

# Family Handbook

## 2025-26



**ATONEMENT LUTHERAN SCHOOL**  
**6500 Riverside Drive, Metairie, LA 70003**  
**504-887-0225 / [www.alcs.org](http://www.alcs.org)**

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## **PREFACE**

This handbook presents the purpose, philosophy, and objectives of Atonement Lutheran School. It also includes much information on the daily procedures in effect for the school year.

Parents are expected to read the handbook carefully and to retain it for reference during the school year. The support of parents is vital to the child and teacher. Therefore, it is imperative that the expectations and guidelines set forth in the handbook be followed.

While every effort has been made to cover most aspects related to school operations, no handbook can cover all of the complexities of a total school program. You are requested to direct your questions to the school principal if you have questions or need further information on any topic or subject.

## **LUTHERAN SCHOOLS**

The elementary schools of the Lutheran Church-Missouri Synod date back to the decade between 1830 and 1840, when several Lutheran congregations were organized in Midwestern states and established Christian day schools for their children. The first of these schools is older than the public schools in most states. Lutheran schools are not in competition with public schools. The Lutheran School System is an integral part of the American educational scene.

Atonement is one of approximately 2080 Lutheran schools (preschool – high school) within the Lutheran Church-Missouri Synod. Approximately 200,000 students are enrolled in these schools. Many of the teachers have received their educational training in Lutheran colleges. We also have many fine teachers who are graduates of other colleges and universities.

Atonement is located within the Southern District of the Lutheran Church- Missouri Synod. There are presently 10 schools in our district offering Christian education in kindergarten and the elementary grades, many of those offering a preschool. In addition, Lutheran High School of New Orleans offers a secondary program and is in Metairie.

## **MISSION STATEMENT**

Atonement Lutheran School functions as an arm of the Atonement community of faith to demonstrate God's love in Christ so that children, parents, faculty/staff, and congregational members grow as persons and as Christian disciples. The school's ministry and emphasis shall be to give witness to faith in Christ as the source of wholeness for life today and for eternity. Atonement seeks to be a distinctive Lutheran School program through:

- providing learning that is Christ-centered
- demonstrating a concern for the whole child through the curriculum and program
- offering quality academic training in all areas of instruction
- serving a diversity of educational needs
- instilling responsible citizenship traits and values
- celebrating the specialness and value of each child as a gift of God
- modeling the faith at school and in the community
- embracing an atmosphere of family and caring

- offering a variety of service opportunities along with developing a spirit of mission to proclaim the Gospel
- making a difference in the lives of people

## **CREDO/PHILOSOPHY**

- We believe that Christian education is a very important part of God's command to the Church as offered in the Great Commission in Matthew 28:19-20. "Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age."
- We believe that the purpose of Christian education is to teach the Christian faith through instruction in God's Word and to learn to live a committed life of love and service of God and our fellow man. While born in sin and by nature separated from God, God offers His forgiveness through Jesus Christ that we might live eternally.
- We believe that effective education is carried on through quality and up-to-date educational programs that relate the Christian faith to every part of life.
- We believe that the uniqueness of Christian education rests in this:
  - Christian education views the pupil through the loving eyes of Jesus;
  - Christian education has the Father's concern that man develop into a complete person - Spiritually, mentally, emotionally, socially, and physically;
  - Christian education is powered by the Spirit for accomplishing its purposes
- We believe that the Lutheran school's uniqueness lies in:
  - Adequate time for Christian instruction;
  - The impact of professional teachers who are Christians;
  - The fact that Christ is operating in and with us as a school;
  - "For where two or three are gathered in my name, there am I in the midst of them." (Matt 18:20)
  - The fact that the Lutheran school tries to meet the learner's complete educational needs.
- We believe that a Christian educational program is one where each subject is taught from a Spiritual point of view; and as such will be more successful in leading to a vital Christian life than any other agency-other than the Christian home.
- We believe that the home is most important in the task of total Christian education and that it should be equipped for its role in Christian education by the church and school. The Christian school must be supported by the Christian home.
- The preschool, while inclusive in the above stated philosophy, has further age-appropriate philosophic and purpose elements listed in the Preschool addendum.

## **OBJECTIVES OF CHRISTIAN EDUCATION**

- The objective of Christian education is that everyone through the Word and Spirit:
  - Know God and His seeking and forgiving love in Christ, and respond in faith and love;

- Identify themselves as a forgiven child of God, a member of Christ's body, and recognize themselves as a saint and sinner; and as such grow in self-understanding and self-acceptance, express his love through service to fellow human beings and relate responsibly to His whole creation.
  - Live in Christian hope;
  - Realize and understand that Christian education is an integral part of everything the church is and does-the Church's mission.
- Christian education is concerned with everyone, all ages, all races, all classes.
  - Christian education recognizes God's love for man through His Word and Holy Spirit.
  - Christian education is concerned with each person realizing that they are a child of God and, as a member of the Body of Christ and the Christian church on earth, indicating that Christian education is not an individual thing but involves participation of and with the whole church.
  - Christian education is concerned with teaching persons to express their love through acts of service to others throughout the world.

## **PRIVACY POLICY**

Atonement Lutheran Church and School is committed to protecting the privacy of information that you provide to us through our website ([www.alcs.org](http://www.alcs.org)) and through Sycamore Education. This Privacy Policy outlines what we collect and how we may use the information we collect when you visit the ALCS or Sycamore Education websites. Questions about the ALCS or Sycamore Education websites should be directed to [schooloffice@alcs.org](mailto:schooloffice@alcs.org).

### **Credits**

The ALCS website was created by Church 360 Unite. We are appreciative of all photos, videos and content on this website. All photos used with permission. Unless noted, all logos, text and images on this site are property of ALCS and may not be used without our express written permission.

### **Respecting Your Privacy and Personal Information**

ALCS respects the privacy of every individual who accesses our website. ALCS does not sell, rent, give away or loan your personally identifiable information to any third parties (other than agents, contractors or service providers of ALCS) unless we have your (or your parent's or guardian's) consent or are required by subpoena, court order or legal process to do so. We maintain appropriate security measures to protect against the loss, misuse and alteration of the personally identifiable information under our control. Personally identifiable information we may collect if you provide it includes your name, date of birth, phone number, email address, physical address, bank account information, credit card information or any combination of information that could be used to identify you.

### **Where and How We Might Collect Information**

- Information you provide to us

Whenever you use the ALCS website to request admission information or make a gift or donation your personal information may be requested. This information is used to obtain payment and/or to fulfill the requirements of your request.

- Information gathered automatically

Unless you take steps to browse the Internet anonymously, ALCS can track web browsing patterns of website visitors when you log on to the ALCS website. The information we collect is based on your Internet Protocol ("IP") address and is not linked to your specific email address in any of the reports or other material compiled by ALCS. Your IP address is a series of numbers that identifies the location of each computer or network. The information we gather may include the browser type, the date and time of the request, average time spent on the website, pages viewed and any inquiries that you may have made. We do not associate your IP address and web usage data with any other information held by ALCS that can specifically identify you unless required to do so by law.

### **Cookies**

Cookies are pieces of information that a website transfers to your computer's hard disk for record-keeping purposes. Cookies by themselves do not personally identify users, only the user's computer. Most browsers are initially set up to accept cookies. You can set your browser to refuse cookies; however, you may not be able to take full advantage of some aspects of the ALCS site.

### **Why We Collect Your Information**

Our primary purpose in collecting information is to provide services and information to you. We may use information that you provide about yourself to fulfill requests for products, programs and services and to respond to inquiries about our offerings.

### **Disclosure of Information**

- ALCS may disclose personally identifiable information to respond to legal requirements and enforce our school rules and policies. Such information will be disclosed in accordance with applicable laws and regulations.
- We may also share personally identifiable information with agents, contractors and/or service providers for ALCS who assist with our operations (e.g., the service provider that handles fulfillment of credit card purchases made via the ALCS or Sycamore websites);
- Law enforcement or other governmental officials, in response to a verified request relating to an investigation or alleged illegal activity;
- Third parties that provide a valid subpoena or court order; or
- Third parties as requested or authorized by you (or your parent or guardian).

### **External Links**

Our website offers links to other sites that are not owned or affiliated with ALCS. These sites have their own security policies, terms of use and privacy policies. If you choose to visit one of these websites, you should review the policies of that particular site. ALCS is not responsible for the privacy practices or the content of such websites.

### **Updating Your Personal Information**

If you wish to access or update your information, please contact Kelsey Schlund at [schooloffice@alcs.org](mailto:schooloffice@alcs.org). Families can update information on their own through Sycamore.

### **Policy Changes**

ALCS reserves the right, in its sole discretion, to change this Privacy Policy in whole or in part, at any time. We will post substantive changes to the Privacy Policy 30 days before they take effect. Your continued use of the

website after any changes to the Privacy Policy have been become effective will be considered acceptance of those changes. When we make changes, we will also revise the "last modified" date at the top of the Privacy Policy page. We encourage you to review this Privacy Policy periodically.

### **Images**

Atonement occasionally posts images on the website or on social media sites of constituents – in particular, alumni and current students. ALCS keeps parental/guardian permissions on file for usage of student photos under 18. Students can be identified by name. We will honor all requests by users who wish to have images of themselves removed from the website or social media sites. To make such a request, please contact [schooloffice@alcs.org](mailto:schooloffice@alcs.org).

### **Contact Us**

If you have questions regarding the Privacy Policy or the website, please e-mail us at [schooloffice@alcs.org](mailto:schooloffice@alcs.org).

### **PARENTAL RESPONSIBILITY**

The most important influence in a child's life comes from the example of parents and the training they give the child from birth. God promises to bless such training. "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

The responsibility for Christian development lies with parents and it is their sacred duty to comply with God's command in the best manner possible. "Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6:4)

### **ABUSE AND NEGLECT**

ANY suspected abuse and/or neglect of a child in a childcare center must be reported to the local Child Protection Agency in accordance with LA R.S. 14:403. Louisiana Child Protection Agency 1-855-452-5437.

