptness is important in order to provide a conducive learning environment and less disruption to the teacher and other students. Please plan on leaving home early enough so that your child arrives 15 minutes before the start of school. Students must be in their assigned classrooms, ready to start the school day, by 8:00 am.

**Late arriving students must report to the school office to receive a tardy slip. A doctor note is required for students who are tardy due to dental/medical appointments.**

When a student receives 7 tardies in one quarter parents will be asked to schedule a conference with the teacher and principal to discuss the frequency and nature of the tardies, and the impact on class work. This also means the student will be ineligible for perfect attendance for that quarter.

**Attendance and Extra Curricular Eligibility:** Students must be present at school to participate in any after school activity. If a student is tardy to school, they will need to be at school by 11:00am to be eligible to participate.

### **GRADING SCALE (2nd Grade - 8th Grade and Specials for 5th - 8th Grade)**

|            |          |           |
|------------|----------|-----------|
| 98-100: A+ | 93-97: A | 90-92: A- |
| 88-89: B+  | 83-87: B | 80-82: B- |
| 78-79: C+  | 73-77: C | 70-72: C- |
| 68-69: D+  | 63-67: D | 60-62: D- |
| 59-0: F    |          |           |

### **GRADING SCALE (Kindergarten - 1st Grade and Specials for 2nd - 4th Grade)**

|                |   |
|----------------|---|
| Excellent      | E |
| Satisfactory   | S |
| Unsatisfactory | U |

**Extra Curricular Eligibility:** A student must maintain a C Average (75% or greater) in each of the five core subjects (Religion, Math, Science, English, and Social Studies). This will be checked weekly by the Athletic Director. Individual accommodations will be made for students with a Student Action Plan or an Individualized Education Plan.

### **HOMEWORK**

The challenging program at Emmanuel requires that some study be done at home. This is not only necessary for accomplishing our immediate goals but is also a helpful habit for future education. Assignments chosen by the teachers will aid in the students' understanding of the subject matter. Therefore, all homework assignments are to be carefully completed by the student. Assignments are to be done by the beginning of the school day on which they are due.

Parents can help by providing encouragement and a quiet place for study. Providing too much help is to be avoided. If your child is unable to complete his/her assignment for any reason, please send an explanatory note so that he or she may make up this work in a timely manner.

Diligent use of time during the school day will be advantageous to those who plan to participate in extracurricular activities within or outside of school.

It is each student's responsibility to be sure that he/she completely understands what is expected of each assignment. Because the students have several different subjects and/or teachers in the upper grades, it is essential that every student keep an assignment notebook to track daily assignments.

Teachers will assign and students will complete all make-up work in the event of extended illness or absence due to a special trip/event.

### **TESTING**

In addition to regular subject matter testing, standardized tests are given regularly each fall and spring. The MAP from Northwest Evaluation Association (NWEA) is administered to all children in first through eighth grades. Results are shared with parents at regularly scheduled conferences.

## **TESTING FOR LEARNING DISABILITIES**

Periodically, a teacher may recognize a learning difficulty in a student. In such a case, the teacher will contact the parent and suggest that the child receive special testing in order to pinpoint the specific disability and receive recommendations for further remedial work. The school will provide suggestions as to qualified personnel in the area of testing, should the parent so desire. ELS strives to subcontract with qualified individuals to provide tutoring support for identified students.

ELS does not have a full-time staff person with training in various levels of student testing, and we have limited resources for students with learning needs. In situations that can be accommodated within the regular classroom environment, we will make efforts to create a successful environment. For learning needs which may surpass our capabilities, referrals will be given.

## **RETENTION & REMEDIATION**

Since all God's children grow and mature in their own unique ways, not every child is ready to move on to the next step in their education at the designated time. When it does happen that a student is not ready for the next level, the teacher may suggest the child repeat their grade and thus gain another chance to succeed. Since success brings about self-confidence, we feel that every child must have the right to succeed.

## **FIELD TRIPS**

Field trips correlated with the educational program are considered to be an extension of the classroom and are a part of the enrichment program. Learning takes place when the student is actively involved. For students to participate in a field trip, a statement sent home to the parent or guardian must be returned with an approval signature prior to the class trip. In cases where parental permission is not granted, the student will be counted absent. Only approved Volunteers are permitted to drive students on field trips. No alcoholic beverages are allowed to be consumed or purchased by students or adults at any school related function.

