

SCHOOL HANDBOOK AND STUDENT CODE OF CONDUCT



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REVISED 7/30/2021

Table of Contents

Mission, Philosophy and Objective	5
Organization and Brief History	6
Enrollment Policy and Statement of Non-Discrimination	7
Statement of Non – Discrimination	8
Continuing Enrollment and Conflict-Resolution	8
Public Notifications (Sexual Harassment Policy, Violence Policy, AHERA, FERPA, Mandated Reporting, Missouri Safe Schools Act)	
Attendance, School Hours, and Calendar	11
Financial Aid	13
Emergency and Safety	13
School Closings	14
Curriculum and Child Development	14
Early Childhood Program	14
Instructional Program and Curriculum	15
Assignments and Homework	17
Student Assessment and Progress Reports	18
Grade Placement – Promotion and Retention	18
LHSN Academic Competition and Annual Student Awards Program	19
Student Support Services	20
Health Program and Services	20

Screenings and Prevention Education Programs	20
Medications	21
School-wide Wellness Policy	23
Special Education Program	24
Guidance and Counseling Program	25
Lunch Program	25
Field Trips and Transportation	26
Student Code of Conduct and Discipline	27
Philosophy, Responsibilities, and General Policy	27
Expectations, Violations, Consequences, and Procedures	28
Detention/Suspension/Expulsion Policy, Procedures, and Appeals	29
General School Rules	31
Student Dress Code	33
Electronic Devices and Technology Use Policy	34
Student Communications	36
Co-Curricular Sports Program	36
Philosophy, Eligibility, and Attitude Development Goals	36
Academic and Behavior Code for Eligibility	38
General Rules and Philosophy on Playing Time	39
Expectation of Parents	41
Atonement Parent-Teacher Organization	42

School Handbook and Student Code of Conduct

Introduction

The success of our students is attributed in large part to the effectiveness of the partnership of the home and school working together to provide a safe, Christian learning environment that provides all students the opportunity to grow and develop in achieving their potential. Parent support for the school's Christian philosophy, mission and purpose is essential. It has been universally recognized and supported by research that parents are invaluable and key to student school success. There are numerous resources available to help parents support their child's development and learning. *Helping Your Child Succeed in School* (2005) published by the U.S. Department of Education is one such resource that provide parents a wealth of specific information to support their child's life-long learning and school success. One may access this resource on-line at <http://www2.ed.gov/parents/academic/help/succeed/succeed/pdf>. Copies are also available in the school office.

This school handbook is provided to help parents and students become familiar with our school program, policies, and procedures. It is important for students and parents to understand and support all policies to ensure the ongoing success of our students and school. A parent orientation (Back to School Night) is provided by teachers at the beginning of the school year which is extremely helpful to parents for understanding how they may best support their child's success and development at his or her respective age level in the classroom. Individual classroom management rules and procedures, expectations, instructional goals, homework, communications, and other strategies for helping students to develop responsibility, independence, confidence, and success is discussed. While this handbook covers a wide range of topics, there may be some situations which may arise that are not specifically addressed. In all cases, we endeavor to align all practices with our school's mission, philosophy, purpose and objective.

Mission Statement

“Teaching children of God the skills needed for a lifetime of learning, worshiping, and sharing the love of Jesus”

Philosophy and Objective

Atonement Lutheran School exists as a ministry of The Lutheran Church of the Atonement in teaching and modeling the Gospel of Jesus Christ. Our purpose is to assist Christian parents and the Church in fulfilling the sacred vows made at the time of Holy Baptism regarding the Christian training of their children, for the equipment of the saints, for the work of ministry, and for the building up of the body of Christ. Our Lord says:

“And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children...” Deuteronomy 6:6-7.

“...let the children come to Me; do not hinder them; for the kingdom of God belongs to such as these.” Mark 10:14.

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28:19-20.

We proclaim the grace, mercy, and forgiveness of God, made possible by Jesus Christ through His death on the cross. We share the love that God has for the whole human family. We teach one philosophy of life, namely to follow God’s Word and to live Christ-like lives in the service of God and our fellow men and women. We believe that every child is a gift from God and should spend life praising and glorifying God.

We seek to help each child develop spiritually, morally, emotionally, intellectually, socially, and physically as fully as possible. Our objective for each child is maximum personal growth in all these areas so that she or he may be able to meet well the challenges of life and discover the full joy of a life in Christ’s service.