### **ADMINISTRATION**

Atonement Lutheran School is owned and operated by Atonement Lutheran Church. Final authority in the control of the school rests with the Voters' Assembly of Atonement Lutheran Church.

To carry out the purpose and philosophy of the school, the Voters' Assembly delegates responsibility for operation of the school to the principal in consultation of the school board under the authority of Pastor and the Board of Directors.

The congregation through the Voters' Assembly also calls teachers and a principal. The principal is responsible for administering the approved policies of the school. The principal, with help from the faculty, suggests changes in policies, curriculum, and facilities for the improvement and welfare of the school and its ministry of Christian education. The principal is the primary contact person for faculty, parents, and the public in all areas of school operations.

### **TEACHER QUALIFICATIONS**

Some of Atonement teachers are graduates of a Lutheran College/University. All teachers hold at least a bachelor's degree in education. Some teachers also have advanced degrees beyond the bachelor's degree. Along

with additional college coursework, teachers are encouraged to sharpen their teaching skills by participating in continuing education workshops and conferences. Teachers possess certification in the State of Louisiana while many also hold certification in other states. Atonement is recognized as an approved school by the State of Louisiana.

### **NONDISCRIMINATORY POLICY**

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

### **AGE REQUIREMENTS**

Students entering PK3 must be three years of age by September 30<sup>th</sup> and toilet trained. PK4 must be 4 years old by September 30<sup>th</sup>.

Students must be five years old on or before September 30<sup>th</sup> for admission to Kindergarten and six years old on or before September 30<sup>th</sup> for admission to First Grade. A copy of the child's birth certificate must be presented to the school office at the time of enrollment.

### **ENROLLMENT GUIDELINES**

Atonement Lutheran has made a strong commitment to provide a Christian Day School experience for its members. It is also a goal to serve others in so far as space within approved class sizes allow after Atonement children have been accommodated. Space limitations and the ability of the school to adequately meet the needs of a child may cause us to deny admission. Therefore, priority for enrollment will be given on the following basis:

1. Children of families holding membership at Atonement and those students currently enrolled at Atonement.
2. Siblings of non-member students currently enrolled at Atonement.
3. Children of families not holding membership in Atonement Lutheran Church.

Applications must be renewed on an annual basis. Generally, the primary enrollment time-period for students currently enrolled and those holding membership at Atonement shall be from December 2nd - January 15th. Atonement Lutheran is not bound to provide space to current Atonement families if they choose to enroll after this time.

All applications are screened for proper grade placement. Atonement reserves the right to refuse admission of an applicant or readmission of a student. ***A student may be enrolled on a probationary basis at the discretion of school administration.***

The class size goal has been set for the various levels (for the preschool, please see the Preschool addendum). At the Kindergarten level our maximum is 24 students per class (with a full-time aid). Grades 1-5 the maximum is 27 students; grades 6-7 the maximum is 30 students.



You are our best marketing tool and we appreciate referrals. If you refer a family and they successfully enroll at Atonement, you are eligible for a tuition credit of \$100. To receive the credit, a written or emailed letter to the school office indicating that your family is responsible for the referral is required within the 1<sup>st</sup> quarter of the same school year.

### **CLASSROOM PLACEMENT POLICY**

For preschool classes/grades with more than one section, classroom placement is made by faculty and administration based on items such as (as appropriate):

- Achievement score balance
- Learning style of student as matched with future teacher
- Peer relationships
- Administrator's personal knowledge of child/child's family with respect to personality and interpersonal relationships
- Balancing behavioral issues
- Male – female ratio of classes
- Balance of returning/new students

The final decision of classroom placement rests with the faculty/school administration. Parents who have questions may contact the principal/director.

### **TRANSFER PROCEDURES**

Any student transferring into Atonement Lutheran School from another school is required to present:

- a health-record
- birth certificate
- report card from the student's previous school

Students transferring out of Atonement Lutheran School during the school year are requested to provide a two-week notice to the school office prior to the expected date of transfer. This period-of-time is needed to provide for proper accounting of tuition. For the preschool, please see the Preschool Parent Handbook.

### **CURRICULUM**

Atonement curriculum is Christ-centered with the Bible as the prime guide for instruction. Religion is taught not only in a structured course of study but as the fountain and foundation of true knowledge and wisdom and as the permeating influence in all learning and in all disciplinary and administrative matters. The overall curriculum and course of studies of Atonement Lutheran School comply with the standards of the State of Louisiana and Atonement's Board of Christian Education.

## **EXCEPTIONAL NEEDS POLICY**

Atonement does not offer a “learning center” to provide services/accommodations (including 504, IEP, etc.) for students with exceptional needs (i.e., dyslexia, ADHD, processing, etc.). On a case-by-case basis, some accommodations, within reason given a classroom setting MAY be made but only if there has been a professional diagnosis with a written report featuring recommendations. The following will also be required: a mandatory parent/teacher conference with a contract developed between both the teacher and parents outlining the plan for any potential accommodation, including outside therapy/tutorial resources as needed. In some cases, the school may utilize volunteer services according to the contract when available, but this cannot be guaranteed.

## **SCHOOL HOURS**

School hours are from 8:25am to 3:30pm for all students (Half day Preschool dismisses at 11:45am). Classrooms are open from 8:10am to 3:30pm. Students who arrive at school before 8:10am will be expected to check-in as part of the Extended Day Care program. It is expected that students be picked up from school no later than 3:45pm unless participating in a school-sponsored extracurricular activity. Any student not picked up by 3:45pm is expected to immediately report to the Extended Day Care program. No student may leave the school grounds individually or with anyone other than those designated on the approved pick-up list unless written notification is given by the parent/guardian and is file in the school office.

## **ILLNESS POLICY**

- Report any exposure your child has to a communicable disease within 24 hours of exposure.
- A child who is ill will not be able to receive the one-on-one care he/she requires. The school reserves the right to call the parent/authorized pickup person to pickup the student when the child is not able to participate in the regular setting of the school day.
- Please refer to the guidelines suggested below for routine questions regarding symptoms. **If you are not sure** of what the symptoms might indicate, **please call your child’s health professional** for an appointment and/or more accurate information. It is crucial to know whether the other children in the school are at risk for infection, so we can take the necessary measures to inform other parents of potential changes in their children’s overall health status. **The school reserves the right to call the parent/authorized pick-up person to pick-up the student when the child is not able to participate in the regular setting of the school day.**

Illness/Infection Symptom	Should child/staff stay home?	When can child/staff come back?
Chicken Pox	YES	When all the blisters/pox have scabbed over
Cold	NO (without fever) YES (with fever)	Refer to Fever
Covid- 19	YES	After 5 days, symptom free. Close contacts remain in school if symptom free.
Coxsackie (hand, mouth, and foot disease)	NO	When student is cleared by a doctor.
Diarrhea (two or more stools or over and above what is normal for child)	YES	Diarrhea is resolved.
Ear Infection	NO (with doctors’ diagnosis)	Refer to Fever

	YES (with fever)	
Fever of unknown origin (100 degrees F oral or 101 rectal or higher) and some behavioral signs of illness	YES	Free of fever for 24 hours and fever reducing medications have not been given in the past 8 hours or on prescribed medication for 24 hrs.
Fifth Disease	NO (without fever) YES (with fever)	Refer to Fever
Giardia	YES	When diarrhea subsides or cleared by a doctor
Hib disease	YES	Well and proof of non-carriage or cleared by Physician.
Hepatitis A	YES	One week after illness started and fever is resolved
AIDS (or HIV infection)	YES	Until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician chosen by the child's parent or guardian and the Director.
Impetigo	YES	When treatment has begun
Lice/Nits	YES	After one (1) treatment has been given and is nit free
Meningococcal disease	YES	Well and proof of non-carriage (Neisseria meningitis)
Pink Eye	YES	24 hours after treatment has begun
Undiagnosed generalized rash	YES	Well or cleared by child's physician as non-contagious
Ring Worm	No (keep area covered)	
Roseola	YES (with fever)	See fever
Rota virus	YES	24 hours after treatment has begun and fever free
Severe Cold (with fever, sneezing, and nose drainage)	YES	Refer to fever
Thrush	NO (should seek treatment)	
Vomiting	YES	Vomiting resolved

## **MEDICATION**

It is our policy that the giving of medicine to children during school hours be discouraged and restricted to necessary medication that cannot be given on an alternate dose schedule. When prescribed medicine is to be administered by the school, the medicine in question should be dated, kept in the original container labeled by a pharmacist and include the following:

- Child's first and last names
- The date the prescription was filled
- The name of the physician who wrote the prescription
- The medication's expiration date
- Specific, legible instructions for administration, storage and disposal
- In addition, the parent must fill out a medication form in order for medication to be administered.

Over-the counter medications brought by the parent shall be dated, kept in the original container and include the following:

- The date
- The child's first and last names
- The medication's expiration date
- Specific, legible instructions for administration, storage and disposal
- In addition, the parent must fill out a medication form in order for medication to be administered.

Authorized staff will administer the medication provided the above conditions have been met. Medications that require special interventions or apparatus will not be administered by school personnel. Teachers are to be informed if a child is taking any kind of medication that may affect or alter behavior.

### **MEDICATION FORM ANNOUNCEMENT/PROCEDURE FOR MEDICINE DISTRIBUTION**

Any parent desiring to have their child/ren take “over the counter” or prescription medicine will fill out the corresponding form in the preschool (for preschool students) and elementary (Kindergarten-Grade 8 students).

**For those parents who have medicine in the elementary and/or preschool office from previous years, you will need to file the form(s) as listed above in order for (a) child/ren to take these medicines. There will be no exceptions. The medication policy, the “over the counter” form, and the prescribed medicine form can be downloaded from the sycamore home page.**

The forms are also available at the preschool and main school office.

