



Emanuel Lutheran School
18155 County Rd. 50, Hamburg, MN 55339
(952) 467-2780

Dear Parents,

Welcome to the Early Childhood Programs at Emanuel Lutheran School. As parents, you have made an important decision. You have chosen who will join you in caring for one of the greatest gifts God has given you, your child. At Emanuel, your child will have the benefits of church, home, and school working together. Your child's full God-given potential can be developed through Christian education.

This handbook is an attempt to explain policies set by the Board of Christian Education and practices established by the school staff. Please become familiar with this handbook, and let us know if you have any questions or comments. We encourage you to remain active in the education of your child.

Pray for our church, school, faculty, staff, families, and especially for our children. May they "grow in grace and knowledge" as they are taught by word and action here at school and in your Christian home.

In Christ,

Emanuel's Board of Christian Education and Staff

"Feed My Lambs"

OUR MISSION

Emanuel Lutheran School exists to help parents meet the Spiritual and Educational needs of their children, reflecting Christ in all thought, speech, and action.

ADMINISTRATION

The policies and activities of Emanuel Lutheran School are decided and controlled by the Board of Christian Education of Emanuel Lutheran Church and are under the direct supervision of the principal of Emanuel Lutheran School.

DIRECTORY

School Telephone
(952) 467-2780

Church Telephone
(952) 467-2788

Web Site
www.elchamburg.org/els



Principal
Dean Scheele
(952) 467-3372
principal@elchamburg.org

Preschool Dir/Teacher
Valjean Schallhorn
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Primary Room Teachers

Lead Teacher
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jwilson@elchamburg.org

Associate Teacher
Marilyn Vollbrecht
(952) 467-2722
mvollbrecht@elchamburg.org

Board of Education

Chris Knudten
(320)864-8475

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(320)238-2117

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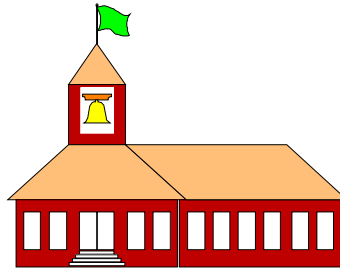
Linda Sons
(952)873-4647

ATTENDANCE

We encourage all parents to establish regular habits of attendance for their child when health allows. Please inform the teacher of any illness and/or the reason for the absence. In the case of communicable diseases, the teacher should be notified immediately. Our school day begins at **7:45a.m.**

BIRTHDAYS

Many children wish to celebrate their birthday with the other children at school by bringing a special treat or snack to share.



BUS POLICY

Purpose: To provide safe and efficient transportation for students in the Green Isle and Plato areas who attend our school.

Availability of Service: Transportation will be provided on regularly scheduled school days and make-up days. From time to time in special circumstances, parent drive days may be scheduled if the bus and/or driver are unavailable.

Scheduling: Scheduling of routes will be established keeping in mind need, efficiency, pickup locations, and time. The Board of Christian Education has set a six-mile radius from Emanuel as the transportation limit for the 2007-2008 school year.

Fees: Fees will be set by the Board of Christian Education. If our bus is used for field trips or extracurricular activities, an extra fee will be assessed.

General Operating Rules

1. All routes will be under the control of the Transportation Director.
2. Only students enrolled in our transportation program will be transported.
3. Drivers are to enforce the provisions of the school bus and bus stop policy. Students may be released from the bus at only two points: school or the student's designated drop-off point, except in emergencies.
4. The driver will not permit students to stand or get on or off the bus while it is in motion.
5. There will be no backing of the bus except when absolutely necessary.

6. In case of an accident or breakdown of the bus, the driver will contact the school or the Transportation Director as soon as possible.
7. Buses shall load and unload at areas that are determined by the Director of Transportation and cannot be changed without permission from the director.
8. The driver shall be responsible for safely delivering the students who must cross the highway or road by the following method: students shall pass approximately ten feet in front of the school bus so as to be seen by the driver, and cross the road only upon receiving a hand signal from the driver.

