

# Atonement Lutheran School

4001 West Beardsley Road  
Glendale, AZ 85308  
2022-2023

## Parent Handbook

Early Childhood & Elementary School Programs



Website: [www.atonementlutheralschool.org](http://www.atonementlutheralschool.org)

Phone: (623) 374-3019

Pastor Daniel Larson

Administrator: Megan Larson

Revised: August 2022

## **Our Mission Statement**

### **Nurturing Seeds of Faith and Knowledge**

Atonement Lutheran seeks to assist parents in the Northwest Valley as they raise their children to know and apply God's Word and prepare them to live in the world successfully and in God's Kingdom eternally.

### **Our Core Values**

- **Distinctly Christian Culture-** Everything we do and teach is rooted in the Christian faith and founded upon God's word.
- **Fostering and Maintaining Relationships-** We believe that we can be no more than the sum of our parts. We value the partnership of the parents, students, and teachers who work on behalf of our school community. Together we are committed to meeting the needs of every student exactly where they are at.
- **Committed to Excellence-** We value hard work and a commitment to the best in all areas.
- **Developing a Legacy-** We believe it is our God given responsibility to raise up this current generation and generations to come to have a servants heart, to be a positive contributor to society and to inspire others to know and serve the Lord.

We believe:

- Students are uniquely gifted by God.
- Spiritual and character development, nurtured through God's Word and Christian role models, supports and strengthens a student's relationship with their Savior and others.
- Students excel when curriculum and attitude support character development, Christian values and relevant life skills.
- A learning environment rich in hands-on activities and time to discover supports and respects the developmental needs and abilities of all learners. Educational theorists and brain research support this belief.
- All students need a balanced, age appropriate education where all areas of growth are supported - spiritual, social, physical, emotional, creative and academic.
- All students learn through activities that allow for the construction of knowledge. Strong basic cognitive skills and the opportunities to explore, experiment and create provide a clear pathway for academic success and a love of learning.
- All students respond to a curriculum that is challenging and addresses their individual learning styles and abilities.
- Families have the most influence on a child's development and school success, therefore, communication and collaboration between school staff and the home is essential.

### **Non-Discrimination Policy**

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

## Fun Facts

Our school colors are purple, gold, black and white.

Our school's mascot theme is "Atonement Monarchs."

Our school's Bible verse is John 3:16.

## Our Goals at Atonement Lutheran School

It is the goal of Atonement Lutheran School programs that each student experience success at his or her own level. Our curriculum is especially designed for children of this community. It is based on Arizona State Standards, Arizona College and Career Readiness Standards, brain research and the needs of the individual child. Therefore, although specific goals and objectives may differ for each child, our program provides the following:

**Cognitive**~~ Preparing for future learning experiences. Our children learn about the world through experiences. They learn skills and concepts basic to learning and understanding. We offer new and challenging experiences. Students develop enthusiasm for learning and school and we work to equip students to become problem solvers.

**Social**~~ Building a foundation for interpersonal interaction. Children learn to be part of a group. Our teachers and staff help to develop a trust in adults other than parents. We teach children to effectively communicate and express their feelings with others. Younger students learn school routines and expectations that are carried through into the upper grades.

**Emotional**~~ Developing self-esteem. Our students develop confidence and understanding of self. They are encouraged to accept uniqueness and differences. We work to help them express emotions appropriately, learn to accept limits and routines necessary to well-being, and help them become aware of the needs and feelings of others. Students grow in independence and learn to take responsibility.

**Physical**~~ Emphasizing both large and small muscle groups. We have regular participation in group activities allowing children to develop at an individual pace. Students will participate in activities that develop and enhance motor skills.

**Creative**~~ Allowing each child to explore and discover his world. Our teachers encourage expression in a Christian way. We encourage experimenting, creating and sharing of one's self. Students are encouraged to try new things and explore new areas.

**Spiritual**~~ Focusing on Jesus Christ as our loving Savior. Our Lutheran school teaches that Jesus loves each one of His children unconditionally. We teach the understanding that we may talk to Jesus in prayer and He will answer. Students learn that, because of His great love, Jesus died and rose for us that our sins may be forgiven and we will live with Him in heaven. They learn that God created the world and everything in it, and everything and everyone is special in their own way. We encourage students to share Jesus and His love with others. Students are taught about Baptism and becoming part of God's family and learn that the Bible is the inspired Word of God.

## **The History of Atonement Lutheran School**

The very first day of school was September 8, 1987. The first classroom was the church fellowship hall and was broken down each Friday for Sunday church programs. In November 1998 preschool students moved into their new building. In January 2003 the members of the congregation approved the addition of a kindergarten and the construction of the second classroom building. In February 2004 the congregation approved first and second grades, in 2005 the vision changed to add a grade each year to 6<sup>th</sup> grade, and in 2006 at the November Sacred Assembly it was approved to continue through 8<sup>th</sup> grade.

## **Lutherans**

Families do not have to be Lutheran for their children to attend school at Atonement. We want you to be informed about what Lutherans believe and what your children will be taught in our classrooms. We are Christians who trust Jesus Christ as our Savior and Lord. We believe the Bible to be the only rule and guide for life. We accept the writings of Martin Luther as summaries of the Bible which can be stated in a simple way: Grace alone, Faith alone, Scripture alone. Please refer to our Statement of Faith for more details. Information about the Lutheran Church-Missouri Synod (the national church body with which we are associated) can be found at [www.lcms.org](http://www.lcms.org). We encourage you to talk with one of our pastors at any time or attend an information class offered regularly throughout the year.

## **Atonement Lutheran Church and School Organization**

Atonement Lutheran School is one part of the ministry of Atonement Lutheran Church, Glendale, Arizona. The congregation provides a School Board to manage the school on its behalf. The Board's primary function is policy approval, budget approval and planning. The School Principal is responsible for the day-to-day management of the school and for the oversight of all school programs.

Parents are encouraged to discuss items of concern first with their teacher, then with the Principal.

***Information from this point forward is presented  
in alphabetical order.***

## Academics

Atonement Lutheran School will provide students the opportunity to gain foundational knowledge, grow in character, faith and grace, and develop leadership skills. We believe these values are fostered in an academic environment where students are challenged to learn and encouraged to grow.

### Keys to Academic Success

A task of our school, its faculty, and its students is the pursuit of excellence in educational achievement. Student achievement requires patience, hard work, and full effort. Few students are capable of doing quality classroom work without time and effort spent outside of school hours. Parents are their children's first teachers — exploring nature, reading together, cooking together, and counting together. When a young child begins formal school, the parent's job is to show him how school can extend the learning you began together at home, and how exciting and meaningful this learning can be. As preschoolers grow into school age kids, parents become their children's learning coaches. Through guidance and reminders, parents help their kids organize their time and support their desires to learn new things in and out of school. A regular schedule for home study should be arranged, and parents should insist that their child(ren) spend time each day in preparation of their school assignments.

## Academic Testing

**Elementary School Program Only:** Each fall and spring students will participate in NWEA Map testing. Northwest Evaluation Association is a web based diagnostic program that Measures Academic Progress. It is a nationally recognized program used in both private and public schools. Individual scores are reported to each child's parents and kept in the students personal file. For more information on NWEA Map testing please visit [www.NWEA.org](http://www.NWEA.org).

## Accreditation and Licensing

The Atonement Lutheran School early childhood program and elementary program are accredited through the National Lutheran School Accreditation (NLSA).