The school's purpose is to aid the home, not to replace it, in meeting the responsibility God has given parents to bring up a child in the training and instruction of the Lord, as Paul writes to the Ephesians, "Fathers...bring your children up in the training and instruction of the Lord." Ephesians 6:4

Organization and Brief History

When much of the Florissant area was still covered by farms and corn fields, the Lutheran Church of the Atonement began its Gospel ministry as a congregation in 1951. Providing a quality, Christian education for their children was a high priority, and they soon established a school for that purpose in May of 1956 with the building of its first education center. The school began with a Kindergarten through Grade 4 program with subsequent grade levels added over the first four years. Enrollment quickly grew with the population boom, and the congregation built a second education center which was dedicated in September 1960 to accommodate its Kindergarten through Grade 8 program. The Pre-Kindergarten program was established in 1975 with an all-day Child Care program added in 1986 to care for the children from early morning until late afternoon while their parents were at work. The school's purpose has remained essentially the same since its inception, but its role has expanded to include that of community outreach which offers the same high quality, Christian-based education to all children from the community.

The congregation's commitment to the school's Christian education program continued with a major, three-phase building project. The first phase was completed in March 1996 which provided a new, full-size gymnasium, child care center rooms, and youth ministry room. The second phase in 2003 was construction of a new classroom wing for grades 5-8, a special education classroom, and full renovation of the primary grade classroom wing and cafeteria. Although the start of the next school year was delayed a few weeks, the building was completed in record time and dedicated in September. The third and final phase was completed in January 2009 and included a new administration center, media and technology center, school health room, faculty

and staff room, multi-purpose room, school foyer area, and church reception area and family room.

The education program and student support services have expanded and developed over recent years to include a full-time special education teacher, speech and language teacher, full-time nurse, school counselor, music and technology teacher, as well as library coordinator. Ongoing curricular and co-curricular development continues to provide current instructional resources and technology, along with a sports program for volleyball, soccer, basketball and track. The school has an enrollment of 135 students and is accredited through the Missouri Nonpublic Schools Accrediting Association as well as the National Federation of Non – Public Schools.

Enrollment Policy

Atonement Lutheran School reserves the right to limit its student body to those students and families who maintain evidence of Christian conduct, courtesy, and support in accord to its stated purpose and philosophy. Enrollment is granted on an individual basis according to the need, interest, and willingness to support the school and its purpose and philosophy.

Class placement is determined by the school administration to provide the optimal educational setting for the individual child and all students. School policies apply for all programs including preschool and child care programs unless otherwise stated. Enrollment requirements include:

- 1) Copy of prior school's student records which may include report card, standardized test scores, and disciplinary report.
- 2) Reason for school transfer or enrollment; Principal will contact previous school of student.
- 3) Completion of the registration form for application and payment of a non-refundable fee, unless student is determined ineligible by the school or because of class size limits.

- 4) Proof of age: 3, 4, or 5 years of age prior to August 1 for the respective entrance level at preschool or kindergarten; children must be completely toilet trained and be able to take care of personal hygiene issues.
- 5) Parent and student interview with Principal K-8.
- 6) Completion of all required health and registration forms.

Parents are notified for determination of enrollment. A waiting list is established when class size limits have been reached; 20 students maximum for preschool sessions; 20-25 students for kindergarten; 25-27 students maximum for grades 1-8. Eligible applicants are contacted as openings occur.

Statement of Non-Discrimination

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

Continuing Enrollment and Conflict-Resolution Policy

Enrollment is a privilege and Atonement Lutheran School reserves the right to terminate enrollment at any time. Enrollment of students new to Atonement is probationary to ensure that students are able to transition positively to our school community. Students or families who have difficulties in adjusting to our school, philosophy, and policies may result in the need for a conference with the Principal to review the needs of the child and family. Should the school not be able to meet the needs of the student or conflicts continue to not be resolved, enrollment will be terminated.

The Gospel of Jesus Christ is the foundation for which all things must be followed and supported by all parents in working with teachers and staff in the Christian

education and training of the child. The following steps should be followed based on Matthew 18 with Christ's love and understanding at each step:

- 1) The parent and teacher should first meet to discuss the need or concern involving the child and work together to resolve it;
- 2) If the need or concern continues following every effort made by parent and teacher together, the Principal will work together with parent and teacher to resolve the matter;
- 3) If the concern or need remains unresolved, the matter will be referred to the President of the Atonement Lutheran School Board (ALSB) for further action. This may also include the ALSB who would resolve the matter.

Early registration for enrollment of all students is held annually. Waiting lists are established when class size limits have been reached. Atonement does not release report cards or any student records until all fees are paid or account is current.

Public Notifications

Sexual Harassment and Violence Policy

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 USC 2000e, et seq. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. School policy prohibits all forms of discrimination based on sex. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or other forms of personal harassment by any person, male or female, which create an intimidating, hostile, anti-gender, or an offensive environment will not be tolerated.