Rules for Riding:

1. Be at your pickup point on time. The bus driver cannot wait for late riders.
2. Respect the property of others.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Fighting, harassment, intimidation, horseplay, verbal abuse, or possession of dangerous or illegal materials will not be tolerated.
6. Students must remain seated while the bus is moving.
7. Students must show respect for the bus driver.
8. No hanging out of windows.
9. No throwing objects on and/or out of the bus.
10. No vandalism. In addition to a conduct report, any vandalism done to the bus will result in the person or persons being charged the repair costs of the vandalism. Payment for the damage must occur before the student or students will be allowed to ride again.
11. No entering or exiting the bus through the emergency door unless it is an emergency.
12. Nothing is to be stored in the aisle of the bus.

Misconduct: Transportation by Emanuel Lutheran School is a privilege and not a right for the students. A student's eligibility to ride the bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct. This policy applies to field trips as well as to normal daily operations. Violation of any rule will result in a conduct report.

- 1st offense will result in a misconduct report which must be signed by a parent, bus driver, and the Principal.
- 2nd offense will result in a misconduct report and a three-day suspension from bus transportation.
- 3rd offense will result in a meeting with parents by the Principal and the bus driver and a five-day suspension.
- 4th offense will result in suspension of riding the bus for the rest of the year upon notification of parents. This also includes field trips.

- Severe Clause: Any act that is dangerous or destructive will result in immediate suspension of bus privileges. Length of suspension will depend on severity of behavior.

Parent/Guardian Involvement

1. Become familiar with rules and policies.
2. Assist students in understanding rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Help their students respect the rights and privileges of others.

CLOTHING

Children should be dressed in clean, comfortable clothes. All children should wear clothes acceptable for school dress. Girls may wear dresses or slacks. During hot weather, shorts may be worn. Beachwear is not appropriate school attire. During the winter, please be sure your child is dressed warmly. Labeling of outer clothing is recommended.

Inappropriate clothing includes, but is not limited to:

1. Clothing bearing or implying an un-Christian witness, or which give offense; such as those with rock group logos, beer advertisements, etc.
2. Shorts, shorter than fingertips when arms are at their side.
3. Immodest clothing, (e.g. spaghetti straps, exposed midriff, visible undergarments.)
4. Excessive makeup.
5. No hats or distracting headwear.

COMPUTER USE POLICY

All classrooms, Kindergarten through Eighth grade have been equipped with several computers that are connected to the Internet. We thank God for the opportunities we have to access libraries, museums, universities and other sites from around the world. In addition, these computers can be used for word-processing, printing students' writing assignments, and other activities.

We know that in addition to benefits several dangers exist such as sites with obscene, illegal, or inappropriate content. In order to protect our students, the following steps have been taken.

-The monitor of each computer is turned so that the teacher can easily see what the student is doing.

-An Internet Service Provider is used that filters out inappropriate sites.

-Each student has been assigned a specific computer to use one day a week during free time. Any other student using that computer that day must have specific approval

from the teacher. One day a week is open for use by anyone with permission.

-The teacher will record use of computers for whole class internet assignments.

-Occasionally, students may be allowed supervised use of a computer in another classroom.

-Students will be held accountable for computer activities during their assigned times.

-Student folders are open to inspection by the teacher.

-Students will not be using email at school.

Rules:

-Use of the computers is for educational activities approved by the teacher.

-Leave the computer equipment, the desktop, and programs as you find them. If there is a problem, tell the teacher right away.

-If you accidentally access an inappropriate site, leave it immediately and tell the teacher what happened.

-Do not download programs off the Internet. Damaging viruses can be transmitted this way.

-Obey copyright laws.

'Respect the privacy of others.' Do not open anyone else's folder.

-Do not disclose your name, address, phone number, or other personal information on the Internet.

DAY CARE

Before school and after school care is often available at our **SONshine House Daycare** located behind the church. You may call to make arrangements at 467-9000.

DISCIPLINE

Although families differ in their approach to discipline, harsh or threatening methods will not be used at Emanuel Lutheran School. The following guidelines will be used:

1. No child will be handled roughly.
2. A student will not be isolated from the classroom unless the safety of other children is in jeopardy.
3. Humiliation and labeling will not be used.