## **ENROLLMENT POLICIES**

1. Emmanuel School invites and welcomes students of any race, sex, color, ethnic origin, or religion to all the rights, privileges, programs, and activities accorded students in the school. There is no discrimination in admissions or education policies.
2. The parents are to be significantly motivated by the spiritual dimension of the school and understand that enrollment implies the educational development of the whole child—body, mind, and spirit.
3. It is understood that the parents and child willingly submit to the discipline of Christian education and give assurance of their cooperation with the faculty.
4. Students entering Kindergarten must be 5 years of age on or before August 31 of the school year. (This is in accord with the policy of the State Department of Public Instruction.) A student may be enrolled by consent of the principal prior if they are 5 years of age before October 1.
5. Students entering formal education at first grade must be at least 6 years of age on or before August 31 of the school year.

6. Enrollment priorities:
  - a. Any applicant whose parent(s) or guardian(s) is a communicant member of Emmanuel Congregation holds a first priority in enrollment.
  - b. Sibling(s) of any student presently enrolled.
  - c. All other enrollments are on a first-come first-served basis.
7. Students admitted to ELS must be capable of functioning within a normal classroom environment at a level appropriate to the assigned grade level. ELS does not have the resources to serve all children with special learning needs.
8. New enrollees must submit all required documents, undergo a placement test and interview with the school admission team.
9. For current students, continued enrollment is automatic, barring any issues with academic achievement, behavioral problems, or financial delinquency.

## **FEES**

- A non-refundable Application/Testing fee for a newly enrolled student is due at the time of registration
- A non-refundable Activity/Technology fee for all students is due at the time of enrollment.
- The Enrollment Fee for newly enrolled students is assessed at the time of acceptance and is non-refundable. The Registration Fee is due within 7 days of acceptance of a student to guarantee the student's placement.
- The Enrollment Fee for returning students is required at the time of registration of the child and is non-refundable.

### **Tuition:**

- Tuition fees are calculated on a 10-equal-installment schedule over a school year.
- Aftercare and lunch fees are billed monthly.
- If fees and/or first tuition installment is not paid in full by the opening of school, the student will be denied attendance until such fees and first tuition installment are paid.
- If payment is returned for insufficient funds, a \$35.00 charge will be assessed. The check or electronic funds transfer will be reprocessed within 5 business days. The second time a check or electronic funds transfer return occurs, in addition to the \$35.00 charge, Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire principal sum of tuition then unpaid are immediately due and payable by cashier's check.
- If payment is not received within 10 days from the payment due date, a late charge of \$30.00 will be assessed.
- If full payment of the amount due under any of the school-approved payment options is not made within 30 days of the payment deadline, then in addition to the late fee, the student will not be permitted to attend class, and Emmanuel Lutheran School, without notice or demand, reserves the right to declare the entire principal sum of academic year tuition then unpaid immediately due and payable by guaranteed check, and necessary in order for the student to be reinstated.
- School records, report cards and transcripts will not be issued at the end of the school year to any student with delinquent accounts until such accounts are paid in full.

#### Variable Services and Fees:

- Parents will be required to pay for any school property damage or loss caused by their children. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, equipment, books, and supplies.
- Returned transaction fees, late payment fees, late pick-up fees, and other fees for variable services, such as the Aftercare Program on a per hour basis, will be billed on your account separately from tuition and are governed by these same payment policies.

#### **WITHDRAWAL**

- Emmanuel Lutheran School requires a 2-week advance written notice if a child is to be withdrawn. Tuition and fees will be assessed through the last day of attendance of the child.
- If a child is withdrawn from school without the submission of a 2-week advance written notice, tuition will be assessed two weeks following the last day of attendance of the child.
- All account balances must be paid in full by the last day of attendance.
- School records, report cards, and transcripts will not be issued until account balances are paid in full.

Any requests for exemptions too the above policies must be submitted in writing to the ELS School Administration for consideration.