The school will act to investigate all complaints, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee. Sexual harassment or sexual violence may constitute sexual abuse and will be reported to civil authorities. The school will take immediate action to protect victims of alleged sexual abuse. The

complete policy with report forms and procedures is on file in the school office. Information or complaints may be directed to the Principal or school nurse.

Asbestos Hazard Emergency Response Act (AHERA)

Our school has been inspected under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). Students and staff are not at risk to exposure from Asbestos Containing Material (ACBM). A management plan detailing the location and description of the Asbestos Containing Material (ACBM) is on file in the school office which also includes abatement (removal) projects. Two major ACBM abatement projects (at significant cost of \$50,000) as part of our new construction and renovation projects removed ACBM from occupancy areas for students and staff.

Family Educational Rights and Privacy Act (FERPA)

Atonement follows this federal policy relevant to protection and release of educational records of students. Only authorized school staff and legally approved individuals have access to student records. The school only releases protected student records to authorized legal entities or other school officials with legitimate educational interest which includes another school in which the student seeks or intends to enroll. This policy affords parents and students over age 18 the opportunity to inspect and review education records. This may be done by submitting a written request to the Principal identifying the record(s) they wish to inspect. A time will then be scheduled to review these records. Parents may ask the school to amend a record they believe to be inaccurate and reason for it and request a hearing through the Principal if not amended. If records are not amended, parents may have included with the student records a personal statement setting forth his or her view about the contested information. For additional information or complaints, parents may contact Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

Mandated Reporting for Child Abuse and Neglect

The professional staff of Atonement is required to report to the Missouri Division of Family Services cases of suspected or actual cases of abuse or neglect of children.

Missouri Safe Schools Act

The Missouri Safe Schools Act was enacted in August of 1996 to improve the safety of students and staff to ensure a safe educational learning environment. Major provisions of the law include discipline policies and procedures, mandated reporting of criminal acts, especially that of violence or drugs. It may also necessitate for the school to contact juvenile and law enforcement agencies. All school policies are in force on or off campus, field trips, school-sponsored events, field trips, and may also be applied at any location, public or private, where the activity adversely affects or disrupts the school community, staff or students. The *Safe Schools Act* (2011) is available at <http://dese.mo.gov/schoollaw/LegFolder/safeschoolsact.htm>.

Attendance, School Hours, and Calendar

Academic success is affected by student absences, and it is expected that students miss only when it is absolutely necessary. Parents should schedule appointments and vacations around the school calendar.

In accordance with state laws, all students are held to regular and punctual attendance. In case of absence, parent or guardian must notify the school office no later than 8:45 a.m. each day of absence. A written excuse should be brought to the teacher on the day student returns to school. If student is absent three consecutive days, an explanatory note from a physician should be provided. Parents may be notified for any student who is absent from school a total of 5 times or tardy 10 times and may necessitate a conference with the teacher, parent, and/or Principal. Upon 10 days absent or tardy 20 times, the Principal will review the student's attendance with teacher and parent. Any student absent from school a total of 20 times or tardy a total of 30 times may be considered truant and continuing enrollment will be reviewed by the principal and/or school board.

A student who is tardy three (3) times within a four-week period may serve an academic detention. Students who are tardy following the 8:30 a.m. bell must sign in at the school office. A student who is not present for a period of 60 minutes during the day will be counted absent one-half day. Excessive or patterned absences and days tardy will be reviewed by the Principal and may affect grade advancement or continuing enrollment.

No student will be permitted to leave the school during the day without authorized parent or guardian consent and must sign out in the school office. Parents are responsible for transportation and advance transportation arrangements or changes should be communicated to each student's teacher. Relative to custody issues, a copy of the current Court Order must be on file in the school office. Only designated individuals may have access to students. Parent or Guardian should keep Principal and teachers informed of any pertinent information.

Students who are not in our Before School Care are not to arrive earlier than 8:15 a.m. Supervision is not available before these times, unless they attend the child care program. School doors open at 8:15 a.m. and students must go directly to the respective classroom. Permission for students to enter any other part of the building must be granted by the teacher and receive a hall pass. Students should use the time before classes begin for daily preparation. If necessary for parents to take younger children to the classroom at the beginning of the year, parents are reminded that parent-teacher consultations must be scheduled. Parents should leave the classroom as quickly as possible, so that the teacher may get the children organized and settled for the day's classes. This also helps to build independence, confidence, and organizational skills for the child. Individual daily class schedules are provided by each respective classroom teacher.

Daily classroom schedules begin promptly and parents are encouraged to have children at school in sufficient time for children to adequately relax and prepare for the day. School doors are locked after student arrival times for security purposes. Visitors must sign in at the school office and receive a visitor's pass.