Discipline will be handled in a Christ-like manner by:

1. Praising good behavior.
2. Changing the environment.
3. Re-direction of the child.
4. Quietly removing the child from the group to discuss the problem and a solution.
5. Some loss of privileges will occur for primary students demonstrating repeated inappropriate behavior.

DISRUPTIVE BEHAVIOR / FIGHTING

Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, harassment, or defiance of authority. Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight, or whether it is believed that a student acted in self-defense. This prohibition includes hitting, slapping, pulling hair, biting, scratching, or any other acts in which a student intentionally attempts to inflict bodily harm upon another person.

EMERGENCY DRILLS

Students are instructed early in the year concerning the procedures to follow in case of a fire, tornado, or other disaster. The teacher talks and walks through the procedure several times before it is actually practiced. Drills are practiced throughout the school year to ensure the safety of the child.

In the event of fire, children will be guided by staff to Emanuel Lutheran Church and kept there by staff until parents pick them up.

ENTRANCE REQUIREMENTS

Children enrolling in Emanuel Lutheran Preschool must be 3 years old by September 1. Children enrolling in Kindergarten must be 5 years old by September 1. Students must go through preschool screening in the spring unless other arrangements are made through the Director.

Emanuel Lutheran School will attempt to meet the needs of handicapped children who seek enrollment. We will seek the assistance of a qualified consultant before enrollment of a handicapped child. Before admittance, Emanuel Lutheran School shall obtain all vital information from the parent, the child's physician, and the school district, to provide special education services to the child.

In accepting children, the applications are considered in the following order:

1. Children of members and existing school families.
2. Applications from the community. These are considered in the order received.
3. When the session has reached capacity, further applicants will be placed on a waiting list and will be considered if an opening occurs.

Registration, health, and financial forms are obtained at registration or from the school office.

FINANCIAL POLICIES

REGISTRATION

The registration fee that accompanies each application covers the cost of administration and records. If parents decide not to enroll their child, the fee is not refunded.

TUITION

Emanuel Lutheran School is not operated for profit. Members of Emanuel Lutheran Church are charged a modest tuition. However, no member will be denied a Christian Education due to financial hardship.

Nonmembers of Emanuel Lutheran Church are charged tuition to cover part of the expense of educating their children. Tuition is payable by the year, month or by special arrangement. Please make tuition checks payable to Emanuel Lutheran School.

We are thankful that Emanuel Lutheran Church has supported a Christian Day School since 1867. The sacrifices our ancestors made are still a blessing to us today.

The cost to educate one K-8 student at Emanuel is in excess of \$4,000.00.

Congregational members are expected to support the total work and mission of the church through their gifts of time, talent, and money. When all of our families give a percentage of their blessings back to the Lord through their work and offerings, we are obeying the Lord and giving witness to our faith by helping to spread Christ's love to others. The expenses of the school, as well as all the other activities of nurture, outreach, and education that the congregation supports, are financed by these gifts and offerings.

The current fees and tuition are as follows:

REGISTRATION FEES - all students

Grades K-8 - \$125

Pre-Kindergarten - \$100

Late fee after June 1, 2009 - \$25 per child

MEMBER TUITION

Grades K-8 \$895 per child (\$795 if paid in full by September 1)

3-day Pre-K (4 year olds) \$575 per child (\$520 if paid in full by September 1)

2-day Pre-K (3 year olds) \$450 per child (\$405 if paid in full by September 1)

COMMUNITY MEMBER TUITION*

Grades K-8 \$2045 per child (\$1,815 if paid in full by September 1)
(second child \$1700 or \$1510 if paid by Sept. 1)

4 year-old Pre-K (3 days) \$825 per child (\$740 if paid in full by September 1)

3 year-old Pre-K (2 days) \$635 per child (\$575 if paid in full by September 1)

*Members of other LCMS congregations will receive a 5% discount on their K-8 tuition

TUITION ASSISTANCE

Tuition assistance is available to those families who show a need. To apply, pick up an assistance form at school or you can apply online at www.tuitionaid.com. If you would like more information on this process or would like a paper application please contact Mr. Scheele at school. Or contact TADS at 1-800-884-8237.