The Atonement Lutheran School early childhood program is licensed with the State of Arizona Office of Child Care Licensure. Inspection reports are available for review in the school office or at the Office of Child Care Licensure.

Arizona Department of Health Services  
Office of Child Care Licensure  
150 N. 18<sup>th</sup> Ave, Ste 400  
Phoenix, AZ 85007  
602 364-2539  
BCCL@azdhs.gov

Although our state does not accredit private schools, we strive to exceed state standards for public or charter schools. We will follow guidelines of the state as to school year, annual reports, use of qualified teachers, and other standards of instruction.

## Admissions

Atonement Lutheran School programs are open to any parents who want their children to have a Christ-centered education. The programs are not limited to children of the members of Atonement Lutheran Church.

**Early Childhood Program:** A copy of your child's birth certificate, a completed application, completed Emergency, Information and Immunization Record Card and a copy of the immunization record are required.

**Mini Monarchs:** Students in this class are ages 1 and 2 years old. Children must be age 1 before attending class. Diapering and toilet training are provided.

**Preschool:** Students must be age 3 before September 1 to enter and must be toilet trained.

**Pre-K:** Students must be age 4 before September 1 to enter and must be toilet trained.

**Elementary School Program:** A birth certificate and immunization records are required for all new students. The staff will evaluate new students. All new students without previous year's achievement test results will be evaluated to determine their reading and math levels of achievement. These tests are to be used primarily for correct placement and not for determining ability, intelligence or acceptance.

**Kindergarten:** Students must be 5 by September 1.

**First Grade and above:** Pupils entering at grade level must submit a copy of their most current report card and achievement scores from within the past year.

Students transferring into the school must present evidence of their grade placement. Acceptance into a particular grade shall be based on the student's academic progress prior to making application for admission, results of entrance examination and/or the recommendation of professional personnel.

Students who have been suspended or expelled from another school program may be conditionally admitted. Full disclosure of circumstances is required.

## Attendance/Tardy Arrivals

The education of your child is extremely important to us. School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

**Please report your child's absence to the school office for each day they will be absent.** To encourage and improve school attendance, we will track attendance very closely. Students

who arrive after 8:30 a.m. and before 10:00 a.m. will be marked tardy on their records. Three tardies is equal to 1 absence. **Your child is expected to be at school every day, unless there is an excused reason not to be.** An absence is defined as a minimum of 2.5 missed hours per day. A student is “habitually absent” if he/she has four or more unexcused absences from school per quarter. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused. Absences of 3 or more days due to medical reasons are required to have a doctor’s note.

If a student has four or more absences per quarter or 18 excessive absences (excused OR unexcused), it may lead to consideration for retention or extra tutoring for additional costs. If parents fail to take the necessary steps to provide your child with appropriate education your enrollment may be in jeopardy.

**Elementary School Program:** If you arrive late for school, please bring your child to the office. The office **must** issue a tardy pass in order for the child to report to class. Gates are locked at 8:30 a.m. to ensure our children’s safety.

A documented excuse from the parent is required for absences and tardies. Parents are asked not to enter the classroom. Please be mindful that the school day has begun.

Absences for trips and out-of-town visitors are considered unexcused absences. Our teachers know that family activities are important and valuable but ask that parents schedule trips and visitors around the school schedule. When students are absent it is anticipated that grades will fall indicating a lower level of learning. The number of hands-on and group activities in our school make it more difficult to “make up” lessons.

## **Behavior Expectations**

Clearly defined expectations and procedures help children to develop and maintain control over their actions and behaviors. This is a learning process and will be handled as such.

We believe:

- That each child is a precious gift from God.
- Each child is entitled to a positive classroom environment where he/she can learn to the best of his/her potential.
- That to grow academically, socially, emotionally and spiritually, children need to be in an environment in which there is a concerned teacher who will set firm, consistent, positive limits while providing warmth and support for responsible behavior.
- Children benefit from knowing what response there will be to their behavior, positive and negative.
- That if a good classroom management system is in place, based on the above assumptions, children will be free to learn, and teachers free to teach.

Staff members will model Christian behaviors and give opportunities for practice. Each child will be treated as God’s child, forgiven and redeemed.

## **Early Childhood Discipline**

When children are actively involved in appropriate activities, behavior problems are limited. An engaged staff is always alert to teaching opportunities, encouraging and complimenting appropriate behavior, modeling problem solving strategies and interceding when necessary. If a child is disrupting the classroom routine, taking toys, hitting, biting or creating a dangerous situation for themselves or others, a staff member may:

- remove the child from the situation.
- have the child “sit and watch” for a bit, allowing time for the child to compose themselves.
- talk with the child about their feelings and the feelings and rights of the other children.
- help the child suggest solutions to the problem and then rejoin the group by modeling appropriate behavior and language.

There will be no corporal punishment and all interactions with children will model God’s forgiveness and unconditional love. Parents will be kept apprised of behavior problems. Changes at home that may influence a child’s behavior should be communicated to your child’s teacher. (Examples: Grandparents or cousins visiting, illness or death in the family, an upcoming move, and any other stressors or celebrations.)

## **Elementary School Program Discipline**

Our classrooms have a school wide discipline procedure. All the teachers use the discipline notice that is included as Addendum #1 at the end of this handbook. Individual classrooms have their own discipline methods. The teachers will inform parents of their procedure in their class handout at the beginning of the year.

## **Possible strategies to address repeated negative behavior.**

- Behavior contract: A classroom teacher or Principal may require a contract to monitor behavior and report regularly to the parent(s) or guardian(s).
- Detention: A classroom teacher or Principal may require a student to remain at school following dismissal. The parents will be given at least a day notice of when the detention will be served. It will be the parent’s responsibility to pick up their child after the detention is served or the child will be taken to After School Care and charged accordingly.
- Classroom Suspension: The Principal may suspend a student from regular classroom activities for up to 3 days. The student will report to a specified area and will be required to complete work given by the teacher.
- School Suspension: The Principal along with the School Board may suspend a student from school for up to ten days.
- Expulsion: Expulsion means that the student is expelled from the school and will not be allowed to return. The School Board may remove a student from Atonement Lutheran School on the recommendation of the Principal.



## **Class Participation in Church**

Classes will be scheduled to participate in Atonement Lutheran Church's Sunday morning and special worship during the school year. Our participation in the worship service is designed to give praise and honor to God, but also brings joy to the members of our supporting congregation. It is expected that parents would bring their children when these opportunities are scheduled.

## **Class Size**

Students in smaller classes have been shown to make greater gains than those in larger classrooms. At Atonement Lutheran School we are able to limit class sizes to maximize student benefit in all grades early childhood through eighth.

When the situation arises we will offer combined classrooms. Students will receive both grade level specific programs and will have the added benefit of participating in activities with multi-age classmates. Assignments will be leveled according to the student's abilities.

## **Communication**

Each student will be assigned a cubby or locker as his or her own space. Cubbies may contain notes for home. **Please** check cubbies or backpacks daily. Parents are always welcome to contact the teachers or school office with questions. Communication from teachers and the school office will be sent via e-mail.

Elementary parents have access to their child's grades through Jupiter.com. Jupiter is a web-based grading service that parents can access 24 hours a day. Teachers update this program regularly. Teachers issue a weekly newsletter via Jupiter.

Each month a school newsletter will be sent home electronically. We request that you read these for updated school information.