Financial Aid

Families may apply for financial aid through the Lutheran Elementary School Association Building Block Scholarship Program. If a scholarship is not awarded through this program, application for financial aid may be made to Atonement's Financial Aid Fund. It is expected that families who receive Atonement financial aid will volunteer 10 hours of service at the school exclusive of volunteering for Atonement Parent-Teacher Organization events.

School Calendar and Early Dismissal Days

A yearly school calendar is provided to parents that include all attendance and vacation days. Early dismissal days are also designated on the calendar. Please carefully note these special days. Parents will receive advance notification as much as possible for any calendar changes. It is published annually and kept updated with school activities, league sports schedule, and other co-curricular events.

Emergency and Safety

The safety and well-being of all students and staff is of highest priority. The school's emergency response plan and procedures are also coordinated with emergency responders and law enforcement. Some security and emergency systems are confidential to the public. Students are instructed in procedures for fire and civil defense drills. In case of a civil defense alert during school hours, children will be kept in the building. If such an alert continues after school hours, dismissal will be at the discretion of the Principal. Parents who wish to pick up their children during such an alert may do so. In case of a serious medical emergency or illness, an ambulance 911 call will be made and parents informed as quickly as possible. Again, it is extremely important that parents provide the school office with all updated emergency contacts and phone numbers. The school will provide all emergency and medical information to the emergency attendants. It is understood that parents are responsible for any costs associated with emergency treatment.

In case of a less serious emergency, the school will make every effort to contact the parent or designated emergency contacts. The parent will be responsible for making any necessary transportation arrangements.

Emergency School Closings

An email messaging system is used to notify parents for school closings and other emergencies or important events. Should inclement weather or some unforeseeable event dictate the closing of our school, notices will also be given on TV channels 2, 4, and 5.

It is extremely important that all emergency information and phone numbers are kept current in the school office. In order to make all out-going calls, parents are asked NOT to call school during this procedure to help keep our phone lines open. Parents should inform anyone other than those who regularly transport their children that they must check in at the school office for verification of identity and authorized transportation of their child/children.

Community Resources

Prevention education is an important part of our school's overall program of safety and our school-wide coordinated health education program. Public and private agencies provide students instruction in personal and home safety. It may include prevention programs for fire, abuse, safety at home and in public, drugs and alcohol, bullying, risks from technology, and other threats to the safety and well-being of our children.

Early Childhood Program

An all-day program is provided through the preschool program which includes a summer program that provides parents a year-round program of child development and readiness skills to support life-long learning and school success. The preschool program provides a program of early literacy, academic and social skill readiness development to children in a Christian learning environment to establish a foundation for

ongoing student school success. The year three-year-old program is provided to children who are three years old by July 31 and able to provide for their personal hygiene needs

The curriculum emphasizes language skills, fine and gross motor skills, and social skill development that are built upon our school's mission, philosophy, and purpose. Children are guided to develop friendships and sharing during cooperative play, learning centers, and classroom activities. Experiential field trips and community resources also contribute to an understanding of community. Early literacy is emphasized with a letter of the week, letter person puppet, letter song, identification of objects beginning with that letter, and a letter "march" around the room. Cross-curricular math and science activities are expanded to extend learning with counting, number recognition, graphing, sorting and classifying activities. Preschool class sizes are limited to 20 children to meet teacher-pupil ratio. Students enrolled in the preschool program also benefit from student support services provided through the school program that includes health care through the school nurse, counselor, and speech and language services.

Instructional Program and Curriculum

The Kindergarten through Grade 8 curriculum of Atonement addresses the Missouri Learning Standards. The curriculum provides a challenging course of study with instructional resources updated and reviewed annually. The curriculum, school programs and student services are continually evaluated and developed to maintain educational standards of excellence that prepares our students for continued success in high school and life-long learning. In addition, numerous community and business resources are incorporated to provide meaningful and relevant learning opportunities to the classroom. Content areas include:

Religion: Instruction centers on Biblical teachings and includes Bible History, Christian doctrine, Memory work, and Confirmation in grades six, seven and eight.

Communication Arts: A complete program of instruction is provided in Reading, Spelling, Phonics, English, Creative Writing, Literature, and an Accelerated Reader Program. The school has adopted the new Step Up to Writing Program.

Mathematics: A transitional program of basic operations to advanced concepts in application including Algebra provides essential skills for success at the high school level.

Science and Technology: Instruction includes concepts in General, Biological, Physical, and Earth Science. An on-line technology program provides necessary skills for students to become proficient in technology applications to support learning.