SPORTS FEE

\$30 per sport, per student (maximum of \$60 per student annually)

EMANUEL BUS FEES TO GREEN ISLE/PLATO AREAS

Grades K-8 \$695 annually /\$77 per month

(Your school district's reimbursement will be paid directly to you in summer.)

Pre-K3 one-way transportation (morning) \$140 per year / \$16 per month
(No district reimbursement available)

Pre-K4 one-way transportation (morning) \$210 per year / \$24 per month
(No district reimbursement available)

PAST DUE ACCOUNTS

All fees are to be paid by the 10th day of the month and are past due after 30 days. Unless a just cause is given in advance, a late fee of \$10 per month will be charged.

Report cards, diplomas, and transcripts will be held until all fees are paid in full or other arrangements are made.

LUNCH FEES AND PROCEDURES

Lunch tickets must be purchased before hot lunch will be served to your child. Three lunches may be eaten on credit. After these three lunches, students will receive a peanut butter sandwich and milk.

Students will purchase lunch tickets in the school office, and the secretary will give them to their teacher. Each day, the teacher will punch off the lunch on the ticket. The office will also keep a record of lunches purchased and eaten.

Notices will be sent home when a lunch card is nearly depleted.

Lunch fees for the 2009-2010 school year are \$1.90 a meal.

Any number of lunches may be pre-purchased. We encourage parents to buy a monthly card with 20 lunches on it for \$38.00 and a milk card for \$7.00.

When students graduate, they may return any unused lunch tickets for a refund.

Missing or misused school books

The replacement cost of any textbook showing above normal and/or excessive wear will be assessed. Students who have unreturned or misused library books will be assessed a fee of \$10 per hardcover and \$5 per paperback.

Report cards, diplomas, and transcripts will be held until these fees are paid.

HEALTH POLICY

All students entering Emanuel Lutheran Preschool are to go through Preschool Screening. Immunization records should be up-to-date.

If a child becomes ill in school, the teacher will notify parents or the designated person on the emergency procedure as listed on the application form.

Under certain circumstances, children must not be sent to school. This is for the health of your child as well as those children in the class. Please keep your child home if any of the following symptoms are present:

- a temperature
- diarrhea or vomiting
- rash
- discharge is present from the nose, eyes, and/or ears

Parents should exercise every caution and keep their child home should other unusual symptoms occur. A child must be free of persistent fever or diarrhea for twenty-four hours prior to returning to school, and no longer in the contagious stage of a communicable disease.

A doctor's note is required for a child to return in the case of an undiagnosed rash, skin lesion, running eyes, and for other potentially communicable diseases. If the child has been exposed to a contagious disease, he should be kept at home and the fact of his condition should be reported to the school. (Strep throat, pin worms, viral infections, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, etc. are among those conditions categorized as highly contagious). Parents will be notified if there is an out break of any highly contagious disease(s).

In the case of a medical emergency, the student will be transported to Ridgeview Medical Center by the local emergency unit for treatment if the school deems necessary. The child will be transported at the expense of the parent.

Immunizations

Minnesota state law requires parents of all students to present proof that all immunizations are up-to-date at the time of school admission. Students not meeting the minimum requirements will be excluded from school. Students can be exempt on the basis of religious objection, with a parent signature. The number of immunizations recommended at kindergarten entrance are:

- 5 DPT (Diphtheria-Pertussis-Tetanus)
- 4 Polio
- 1 MMR (Measles-Mumps-Rubella)
- 3 Hepatitis
- 1 Chicken Pox

HOLIDAYS AND SNOW DAYS

When possible, we follow Central's (District #108) schedule of holidays as well as their decisions on snow days. Because of the younger age of preschool children and the lack of bus service, we may, on occasion, feel it is not advisable to have school even if the public school is in session. We reserve the right to close pre-school at our discretion. In case of a blizzard during the day, children are to remain at Emanuel Lutheran until checked out by a responsible adult. Closings will be announced on **Radio Station WCCO (830 AM) as well as TV stations WCCO 4 and KARE 11** as "Emanuel-Hamburg or "Emanuel Lutheran-Hamburg ". However, because we have a number of students who live outside the Central School District, they may follow the decision of their home school district. Parents are always encouraged to use their discretion before sending children out in questionable weather or road conditions.