WE RESERVE THE RIGHT TO ASK FOR A SECOND DOCTOR’S OPINION.

### **IMMUNIZATION REQUIREMENTS**

In order to protect the welfare of the students and others, it is expected that all students be properly immunized as required by the state of Louisiana. Each student shall have an updated immunization record on file at school. Any student who is not in full compliance with state standards will be expected to obtain the necessary vaccinations. Any student not complying after notification must be suspended from school until such time that full compliance is realized.

### **ATTENDANCE AND TARDINESS**

Punctual and regular attendance is very important to good school performance. Daily attendance and punctuality are recorded along with church and Sunday school attendance. A certificate is awarded at the end of the year to students who were not absent from school or missed less than four days during the entire year.

Tardiness and/or excessive absence can be very disruptive to the class.

- A written doctor’s note must be provided to the school office for any absence to be excused.
- Absent students will be held responsible for work missed and any incomplete work not cleared by report card time will result in an incomplete report card.
- Doctor appointments, shopping, and vacations should be scheduled for non-school hours.
- Five tardies are counted as one day of absence for school attendance award purposes.

Students are required by the State of Louisiana to attend a minimum of 163 days of school per year. Parents should call the school office if a child is absent from school.

- Please call or email the school office by 8:25am (504-887-0225; schooloffice@alcs.org)
- School office personnel will attempt, as time permits, to call any family not reporting their child to be absent from school.

- Students who have not attended a minimum of 163 days must present a signed doctor/medical excuse form(s).
- Students not presenting such a form will be required to attend 15 hours of summer tutoring in a subject to be determined by the classroom teacher. This tutoring is to be performed by a Louisiana certified teacher.

#### **Tardies:**

- A tardy is assigned to any student not in his/her classroom from 8:25am (bell) – 9:00am.
- More than three (3) tardies per quarter results in a morning detention (7:40-8:10am) with other potential consequences for habitual/chronic tardiness.

#### **Absences:**

- Half day absence marked for student check in after 9:00am.
- Half day absence marked for student check out prior to 3:00pm.
- Full day absence marked for student check in after 12:00pm.
- Full day absence marked for student check out prior to 12:00pm.

Parents or designated adults should sign-in any late student(s). Please try to pick up children no earlier than dismissal time. Leaving earlier creates a disruption and a loss of valuable learning time. If you desire to pick up your child before dismissal time, proceed to the front office for checkout. Office personnel will call your child from class, and he/she will meet you in the lobby. A preschool staff member will walk any preschooler to the lobby for early dismissal.

### **EXTENDED ABSENCES ASSIGNMENT POLICY**

#### **TEACHERS ARE NOT REQUIRED TO PROVIDE PARENTS WITH ASSIGNMENTS IF STUDENTS GO ON VACATION DURING SCHOOL TIME.**

- If a teacher chooses to provide assignments, the teacher reserves the right to designate the due date for the assignment(s).
- Providing assignments during vacation time on the part of one teacher is not binding for any and/or other ALS teachers.
- Students participating in school approved activities which necessitate their being away from school shall be present and shall be given the opportunity for makeup work.
- Parents may plan to pick up assignments (after **3:30pm**) for extended absences (illness, family emergencies, etc.) with the homeroom teacher.

### **PUPIL PROGRESS REPORTS**

Pupil report cards are issued quarterly, four times a school year for Kindergarten – Grade 7 except for the case of past due tuition/fees. The semester grades are recorded as part of the child's permanent cumulative record. Every attempt is made to evaluate and report each child's progress according to his gifts and abilities. Grades are regularly updated through Sycamore. Report cards will be sent home electronically at the end of each quarter. Preschool will send home semester progress reports twice during the year.

**Grade Score Key:**

A = 94 -100	(Excellent)	E = Excellent
B = 86 -93	(Good)	G = Good
C = 77 -85	(Average)	S = Satisfactory
D = 70 -76	(Poor)	NI = Needs Improvement
F = Below 70	(Failure)	U - Unsatisfactory

The “E, G, S, NI and U” key is used on the kindergarten progress report card and in selected subjects at other grade levels. Art, Handwriting, Foreign Language, Music, PE and Technology (exception: Grades 6-7 receive grade), are marked in this manner. Exception: Grades 6th-7th receive a letter grade.

**SAFETY**

Fire drills are conducted on a regular basis. Likewise, tornado/severe weather drills and lockdown are conducted. The purpose of these drills is to prepare students, faculty, and staff to cope with any emergency.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held twice per year. While pupil progress and achievement will be discussed at these conferences, we do not want to limit the conference just to academics. You, the parent, are a vital person in the conference. Therefore, we encourage you to share your observations and concerns. We want to engender a spirit of openness and trust. Additional conferences may be set up on the initiative of either parent or teacher. Parent-teacher conferences are subject to suspension in the case of past due tuition/fees.

**SCHOOLWORK AND ASSIGNMENTS**

An important aspect of any elementary educational program is to have students develop good study habits and to develop a sense of responsibility. One method of achieving these ends is through the assigning of homework. Students attending Atonement may expect to receive homework assignments commensurate to the grade level and to their individual abilities. Teachers at the various grade levels have adopted specific procedures for the handling of incomplete homework. These guidelines are shared with parents by the child's teacher(s).

Parents are urged to provide a proper setting and schedule for the child to complete the homework. However, this does not mean that parents are to do the child's homework. Parents are encouraged to consult with the child's teacher if the child consistently requires more than approximately 2 hours a night at the Grades 5-7 level, approximately 1 hour at the Grades 3 & 4 level, and approximately a half-hour for Grades 1-2. If the child does not have any homework, we strongly encourage that the child allocate time for reading a book or other learning activity.

**HONOR ROLL**

In order to provide a departmental approach to Honor Roll, honor roll will be calculated for Grades 3-7 using the following breakdowns: Grades 3-5 will use the following core subjects to determine Honor Roll Recognition: Math, Science, Social Studies, Religion, Language Arts, Reading, Spelling. Grades 6-7 will use the following core subjects to determine Honor Roll recognition: Math, Science, Social Studies, Religion, Language Arts, Reading, PE, Foreign Language, Music, Art, and Technology. PE, Foreign Language, Music, Art and Technology will be weighted as .25 credits as opposed to a whole credit for the other core subjects.

Numerical honor roll percentages will not be rounded up; for the purposes of honor roll computation.

Gold Honor Roll = 96-100  
Silver Honor Roll = 91-95  
Bronze Honor Roll = 86-90  
(A=4.0, B=3.0, C=2.0)

Concerning the actual reporting procedure involved:

- Honor Roll students will be recognized quarterly with a listing in the Wednesday Word and will be acknowledged in chapel.
- Certificates are awarded at the end of the first and second semesters for Honor Roll in an Honor Roll ceremony
- A "D" grade indicates low performance and disqualifies the student from Honor Roll.

## **AWARDS AND HONORS**

Awards and honors will be presented on the last day of school to those children who have a good school attendance record (see next paragraph), to those who have a good church attendance record (see next paragraph), and to those who have shown by their ability and work an "A" or "B" average (see page 10) during the year. We also have awards and certificates to recognize athletic participation.

At the end of the school year, those students who have missed fewer than four (4) days are awarded a certificate. Those students who have missed less than five (5) weekends of church attendance will be awarded a certificate.

Two special awards are given to selected students in the 7<sup>th</sup> grade graduating class. The first of these awards is for Academic Achievement. To qualify for this award a student must be the highest academic performer in his class. The decision is based on the semester grades according to the honor roll criteria as stated previously. The second award is called the A L S Award. Coming from the initials of the school, ALS also stands for Achievement, Leadership, and Service. This award is presented by the faculty after a decision in regular meeting by nomination and vote. To be nominated, the student must display these three qualities to a degree of excellence during the eighth-grade year. To win, most of the faculty must feel the student is outstanding among those nominated. Names of those nominated are not disclosed.

We may also participate in various other Awards programs as might be available.

## **FAMILY VISITS**

Teachers at the Preschool through Grade 7 offer some type of family visitations at school prior to the start of the term in late July or early August. A primary purpose of these visits is to strengthen teacher and parent support and communications.

An orientation/social will be conducted for all 6<sup>th</sup> graders and new 7<sup>th</sup> graders before the start of the school year to acclimate them to lockers, changing classes, and new teachers.

## **COMMUNICATION**

Communication is a key element in the educational process. Atonement pledges to effectively communicate your child's school progress and to keep you informed about school events and activities. Cooperative effort is

essential between parents and teachers.

To maintain a harmonious relationship, it is imperative that parents and teachers work together closely and diligently. **Special consideration should be given to guard against needless conflict.** The following is the protocol for dealing with communication about your child:

1. If you, as a parent, feel that a teacher has not handled a situation properly or if you have questions about an issue, it is your responsibility for directly communicating with the teacher first. Set an appointment with them. Sit down and talk, face-to-face. This procedure is in keeping with the Scriptural directive outlined in Matthew 18:15-17.
2. If the matter cannot be resolved satisfactorily, the principal should be consulted.
3. If you feel the principal has not resolved your issue, you may write a letter to the Chairman of the Board of Christian Education.

We need to remember that discord and hurt develop when the situation is discussed with people who do not have the ability or authority to resolve the problem. Please make every attempt to follow the protocol above and set the example for our children. Let us remember that we are working together for the benefit of Christ's little ones! We should make it a point to regularly pray for each other and to remember that we serve our God, not ourselves.

### **CANCELLATION OF CLASSES, SCHOOL CLOSING**

It is Atonement's policy to cancel school classes or close school when Jefferson Parish Public Schools do so for weather conditions (storms, flood, and extreme cold) or other problems that may affect the community in general. This applies to cancellation of classes before the school day begins and cancellation (early dismissal) after the school day begins. If an official announcement is made about Jefferson Parish Schools closing, you know that Atonement also closes. Reopening may occur prior to the Jefferson Parish Public School System.