Social Studies: A complete program of societal development in U.S. and World History, Geography, and Government is taught.

Music/Fine Arts: Instruction provides Vocal and Instrumental Music, Music Theory, and Choir. Band and Violin lessons are also available. Art classes provide graphic arts and art appreciation.

Physical Education: A structured program provides development of strengths and skills. Extra-curricular sports provide expanded skills development.

Health: A separate course on Health provides a complete study on keeping the body healthy and developing positive decision-making skills.

Special Education: A resource room instructor provides special education for eligible students following an Individual Education Plan (IEP) developed through Special School District which allows it to be followed for public or non-public schools. Speech and language services are also available. (Please note that an additional special education tuition fee is assessed for students receiving instructional services in the resource room).

Assignments and Homework

The amount of homework depends on the grade level, ability, and study habits of the child. Parents can help by providing encouragement and a quiet place for study. Consistency in on-time completion of assignments is essential for academic success. *Helping Your Child Succeed in School* (2005) also provides excellent suggestions for parents to support their child's independence and successful completion of homework. Late work will be docked to encourage students to complete assignments on time. Parents will be notified and a conference arranged, should the student continue to have late assignments.

In cases of student absence due to illness, parents are responsible for arranging to pick up assignments from the teacher. Each day's assignments are due one day following each day's absence. A student, for example, who is absent on Tuesday must have Tuesday's assignments completed by Thursday. Any tests scheduled on the first day of absence must be then taken on the day that the student returns. In the case of more than one consecutive school days of illness, the student has the same number of school days to complete all missing work. Any exceptions must be mutually arranged with the teacher(s). Make-up assignments missed due to absences other than for reasons of illness must be arranged directly with the teacher.

In cases where a child continues to have difficulty or brings home large amounts of work, the parent should consult immediately with the teacher. Continued student development and success is a shared responsibility between student, parent, and teacher. Each person must endeavor to faithfully fulfill his or her responsibility. Mutual support, encouragement, and communication is essential in helping the child to reach his or her full potential according to the best of his or her God-given talents and abilities in accordance with our school's philosophy and purpose.

Student Assessments and Progress Reports

Student academic work and developmental behaviors are continually evaluated and regularly reported to parents. An on-line grading system is used for students in grades 1-8, in addition to quarterly report cards. Parents and students may access this secured website for current classroom performance throughout the grading period. Standardized testing is administered using the NWEA Assessment. Individual Parent-Teacher Conferences are held following the first school quarter. Parent-teacher consultations are, of course, not limited and should be scheduled immediately whenever a need or concern arises. Again, communication is a shared responsibility and is essential in maintaining the most effective educational partnership possible. The Parent Back-to-School night is typically scheduled the evening of the second day of school for each teacher to provide parents information to help their child be successful. The following grading scale is generally used in grades 1-8 but may vary according to material and subject as well as grade level of the child:

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

A separate report card and scale is used for Kindergarten. Preschool progress results are also shared with parents utilizing a different standard and reporting method.

Grade Placement – Promotion and Retention

Education program placement is determined by the school personnel. The Principal may consult with the special education teacher for students with an IEP to ensure that our program can meet the child's needs. The kindergarten teacher also administers a readiness assessment to students entering kindergarten. Children entering our preschool program may need to meet with the preschool teacher to review our program and services.

Teachers will have ongoing conferencing with parents of any student who may be at risk of not successfully completing course requirements at his or her respective grade level. Action plans may be established to provide behavioral or academic interventions with referrals for further outside professional evaluations made as recommended. Teachers will also typically consult with other teachers of the child, the Principal, and/or special education teacher. The Principal will make the final decision on education program placement of student promotion, retention, or referral for another education program.

Parents must be contacted by the end of the third quarter if a promotion is in doubt.

Lutheran High School North Academic Fair Competition

Our Lutheran high school sponsors an annual academic and fine arts competition for students of Lutheran and other non-public schools. Competition typically involves students in grades 1 -8 and includes: Bible Knowledge, Math, Spelling, Social Studies, Science, Art, and Music.

Annual Student Awards Program

Students in grades K – 8 are recognized for their academic and co-curricular achievements at an annual end-of-the-year awards program. Awards include:

Christian Leadership Best Individual Example (Grades 5-8)

Academic 1st, 2nd, 3rd, Place for all core subjects (Grades 4-8)

Merit Roll GPAs 3.0-3.49; Honor Roll GPAs 3.5-4.0 (Grades 5-8)

Top Academic Class Honors (Grades 5-8)

Presidential Academic Awards (Grade 8 graduates)

Co-curricular Sports League (Grades 4-8 A and B teams)

P.E. Sportsmanship (Top 3 students, Grades 4-8)

Student Support Services

Health Program and Services

We follow all the prescribed recommendations of the Missouri Department of Health pertinent to enrollment and immunization and physical examination requirements relative to school attendance and communicable diseases per 19 CSR 20-20.010 through 20-28.010. Required health forms and information are provided to parents for school enrollment. No students may attend classes until all health requirements have been met.