A school calendar is posted on the website. The calendar provides parents with information about scheduled events as well as the school schedule. Please review it to know when your child has required times for Sunday singing and evening events. Occasionally changes will be made in the calendar. Information about any changes will be provided as soon as possible via the school's newsletter, on the website, and delivered by email.

Event pictures, updates and announcements may be posted on our School website and Facebook page. LIKE us on Facebook at Atonement Lutheran School!

## **Conflict Resolution**

We believe Matthew 18:15-17 gives us the direction for conflict resolution that we want to follow. **"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."** *Matthew 18:15-17*

If a parent has a question concerning an assignment, or a concern about some action of a teacher, the parent should go to the teacher first and discuss the concern and try to resolve it.

If the concerns come up again, the parent should again go to the teacher and try to resolve it between the teacher and the parent.

If the concerns continues, the parent should contact the Principal. If these efforts do not produce satisfactory results, the Principal may deem it necessary to refer the matter to the School Board. As a final step, parents may contact the Chairman of the School Board in writing.

## **Custody**

The school requests divorced parents to furnish the school with a copy of the custody section of the divorce decree. This information is necessary for the school to determine when, if ever, the student can be released to the non-custodial parent. In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents to provide the school with the most recent court order. The school cannot be responsible for monitoring court restrictions if we have no knowledge of them.

## **Dress Code**

While student dress is, first of all, a parental responsibility, the school has a right and a responsibility to establish expectations and regulations regarding dress that reflects the dignity of the individual in God's sight. Therefore, Atonement Lutheran School has developed a "standard dress" policy. Since learning is a formal activity and how a person dresses affects one's behavior and reflects one's attitude, the school wishes to emphasize that a student's dress should be in keeping with an academic environment. Students are expected to comply with the standard dress policy outlined. In general, any student dress or appearance, while not specifically outlined, may be considered unacceptable if in violation of the modest, neat and clean spirit of the standards.

### **Early Childhood Program:**

**Mini Monarchs:** Children will not be required to wear Atonement logoed shirts. They should wear clothes that are comfortable and appropriate for school.

- \* Closed-toed shoes for active play.
- \* Parents will provide an extra set of clothes and shoes to be kept in their child's cubby.

**Preschool and Pre-K:** Children will wear an Atonement logoed shirt. These shirts will be provided by the school. Bottoms should be comfortable and easy for your child to manage on their own.

- \* No belts.
  - \* Closed-toed shoes for active play.
  - \* Jeans and shorts work best for outdoor play and sitting on carpets.
  - \* Girls should wear shorts under skirts or dresses.
  - \* Parents will provide an extra set of clothes and shoes to be kept in their child's cubby.
- We maintain a few sets of spare clothes in case of "accidents."

**Elementary School Program:** Children will wear an Atonement Logoed shirt. These shirts will be provided by the school. Bottoms should be appropriate for school. The fit of the clothing should be appropriate for the child, neither too small, nor too tight, nor several sizes too large.

- \* Shorts and skorts must go at least to the child's fingertips.
- \* Skirts should be no more than 3-4 inches above the knee.
- \* All clothing should properly cover the person's body and not allow visual access to undergarments.
- \* No leggings unless worn under skirts or shorts.
- \* No ripped clothing.
- \* Girls should wear shorts under their skirts.
- \* Shoes should have a back or a back strap and be closed-toed

Clothing which displays or promotes violence, drugs, alcohol, rock groups or unchristian behavior or language is not allowed.

Hairstyles and jewelry should not attract abnormal attention to a student's overall appearance to interfere with learning. **Hair must be of natural color.** No piercing allowed other than one set of earrings for girls. Earrings on boys will not be allowed. Tattoos, temporary or permanent, should not be visible. No make-up should be worn to school.

See Addendum #2 at back of handbook for dress code violation notice.

## **Early Release of Students**

Atonement strongly encourages parents to schedule all outside appointments before or after school hours. However, in case of a need for early student checkout, parents are asked to contact the teacher or office by the morning of the appointment, noting the time the student needs to leave. Elementary age students may not be picked up directly from the classroom. When arriving, parents must check in at the school office and your child will be sent to the office.

## **Early Childhood Program Descriptions**

Early Childhood Programs are guided by the Arizona Early Learning Standards, the criteria for accreditation for Lutheran schools and the understanding of the developmental needs and abilities of the young child. A loving, safe environment is staffed by trained caring adults who model the love of Jesus as they provide for the children in their care.

**Mini Monarchs:** This class for our littlest learners will be age and developmentally appropriate. Building a trusting relationship with the teacher is key to support and encourage classroom learning. Many activities and opportunities will be offered for physical, social/emotional, and cognitive growth in a safe and loving environment. Our Mini Monarchs will be taught that Jesus loves them just the way they are and their teachers feel the same.

**Preschool** (3-year-old program): This program introduces students to a cooperative learning environment. Teachers support faith development by modeling Jesus' love as they share truths of their best friend and Savior. They build a trusting relationship between classmates and teachers. Activities and opportunities for physical, social/emotional, and cognitive growth are

planned and facilitated by trained teachers. Learning is hands-on, interactive and appropriate for the age and developmental level of the children to maximize learning success.

**Pre-K** (4-year-old program): Four-year-olds continue to be active learners. All areas of growth are supported through hands-on activities. Play is essential to a child's learning ...it is their exploration, discovery, practice, and problem solving. Language and literacy, math, science, social studies and creative skills are strengthened through teacher planned and facilitated activities. The children "play" and learn. They become confident, building vocabulary and experiences that enhance their understanding and lay a foundation for successful life-long learning. Faith in our redeeming Lord is central to all that we do and teach.

**Teacher Qualifications:** All staff members meet or exceed Arizona State Department of Health Services – Child Care requirements. They are professionals committed to keeping in tune with trends and changes in early childhood education by attending in-service training, conferences and early childhood courses.

## **Electronic Devices**

Atonement Lutheran School is not responsible for any electronic devices brought on the campus. We ask that students leave these items at home. However, if brought to school, they will be required to be kept in the student's backpack or cubby. Cell phones must be turned off or on silence during school hours and kept in backpacks. Cell phone use during school hours is at the teacher's discretion and may be used for educational purposes only.

## **Emergency Care**

If a student is ill or injured, the parents will be notified as soon as possible to obtain their instruction for dealing with the situation. In the event that the parents cannot be reached, the parent-designated caretaker will be contacted.

In case of a serious emergency, the school is given the authority to contact the family physician or nearest care facility and 911. The cost of any such emergency is a parent's responsibility.

In the event of a minor accident, basic first aid will be applied and a report sent home. Minor abrasions will only be cleaned with soap and water. In the case of injury being questionable as to its severity, a parent will be notified and a decision made.

The school will not be responsible for anything that may happen as a result of incorrect information given at the time of enrollment or if you do not keep the school updated on any changes that may occur.

## **Emergency Information Card**

Each school year you will be asked to complete an Emergency, Information & Immunization Record Card for each child in your family. You are asked to provide school personnel with current information so that you can be reached in the event of an illness/injury. Please let school personnel know how and where to reach you during school hours. In addition, you will

be required to provide at least two emergency contacts. Always keep school personnel informed of any changes. It is your responsibility to update all emergency information.

## **Enrollment Contracts**

An Enrollment Contract for elementary students will be sent home in February. The tuition deposit is due April 1.

You may choose to pay the balance in a single payment by June 10 which includes a single payment discount. You may also choose to pay in 10 monthly installments from June 10 through March 10.