#### **STUDENT RECRUITMENT INCENTIVE**

Our best form of advertising and public relations is through our school families. Since parents are our best advertising resource, we extend to currently enrolled school families a 5% tuition discount for any student who enrolls at Emmanuel Lutheran School because you have told them about us and they mention that this is why they have come to Emmanuel. This would be for any child enrolling from kindergarten through grade 8.

Restrictions to this incentive are as follows:

1. The new family must be enrolled at least 3 months of school for the "sponsoring family" to receive tuition credit.
2. It is the responsibility of the new family to declare who was responsible for leading them to Emmanuel Lutheran School. This is done on the application form and cannot be altered after it has been submitted.

#### **GENERAL SAFETY**

Students should be under adult supervision at all times while on campus. Upon dismissal from school, it is the parents' responsibility to supervise their student(s) if they remain on campus.

Visitors will need to report to the school office upon entering the building and receive a visitor badge.

Parents should be aware that the school's campus includes a "greenway." This paved path is located along the perimeter of our property. Depending upon the age of the child/ren, teachers will lead various activities on the greenway. Permission for activities along the greenway is implied, as it is considered to be a legitimate portion of school property. As such, no permission slip will be issued prior to such activities.

## **STANDARD DRESS CODE**

We believe that a correlation exists between the way one perceives the world and himself/herself and the way one dresses. In the educational setting at Emmanuel Lutheran School, standards of appearance and modesty need to be consistent with Christian thought and values. Likewise, the following factors apply to the school dress code:

1. School dress must be safe for school activities in and out of the classroom.
2. A school dress code is a learning experience in the sense that it helps students become more responsible and accountable.
3. It is the student's responsibility to know, understand and follow the dress code of the school.
4. It is the parents' responsibility to educate their children as to appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing the student wears to school.
5. It is the school's responsibility to enforce the code. Emmanuel Lutheran School reserves the right to reject any clothing article worn to school by students if the article is inappropriate or does not conform to the dress code standard. The principal has the final word in this determination, including questions which may arise that are not specifically addressed by this Handbook.

### Approved ELS Clothing Styles/Standards

Emmanuel has a Uniform dress code. We stipulate the attire that students in K-8 must wear while on campus. We allow parents to purchase school attire only from approved vendors, which include [Read's Uniforms](#) (School Code: ELSNC), and [Lands' End](#) (School Code: 900137514). Spirit wear can be ordered at our [SpiritShop](#). The list of approved items and vendors is available from the school website or the school office.

A chapel uniform is to be worn when chapel is conducted. Please note our chapel uniform.

Chapel Uniform for Girls: Navy blue polo (with school logo), khaki skirts, skort, pants or shorts. Note: skirt length must be 2" or less from the knee. A black or navy belt is to be worn with Chapel Uniform.

Chapel Uniform for Boys: Navy blue polo (with school logo), khaki pants or shorts. A black or navy belt is to be worn with Chapel Uniform.

### Non-Chapel Apparel (Boys and Girls)

- Bottoms – (Boys) Khaki or Navy pants, shorts  
(Girls) Khaki or Navy pants, shorts, skirts, jumpers, dresses and skorts. Skirt length must be 2" or less from the knee. Tights/Leggings should only be worn under bottoms and should only be solid colored and must match uniform (white, navy, black).
- Shirts – All Polos must include the school logo. Students may wear any approved solid color polo shirt.  
  
Outerwear – The school does not specify what clothing is to be worn outdoors; however, outerwear worn inside is limited to items on the approved vendor list. Must have the school logo (includes fleeces, hoodies, and jackets).
- Shoes – All shoes must have a non-marking sole and a closed toe and heel; standard sneakers or tennis shoes. Parents are free to

choose their own vendor for footwear. (No hard sole boots, No Crocs, No Light Up Shoes)

- Socks - All socks must be a solid navy, white, black, or gray; socks must be worn at all times.
- Belts - A magnetic or standard black or navy belt is required for all pants.

#### General Dress Code Guidelines for all students

Shirts must be tucked in at all times. All clothing must be properly sized and worn modestly with no holes.