Students must have written medical permission from their physician or the school nurse before returning to classes or child care following any infectious or communicable disease or condition. Parents should not allow students to attend school for a twenty-four hour period following illness including: fever, vomiting, or diarrhea. Fevers are handled following these principles:

1. Temperature of 98.6 - 99.5 is normal.
2. Temperature of 99.6 - 99.9 the student may stay at school, unless other symptoms exist. Parents will be called.
3. Temperature 100.0 plus, the parents are notified and students must be taken home.

During school hours, students may have access to health services from the school health room with their teacher's permission.

COVID policies will be addressed as needed.

Screenings and Prevention Education Programs

Students receive health screenings organized by the school nurse to promote the general health of all students and to identify possible health impairments that could impede child development and learning. Notification is given to parents and appropriate referrals made for any further medical services or treatment needed. Health care

providers, agencies, and other community resources are also utilized to help ensure the total wellness and well-being of the child. A comprehensive and integrated, cross-curricular health curriculum, along with the physical education program, addresses the physical, psychological, emotional, social health needs of the child including nutrition, alcohol and drug prevention, violence and injury prevention, anti-bullying, safety, personal health and fitness, and disease prevention.

Our school's health curriculum also provides the information and practices for students to build knowledge, understanding, and develop healthy life-style choices. In addition to textbook and online instructional resources used in the classroom by teachers, nurse, and school counselor, other community resources and programs are used. These include resources and programs by the American Red Cross, National Council on Alcoholism and Drug Abuse HiStep (peer) program, D.A.R.E, and others. These programs are designed to motivate students to maintain and improve their health, prevention of disease, learn and develop healthy life-style choices, and promote behaviors that reduce health-related risks.

Medications

All medications must be handled or supervised through the Health Room. Parents must have completed the required school authorization forms for any medications to be administered by the school nurse or authorized school personnel. A safe, secure container will be provided for medications to help prevent any misuse or accidental ingestion. No medication, prescription or nonprescription may be kept by the student at any time. Any exceptions, such as a documented, life-threatening respiratory condition necessitating self-administration of an inhaler, will be reviewed on an individual basis with parents assuming all liability. Medication which must be administered through Extended Care when school is not in session is to be brought and kept in the Extended Care Office.

Prescription medications given at school require:

1. Physician's written authorization, and

2. Parental authorization for administering, and
3. Medication brought in the original prescription bottle, properly labeled by a pharmacist (this may also substitute for physician's statement). These requirements may necessitate that parents have two separate prescriptions, one for home or child care and one for school.

Non-prescription medications given at school require:

1. Parental authorization, and
2. Medication to be brought to the Health Room in the original container, properly labeled.

Parent authorization forms for administering medication at school must contain the following: Student's name, Medication and dose; Times and number of days for medication to be given; Reason for medication; Parent signature and date.

Further information on the school health program and services is available by contacting the school nurse.

School-wide Wellness Policy

In response to Section 204 of Public Law 108-265 - June 30, 2004, Child Nutrition and WIC Reauthorization Act of 2004 over concern of increased obesity in children and adults in our country. Our school's complete policy is on file in the school office. A summary of the school's Wellness Program policy adopted includes the following:

Introduction

As Christians, we recognize that a wellness policy in a school setting alone cannot change behavior to meet the above concern and that ultimate responsibility lies with the home and parent where the child is most impacted and their habits formed before and after formal education begin. We believe that our school's purpose and philosophy based on God's Word is central to all that we do to assist parents in the

Christian training of the child which includes helping to address the above concern of obesity and all areas of need and development for each child which cannot ignore or separate the spiritual nature. Following our school's philosophy and purpose, we seek to help each child develop spiritually, morally, emotionally, intellectually, socially, and physically. Specifically, I Corinthians 6:19-20 and 10:31 speaks directly to the above concern: "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body," "So whether you eat or drink or whatever you do, do it all for the glory of God."

We will continue following our current practice and policy of promoting healthy development of the total child which includes working to increase and improve awareness of societal trends which can and does affect one's physical health. Atonement Lutheran School's Wellness Policy includes Nutrition Standards, Nutrition Education Goals, Physical Activity Goals, and School-wide Wellness Activities.