The signed Enrollment Contract accompanied by the required application form will constitute a binding contract.

Once enrollment opens for the following school year parents are encouraged to enroll early. This ensures your child's spot in the class for the next year and assists the school with planning decisions. Class size is limited.

## **Equality in Education/Nondiscrimination policy**

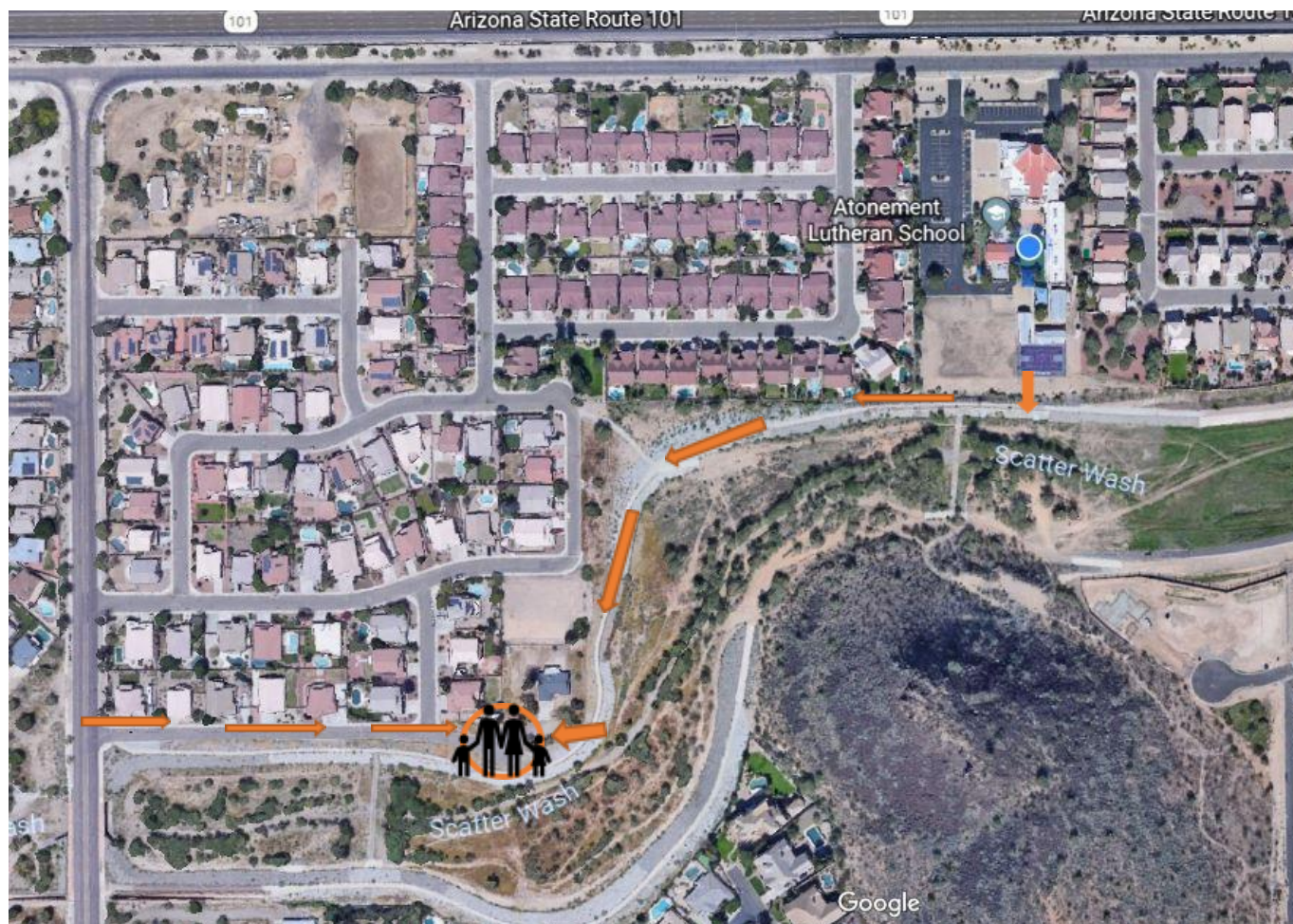
Children enrolled in Atonement Lutheran School programs shall have an equal opportunity for a quality Christian education without discrimination regardless of their race, color, sex, national or ethnic origin.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, and respect and appreciation for the historical, contemporary, and Christian contributions to society of diverse cultural groups.

Inquiries regarding compliance with equal education opportunity should be directed to the Atonement Lutheran School Board.

## Evacuation Plan

In case of emergency evacuation, we have designated an alternate pick up site. Parents will be contacted immediately and prompted to pick up at this location. Lead by the teachers and staff, the students will exit out the south end of the campus and walk along the wash trail. Parents can pick up at the end of W. Behrend Drive. Please see the map below.



## Extended Care

Before care is available starting at 7:00 a.m. for an extra fee. After care is available until 6:00 p.m. for an extra fee. All students must be picked up no later than 6:00 p.m. After 6:00 p.m., a \$20 late fee will be incurred plus \$1 per each additional minute.

Preschool - Elementary students not picked up within 15 minutes of their school day will be checked into after care and parents will be charged appropriately.

## Field Trips

**Elementary:** Field trips are considered instructional outings. Students are expected to wear Atonement school logo shirts. Permission forms for each child are filled out to inform the parents and secure the parent's consent for their child to go on each trip. Permission slips must

be signed by a parent/guardian before a child is allowed to participate in any off-campus event. If the form is not signed and returned, the student remains at school.

**Early Childhood Program:** Visits to the sanctuary, library, and elementary classrooms are considered on-site field trips. Your teacher will notify you when such trips are scheduled. When off-site trips are scheduled parents are expected to transport their own child and attend the field trip with them. The Early Childhood program does not transport children.

## Grading System

**Elementary School Program only:** Report cards will list the grading system used at each grade level. The following guidelines are used in the evaluation of students:

### Achievement

Performance at an **EXCEPTIONAL level:** Performance that greatly exceeds grade level standard and is clearly exemplary. The student needs little or no support and displays confidence.

Performance at **SATISFACTORY level:** Student consistently demonstrates achievement at or above grade level expectations.

Performance at **NEEDS IMPROVEMENT level:** A student needs extra support and practice but shows progress.

Performance considerably below grade level is **UNSATISFACTORY.** Student needs extra guidance and direction. This is an area of concern.

### Grade Scale (Grades 1-8)

A+	97-100%	C	73-76%
A	93-96%	C-	70-72%
A-	90-92%	D+	67-69%
B+	87-89%	D	63-66%
B	83-86%	D-	60-62%
B-	80-82%	F	0-59%
C+	77-79%		

## Harassment

Atonement Lutheran School will not tolerate any form of harassment of staff or student because of race, sex, religion, age, ethnic origin or handicap. We will not condone any type of joke, slur, graphic, or verbal remark against another person. Sexual harassment of any type will not be tolerated. Harassment of any type should be reported immediately to the teacher, Principal, or pastor. Anyone found guilty of harassing may face termination of employment or expulsion from school.

## Homework

**Elementary School Program only:** Homework is a vital academic experience. It provides reinforcement, enrichment and remedial opportunities—and it can help the family understand some of the things being taught in the classroom.

While opportunities for completing assignments are usually available during the school day, some home study may be necessary.