Occasionally, Emanuel may be closed when both Glencoe-Silver Lake and Sibley East school districts both close prior to the start of the Central bus routes. This will be announced as “**Emanuel – Hamburg.**”

HOME VISITS

Before the beginning of the school year, your child’s teacher will contact you to set up a home visit if you wish to do so. This gives the child and teacher an opportunity to become better acquainted and makes for a smoother transition from home to school.

WOLFGANG HOBERG MEMORIAL SCHOLARSHIP

A scholarship in memory of Wolfgang Hoberg is administered by our church's Board of Elders. This \$500 annual scholarship is awarded to the eighth grade graduate with the highest grade point average on a 4.0 scale in both their 7 and 8 grade years planning to attend Lutheran High School in Mayer, for the next school term. If two or more students have identical scores, the scholarship is divided and shared equally.

MEDICATION

Students who bring medications to school must have parent permission before the medications may be administered in school. This includes over-the-counter medications, and cough drops.

Medications must be brought in the original container and given to the teacher upon the student’s arrival at school. The teacher must administer the medication.

Pharmacists will provide an extra container if necessary.

MONTHLY NEWSLETTER

Monthly newsletters will inform you of upcoming events and topics to help familiarize you with materials your child will be encountering. This provides a good opportunity for you to communicate with your child about his/her school experience.

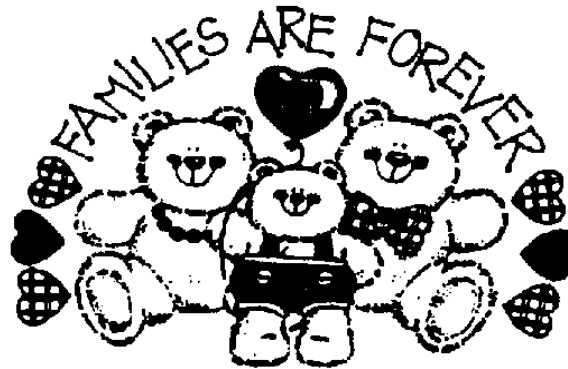
NONDISCRIMINATION POLICY

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

PARENT PARTICIPATION

You are invited and encouraged to participate in your child's school experience. This may include driving and helping on a field trip, helping with holiday parties, and/or acting as a resource person for some of our units. Parents are encouraged to visit the classroom during the school day. Please contact the teacher to arrange your visit.

During the year, there will be five PTL meetings. All parents are welcome.



PRESCHOOL AREAS OF STUDY

Listed below are some of the things that we will be working on during the coming year. Naturally, the child will be guided only as far as their skills and interests allow.

- 1: Become familiar with Bible stories and their application to Christian living.
- 2: Learn and participate in the singing of Christian and secular songs.
- 3: Learn table prayers and other prayers.
- 4: Become familiar with the principles of the Ten Commandments.
- 5: Know he/she is a special person, loved by Jesus.
- 6: Think of children and adults and his/her relationship to them.
- 7: Work on correct speech and pronunciation.
- 8: Spell and write first name.
- 9: Know his/her age.
- 10: Identify and match colors, shapes, and forms.
- 11: Become aware of our number system.
- 12: Become familiar with the alphabet and Nursery Rhymes.
- 13: Use fine motor skills to paint, glue, cut, and color.
- 14: Learn to listen and follow directions.
- 15: Participate in discussions and games.
- 16: Is polite and has self-control.
- 17: Handle responsibilities in the classroom.
- 18: Share toys and materials.
- 19: Participate in cooking activities.
- 20: Develop gross motor skills through activities in the gym and outside.

PURPOSE OF PRESCHOOL

Emanuel Lutheran Preschool is designed to provide a background of spiritual, social, mental and physical experiences that will benefit your child as he or she enters school.

At Emanuel, children receive a blend of secular and spiritual training that provides an opportunity for them to begin the process of learning and developing in a Christian environment.

We help each child develop Christian habits such as getting along with others, solving problems, learning and playing with a group, helping themselves, sharing with others, assuming small responsibilities, and making a more pleasant transition from home to school.

We hope that each child will learn to appreciate the wonders of God's creation and His great love in sending Jesus Christ as our Savior, to speak to God in prayer, and lead a Christian life.