### **WEEKLY NEWSLETTER**

Atonement publishes the "Wednesday Word" via email each week. The newsletter includes the calendar of coming week's activities (particularly after-school events, meetings, athletic games, etc.) as well as items of school information and interest. Parents are encouraged to look for the newsletter EACH week and seek to keep informed about Atonement's programs and activities. Watch for periodic emails from both church and school and check the website ([www.alcs.org](http://www.alcs.org)) frequently for updated on the happenings at Atonement.

### **PARENT-TEACHER LEAGUE (PTL)**

Designed to aid parents and teachers work more effectively in the matter of Christian education, the Atonement Parent-Teacher League meets regularly as announced in the Wednesday Word. Informative programs are presented at these meetings.

The PTL is a major element at Atonement. Your regular participation is encouraged.

There is an annual due of \$25.00 per child meaning that all parents are members of the PTL. This non-refundable fee is due on or before August 1. These funds help to pay for meeting refreshments, principal and teacher appreciation week activities, movie nights, etc.



Funds are also raised for various school projects under the PTL sponsorship. These include but are not limited to book fair, etc.

Social activities may be hosted by the PTL to provide an informal and relaxed opportunity to get to know each other better. Your participation in regular meetings and in the social activities is encouraged.

The PTL regular meeting dates are usually in September and January.

## **PARKING/SCHOOL HOURS**

The west parking lot (office building side of the campus) is available for parking during school hours. The gate at the west entrance will be left open during school hours. A chain (or cones) may be installed at the end of the west lot (I-10) side to prevent cars from driving all the way around to the main east lot near the gym and preschool during school hours. The gate on the main east lot will be closed from 8:25am until 2:30pm. The east gate will only be open for arrival, dismissal, and major events in the gym including chapel.

Both gates will be open from 7:00 – 8:25am and 2:30pm. – 3:45pm (or later depending upon parking lot usage)  
– The main west gate is open from 7:00am – 6:00pm.

Half-day preschool students will be picked up by parents parking in the west lot and walking through the school building, proceeding on the north walkway to the preschool building. Preschool students must always be escorted to and from the preschool building. Please see the Preschool addendum for additional preschool parking information.

Those faculty and staff members not needing to leave the parking lot during the school day will park along the south side of the campus along the I-10 fence.

Visitors and others (aides, office helpers, weekday Bible class members, parents visiting the school) will enter at the west entrance, sign in at the school office. Upon departure they should sign out.

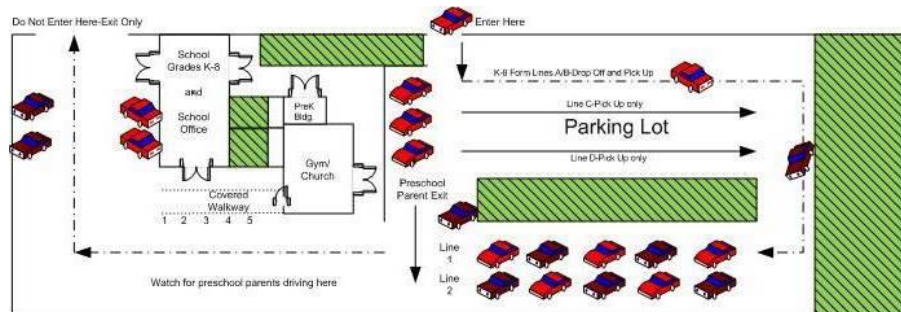
Extended Day Care drop off and pick-up of students should be done by parking in the west lot.

We will appreciate the cooperation of everyone and strict adherence to parking lot rules during school hours.

## **TRANSPORTATION**

- The drivers of cars and/or carpools are responsible to see that their respective child/ren is/are picked up no later than 3:45pm or dropped off no earlier than 8:10am.
- All students in cars should be properly restrained in either a seat belt, booster seat, or car seat according to Louisiana State guidelines (LA RS 32:295). Students under the age of 13 cannot sit in the front seat.
- K-Gr.7 drivers who do not have preschool students should line up in a double parallel line along the periphery drive of the parking lot with their name cards posted in their windshield. Name cards are necessary only for dismissal pickup.

- There are five (5) unloading/loading stations located along the covered walkway along the south drive (I-10) of the campus.
- Members of the school safety patrol assist students at both arrival and dismissal times.
- Preschool parents must park in the main east lot and walk their child/ren into and out of the school/preschool building to sign in and out.
- Siblings of preschool students may be picked up at the preschool building. When exiting, preschool parents will be allowed to pull around the K-Gr. 7 carpool line.
- Never attempt to exit the main east lot at arrival/dismissal times. All cars are to pull around the south side (I-10) and exit through the west lot.
- Please review the map below that explains the carpool system.
  - Number 1 Rule – NO CELL PHONES IN CARPOOL!
  - Carpool entrance is only allowed via the east entrance. No exiting during carpool. Exit is always via the west entrance.
  - Do not bring your child to school and drop them off via the west entrance.
  - Preschool parents must park and walk their children into the preschool building.
  - If you have a preschooler and an older child, they can walk from the preschool into the door by the playground to enter school
  - Line A will form and will fill up once 2 lines of cars reach the entrance gate.
  - If you enter and the cars are lined up to the entrance gate, begin a line where Line C is listed on the map. Follow suit to Line D if Line C is full.
  - Do not go into Line A/B if there is already a Line C and a Line D. This is not fair to those people who have been sitting in the other lines.
  - 5 cars at a time alternate between Lines A and B will be forwarded to the carpool pick up area. Pull up to the corresponding # called out as you are lined up.
  - Stop when told to stop and wait for traffic to be directed.
  - Preschool parents will pull around the regular carpool parents and will be directed when to do so.



## **HOT LUNCH PROGRAM**

The hot lunch program is offered through Piccadilly Catering. The meals are cooked at a nearby Piccadilly restaurant and then transported to Atonement. Menus for the week are listed on Sycamore. ALS retains the right to increase prices as needed. We will provide as much notice as possible if an increase is required.

Lunch for students Preschool – Grade 7 will cost \$5.00 per meal. All hot lunches include a drink (water, milk, or juice). Extra drinks can be purchased “a la carte” for \$1.00 each. We do not sell meals on an individual basis. Students may elect to bring their own lunch from home. No fast food rule, including Subway sandwiches may be brought for lunch.

You must monitor your lunch/drink account on Sycamore to keep a positive balance on your account for your child/ren to order. Students may bring their own lunch and drink. The weekly hot lunch menu is listed on the Sycamore home page under Info Center > Cafeteria Tab . Students may not substitute fast foods (including sub-sandwiches). Hot lunch will **not** be available for any student arriving **after 9:00am.**

Once a month, the faculty hosts a Pizza Fundraiser to raise money for their Lutheran Education convocation. Pizza day lunches are pre-ordered and forms are sent home with students in advance. No hot lunch will be provided on fundraiser days. Students not participating must bring a sack lunch. The no fast food rule remains in effect for pizza days.

K-Grade 7 students eat their lunches in the Gymnasium. ***Students are not permitted to the use of the microwave. Lunches brought from home must be ready to eat.*** A specified lunch schedule must be followed to accommodate all grade levels. Three different shifts/eating times are used in the serving of meals. Preschool lunches are served in the Preschool. We strongly discourage student removal from school during lunch. Most teachers send a sign-up sheet out at the beginning of school for these and other HELPER duties that are needed during the year. To preserve order, parents are not to come to school to eat lunch with their child(ren).

## **SCOUTING**

Atonement in the past has made its facilities available for scouting activities when possible. Scouting programs are dependent on volunteer leadership. In the fall of each year, recruiting flyers will be sent home to families for Girl Scouts (Daisies, Brownies, and Juniors) and Cub Scouts (Lions (K), Tigers (1<sup>st</sup>), Wolf (2<sup>nd</sup>), Bear (3<sup>rd</sup>), Webelos (4<sup>th</sup> & 5<sup>th</sup>)). At this time, there are no Boy Scouts operating at Atonement Lutheran School.

## **EXTENDED DAY CARE (EDC)**

A before and after school care service is offered. Only students who attend Atonement are eligible for enrollment. Students are supervised by an adult (assistants are added as necessary, dependent upon group size) every school day, 7:00 - 8:10am and 3:30 - 6:00pm. On days when there is early dismissal, the service is not available. This service is not available when there is no school scheduled for the day. Students remaining for study hall on days it is offered after school, are checked in through EDC and charged accordingly.

Those utilizing this service will be charged at a rate of \$2.50 per half hour of care. Each fraction of a ½ hour is counted as a full ½ hour. You must ensure that your account is prepaid on Sycamore for your child to attend the program. We reserve the right to review and change prices as needed. Please see preschool information in the Preschool addendum.

### **Penalty Charge**

There is a 15-minute period to pick-up students at dismissal beginning at 3:30pm. At 3:45pm students not picked up are brought to EDC. Students are not allowed into EDC prior to 7:00 am. If a child is dropped prior to 7:00am. and the parent departs, we will bring them into the building (if staff is present) and there will be an automatic \$10 charge. If a student is not picked up by 6:00 pm., then there is a charge of \$5.00 for the first 10 minutes and followed by \$1 per each minute following. Repeated late pick-up may result in loss of ability to use of this service.

All students at school before 8:10am. and after 3:45pm. are to report to the day care program supervisor and will be subject to the payment as described above. We do not allow any students on the grounds to be unsupervised.

### **SPORTS PROGRAM**

The sports program at Atonement is an integral part of our total educational program.

Atonement is a member of the New Orleans Lutheran School Athletic League (LSAL) and the Metro Middle School League of New Orleans (MMSL). We feel that the sports program is an extension of the training that is provided in our school. While we play to win, we place a strong emphasis on Christian witness and developing the skills/talents, which the Lord has provided to each person. Many of our sports' teams are coached by Atonement teachers.

Normal school hours do not permit enough time for practicing extra-curricular sports activities. Therefore, these sports are scheduled for after school hours. Awards are given at the end of the school year.