- Grades 5-8 have a required physical education uniform. One will be given out by the office at the beginning of each school year and. Parent's accounts will be charged for the uniform. If you would like additional pairs, you can request that from the office. Other clothing articles will not be permitted.
- All pants, shorts, skirts, and skorts must be worn at the waist. Skirts and skorts must be two inches or less from the knee. This standard also applies to any apparel worn on special non-uniform days, such as spirit days.
- Leggings, biker shorts, spandex, cutoff shorts, boxer shorts, athletic shorts, and short shorts are not allowed. No holes or tears are allowed in any pants.
- Undershirts may only be white and short sleeved.
- Hair accessories should coordinate with the uniform.
- Moderate, age-appropriate jewelry may be worn as long as it does not distract from the learning environment or cause potential hazards.
- Unnatural hair coloring is not permitted. Boys are not promoted to have a ponytail and their hair length should be above the collar. Mohawks or Mullets of any kind are prohibited.
- Hats may be worn outside only, unless expressly allowed for special occasions.
- Make-up, fingernail polish, and earrings for girls only should be modest and kept to a minimum.
- For extracurricular activities students are expected to maintain standards of appearance and modesty which are consistent with Christian thought and values and that reflect positively upon our school

#### Inappropriate Dress:

The first time a student fails to follow the general dress code guidelines, the student's teacher will notify parents of the violation. The second time a student there is a violation the child will be outfitted with articles from the Used Uniform Rack and the parent's account will be charged \$10 per item. Parents will be notified by the school office. Upon the third violation for middle school students, and for each violation thereafter, the student will receive a detention.

### Spirit Wear:

Spirit Days are on Fridays and special designated days throughout the school year. Students are permitted to wear an ELS shirt of their choice and either denim (blue or black) or school uniform bottoms.

Gently used uniforms are available in the school office.

## **STANDARDS AND REGULATIONS**

Good conduct and discipline are necessary for learning responsibility. The following list of standards and procedures are established for students at ELS so that there is a clear understanding of what is expected. Parents should be aware of these standards and discuss them with their children. As a Christian school, we follow the basic philosophy of being a good example to others with whom we work and play as well as to the visitors to our school. The Golden Rule — “Do to others as you would have them do to you” — applies in our relationships to one another.

1. Good manners and courteous behavior is expected from students at all times.
2. Running is permitted only in the gymnasium or playing field areas.
3. During the school day students are expected to remain in designated areas (classrooms, gymnasium, etc.) unless given permission to do otherwise.
4. Students are asked to respect the natural beauty provided by trees and plants by not damaging the foliage growing on church and school property.
5. Buildings, grounds, and other property, including equipment, books, etc. are to be used properly. Students and parents will be held responsible for any damage.
6. Students are not to leave the school grounds at any time without prior permission from teachers or parents.
7. Valuables or extra money should not be brought to school.

## **DISCIPLINE**

Emmanuel Lutheran School exists to proclaim the Gospel message of salvation through Jesus Christ and to offer a quality education. In order to live the Christian life, we must know the will of God as it applies to our lives. The Law serves to show us our sin and our need for Jesus as our personal Savior. It also functions as a curb to behavior that would lead us into sin and away from the Lord. The Gospel serves to show us what God has done for us through Jesus Christ. When the Law and Gospel are taught, students can grow into a clear understanding of the principles of a Christian life. We at Emmanuel Lutheran and with the help of God, strive to attain a balance of Law and Gospel. The result is effective teaching of the Christian faith and life-style. Our educational program seeks to develop each student's mental, physical, social, and emotional potential.

### THE FOLLOWING GENERAL BEHAVIOR IS NOT ACCEPTABLE:

Any behavior that is...

1. Harmful to self or others.
2. Disruptive to classroom setting.
3. Disrespectful to authority or other students.
4. A destruction or defacement of school property.

#### THE FOLLOWING SPECIFIC BEHAVIORS ARE NOT ACCEPTABLE:

1. Running in classrooms or hallways.
2. Throwing of objects.
3. Using unacceptable language or profanity.
4. Failing to attend class or a scheduled activity.
5. Possession/being under the influence of/using any “controlled” substance (e.g. illegal drugs, alcohol, tobacco, weapons, igniters, etc.).
6. Chewing gum, paper, pen parts, etc.
7. Fighting – verbal or physical.
8. Cheating or stealing.
9. Writing/passing of personal notes in class.
10. Abuse of technology or cell phone policy
11. Inappropriate public display of affection.