Nutrition Standards

Atonement Lutheran School follows the procedures and guidelines for the Traditional Food Based FDA approved lunch program and the Missouri Eat Smart Guidelines for nutrition standards for its lunches. Menu planning, food preparation, and service State and Federal guidelines.

Nutrition Education Goals

Building nutrition knowledge and skills help children make healthy eating and physical activity choices. To be most effective, nutrition education for children should follow our school's overall Christian philosophy and purpose and be appropriate for the child's age.

Physical Activity Goals

Healthy physical activity is essential for the Christian student to develop and maintain a healthy body as part of following our school's philosophy and purpose.

Providing emphasis on the importance of physical activity through allowing adequate time and opportunities for children through our physical education classes, recess, before and after school childcare program, special health and service programs, and extra-curricular sports program will continue to be promoted and made available.

School-wide Wellness Activities

We believe and recognize that the overall effectiveness in developing a Godly lifestyle within a child which includes healthy nutrition, physical activity and healthy choices is most affected by the modeling of those desired behaviors in the home and school by parents and teachers. Atonement will continue to promote and encourage parents and teachers to influence the child through personal example. The school will continue to encourage and promote a total school-wide program which promotes and encourages a healthy lifestyle.

Our school nurse will monitor our Wellness Policy.

Special Education Program

Special Education services are contracted through the Lutheran Association for Special Education. A full-time special education teacher and a part-time speech and language teacher reviews a student's current IEP and develops a program to support the student's learning relative to the learning disability. The special education program provides academic support to accommodate the individual's learning need and includes individual or small group instruction in the resource room and modifications in the regular education classroom.

The school works through the St. Louis Special School District following the Individual with Disabilities Education Act (IDEA) for students who may be referred for evaluation of learning disabilities. Special education services at Atonement are limited in scope to meet all disabilities including significant behavioral or emotional disabilities. The special education teacher will review the school's special education program and available services and consult with the Principal to determine if the school can meet the special needs of the child. Referrals for services to other agencies may

also include Jewish Family and Children's Services, Lutheran Child and Family Services, and TouchPoint Autism Services.

Students that use the Special Education Program will pay an additional tuition amount.

Guidance and Counseling Program

The school is provided a school counselor through Lutheran Family and Children's services. The counselor provides direct services to the children and families to support their learning, growth, and development. In addition to counseling, the counselor also works with classroom teachers and the school nurse to coordinate instructional and prevention education programs; resources that promote positive cognitive, emotional, behavioral, and social development of the children; and counseling with parents and children. This program is designed to prevent and address problems and make referrals for additional community support services or interventions as needed.

Lunch Program

Students should bring a healthy lunch from home. Please make sure the child's name is on the lunch.

Field Trips and Transportation

Field trips may be scheduled during the year to provide experiential learning opportunities for the students and include a wide range of community resources and cultural events. Parents are notified in advance and must sign the consent form before the child may participate on the field trip. Parents should consult with the classroom teacher regarding opportunities to serve as a Chaperone for field trips. Parents or other adults who volunteer as chaperones must be familiar with the school's policies and responsibilities and complete and sign the Guidelines for Chaperones form. The complete policy for field trips, including the Chaperone Policy, is available in the school office. Buses typically transport students for all field trips.

The school does not provide student transportation to school or for co-curricular program or sports events. Transportation to and from school and to all sports or other co-curricular events and activities is the responsibility of the parent. Parents are provided information at an orientation meeting with coaches prior to the sports season.

Student Code of Conduct and Discipline

Philosophy, Responsibilities, and General Policy

Atonement Lutheran School is committed to providing a safe, positive Christian learning environment so that the student may endeavor to reach his or her full potential of total growth and development. All students are expected to demonstrate Christian conduct in all things.

All staff members are authorized and responsible to maintain student accountability and compliance with school policies and the Student Code of Conduct. Effective Christian discipline must be administered in love and the best interest of the child. Support and cooperation of the parent and student in all disciplinary matters is essential. Repeated student misconduct is often associated with special developmental, learning, or health needs. Prevention and intervention programs may require evaluations and referral for other student support services. Parents are expected to support behavior action plans and other recommendations of the professional staff at Atonement for repeated student behaviors of misconduct. When the school and home pull in opposite directions, the child suffers. Atonement will not be a part to such a condition which may lead to emotional disturbances within a child or that promotes disruption within the school. Non-support of parents may be reviewed by the ALSB. Continued non-support of parents will be cause to terminate student enrollment.