Please see the Sports Handbook, an extension of this Handbook for all Board of Christian Education athletic policies including grades and athletic eligibility.

### **ELIGIBILITY GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Extracurricular is defined as any activity, which takes place in whole or part outside the confines of the normal school day and is an activity in which the student chooses to participate. Participation in such activities is to be regarded as a privilege. Since our school is an educational ministry, we feel that a student should provide a strong example for peers in both academic performance and Christian witness. The privilege to participate in performances, practices, and games will be periodically reviewed.

Extracurricular activities require more time than can be devoted to them during the school day. Activities such as scouts, clubs, choir, etc. may be required before or after school practice. Children interested in these areas will be asked and should be willing to practice as necessary. Parents should be equally willing to pick up their children after practice is completed. Students must be picked up no later than 15 minutes after the end of practice. After that time, they will be sent to Extended Day Care (see page 22).

### **FIELD TRIPS**

Teachers schedule several field trips during the year which are an extension of our school curriculum. Parents will be notified of these as plans are finalized. Only students with a signed permission form and a current emergency form filed in the school office may go on field trips. Parents will be asked to assist in coordinating

transportation and in supervision of children going on field trips. School rules apply while on any trips away from school.

### **Field Trip Guidelines**

1. Atonement complies with the Louisiana state car seat laws.
2. A list of drivers and the students assigned to them by the classroom teacher will be provided to the school office before departing.
3. Checking your child out prior to 3:00 p.m. will result in a ½ day absence.
4. Chaperones must be at least 21 years of age

### **Chaperone Responsibilities**

1. Chaperones may not deviate from the established itinerary.
2. Chaperones are responsible for all the children assigned when asked to take other children in their group.
3. Since chaperones' full attention is needed to monitor their groups, they have agreed not to bring siblings or other children to the field trip site. If there are any exceptions, they will be noted on the field trip permission forms.
4. Chaperones providing transportation for a field trip must furnish the school with proof of insurance and a copy of their driver's licenses. They must also carry a cell phone and exchange cell phone number with the classroom teacher before leaving the school grounds.
5. Chaperones are asked to speak and dress in keeping with our Christian environment.

### **PARTIES**

Various parties are held in the classrooms during the year. The room-parents in consultation with the classroom teacher plan parties. Notification of school-wide parties will be announced in the weekly newsletter. Younger siblings may attend school-wide class parties but must be supervised at-all-times by the parent in attendance.

Special treats such as cookies, cupcakes, etc. may be sent for your child's birthday. Please arrange such treats in advance with your child's teacher--recommend at least a minimum of three-days-notice.

Students may bring their out of school party invitations to school and hand to the teacher for distribution. However, if this is the method chosen for distribution, then all students in the class must be invited OR boys invite all boys and/or girls invite all girls.

### **CARE OF MATERIALS AND SUPPLIES**

All students are expected to care for their books, desks, tablets and Chromebooks as if they were their own belongings. Damage or excessive wear will have to be paid for by the student. All lost books (library and text) will have to be paid for by parent or student at the current replacement book cost.

To assist in the caring for textbooks and to give them longer service, Atonement requires **ALL** textbooks to have covers on them no later than the end of the first week of school. This is a **MUST**. Failure to cover books or to keep them covered during the year will result in a charge assessed by the school.

## **TESTING PROGRAM**

The Stanford Achievement Test is administered to Grades K-7 students in the spring of the year. A computerized printout of the child's scores is sent to the parent. The Stanford Test seeks to assess student's progress in various essential skill areas. For any preschool testing, please see the Preschool Parent Handbook.

## **CHILDREN'S WORSHIP**

Each Wednesday morning at 8:45am, a chapel service for the children of our school is held in the worship center/gym. Offerings are taken and given to various institutions or mission projects. Parents are cordially invited to attend these services and worship with their children.

We strongly encourage that parents and child honor God by worshipping regularly with fellow Christians. Atonement extends an open invitation to all families. Various opportunities are provided each week. Students are expected to sing with their classes in one of the following Worship Services, generally once per semester term:

Sunday Services -- 10am, Worship Center/Gym  
Saturday Services -- 5:00pm, Assembly Room 2  
Sunday School/Bible Class -- Various  
Wednesday Evening Worship Advent and Lent -7:00pm Location TBA

## **PROMOTION GUIDELINES**

Research has identified that the setting of high expectations for school performance is an important ingredient in a quality education. It is felt that any student enrolled at Atonement should be able to successfully pass the subjects/courses at that grade level. The following promotion guidelines are an effort to establish specific achievement criteria for a student's performance in school. While these guidelines provide for greater consistency throughout the school program, the guidelines also were developed to challenge students to achieve the maximum. If a student is struggling to achieve success at any grade level, corrective measures should be initiated by student and parent in consultation with the child's teacher(s). The faculty and staff of Atonement are committed to strengthening a child's performance through the cooperative efforts of child and parent(s). The overall goal is for each student to realize their God-given potential.

## **KINDERGARTEN**

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically, and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teacher through progress reports/conferences will keep the family informed about the child's progress. The teacher will notify the parent at the end of the third quarter if retention at the Kindergarten level should be considered.

## **GRADES 1-7**

If a student is experiencing difficulties during the first semester, the parent and teacher should discuss and implement plans for improvement. The following requirements apply to grades 1-7:

1. If a student has a **failing average in a course for the entire school term** (term average below 70), the student must enroll in a summer program or obtain intensive tutoring and/or summer program instruction (minimum of 30 hours with a Louisiana certified teacher) during the summer. Three such failures will result in retention in the current grade.

2. If a student **fails 4<sup>th</sup> quarter but passes for the term**, he/she will be required to receive 15 hours of tutoring with a Louisiana certified teacher during the summer before receiving a diploma. **If a student fails 2<sup>nd</sup> semester but passes for the term**, he/she will be required to receive 30 hours of tutoring and/or summer program with a Louisiana certified teacher during the summer. 15 hours of tutoring will not be added if the student has already accrued 30 hours.

3. All core subjects (classes with numerical value, including Religion) are included in promotion requirements.

4. If requirements are met satisfactorily during the summer (unless three or more courses have been failed), the student will be promoted to the next grade level. Atonement would need to have written notification no later than August 6th indicating student participation and satisfactory performance in the summer program.

### GRADUATION REQUIREMENTS

1. A student must have a passing average (70 or above) for the term (a term consists of 4 quarters) to graduate with the class.

2. If a student has a **failing average in a course for the entire school term** (term average below 70), the student must enroll in a summer program or obtain intensive tutoring instruction (minimum of 30 hours with a certified teacher) during the summer. He/she **will not** be allowed to graduate with the class. Three such failures will result in retention in the 8th grade

3. If a student **fails 4<sup>th</sup> quarter but passes for the term**, he/she may be part of the graduation ceremony but will be required to receive 15 hours of tutoring and/or summer program with a certified teacher during the summer before receiving a diploma. **If a student fails 2<sup>nd</sup> semester but passes for the term**, he/she may be a part of the graduation but will be required to receive 30 hours of tutoring and/or summer program with a certified teacher during the summer before receiving a diploma. 15 hours of tutoring will not be added if the student has already accrued 30 hours.

4. All core subjects (classes with numerical value) are included in promotion requirements. For example, a term average of 69 or lower in religion would prevent a student from going through the graduation ceremony. The teacher (pastor) would provide the summer program in such a case.

5. **Failure to graduate with the class does not mean that the student will not be promoted to Grade 8.** If requirements are met satisfactorily during the summer (unless three or more courses have been failed), student will be promoted to Grade 8. Atonement would need to have written notification no later than August 6th indicating student participation and satisfactory performance in the summer program.

### DISCIPLINE

The faculty has the sincere desire to effect and to maintain a positive teaching/learning environment at Atonement. A basic ingredient in effecting such an environment is a respect for the well-being of each other and

a concern to set a positive example. Giving expression to the Christian faith in daily living is an integral part of the Atonement educational program. While all err at times, an inordinate amount of time shall not be spent on disciplinary matters.

The daily efforts of Atonement teachers are directed toward enabling each child to become a self-disciplined and learning-directed person. The teachers are supported by the parents, who are the first and foremost educators of their children. The complimentary roles of parents and teachers are enhanced through regular communication, cooperation and respect for each other. We also view our pastors as important team members of the learning process as the pastors are our spiritual leaders. The home, church, and school are called on to work together for the welfare of the child's training. See preschool information in the preschool addendum.

## **SCHOOL RULES**

Students are to:

1. Demonstrate a love for God and a positive witness for Christ.
2. Show respect for authority (principal, teachers, secretaries, teacher aides, bus drivers, custodian, and other volunteers working at the school).
3. Show respect and kindness for each other --use encouraging words.
4. Exhibit appropriate classroom behaviors.
5. Always walk on sidewalks and in buildings.
6. Students do not use the elevator unless a doctor's note has been provided.
7. Enter the teachers' workroom/lounge only with permission.
8. Take all books and materials out of the room/building upon dismissal of school.
9. Use the telephone only with permission from faculty/staff authorization. This applies to all school activities even those prior to 8:25am and subsequent to 3:30pm. Detentions will be assigned to those students using the telephone without having faculty/staff authorization. This is due to school policy and also for safety reasons so that we have knowledge of who is being called and may possibly be coming onto the campus.
10. Refrain from congregating in the restroom or using it as a play area.
11. Show respect and care for personal belongings, property of others, and school/church facilities.
12. Wait with their parent in the carpool line prior to 8:10am unless attending Extended Day Care (EDC). Any student arriving before 8:10am must go immediately to EDC.
13. Leave gum and candy at home.
14. Vending machines are reserved for special use. Students may purchase items when attending EDC or for teacher supervised activities as vending items and soda drinks are usually not allowed during school hours.
15. Leave communicative and/or electronic devices (i.e. cell phones, iPods, Kindles, etc.) at home as they are not allowed, although Gr. 5-7 students may bring cell phones which are checked in at their homerooms each day and picked up prior to departure. Phones are to be brought to school at the student's risk. The school is not responsible for missing phones. Unauthorized devices will be turned in to the school principal. The first violation, the device will be returned at the end of the day. The second violation, the student receives a Saturday detention. The third violation, the student receives an official reprimand and will receive the phone at the end of the semester. A fourth violation results in the student losing phone privileges for the remainder of the current school term and a suspension. To summarize:
  - 1<sup>st</sup> time: See it, take it.
  - 2<sup>nd</sup> time: See it, Saturday detention.
  - 3<sup>rd</sup> time: See it, can't bring for Semester plus an official.
  - 4<sup>th</sup> time: See it, can't bring for rest of School year plus a suspension.
16. No Rolling Backpacks



17. Decorations, stickers, etc on all objects brought and/or used on campus during school hours shall be sensitized per the following factors: non-political (no endorsements of candidates and/or political parties), nothing deemed “suggestive”, recognition of racial insensitivity, no advertising or branding of other schools, ALS only, anything else deemed inappropriate. Faculty/Administrators reserve all final judgement.