In cases where a student seems to be bringing home a disproportionately large amount of homework, parents should arrange to discuss the matter with the teacher.

Homework is intended to be the student's work and not the parent's work. Parents, however, should be aware of their child's homework and should encourage them to complete the work.

Students will have 1 makeup school day for each day absent to complete their school work. Exceptions may be made for extended illnesses or family crises.

## **Illness**

Do not bring your child to school if any of the following symptoms are present:

- |  |  |
|--|--|
| * <b>Fever (or has had a fever within the last 24 hours)</b> | * <b>Stomach cramps, vomiting or diarrhea (within the last 24 hours)</b> |
| * <b>Rash or skin eruptions</b>                              | * <b>Unusual fatigue</b>   |
| * <b>Has thick or green nasal discharge</b>                  | * <b>Fussy, irritable or not his/her usual self</b>                      |
| * <b>Sore throat</b>   | * <b>Earache</b>   |
|  | * <b>Reddened or oozing eyes</b>   |

If any of these symptoms should be present at school, the child will be isolated and the parent called.

**If your child is absent for any reason, please call the office and the teacher will be notified. Parents will be notified if the students may have been exposed to any communicable diseases.**

Children may come to school when a cold is over, when a minor nasal drip is present, or after a physician authorizes a return to a normal schedule. They must be fever free and symptom free for 24 hours without medication before returning to school.

Families are encouraged to have prearranged sick childcare.

## **Immunization Requirements**

All Immunization Records as required by the State of Arizona are also required at Atonement Lutheran School. It is the parent's responsibility to understand these requirements and make available a current record of immunizations for each child enrolled. In lieu of immunization records a signed Religious Beliefs Exemption Form or a signed Personal Beliefs Exemption Form or a signed Medical Exemption Form is accepted. The school will notify the parents of missing immunizations. Parents must provide notification to the school office with official documentation showing immunizations are up to date.



If not received, it may become necessary to forbid a student from attending class until records are complete.

## **Insurance**

Church Mutual Insurance Company insures each child under a group policy. A copy of the policy is available for review in the church office. Each child will be covered while attending school.

## **Late payment/ Return check**

A late fee of \$25.00 will be added to each monthly payment made after the 10<sup>th</sup> of the month. The returned check fee is \$25.00.

## **Library/Media Center**

**Material selection:** Material selected for the library will be chosen with thoughtful attention as to its appropriateness for a Christian day school. However, it is not the function or intent of the library to unrealistically insulate students from all controversial subject matter. Rather, as opportunities arise, our goal is to teach students to deal with such subject matter as Christians. Therefore, the Principal and faculty may not agree with or endorse every idea contained in books available in the library; every book may not agree with church doctrine. Libraries provide a wide range of resource materials on all levels of difficulty with a diversity of appeal and different points of view.

**Gifts of New Materials:** Gifts of books and other media materials are encouraged. In accepting a gift, the library reserves the privilege of deciding whether it will be added to the circulating collection. Appraisal of a gift for tax purposes is the responsibility of the donor. The school administration will provide the donor with a receipt for items donated.

## **Lost or Damaged Books**

The student is responsible for the care and return of school books including library books used or checked out. Lost, misplaced, or damaged books will be charged to the student account at the discretion of the teacher and Principal. Parents will be notified of lost or damaged books.

## **Lunches**

In the event a child does not have a lunch, the school will provide a simple replacement lunch and the student account will be invoiced.

### **Early Childhood Program**

We support the meal guidelines outlined by the Arizona Department of Health Services. Students will be encouraged to eat food with the highest nutritional value first. Foods brought to school that are high in sugar and low in nutritional value are discouraged. If they are packed in the lunch box, they will be saved for last.

- No soda should be sent to school.
- For the safety of our students no glass should be used in the children's lunch boxes.

- Please remember to mark your child's name on the outside of the lunch box and on any containers you would like returned for reuse. Refrigeration of lunches is not possible. Please use a lunch box icepack.

The following policies will be used in regards to leftover foods in student lunches:

- Uneaten food will remain in the lunch box.
- Any unusually messy foods that are left over will be thrown away. i.e. applesauce.

### **Elementary School Program**

Students in the elementary grades are encouraged to bring a well-balanced lunch and snacks.

## **Medication**

No medication will be administered by school personnel except for doctor prescribed emergency medication such as epinephrine and rescue inhalers. The following procedure must be followed for EPI-Pens and rescue inhaler:

Parents must provide:

- ❖ The EPI-Pen or Rescue Inhaler for their child that includes an original pharmacy label.
- ❖ A completed Medication Consent Form (provided by the school).

Parents may come into school and administer other medications as prescribed.

## **Nap Room Policies**

**Early Childhood Program only:** For the overall well-being of the students attending preschool, it is the policy of the school that children age three and under enrolled in the full day program rest quietly for at least 20 minutes. Parents of students older than three may request a nap for their child in the Early Childhood Program.

## **Parent-Teacher Conferences**

Parents are welcome to meet with their child's teacher for a conference at any time during the school year. Conferences may be arranged by contacting the child's teacher. The Principal is also available to meet with families. Parents will be asked to evaluate our school programs periodically in an effort to better serve and minister to our students and families.

**Early Childhood Program:** Parent-Teacher conferences will be held twice a year to share with parents what their child has been doing in school. This is a time for parents and teachers to better meet the individual needs of the student. Conferences are scheduled in October and March/April.

**Elementary School:** Formal and required conferences are scheduled in the fall and optional conferences in the spring. The conferences provide an opportunity to review the student's progress in all areas of their school experience. In addition, all student grades can be viewed through a secure web based program. Parents may access this program any time.

## Parent Teacher League

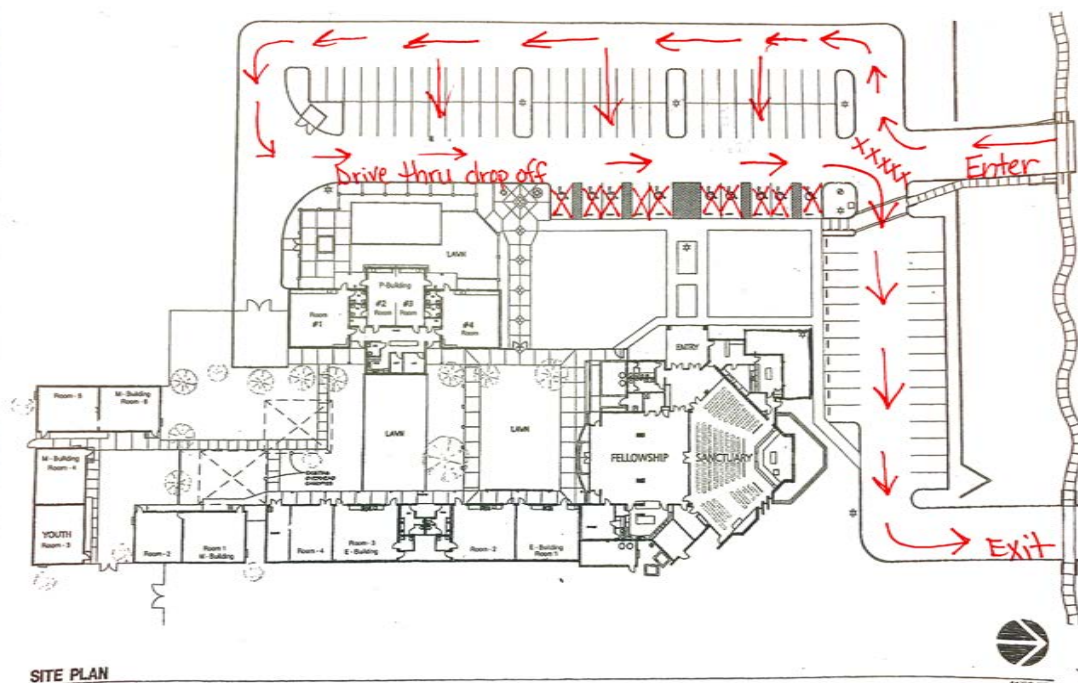
The parents' group at Atonement Lutheran School has a dual role. It is a service organization of the school and helps build a community among parents and staff. All families with children enrolled in the school are members. The Parent Teacher League serves the entire school and is led by a Board of parents of the school.