#### Kindergarten Through Fourth Grade Discipline

PURPOSE: To help enable students to make responsible choices and behave appropriately.

Students who choose to make inappropriate choices by not following school standards also choose to accept the consequences for their decisions. Consequences for inappropriate or unacceptable behavior may include but are not limited to the following:

- Loss of a privilege
- Conference with parent and teacher
- Suspension from school
- Expulsion

#### Fifth Through Eighth Grade Discipline

The discipline methodology used in middle school will be a progressive system that utilizes six components aimed at training students in the “way they should go.” The five components are as follows: demerit, lunchtime detention (i.e. silent lunch), after-school detention, in-school suspension, and finally out-of-school suspension.

This discipline program will be most effective with the faithful support of the parents and consistent enforcement of the established rules by the faculty with the full support of the administration.

1. Demerits: Demerits will be the most often used form of discipline. Demerits are given by teachers, staff, and administration for minor but inappropriate behaviors such as chewing gum, dress code violations, horseplay, lunchroom disturbances, and talking out of turn.

As a general rule, three (3) demerits for non-behavioral offenses (tardies, not prepared for class, etc.) will result in a lunchtime detention.

As a general rule, three (3) demerits for any behavioral offense will result in an after-school detention.

Reprive: Reprives are issued to a student who completes two weeks of school with no demerits being issued. For every two-week period that the student receives no demerit, a demerit will be removed from the student count.

2. Lunchtime detention: During a lunchtime detention, the student will eat a silent lunch in a designated area under the supervision of a teacher or administrator. The student also will assist in cleaning the cafeteria.

A lunchtime detention may be assigned if the infraction committed is deemed by a teacher or administrator to be too severe for a demerit.

3. After-school detention: When demerits and lunchtime detentions have not corrected inappropriate behavior, after-school detention will be assigned. After-school detention will begin at 3:30 p.m. and will last for at least 45 minutes. The student will report to the designated area on time, in proper dress code, and sit silently. Because the purpose of after-school detention is discipline and not a study hall, students will not be allowed to work on homework or any other activity while in detention. Failure to comply with these parameters will result in another after-school detention being assigned.

As a general rule, six (6) after-school detentions for any offense will lead to an ISS.

No extra-curricular activities will be allowed on the day a student serves after-school detention.

After-school detention may be assigned if the infraction committed is deemed by the teacher or administrator to be too severe for a demerit or lunchtime detention.

4. In-School Suspension (ISS): The fourth step of the discipline program is ISS. Students who serve in-school suspension will be removed from their normal daily classes and sit in isolation under the supervision of an adult. The student will be expected to complete the assignments sent by their classroom teachers while in ISS. The parent/guardian will be charged \$80 to cover the cost of the ISS supervision.

As a general rule, ISS will be served once for an offense. If the same offense occurs again, ISS work will involve various clean-up details as assigned by the administration. No extra-curricular activities will be allowed on the day a student serves an ISS. ISS may be assigned if the infraction committed is deemed by the administration to be too severe for a demerit, lunchtime detention, or after-school detention.

5. Out-of-School Suspension: Out-of-school suspension is another component of the discipline plan available to the administration. OSS can be assigned for behaviors such as fighting or any behavior where the student needs to be removed from the student body for a period of time. OSS carries with it an academic penalty. OSS will be determined by the administrators who will conference with the student and parent.
6. Student Expulsion: If all attempts to modify a student's misbehavior fail, the student will not be allowed to continue as a student at Emmanuel Lutheran.

## **CHEATING POLICY**

From time to time, the issue of cheating arises, which includes plagiarism, and it's possible that your son or daughter may be involved in this behavior. We recognize that our students are not immune to these pressures and, at times, act contrary to God's will. We are more concerned that students recognize and understand the serious implications of cheating and choose to live their lives as redeemed children of God.

This is the process that will be followed if cheating occurs.

If it is clear and confirmed that a student has cheated:

1. Parents will be notified immediately indicating the problem.
2. The student will receive a zero for the assignment involved.
3. The student will receive an after-school detention..

### **STUDENT-TEACHER RELATIONSHIPS**

The ideal for student-teacher relationships is the ideal set forth by God in the creation of Christian community and family. The basis for this deep relationship is forgiveness and understanding, love and acceptance, respect and affirmation, discipline and self-control.