## **PLAYGROUND RULES**

Students are to:

- Play within sight of the teacher or supervisor.
- Play only on their assigned playground or in area designated by teacher or supervisor
- Play on sidewalk only when specifically allowed by teacher or supervisor.
- Remain on the playground at recess unless excused by the teacher or playground supervisor.
- Use the equipment only when a supervisor is present.
- Play organized games only in the area designated by the teacher/supervisor.
- Return all equipment to the proper storage area after use.
- Use jump ropes only for jumping.
- Use balls only in the designated areas.
- Comply with the rules or accept the consequences for inappropriate use of playground and/or equipment.

## **PARENTAL EXPECTATIONS REGARDING DISCIPLINE**

Parents are expected:

- \* to instill healthy and God-pleasing values in their children while also seeking to model a Christ-like witness;
- \* to see that their child is regular and punctual in school attendance, prepares for daily lessons, takes good care of schoolbooks and property, and strives to show Christian concern in daily activities;
- \* to take an active part and interest in the total school program by attending school functions, parent-teacher conferences, Parent- Teacher League meetings, and the like;
- \* to encourage in their children the proper respect and obedience of the pastor, principal, and all of the teachers and other school staff according to the Fourth Commandment;
- \* to constructively support the program of the school and to help children to abide by stated rules and policies.

Teachers and staff will:

- \* show care and concern for all;
- \* demonstrate respect and dignity for each person;
- \* seek to consistently apply school rules and expectations;
- \* provide encouragement to students and parents.
- \* seek to consistently model the love and forgiveness shown by God to us.

- The school reserves the right to remove a student for the day if the child is not able to participate in the regular school activities due to ongoing disruptive behavior. The parent/authorized pickup person will be called to pick up the student.
- If an unwanted behavior continues to be an ongoing experience, the teacher and/or director and/or principal will then conference with parents.
- The teacher will update the parents on an ongoing basis about the child's progress.
- After school personnel have exhausted all available discipline procedures and the unwanted behavior continues, the school reserves the right to ask any parent to retrieve a student who is unable to function behaviorally within the classroom environment.
- The parent/authorized pickup person will be called to come and pick up the student. **Atonement Lutheran School reserves the right to terminate enrollment when a child's repeated behavior or extensive special needs exceed the resource of the school.**
- The faculty and Board of Christian Education will seek to maintain a pupil's enrollment so long child's and parent's attitude and conduct are not contrary to the aims of our school.
- The Board of Christian Education through the principal, reserves the right to suspend or expel any student whose conduct and attitudes are contrary to the aims of our school. It must be understood that one is a witness at-all-times. Therefore, Atonement expects students to conduct themselves in a positive manner at-all-times, at school and away from school. It's our witness for Christ and a reflection upon our school.

We intend to augment at school what the parents have already begun at home by training the child in a disciplined and Christian philosophy of life. Without this foundation and continual parental support, Atonement is rather helpless in effecting the necessary changes in the child's maturation process.

At school, discipline begins with the teacher-child relationship in the classroom. Within the confines of general school rules, which apply to all students, the teacher seeks to effectively communicate to the class the expected behavior and classroom procedures.

### **DETENTIONS**

- Students may be required to remain after school for either a disciplinary detention or an academic detention.
- Detention forms are to be signed and returned to school the next school day. Parents will be given a one-day notice when a child is required to stay *before/after school (including Saturday detentions when deemed appropriate at the discretion of the faculty/administration)*.
- Parents are expected to treat the matter in a serious manner any time a student must stay after school for studies or behavior problems.
- These detentions, while serious in nature, do not become a part of the student's permanent record.

### **OFFICIAL REPRIMANDS**

For more serious behaviors, Atonement Lutheran employs a disciplinary system that utilizes official reprimands. The teacher or other school personnel, after consulting with the principal, may give an official reprimand because of misconduct or any misbehavior that in their opinion warrants an official reprimand. It must be understood that an official reprimand is a major consequence. An official reprimand is included as part of the student's cumulative school record folder.

## **BEHAVIORS WARRANTING OFFICIAL REPRIMANDS**

1. Destruction or defacing of property and/or materials.
2. Flagrant disrespect of school personnel (i.e. faculty, staff, volunteers, students, etc.)
3. Fighting, forgery, cheating, stealing, use of profanity such as cursing, vulgarities, etc. or harassment/bullying.
4. The use of any social media account (Facebook, Snapchat, Instagram, etc.) to harass, bully or malign another student or family.
5. Leaving school grounds without permission of parent(s) and/or school authorities.
6. The possession of knives or any implement that could be used to inflict harm or injury.
7. Use of gestures/symbols related to gang membership or reference to gang related activities.
8. Failure to serve a detention without excuse.
9. Chewing gum, eating candy, or other such behavior on three different occasions during the school year/term.

(NOTE: Other behaviors may result in official detentions if so deemed.)

## **PROCEDURE FOR OFFICIAL REPRIMANDS**

### **First Offense Consequences**

- Parent(s) will be notified by written letter explaining the situation.
- Parent(s) must sign the letter and schedule a conference with the teacher and/or principal
- A copy of the letter will be placed in the student's file
- The student will be required to remain after school for one hour to serve a detention

### **Second Offense Consequences**

- Parent(s) will be notified by written letter explaining the situation
- Parent(s) must sign the letter and return to school
- A parent-teacher-student conference will be scheduled
- The student will then be scheduled to complete 5 hours of service work approved by the principal. This service work must be completed within one week after receiving the reprimand
- A report will be made to the Board of Directors

### **Third Offense Consequences**

- The student will be suspended from classes and will be required to complete 10 hours of service work within a ten-day period; the length of suspension (up to three days) and type of suspension (in-school or out-of-school) and the type of service hours will be determined by the principal
- The student must complete all missed class assignments within a reasonable period, but will receive only 50% credit for tests and class assignments missed during the suspension
- The parents and student must meet with the principal and three members of the Board of Directors before readmission to classes
- A student who has been suspended from school may not participate in any extracurricular school activities

### **Fourth Offense Consequences**

- The principal will make a recommendation to the Board of Education concerning the student's continued enrollment at Atonement
- The seriousness of a fourth official reprimand may involve a recommendation for expulsion
- The Board of Directors may hear a report from the teacher(s), parent(s), and/or student before a decision is made on the principal's recommendation
- The decision of the Board of Directors is final

Assignment of an official reprimand will require a minimum of a one-game athletic suspension if assigned during a time when a student is participating on an athletic team. The principal and athletic director will consult to determine duration of suspension from the athletic program. The principal has the right to immediately suspend any student when the nature of the behavior warrants such action (i.e., threats, "choking", etc.). The suspension will be reported to the Board of Christian Education with consequences to be determined.

## **BULLYING/CYBER BULLYING POLICY**

The Board of Christian Education strives to provide a safe, positive Christian learning environment for the students of Atonement Lutheran School. Therefore, it shall be the policy of Atonement Lutheran School to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated by anyone.

Bullying is the unwelcomed verbal, written or physical conduct directed at anyone by another person that has the effect of:

- Physically, emotionally or mentally harming a student.
- Damaging, extorting or taking another student's personal property.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidation or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, any of the following or other misuses of technology:

- Harassing, teasing, intimidating, threatening or terrorizing another student, staff member or any of their respective family members by way of a technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or web postings (including blogs) which has the effect of:
  - Physically, emotionally or mentally harming a person.
  - Damaging, extorting or taking someone's personal property.
  - Placing a person in reasonable fear of physical, emotional or mental harm.
  - Placing a person in reasonable fear of damage to or loss of personal property.
  - Creating an intimidation or hostile environment that substantially interferes with anyone's educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of Atonement Lutheran School, offenders shall be subject to the appropriate staff intervention, which may result in administrative discipline.

A violation of this Policy shall subject the offending student to appropriate disciplinary action, consistent with the Parent Handbook, which may include suspension, expulsion or the notification to the appropriate authorities.

*The term “bullying” and “cyber bullying” shall not be interpreted to infringe upon a person’s right to engage in legally protected speech or conduct.*

## **CAUSES FOR SUSPENSION OR EXPULSION**

### **TOBACCO (including e-cigarettes and vaping materials), MATCHES, OR LIGHTERS**

- When a student uses or is in possession of tobacco (non-drug related), matches, or lighters on school grounds, or on any school-sponsored activity, the student shall be immediately given an out-of-school suspension.
- The parents and student must meet with the principal and three members of the Board of Christian Education before readmission to classes.
- A student who has been suspended from school may not participate in any extracurricular school activities.
- Any subsequent violation in a given school year shall result in an indefinite suspension, with a recommendation to the Board of Christian Education for expulsion.