## Parking Lot Safety

Directions:

- Enter at the 1<sup>st</sup> driveway.
- Veer to the right.
- Park facing the church and school buildings.
- Drive thru drop off is available along the sidewalk. **No parking in the drive thru drop off lane.**
- **No parking in the handicap parking spaces during drop off and pick up times.**
- Exit at the 2<sup>nd</sup> driveway.

Thank you parents and guardians for making our parking lot a safe place for our students.



SITE PLAN

**ATONEMENT LUTHERAN CHURCH and SCHOOL**

4001 W. BEARDSLEY ROAD

PHOENIX, AZ

## Personal Play Things

Children are discouraged from bringing toys, games, etc. to school. This practice avoids possible damage and loss of the toy and possible interference with the learning process. There will be times when your child will be asked to bring something to school, i.e. Show and Share,

special themed request. When unrequested things arrive at school the teacher may ask the student to keep the item in their cubby or backpack until it is time to go home.

## **Pesticides**

It is the goal of staff at Atonement Lutheran School to keep rooms clean and free of pests. Because of our desert location the church contracts with a state licensed pest control company. Pesticide treatment in accordance with state regulations is done on a regular basis and notices are posted. Notices are posted on front doors and in all activity areas 48 hours before a pesticide is applied on premises.

## **Report Cards**

Elementary School Program Only: Report cards are issued in quarters and will be sent home after the last day of the quarter. At the end of the first and third quarters parent-teacher conferences are offered.

## **Retention/Promotion**

### **Elementary School Program:**

Pupils advance to the next grade at the end of the school year after satisfactorily completing the course of study required in their present grade. Pupils who do not demonstrate competence in their grade level in the estimation of the teacher with parent partnership are to be retained in the grade.

### **Retention Procedures:**

Prior to retention, it is the belief of Atonement Lutheran School that the school staff makes a concerted, proactive effort to provide the learning opportunities and support systems that students need for success. It is important for teachers to document instructional strategies used as interventions for underachieving students.

Promotion of students annually is desirable; however, it is recognized that under certain circumstances retention must be considered for some students. Retention of elementary school students shall conform to the following:

1. Every effort shall be made to identify potential retainees as early as possible during the school year and to work with the students' parents/legal guardians to improve academic performance.
2. Attendance regulations set forth by Atonement Lutheran School parent handbook.

At the K-8 level, it is the responsibility of the teacher or counselor to notify the parents/legal guardians of intent to retain. A copy of the notification is turned in to the Principal. The final recommendation to retain is made by the teacher and parent. Consultation with the Principal and other staff members and involvement of parents/legal guardians in all steps of the retention process are vital. **No decision for retention shall be made without parent/legal guardian involvement.**

### **K-8 Retention Notification Timeline:**

Following the end of first quarter:

- Parents/legal guardians are notified that their child is experiencing academic difficulty during their first conference time.
- Teacher will notify and conference with administration regarding concerns.
- A meeting between parents and teacher will be held to discuss interventions and strategies. Information is documented.

Following in early February:

- Parents/legal guardians are notified of possible retention.
- Document in a letter (Principal must sign letter.)

Any decision will be made in partnership with teacher and parents/legal guardians of intent to retain.

## **Role of Parents**

Parents are the most important people in a child's life. Your participation is vital to your child's success in his/her education. At Atonement Lutheran School we welcome your assistance as we embrace the importance of family in a quality educational setting. Parents have access to all area of the facilities when their child is present.

The following are particular areas where your support will be appreciated:

- Pray for Atonement Lutheran School! Pray that God will bless and fortify our teachers and that the Holy Spirit will spur the spiritual and academic growth of all students
- Make prompt payment of fees and tuition payments.
- Ensure that your child is regular and prompt in attendance.
- Develop a routine which allows your child to be well rested and come to school with proper nutrition.
- Do not allow children to bring toys or distraction items to school. The exception being when the child has a show-and-tell day.
- Help your child comply with the dress code.
- Set a good example for your children with regular worship.
- Attend parent-teacher conferences.
- Volunteer your time, talents and treasures.
- Become a partner with the teacher.
- Read the newsletters sent home.
- Do everything in your power to ensure the academic success of your child.
- Provide a quiet place in the home that is conducive to reading, writing, learning, and the completion of homework.
- Ensure the completion of homework, including the review and signing of pertinent documents.
- Assist your child in problem-solving by enabling your child to contact teachers regarding homework.

## Safety

Atonement Lutheran School is a closed campus. The security of our students is of the utmost importance to us. Our classrooms and play areas are secured. All visitors must register at the school office before entering the campus. In an effort to keep our security intact we respectfully request that parents do not open doors to anyone they do not know. If the doorbell rings, and a staff member is not present, please seek out a staff member. However friendly they may seem do not let in a stranger.

Parents should closely monitor their children as they walk in the parking area. Please drive slowly in the parking lot.

Fire drills are held regularly in accordance with the school's emergency plan. Evacuation instructions are posted in each classroom.

In case of any emergency, a letter of explanation will be sent home to all school families.

## School Board

The School Board members are always open to concerns of families, teachers, staff and the congregation. However, it is important to note that members of the Board do not act on an individual basis, but rather the Board as a whole gives direction and guidance.

The Board President prepares the agenda. Items not on the agenda will not be discussed. If there are concerns that need to be addressed by the Board it is recommended that they are presented to the Board President in writing. It is important that proper channels for issues or grievances have been followed (see Conflict Resolution) before being presented to the Board. Constituents who would like to address the Board must do so, in writing, to the Board President by noon on the first Monday of the month.

The School Board meets the second Monday of each month at 6:30 p.m. at the school; the public is always invited to attend these meetings during the open session from 6:30-7:00. Any new agenda items have to be submitted by the first Monday of the month to be included in the next scheduled meeting.

## School Directory

Early in the school year Atonement Lutheran School will be providing families with a school directory. The only purpose for this directory is to assist families with car pools, play dates, birthday invitations, thank-you notes, and other fellowship building activities. **DIRECTORIES ARE NOT TO BE USED FOR SOLICITATION.** If you do not want your child to be included, please indicate this on the Parental Consents Form completed at the time of enrollment.

## School Hours

**Elementary School:** Classes are scheduled from 8:30 a.m. until 3:30 p.m. Monday through Thursday and 8:30 a.m. until 2:00 p.m. on Friday. Outside gates open at 8:15 a.m. Students may enter the classroom at this time to prepare for the school day. After 8:30 a.m. children and

parents must enter through the school office. Child will be given a late pass for the teacher. To reduce disruption, parents are asked not to enter the classroom.