1. Forgiveness and Understanding — Both students and teachers must realize that all persons are sinful and fall far short of expectations. We understand and forgive others in the family of Emmanuel School because of God's forgiveness of us.
2. Love and Acceptance — students and teachers love and accept each other as God, for Christ's sake, loves and respects each of us as a one-of-a-kind creation.
3. Respect and Affirmation — Both students and teachers consider each other gifts of God. Students respect and obey teachers as God directs in the Fourth Commandment. Teachers also respect and affirm the worth of each child. Teachers are to enable the child to discover his/her own abilities and talents, to affirm these and provide encouragement and direction.
4. Discipline and Self-Control — The goal of all discipline is self-discipline. In the event self-discipline breaks down, the school maintains the authority to discipline. Should students feel they have been unfairly treated in any way, they are encouraged to discuss the matter with their teacher. Parents who feel there has been a misunderstanding are urged to discuss the matter with the teacher. It is most helpful if all concerns are brought first to the teacher before bringing them to the principal.

### **SCHOOL COMMUNICATIONS**

Parents are advised regularly of special events, individual class projects, student progress, special projects, and general news through weekly classroom letters, and weekly newsletters from the principal. It is the responsibility of the parents to review information in the newsletters to stay abreast of happenings at the school. Changes to the school calendar, updates to policies and procedures, and the like will be officially communicated via this method.

Parents are also notified through FACTSIS "Parent Alert" method for emergency information and regular information needing to be given out. This will be delivered via text message or voice message.

## **CIRCLE OF CONCERN**

Within the Emmanuel Lutheran School system, there are a number of people that are all working together in the best interest of each student (educationally, spiritually, and physically). Communication is a very essential part of reaching our goals.

It is essential for each parent/guardian to play an active role in the student's educational experience. Be aware of what is being studied in each subject area — having a student verbalize what he/she has learned each day can be very beneficial for review. Make sure that your child is bringing home his/her weekly information folder, and make every attempt to read all the contents in a timely manner. This may reduce some confusion as to what is happening within the school.

There may also arise a circumstance in which the parent/guardian feels the need to express concern about a particular situation. It is most helpful to first address the concern to the immediate person involved (teacher, substitute, chaperon, assistant, etc.), as he or she is the one who can clarify information to make the necessary adjustments. It is extremely important that the immediate person be approached rather than discussion with uninvolved individuals. The circle of concern has two parts. The first is when parents have a concern about their child in the classroom. This concern should go by the following path:

PARENT → TEACHER → ADMINISTRATION → SENIOR PASTOR  
TEACHER → PARENT → ADMINISTRATION → SENIOR PASTOR

All concerns should follow these paths. Remembering that the student's best interest is foremost in the minds of all persons, every effort will be made to reach an agreeable solution.

Special circumstances may warrant an exception to the stated path of addressing concerns. If a person in the path is a spouse or relative, for example, then you direct the concern above that individual to the next person in the path.

## **HOME AND SCHOOL COOPERATION**

By working together, both the Christian home and the Christian school can best achieve their goal by effective communication. To this end, Emmanuel affords a number of specific help.

1. Report Cards are issued four times a year. The 1st quarter reports cards are accompanied by scheduled parent-teacher conferences. Depending on a child's progress teachers may request additional conferences. Here the home/school life of a child is discussed, abilities and weaknesses studied, and plans for cooperative action proposed.
2. As stated in the Circle of Concern section, parents are invited to make appointments with the teacher or school administration to discuss any matter pertaining to the child's welfare.
3. On Wednesday of each week a Parent Information Packet is sent home with each student. This packet includes completed student work and communication notices from the teacher. Included will be notice of forthcoming events, reports of previous activities, and news and information for all of our families.

## **INTERNET ACCEPTABLE USE POLICY**

### **Students' Responsibility:**

Students are prohibited from performing acts that waste computer resources or unfairly monopolize resources. Students are specifically prohibited from sending mass mailings, spending excessive amounts of time on the Internet unnecessarily, printing multiple copies of documents not relating directly to educational tasks, or otherwise creating unnecessary traffic. Students may not download any files unless they are needed for educational purposes.