PRESCHOOL SUPPLIES

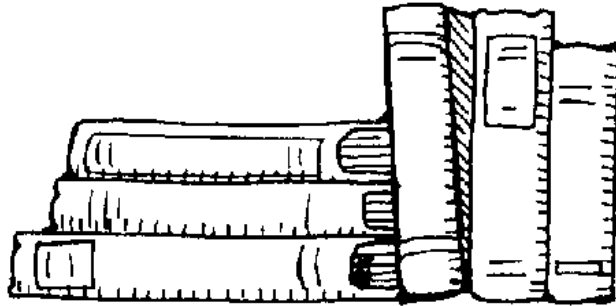
Preschool children need a school bag or backpack, and other supplies as listed on the supply list. Non-marking "tennis" shoes for the gym are required.

PRESCHOOL TRANSPORTATION

We may be able to furnish transportation one way. If your child will attend morning preschool, he/she may be provided transportation to school. We will be happy to help parents work out car-pool arrangements. Children should not be brought to school earlier than ten (10) minutes before class time, and they should be picked up promptly at the close of the day. Often if the parent is late the child fears he/she has been left. Children must be brought to and picked up from the classroom door. If someone other than the parent is to pick up the child, the teacher **MUST** be notified in writing or by phoning the school office.

PRESCHOOL CONFERENCES

Grades are not given at preschool. However, progress reports are sent home in the Spring. An April conference is scheduled to discuss your child's progress. Information will be sent to parents concerning times of the conference. Parents are urged to arrange a conference at any time to discuss concerns or needs of your child.



PRIMARY ROOM SUPPLIES

Primary room students will receive a supply list prior to the beginning of the school year.

PRIMARY ROOM CONFERENCES

A quarterly progress report is sent home to keep you informed of your child's progress throughout the school year. Two conference times will be scheduled (after first and second quarters). You will receive information regarding conference times.

PRIMARY ROOM TRANSPORTATION

Bus service is provided for students living within District 108. Emanuel also provides bus transportation to the Green Isle and Plato areas for a modest fee. For other students there are various carpool opportunities. The teacher should be made aware of the usual mode of transportation for your child. **If your child will be going home another way, the teacher must be notified in writing or by phoning the school office.**

PURPOSE OF MULTI-AGE EDUCATION

Multi-age education is the practice of teaching children of different ages and ability levels together, without dividing them into steps labeled by grade designations. Children move from easier to more difficult material at their own pace, making continuous progress. Materials are geared toward hands-on learning.

Students are grouped according to achievement in some subjects, such as math and reading. Other subjects result in different groupings. At different times students work independently, in pairs, and in large and small groups.

There are many benefits of a multi-age classroom, such as:

- Because there is a wide range of abilities, the multi-age class lends itself to a cooperative spirit. Students are more accepting of the uniqueness of themselves and others.

- There are more opportunities for students to work at their own level. An advanced first grader simply works at a higher level; a slow third grader works at a lower level.
- Younger students learn from older students; older students, because they're "teaching," reinforce their own learning.

Older students get to be models and leaders, which enhances their self-esteem.

SNACKS

A daily snack break is scheduled. Milk (chocolate or white) and orange juice are available to the students. Students take turns bringing snacks for the class. A snack schedule will be provided.

THRIVENT MATCHING FUNDS

Members of Thrivent Financial for Lutherans have the opportunity to have financial gifts to the school matched. It is not uncommon to receive gift match checks from Thrivent for over \$50,000 in a year. This is "free money". Parents are strongly encouraged to take advantage of these programs which pay for textbooks and educational materials for their children. **Call the school office for more information.**

TOYS

Because at times toys can become a distraction and disrupt the learning process, or on rare occasions, be broken, they will not be allowed at school. Toys may be brought for show and tell but they must remain in book bags or be in the teacher's possession.

WEAPONS POLICY

Students are forbidden to possess any instrument that is considered a weapon. Weapons include but are not limited to: any firearm whether loaded or unloaded; replica firearms or B-B guns; knives; any device or instrument designed as a weapon that could produce bodily harm; any explosive, rocket, mine or similar device.