### **SUBSTANCE ABUSE**

- If a student uses or is in possession of alcohol, a controlled dangerous substance, any mood-altering chemical, or any substance designed to look like or represented as such a drug on school grounds, or on any school sponsored activity, the student shall be immediately given an out-of-school suspension.
- The parents and student must meet with the principal and three members of the Board of Christian Education.
- The student must commit to complete a drug education/counseling program, approved by the principal, before being permitted to resume classes.
- Any subsequent violation for substance abuse will result in an indefinite suspension, with a recommendation to the Board of Christian Education for expulsion.

### **FIREARMS OR DANGEROUS WEAPONS**

- Any student, who illegally carries, is in possession of or uses a firearm or dangerous weapon within the boundaries of school property or on a school bus will be immediately suspended with possible expulsion.
- Because this is a crime under the laws of the State of Louisiana, the police department will be notified immediately. The individual may be subject to criminal penalties per applicable state laws.
- Possession of a starter gun, stun gun, and/or facsimile is not permitted on the school bus, on school property, or on a school-sponsored activity. A violation will result in an immediate suspension from school, pending a hearing before the Board of Education for possible expulsion.

**The school reserves the right to search lockers and personal items which may include school bags, lunchboxes, purses, etc. for suspicion of violations of any of the above infractions.**

## **SCHOOL UNIFORM DRESS CODE**

Supplier: Schumacher's Shoes & Uniforms-3601 Hessmer Avenue, Metairie, LA 70006  
454-0427

Schumacher's is the official uniform supplier for all students. The School Uniform Dress Code is mandatory for all students. Students select from the following items to comply with the mandatory dress code. If in doubt, do not wear the item. Bring it to the school office for inspection. All colors must be consistent with Schumacher brand colors. Final authority on all dress code matters rests with the faculty and/or principal.

We believe that a person's dress helps to establish a person's attitude toward work and play. The impression that our students present to the community reflects both the home and the school. We desire to present a favorable impression in behavior and appearance. Atonement Lutheran School adheres to a school uniform as follows:

### **GIRLS:**

White sport blouse (round or pointed collar) – long or short sleeve (PK–7th)  
Maroon or white knit shirt, with insignia – short/long sleeve (Preschool–7th)  
Maroon, gray, & white plaid skirt (5<sup>th</sup>-7th)  
Maroon, gray, & white plaid jumper (Preschool–4th)  
Maroon, black, white or gray socks [must cover ankles] (Preschool–7th)  
Gray shorts/pants twill pull-ups with elastic (Preschool - Kindergarten)  
Gray walking shorts (Kindergarten–7th)  
Gray pants [pleated front] (Kindergarten–7th)  
Gray (elastic or web) or black leather belt required with shorts/pants that have belt loops (K–7th)  
Black or gray cardigan sweater (Preschool–7th)  
Maroon sweatshirt with insignia (Preschool–7th) **SOLD BY BOOSTER CLUB**  
Maroon jacket [optional] (Preschool–7th)

### **BOYS:**

Maroon or white knit shirt, with insignia – short/long sleeve (Preschool–7th)  
Gray shorts/pants twill pull-ups with elastic (Preschool - Kindergarten)  
Gray pants – dress or pleated front (Kindergarten–7th)  
Gray walking shorts (Kindergarten–7th)  
Gray (elastic or web) or black leather belt required with shorts/pants that have belt loops (K–7th)  
Maroon, black, white or gray socks [must cover ankles] (Preschool–7th)  
Black or gray cardigan sweater (Preschool–7th)  
Maroon sweatshirt with insignia (PK–7th) **SOLD BY BOOSTER CLUB**  
Maroon jacket [optional] (Preschool–7th)

### **SHOES**

The following shoes meet requirements and are available at either Ponsetti's Shoes (3501 Severn Ave, Ponchartrain Place), Academy Sports, Schumacher's Uniforms or other retailers.

*Please keep in mind that the school reserves the right to evaluate this policy and make changes as necessary; previous shoes may be worn if they remain in good condition.*

## For The 2025-26 Term

<b>Boys and Girls Pre-K</b>	
<b>Footmates</b>	<b>Black Sherry</b>
<b>Hush Puppies</b>	<b>Black Reese</b>
<b>K-Swiss</b>	<b>Black Classic, Velcro only</b>
<b>New Balance</b>	<b>Black Cross Trainer, Velcro only</b>
<b>School Issue</b>	<b>Black Prodigy</b>
<b>Tsukihoshi</b>	<b>Charge BTS Black, Velcro</b>

<b>Boys and Girls Kindergarten</b>	
<b>K-Swiss</b>	<b>Black Classic, Velcro only</b>
<b>New Balance</b>	<b>Black Cross Trainer, Velcro only</b>
<b>Tsukihoshi</b>	<b>Charge BTS Black, Velcro</b>

<b>Boys and Girls 1<sup>st</sup> and 2<sup>nd</sup> Grade</b>	
<b>K-Swiss</b>	<b>Black Classic, Lace or Velcro</b>
<b>New Balance</b>	<b>Black Cross Trainer Lace or Velcro</b>
<b>School Issue</b>	<b>Navy Smooth Upper Class</b>
<b>Tsukihoshi</b>	<b>Charge BTS Black, Velcro</b>

<b>Boys and Girls 3<sup>rd</sup> Thru 7<sup>th</sup></b>	
<b>K-Swiss</b>	<b>Black Classic, Lace only</b>
<b>New Balance</b>	<b>Black Cross Trainer Lace only</b>
<b>School Issue</b>	<b>Navy Smooth Upper Class</b>
<b>Tsukihoshi</b>	<b>Charge BTS Black, Velcro</b>

## **COOL/COLD WEATHER WEAR**

The following is permissible to be worn during cool/cold weather:

1. A solid-colored white, black or gray turtleneck or crewneck under a uniform shirt, sweatshirt, or jumper.
2. Tights and ankle length fitted leggings (no skin showing) in solid colored white, gray, or black. No sweatpants.
3. Sweatshirts (maroon) with the school emblem (non-emblem sweatshirts may be worn to and from school/not in building); sweatshirts must be worn over a school uniform shirt/blouse.
4. Black or gray cardigan sweater from uniform shop.
5. Uniform and non-uniform coats and jackets can be worn to and from school, when going to-and-from the gym, lunch or recess, but may not be worn in the classroom.

## **SCHOOL UNIFORM RULES**

1. Students must wear school uniform on all field trips and at other times when they represent the school as directed by their teacher.

2. Shirts and blouses must be tucked into pants or skirts at all times.
3. The regulation length of skirts and jumpers will be no higher than 2 inches above the knee all around.
4. All undergarments worn under school uniform tops must be skin tone appropriate with no slogans and/or words of any type printed on the garment. The only exception is the PE shirt, which may be worn under a school top so long as the sleeves do not extend beyond the sleeve length of the uniform top. If the sleeves of the PE shirt protrude beyond the sleeve of the uniform top, the students will be asked to remove the PE shirt.
5. Jewelry regulations:
  - a. Necklaces and bracelets – limited to one of appropriate choice
  - b. Earrings are permitted on girls only and must be small stud earrings. No hoops, dangling earrings or ear accessories (ie., ear cuffs). No body piercing or tattoos
  - c. Watches - no SMART watches or fitness trackers
  - d. One ring may be worn.
  - e. Finger nails must be of an appropriate length and not cause a distraction while in school.
6. Make-up suitable for a school setting is permitted for girls.
7. Hair must be natural color. Boys' hair in Kindergarten through Grade 8 must be cut above the ears, collar and eyebrows. Boys must be clean shaven of facial hair at-all-times. Hair styles must be conventional. The school reserves the right to render a final judgment regarding hair styles. Simple hair accessories are allowed.
8. Socks must cover the ankle and be solid in color.
9. Garments and other items bearing other school names/logos may not be worn or used.
10. All uniform pieces should be clean and in good condition. No torn clothing.
11. Outerwear allowed in the classroom is only the maroon sweatshirt, the 8<sup>th</sup> grade sweatshirt and the gray or black uniform cardigan.

#### **UNIFORM DRESS VIOLATIONS (Subject to change or adjust at any time)**

1. If a student does not comply with the dress code, a warning will be issued to the student on the first violation. Parents will receive notification.
2. On a second violation, the student's parents will be notified about action to be taken on a subsequent violation.
3. On a third violation, the student will serve a detention and a parent conference will be held to review uniform requirements.
4. On any subsequent violation, the student will be issued an official reprimand.

#### **SPECIAL DRESS DAYS**

Throughout the year, there will be opportunities for students to wear clothing other than their regular uniforms. Dress down days will be announced via email and/or a letter sent home with students and will be posted on the school calendar in Sycamore and the Wednesday Word. The following policies are subject to change or adjustment at any time dependent upon the specifics of the special dress day.

1. Shirts must be in keeping with our Christian values.
2. Jeans should be free of tears and holes.
3. Shorts should be at least fingertip length.
4. If leggings are permitted, then the shirt worn must cover their bottom.
5. Only tennis shoes should be worn; no sandals, boots, crocs, etc.
6. Faculty and staff reserve the right to make final calls on dress down apparel. If a student's clothing does not match our Christian values or does not follow the guidelines for the dress down day (e.g., wearing



sweatpants on a jeans day) then the parent/guardian will be contacted and must bring a school uniform for the student to change into.

7. **Theme T-shirt Days:** School Theme T-Shirts will be available for purchase in the fall. This is a school fundraiser. Students who purchase theme t-shirts will be allowed to wear their theme t-shirts with regular uniform pieces every Friday and with jeans and tennis shoes on the last Friday of the month. Any changes to the theme t-shirt day schedule will be communicated and posted on the school calendar.
8. Students who opt to not participate in dress down days must wear their regular uniform pieces.