### **Monitoring:**

Emmanuel Lutheran School has the right and will make diligent effort to monitor any and all aspects of its computer system, including, but not limited to, the following: monitoring sites visited by students on the internet, monitoring news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

### **Privacy:**

The computers, computer accounts and electronic communications provided for students are for the purpose of assisting and enhancing students' education. Students should have no expectation of privacy in any materials that are created, stored, sent, or received on electronic communications or computer systems. The electronic communications and computer systems belong to Emmanuel and may only be used for activities approved by Emmanuel. Students are not to add or change passwords or access codes to an application or system. Therefore, students should never consider electronic communications (including but not limited to email) to be either private or secure.

Emmanuel Lutheran School will educate your child on appropriate use of the computer and Internet. The students will receive instruction to properly find and utilize the information.

## **PHONE USE**

The telephones in the school office and classrooms should be used by students only if they have permission from a staff member. Students are discouraged from bringing cell-phones to school. However, students who have parental permission to possess a cell phone must keep it turned off at all times. Cell phone use by a student on the campus or during off-campus functions is only permitted with the express permission and under the direct supervision of a staff member. If a cell phone is seen or heard, it will be confiscated and the student will receive a detention. If a cell phone is confiscated, a parent or guardian will need to retrieve it from the office.

Telephone messages for teachers or students will be taken and forwarded at the first opportune time. Since any telephone interruption interferes with the instruction and learning, you are asked to limit them to emergency situations.

## **SCHOOL LUNCH PROGRAM**

Adequate kitchen facilities make it possible to provide a daily nutritious lunch for the children. Our milk program is under the sponsorship of the Federal Government and controlled by the School Board of Emmanuel Lutheran Church.

Students may purchase a hot lunch or may bring their lunches each day. Milk will be available at a minimal cost to those students who bring their lunch. Students are not to bring carbonated beverages or glass containers. As we will not permit a child to go hungry during lunch time, the school will automatically charge their account. If this occurs, a written notification will be sent home.

All children enrolled in Kindergarten are served nutritious morning snacks.

A parent whose child has allergies (food-related) will need to make arrangements with the school. Special dietary needs are the responsibility of the parent.

## **HEALTH ISSUES**

A student entering school for the first time, or transferring from another school, must have their immunization record brought up to date. This includes immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubella, tuberculin, measles, hepatitis B, and haemophilus influenzae b. State law requires that we must have your child's immunization record on file prior to the first day of attendance. Failure to comply with this requirement will result in your child being excluded from attendance until the requirement is met.

The school recommends that parents schedule periodical physical examinations and maintain required levels of immunization.

All students in K-8 must provide a Student Health History form prior to the beginning of the school year. This form is required to participate in physical education classes or in the school's athletic program. In addition, all students 3<sup>rd</sup>-8<sup>th</sup> grades who participate in the ELS Athletic Program are required to have a sports physical before they can participate in any practices or games. The sports physical is required annually.

In the event a student becomes ill or is injured during school hours or while a school activity is being conducted, the parent(s) or guardian(s) of the student shall be contacted immediately and arrangements made to remove the student from the school.

Parents are encouraged to cooperate with the school by keeping sick children at home and informing the school office of their absence and the nature of their illness. Communication from the parent to the child's teacher is required to explain any absence. For the protection of all children, a child must be kept at home for 24 hours if he/she shows any sign of fever, vomiting, unidentified rashes, or discharge from eyes, ears or nose. Children absent with a communicable disease/condition should be first examined by the family doctor before returning to classes. The school reserves the right to require a certificate of such examination.

No medication requiring a doctor's prescription shall be dispensed by school personnel without written consent. Children receiving prescribed medications which must be taken during school hours must have a written order from their physicians or parent stating the reason the child is taking the medication, the name of medication, directions for administering, possible side effects which may be anticipated, and the length of time the child is to receive such

medication. Long-term medication orders should be renewed each year. Also a written statement must be obtained from the parents for the teacher or other designated persons to remind the child to take his medicine.