The teachers will dismiss the children to the parents at 3:30 p.m. Monday through Thursday and 2:00 p.m. on Friday. If children are not picked up by 3:45 p.m. or 2:15 p.m., respectively, they will be signed into after care.

## **School Visitation**

Parents are always welcome to visit and are encouraged to do so. Visitors must enter through the school office. Advanced notice is necessary. If the visits become frequent and begin to disturb the classroom routine, the visitor may be asked to leave.

## **Snacks**

Please notify the school if your child has any food allergies, intolerances, or restrictions. A list of children's allergies is maintained in all serving and eating areas. Snack time will be used to teach good nutrition and appropriate manners. At times throughout the year snack preparation and food items will tie into the curriculum.

**Early Childhood Program:** Each child will bring their own snack for the morning and afternoon if staying all day. Nutritious food that the child can eat on their own is encouraged. Unless otherwise noted, the school will provide an afternoon snack during the aftercare program. The snack menu will be posted.

**Elementary School Program:** The students will be asked to bring a snack to be eaten in the morning. These snacks should be something that is nutritious, not messy and consumed in 2-3 minutes.

Due to high temperatures in Phoenix, students are allowed and encouraged to bring water bottles to school for use in the classroom. We request that all water bottles use pop-up caps to prevent spills. Labeling bottles with first and last name is required.

## **Special Fees**

Occasionally special activities will require payment of a fee. This may include field trips, special art projects, or events. If any of these special fees imposes a burden, a family may explore possible options with the Principal.

## **Special Needs Policy**

Though Lutheran Schools are not required by law to accept or to provide adapted programs for children with special needs, we will, nevertheless, make our decision in the spirit of the Gospel and our dedication to serve when possible those God sends us. A child with special needs requires a pre-enrollment conference to determine if we can meet the needs of the child. It is the goal of Atonement Lutheran School that each student experience success at his or her own level. The faculty of the school will strive to meet the individual needs of all students. We receive Title 1 services twice a week for children who qualify.

Any child's enrollment and continued enrollment is at the discretion of Atonement Lutheran School. If the situation should arise that the programs of Atonement Lutheran School cannot reasonably, without significant hardship, meet the needs of a child, parents will be consulted and the child may need to be removed from the roster. Tuition paid in advance will be refunded.

## Sun Safety

Students will not be in direct sunlight for more than 20 minutes at one time when temperatures are above 100 degrees F. Parents are advised to follow sun safety procedures for their child's long-term good health:

- Always use a sunscreen of SPF 15 or higher, apply it before the school day.
- Wear a hat or visor and use lip balm with SPF 15 or higher.
- Wear sunglasses.
- Keep skin covered as much as possible.
- Remember to identify your child's belongings with his or her name.

Children are encouraged to bring a water bottle for use during the day. Please send only pop-up caps to reduce spillage.

## Toilet Training Requirements

### Preschool and Pre-K Classes:

- Children should be able to use the toilet independently. It is understood accidents happen.
- Please use cloth underwear. No Pull-Ups.
- All laundry will be sent home.
- Children showing an inconsistent routine in their potty training may be asked to wait a few days before returning to school in order to work on their training at home.
- There is no tuition credit for this training time as we will be holding your child's spot.

## Teachers

**All church and school staff** are fingerprinted and have criminal history record checks. All employees are subject to additional background checks upon employment.

**Elementary School Teachers** (full time) at Atonement are required to be certified, licensed teachers in a state. Priority is given to teachers who have completed their teaching courses through the Lutheran Church—Missouri Synod (LCMS).

**Early Childhood Teachers** are required by the State of Arizona to have 18 hours continuing education annually. Degrees in Education in Early Childhood and/or Child Development are valued. Our minimum requirement is an Early Childhood certificate.

**Early Childhood Teacher Aides** are required by the State of Arizona to have 18 hours of continuing education annually. Priority is given to those with education and experience in early childhood. New Teacher Aides are considered in training for the first three months.

In order to maintain accreditation through Lutheran Church—Missouri Synod, all lead teachers must maintain their EC Certificate and attend annual continuing education classes.



## Tuition and Fees

Parents are encouraged to enroll children as early as possible since class size is limited. An Enrollment Contract (elementary) or Financial Agreement Form (early childhood) will be sent out. Refer to the FEES AND TUITION section at the end of this Handbook for specific application fees, tuition amounts and before and after care charges.

### **Policy concerning School Tuition Organizations (STOs) funds (K-8):**

To best meet the needs of the school cash flow and to budget ongoing expenditures, funds received from STO's will be distributed equally over the school year. As additional checks are received from these funds, tuition payments will be adjusted. Full tuition is expected each month. Late fees and interest will be charged as applicable.

**Past Due Accounts:** If the student's account is past due, the student may not be permitted to enroll. The School reserves the right to delay admission, suspend, or dismiss any student when the tuition account is past due at any time during the year. All information retained in our systems may be used in collection activities.

No refunds are made in the case of absence, vacation, or illness.

If your child must be withdrawn from the school, please see the WITHDRAWAL POLICY included in this Handbook.

## Tuition Assistance

Atonement Lutheran School offers financial aid scholarships. If you are applying for Atonement Aid, you must first apply for other financial assistance, be participating in our Scrip program, and/or be actively looking for ACSTO donors.

**Elementary School Program:** Our primary source of scholarships for elementary students is through the Arizona Tuition Tax Credit Program. Here families and friends can direct a portion of their Arizona state income tax dollars to School Tuition Organizations. Families with students who will enter kindergarten and above may apply for these funds. Application forms are available on the specific websites.

We are currently involved in the following programs: ACSTO (Arizona Christian School Tuition Organization), ASCT (Arizona School Choice Trust), ASF (Arizona Scholarship Fund) and LEF (Lutheran Education Foundation). Forms may be found online. Additional scholarships may be available through other School Tuition Organizations. There may be a small application fee.

Additional assistance for both the Early Childhood and Elementary Programs may be available through Atonement Aid, sponsored by Atonement Lutheran Church. Forms are available in the church office or talk to the Principal. There may be a small application fee.

**SCRIP:** When you purchase Scrip, you're purchasing negotiable gift cards that are used just like cash. You can use Scrip to purchase everyday items like groceries, clothing, gasoline, and other essentials from your favorite stores. Since Scrip is issued in the traditional certificate and prepaid card form, it is also a great gift idea for friends, relatives, and employees. Atonement

purchases large amounts of Scrip, which allows retailers to offer substantial discount that ranges from 1% to 28%. That discount is passed back to the scrip program. With every purchase, 50% of the discount comes back to you in the form of tuition credit, and 50% to Atonement School. For more information contact the school office.

## **Volunteers**

We have a need for volunteers frequently. Volunteerism provides opportunities for individuals to use their God-given talents to help others. Those who benefit from volunteer help will come to understand the blessings God showers upon them through the loving, generous efforts of others.

Because all volunteers serve in a helping role, they work under the direction of our school staff. Volunteers are encouraged to share ideas or concerns with the teachers or other staff persons under whom they work. Ideas and concerns will always be received in a spirit of openness and teamwork. Teachers, under the supervision of the Principal and the School Board, retain the responsibility for the direction of the school's educational program and extra-curricular activities.

Volunteer school helpers often have the opportunity to observe interaction among students, among teachers, or between teachers and students. They are sometimes party to privileged information that needs to remain confidential. Contacts with the home concerning either behavior problems or academic needs should come only from professional staff, not from the volunteer. It is also a breach of ethics to discuss confidential school situations with other parents.