### **PHYSICAL EDUCATION UNIFORM** (Grades 5-7)

Physical education uniforms consist of maroon shorts and a gray T-shirt with the Atonement insignia. These items may be purchased from the school office. The Booster Club will provide these for sale at the beginning of the school year. For cold weather, gray or maroon sweat suits with insignia are optional. Sweat suits may also be purchased at Atonement. **All clothing items are to be clearly labeled with the child's name for easy identification.**

## **Acceptable Use Policy for Technology**

### **(Must be acknowledged by all teachers, staff, administrators, parents, and students – 3<sup>rd</sup>-7<sup>th</sup>)**

Atonement Lutheran School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- YOUR SCHOOL makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.), to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

### **Please DO the following:**

#### **Use good judgment**

- We expect you to use good judgment in all situations.

- You must know and follow the school's Code of Conduct and Privacy Policy.
- Regardless of your privacy settings, assume that all the information you have shared on your social network is public information.

### **Be respectful**

- Always treat others in a respectful, positive and considerate manner.

### **Be responsible and ethical**

- If you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.
- Be open about your affiliation with the school and the role/position you hold.

### **Be a good listener**

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.
- Be responsive others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.
- Always be doing at least as much listening and responding as you do "talking."

### **DON'T share the following:**

#### **Confidential information**

- Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online "conversations" are never private. Do not use your birth date, address, and cell phone number on any public website.

#### **Private and personal information**

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

Please be cautious with respect to:

#### **Images**

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- It is generally not acceptable to post pictures of students without the expressed written consent of their parents.
- Do not post pictures of others (teachers, students, parents) without their permission.

#### **Other sites**

- A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first.
- Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They serve a purpose and protect you and the school.
- When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

**And if you don't get it right...**

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

### Online Etiquette

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.

### Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

### Examples of Acceptable Use

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.

- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

### **Examples of Unacceptable Use**

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

### **Limitation of Liability**

Atonement Lutheran School will not be responsible for damage or harm to persons, files, data, or hardware.

**Violations of this Acceptable Use Policy** may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within Atonement.
- Removal of student from Atonement.
- Additional consequences determined by Administration.

### **SOCIAL MEDIA POLICY**

Most people take part in online activities and social media. It’s fun, interesting and keeps us connected. ALCS has a Facebook page which allows parents to receive and respond to messages about school events. We encourage you participate in a positive way. However, we ask that you use common sense when discussing school life online.

“Think before you post.” Social media, whether public or private, should not be used to fuel campaigns and voice complains against the school, school staff, parents or children. We take very seriously inappropriate use of social media by a parent or student to publicly humiliated or criticize another parent, member of staff or child. Failure to comply with the policy will result in a meeting with the administration. In serious cases, termination of enrollment by the school may result.

### **TUITION & FEES POLICY**

If at any time a tuition account becomes delinquent, ALS reserves the right to withhold grades, report cards, transcripts and/or a student from class. Any outstanding tuition will incur a \$40 late fee on the 10<sup>th</sup> of the month or the next business day. This applies to tuition only. Returned checks will be assessed a \$40 fee. We are no longer accepting payment via American Express.

## Preschool Addendum

*This addendum includes additional information for parents of preschool children. Parents should read the complete Parent Handbook for general information, including but not limited to school hours, illness policy, lunch program and uniforms.*

### **Purpose**

As part of God's family at Atonement Lutheran Church and School, Atonement Lutheran Preschool exists to share the love and forgiveness of Jesus with children and their families. Children begin to develop their uniqueness as special gifts of God by interacting with the environment through guided play. Our aim is to provide a sensory rich learning experience for the young child, as well as foster the child's independence and active exploration in the classroom and world around them.

### **Age Requirements and Class Size**

To enroll in the 3-year-old class, children must be 3 years of age by September 30<sup>th</sup>. To enroll in the 4-year-old class, children must be 4 years of age by September 30<sup>th</sup>. All children must be toilet trained. Class size will be a maximum of 14 children for the 3-year olds and a maximum of 14 children for the 4 year olds.

### **Toilet Training Policy**

Children enrolled in preschool **must be toilet trained before attending preschool**. Children must be wearing underwear. A child having accidents weekly, would not be considered toilet trained.

We do understand that even toilet trained children will occasionally have accidents. By our definition "accidents" are unusual incidents and should happen infrequently (less than monthly). In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

### **A toilet trained child is a child who can do the following:**

- Communicate to the teachers that he/she needs to go to the bathroom before it is too late
- Alert him/herself to stop what he/she is doing if needing to go to the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself with minimal assistance
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if having to wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom
- Control their aim successfully
- Use a toilet instead of a potty chair

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

### **Attendance and Tardiness**

Preschool drop off is between 8:10am and 8:25am. Parents/guardians must walk preschool children to their classroom and sign the lunch sheet. Dismissal is between 3:30pm and 3:45pm. A parent/guardian will need to enter the preschool building to pick up their child.

Preschool doors will be locked at 8:25am. If you arrive after 8:25am you will need to park in front of the main office, obtain a tardy slip from the main school office and then walk your child to the preschool building doors. If a child is to leave school before 3:30pm, a parent/guardian must park at the main office and go to the front desk. The office will let the teacher know that you are here, and a preschool staff member will escort your child to the main office.

Parent/guardians that will be picking up a preschool child from our **half day program at 11:45am** will need to park at the main office, proceed through the main school building to the preschool building to pick up child.

If a child will be absent for the day a parent should call the school office by 8:45. If a child is late and needs to order a hot lunch, you will need to call in order by 8:45. If we do not hear from you by 9:00, the teacher/assistant will call or text just to confirm being absent.

### **Preschool Parking**

Parents dropping preschool children off between 8:10am and 8:25am or picking up preschool children between 3:30pm and 3:45pm may park in the gym parking lot near the preschool. When leaving the lot you will be directed around the carpool line. You **may not exit** the gate in the gym parking lot, as there is one-way traffic during drop off and pick up times. **Anyone coming to the preschool at other times of the day must park by the front office.** This is for the children's safety as the gym parking lot is used during the day for recess and P.E.

### **Preschool Extended Daycare (EDC)**

Preschool children arriving at school before 8:10 will need to attend our before care program located in the main school building. Parents will need to bring children to the EDC classroom and sign the child in. Preschool children not picked up by 3:45 will be brought to after care. Parents will need to sign their child out when they are picked up. There is an additional charge for this service.

### **Curriculum**

Our preschool curriculum is Christ centered, with the Bible as the primary guide for instruction. The Voyages/Little Lambs curriculum is used to teach Bible stories and to apply principles of Christian living. Curriculum for our Preschool is designed to help facilitate a creative, hands-on learning experience for the whole child.

Both classes emphasize social skills, communication proficiency, thinking skills, motor skills, basic number concepts and reading readiness. These are achieved through a combination of small and large group activities, developmentally appropriate activities, hands-on activities and centers.

### **Parental Concerns**

A parent having any concerns regarding their child or the classroom should:

1. Address the concerns with the child's teacher
2. Address the concerns with the preschool director
3. Address the concerns with the school principal
4. Address the concerns with the chairman of the Board of Education

### **Guidance and Discipline Policy**

Guidance and discipline in our preschool is an ongoing positive process to help children develop self-control so they can manage their own behavior in an appropriate and acceptable manner. When redirecting or guiding children's behavior, the age, intellectual development, emotional development and past experiences will be

considered. Consistency will be maintained in setting rules and limits for each child. Corporal punishment is prohibited.

The school reserves the right to remove a student for the day, if the child is not able to participate in the regular school activities due to ongoing disruptive behavior. The parent/authorized pick up person will be called to immediately pick up the child.

If disruptive behavior continues, the teacher and/or director and/or principal will have a conference with the parents. Parents and school staff will work together to find a suitable solution. After school personnel have exhausted all available discipline procedures and the disruptive behavior continues, Atonement Lutheran School reserves the right to terminate enrollment.

### **Biting Policy**

1. First aid will be given to the child that has been bitten.
2. The child that has bitten will be reminded that biting hurts and removed from the situation.
3. An incident report will be written for both children and parents of both children will be notified.
4. We do not provide one on one childcare. If a child requires 1:1 assistance to prevent biting the child will need to be picked up and will not be allowed to return until the biting issue is resolved.
5. Documentation of biting will be kept on file.
6. Failure to follow the biting guidelines will result in written counsel and/or termination. This is required by state law and is treated very seriously on a case-by-case basis.

### **School Bags**

All students must purchase a grey bag from the front office. This will be the only school bag that is allowed. Bags should be checked daily for schoolwork and important information.

### **Preschool Snacks**

Each child will be responsible for bringing a healthy snack daily.

### **Change of Clothes**

Each child should have a complete change of clothes consisting of weather appropriate shirt, pants, underwear and socks. All items should be labeled. This does not need to be a uniform.

### **Toys**

Please leave all toys at home. The only exception is a small stuffed animal or comfort item to be used **only** during naptime.

### **Tuition**

Preschool tuition is due on the first of the month beginning August 1st. If tuition is not received by the 10th, the following apply:

- 1) a late fee of \$40 will be charged to the account
- 2) a hold will be placed on all student services including attendance/enrollment. Students may return to school once funds have cleared and the account is up to date.

**Withdrawal Procedure**

Students withdrawing from Atonement Lutheran Preschool during the school year are required to provide a two week notice to the school office prior to the expected withdrawal date. Failure to provide notice will result in a two-week tuition charge. A continuous absence of two weeks, without prior notification, is considered a withdrawal and will be charged accordingly.



## **Family Acknowledgement and Receipt of the Family Handbook 2025-2026**

- I acknowledge that I have received a copy of the Atonement Lutheran School Student Family Handbook.
- I understand that it contains important information on policies and procedures for which my family is responsible.
- I agree to share information with my child(ren) to help them understand those procedures for which they are responsible.
- I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.
- I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies and rules of the school.
- I further understand and acknowledge that Atonement Lutheran School may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.
- I acknowledge and understand that this Family Handbook supersedes and replaces any-and-all prior handbooks or materials previously distributed.
- I will sign the **Master Signature Sheet** (provided during orientation and/or the first day of school - additional copies available in the office.)