### **EMERGENCY SCHOOL CANCELLATION**

Emmanuel Lutheran School does not necessarily follow Asheville City Schools' or Buncombe County Schools' lead on school closings for inclement weather. Parents are advised to watch WLOS TV-13 for an announcement. You will also receive a text message or email. If you do not hear or see a listing for Emmanuel, then we are operating on a normal schedule. You may also visit the school website to check for an inclement weather announcement.

### **EMERGENCY DRILLS**

Regularly scheduled fire drills are a part of our safety program at Emmanuel. These drills are conducted according to guidelines set forth by the State of North Carolina. A planned tornado drill is conducted in early spring in conjunction with the state severe weather drill. A "Safe Schools" Lock Down drill will also be conducted during the school year.

### **INSURANCE**

Our school provides blanket student accident insurance coverage for every student. This program gives insurance protection to each student while at school and while participating in any school-sponsored activity.

### **LOST AND FOUND**

Lost and found items will be located at the entrance outside the lunchroom and outside the school office. However, parents are encouraged to check with the office should any article of clothing or other belongings become "permanently" lost.

Parents are asked to label their children's belongings with ink or with tabs. Unclaimed items will be given to the needy.

### **SCHOLARSHIPS**

Emmanuel Lutheran School accepts the North Carolina State Opportunity Scholarship. Information about this program can be found at <https://k12.ncseaa.edu/opportunity-scholarship/>. Financial Aid is available and is awarded on the basis of need. For application information about scholarships, please contact the school office. Continued eligibility for financial aid is contingent upon maintaining satisfactory academic progress and regular attendance.

### **STUDENT PHOTOS**

Professional portraits of the students are taken during the course of the year. These are available at a charge.

## **AFTER CARE**

Aftercare is available for all students enrolled in Emmanuel Lutheran School. Aftercare hours are from dismissal to 5:30 p.m. The aftercare program consists of supervised study, snack, recreation, and extracurricular activities. If a child is not picked up by 15 minutes after dismissal the student will be sent to Aftercare and your account will be billed for that service at the rate of \$10.00 per hour, or \$275 per month.

A late pick-up charge of \$1.00 per minute will be assessed per occurrence for children picked up after 5:30pm.

## **CHAPEL SERVICE**

Every Wednesday morning the students have another opportunity to assemble in the House of God for a special Children's Service. The children's message, the selected hymns and liturgy are especially designed to meet the needs and desires of the children. The offerings brought to this service are used to help support various mission projects. Each student is given an envelope and is encouraged to use it for his/her weekly offerings. Parents are always welcome at these services.

## **SPECIAL EVENTS**

Various programs are presented throughout the school year, giving the students opportunities to develop in dramatics, speech, art, and music. Events such as plays, art shows, musicals, and individual room presentations are planned throughout the year.

## **AWARDS**

Students will be recognized for special achievement through an award system. Awards will be given for perfect school attendance and for excellence in academics. An Awards Ceremony is given each quarter.

## **CHURCH AND SUNDAY SCHOOL ATTENDANCE**

Religion in school, during the week, is no substitute for Sunday worship. It is strongly encouraged that students attend services regularly with their parents. Each teacher keeps a record of every student's Church and Sunday School attendance. Parents with no church affiliation are invited to attend the Sunday services of Emmanuel Lutheran Church.

## **ROOM PARTIES AND PARENT HELPERS**

Room parents are needed each year to help with various room parties. Parents are asked to sign up to help with a given party. Those parents not able to be present at the parties may help by supplying such things as food, drinks, favors, etc.

BIRTHDAYS—Refreshments may be brought to celebrate a student's birthday. Please discuss this with his/her teacher in advance. Invitations to private birthday parties should be handled privately and discreetly. Unless the invitation is given to every child of the class, this should not be done at school, as it can generate feelings of exclusion.

**PARENT VOLUNTEERS**

Parents are invited to serve voluntarily on a part-time basis. Volunteers are used to assist the teacher in carrying out assigned routine duties so the teacher is free to work with individuals and groups. Volunteers may help drive and/or supervise for class field trips, etc. Also, any parent who is able to give of his/her time and/or talents in our school program is asked to communicate this information to the principal and/or teachers.

The protection of our students is of utmost concern. As such, all adult volunteers who have contact with students while in the capacity of a volunteer must undergo & successfully pass a criminal background check prior to volunteer service. More information on this topic is available from the school office.