Volunteers are required to stop in the office to register their presence on campus. It will be necessary to sign out upon leaving. Volunteers who work directly with children may be asked to undergo a background check.

## **Weapons/Smoking/Illegal substances**

We have a responsibility to your child to provide a safe environment. We are committed to facilitating a smoke-free environment for children and staff due to acknowledged hazards arising from exposure to second-hand smoke. Smoking is prohibited at all times at Atonement Lutheran School. Drugs, alcohol, dangerous weapons, and tobacco products are not allowed on school grounds. Any of these items brought to school will be confiscated and may result in immediate expulsion. Atonement reserves the right to inspect students' desks or lockers at any time.

## **Wellness Policy**

Atonement Lutheran School believes that by the grace of God we serve our Lord in promoting spiritual, emotional, academic, social, and physical growth. Children who begin each day as healthy individuals can learn more and best utilize their God-given talents and abilities. To that end, this policy encourages the wellness of all students and staff of Atonement Lutheran School.

## Goals for student nutrition education, physical activity, and healthy living habits:

- Students are reminded that they are children of a great and loving God. He cares and provides for them, as do their teachers and staff. We learn to take care of our bodies so that we can make the most of the talents and abilities that He has granted us.
- Each full-time student participates in physical activity 60 minutes a day. These activity times include both free and organized play on the playground, as well as music and movement in the classroom.
- Sun safety is an important part of living in Arizona. Drinking water throughout the day is encouraged. Parents are asked to apply sunscreen daily before school. On days that a child may be exposed to more sun than normal (water day, Fun Run, etc.) we ask that parents supply sunscreen to be reapplied. When the temperature is 100 degrees or above outdoor time is limited to 20 minute increments. Hats, sunglasses and appropriate dress are encouraged to shade and protect.
- The benefits of breast feeding are documented. We will provide a comfortable place for a mother needing to breast feed.
- Only 100% juice is served to students. Juice is a healthy choice for children. It is, however, high in sugar content. Serving sizes at snack time are limited to no more than 5 oz. twice a week. Water is always available in addition if a child is still in need of something to drink.
- Students are educated in good nutrition practices as part of each classroom's curriculum. Staff sit with children encouraging and conversing about the foods they are eating. Food is not to be used as a reward.
- Dental health begins at infancy. We encourage healthy food choices, regular brushing, and dental check-ups to support dental health.
- Our campus is smoke free. The dangers of smoking and second-hand smoke are staggering. We provide tobacco facts to our parents through newsletters and the availability of educational materials provided by Arizona Smokers' Helpline (ASHline).

## **Withdrawal Policy**

**Early Childhood:** If your child must be withdrawn from the school, please inform the school, **in writing**, 30 days prior to withdrawal. Please explain the reason for withdrawal. Tuition is due until the date of withdrawal or, in lieu of one month's notice, one month's tuition will be required.

**Elementary:** All withdrawals must be **in writing** addressed to the School. All payments due and paid up to the date of withdrawal are totally non-cancellable. All tuition payments are considered due and payable unless the School has been informed of a withdrawal **in writing** prior to the next tuition due date.

## **Worship**

One of the unique features of a Lutheran School is the opportunity for weekly chapel services. One of our Pastors or the Principal leads these services. Your teacher will have a schedule. We like to combine our classes so the younger children are able to be with the older students. Parents, grandparents, and friends of the school are encouraged to worship with the school family in chapel services. To encourage and develop an understanding of stewardship, we ask

the children to bring an offering. Missions to support are chosen throughout the year. Offerings taken during chapel go to this mission. Your support is appreciated.

Families are invited to attend one of the Sunday worship services at Atonement Lutheran Church. As a school parent we welcome you as part of our extended family.

Sunday Schedule:

8:00 a.m. Worship Service

9:30 a.m. Sunday School for all ages

10:30 a.m. Worship Service

# Discipline Notice

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Violation Notice #:

- 1 – warning
- 2 – talk to parent/note home
- 3 – phone call to parent, loss of privilege
- 4 – parent/teacher conference
- 5 – see parent handbook pages 7-8 for options

Behavior:

- excessive talking/disruption
- passing notes
- profanity
- cheating
- not in class
- disrespecting staff
- disrespecting other students
- gum
- cellphone/game use
- littering
- misuse of supplies/equipment
- computer violation
- vandalism
- theft
- teasing/insulting
- threatening behavior
- fighting
- other \_\_\_\_\_

Severity:

- minor
- moderate
- severe

Consequence \_\_\_\_\_  
\_\_\_\_\_

Parent signature \_\_\_\_\_

*Please sign and return promptly. Thank you.*

Addendum #2

## Dress Code Notice

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Violation Notice #:

- 1 – warning
- 2 – phone call to parent
- 3 – parent must bring change of clothes
- 4 or more – in-school suspension

Dress Code Violation:

- clothes too small
- clothes too tight
- clothes too big
- shorts/skirt too short
- undergarments visible
- inappropriate content on clothing

(violence, drugs, alcohol, unchristian behavior/language)

- distracting hairstyle
- distracting jewelry
- tattoo (temporary or permanent) visible
- shoes with no back or back strap
- open-toed shoes
- wheeled sneakers

Dress Code Policy: "While student dress is, first of all, a parental responsibility, the school has a right and a responsibility to establish expectations and regulations regarding the dress that reflects the dignity of the individual in God's sight. Therefore, Atonement Lutheran School has developed a "standard dress" policy. Since learning is a formal activity and how a person dresses affects one's behavior and reflects one's attitude, the school wishes to emphasize that a student's dress should be in keeping with an academic environment. Students are expected to comply with the standard dress policy outlined. In general, any student dress or appearance, while not specifically outlined, may be considered unacceptable if in violation of the modest, neat, and clean spirit of the standards."

Atonement Lutheran School Parent Handbook, pages 9-10

Parent signature \_\_\_\_\_

*Please sign and return promptly. Thank you.*

## FEES AND TUITION 2022-2023

### MINI MONARCHS

<u>Days</u>	<u>Monthly Tuition</u>
1 1/2 day	\$189.00
2 1/2 days	\$252.00
3 1/2 days	\$338.60
4 1/2 days	\$451.50
5 1/2 days	\$564.40
1 full day	\$346.50
2 full days	\$462.00
3 full days	\$567.00
4 full days	\$693.00
5 full days	\$819.00

### PRESCHOOL AND PRE-K

<u>Days</u>	<u>Hours</u>	<u>Annual Tuition</u>
2 1/2 days	8:30 - 11:30	\$2,415
3 1/2 days	8:30 - 11:30	\$3,150
5 1/2 days	8:30 - 11:30	\$5,092
2 full days	8:30 - 3:30	\$4,489
3 full days	8:30 - 3:30 (M-TH) 8:30 - 2:00 (F)	\$5,486
5 full days	8:30 - 3:30 (M-TH) 8:30 - 2:00 (F)	\$7,980

After the school year begins, tuition is calculated on a prorated basis.

### BEFORE AND AFTER CARE

Available 7:00 a.m. until 6:00 p.m. at \$6.00 per hour, billed by the half hour.

### ELEMENTARY

School hours are 8:30 – 3:30 Monday through Thursday  
and 8:30 – 2:00 Friday

	<u>Annual Tuition</u>
Grades K – 4	\$7,210
Grades 5 – 8	\$7,931