Atonement Lutheran School has the responsibility and authority to control student conduct that disrupts or harms this central purpose. Following the school's discipline policies and procedures, the presence of any student whose continued behavior is considered to be detrimental to the philosophy and purpose of the school, will be removed, suspended, or expelled from the classroom or school. All school policies apply to students: (1) on the school grounds before, during, or after school hours which includes the child care center, (2) at any school-sponsored activity, (3) on the way to or from school, and (4) off campus behavior which may cause or contribute to the disruption of the school or violate the Student Code of Conduct. This includes, but not limited to, cyber-bullying and communications (including online) which negatively

affect students or the school. Procedures for appeal of discipline involving suspension or expulsion are explained in those sections of disciplinary action. Parents and students may also consult with the Principal for clarification on matters of disciplinary appeals.

Expectations, Violations, Consequences, and Procedures

The vast majority of disciplinary or developmental issues of students are handled with the parent working with the teacher. Just as in the home, discipline is generally administered following a progressive, incremental model for age-appropriate developmental behaviors of children. Consequences are used to align with the age of the child and the level of seriousness or repetition of behavior. Typical consequences would involve verbal reprimand, loss of privileges or recess, time-out, special assignment, removal of objects, and contacting parents. Corporal punishment is not used as a consequence. Specific questions relative to programs, policies, and discipline procedures relative to the *Individuals with Disabilities Act* (IDEA) 2004 at Atonement may be directed to the Special Education Teacher, Principal, or Special Education Director of LASE. The standard of student conduct and behavior is expected from all students with the same level of support and cooperation from the parent and student in all disciplinary matters being essential to the student's school and life-long success.

Teachers establish classroom rules using appropriate and reasonable consequences to manage general classroom behavior. Teachers explain expectations of student conduct for the classroom and for all school settings including the church, the school's cafeteria, hallways, playground, media center, gym, and all other areas on and off campus for school-sponsored activities. Students and parents are expected to understand and support classroom and school rules and discipline to help ensure a safe, positive learning environment that support student success. Teachers and staff work with parents and students utilizing individual classroom rules and consequences to correct most student behavior but may also administer behavioral detentions or refer students to the office for further discipline.

As a child of God, the student at Atonement will exercise Christian behavior which includes:

- Appearance: dress in proper Christ-like attire;
- Respect: demonstrate love and respect for authority, others, and self;
- Responsibility: prepare for all classes with assignments completed on time;
- Courtesy: will not disrupt class instruction or study time;
- Language: will use language free of profanity, vulgarity, or slander;
- Orderliness: will support positive behavior and may not disrupt good order;
- Honesty: will preserve and protect the property of others;
- Discipline: will accept discipline and Christian admonition;
- Compliance: will observe school and classroom policies.

Detention/Suspension/Expulsion Policy, Procedures, and Appeals

Academic Detention: Students may receive an academic detention for failure to complete homework or other performance related academic issues. Detentions are served typically after school but may be assigned before school as well. Parents must arrange for transportation. Failure to serve an academic detention may be cause for additional academic detentions or behavioral detention. The procedure for issuing an academic detention is as follows:

- 1) The student is informed of the detention and cause for the consequence.
- 2) The parent is informed of the detention and of the circumstances which led to the detention.
- 3) The parent is informed of the time(s) and duration of the detention not to exceed one hour per day.
- 4) The student is to be supervised by a member of the staff.
- 5) Repeated academic detentions may initiate a conference with parent, student, and teacher. Interventions and action plans may be initiated.

- 6) Continued academic detentions will be reviewed with the Principal and other professional support staff to review academic needs and classroom performance of the student. A conference with the parents may include recommendations for interventions, evaluations, or other professional support services.

Behavioral Detention: In addition to appropriate classroom disciplinary measures, each teacher may issue a detention for behavioral misconduct or infraction of classroom and school rules. Detentions are served by students at a time communicated to the parents. Parents will be billed the child care hourly rate for detentions issued. Failure to serve a detention may lead to suspension. The procedure for issuing a detention is as follows:

- 1) The student is informed of the detention and cause for the consequence.
- 2) The teacher communicates with the principal regarding detention.
- 3) The parent are informed of the detention and of the circumstances which led to the detention.
- 4) The parent is informed of the time(s) and duration of the detention not to exceed one hour per day. At the discretion of the teacher relative to the misconduct, a conference with the parent, student, and teacher may be scheduled.
- 5) The student is to be supervised by a member of the staff.
- 6) Following the second behavioral detention within a ten-week period, a conference may be held with parent, teacher, Principal, and student.
- 7) Following a third behavioral detention within a ten-week period, the student may receive In-School Suspension (ISS) or Out-of-School Suspension (OSS) at the discretion of the Principal depending on the behavior and circumstances.

Suspension: In the case from above or in cases of severe behavior or habitual misconduct, the Principal may issue an ISS or OSS up to five days. The procedure is as follows:

- 1) The student is informed of the suspension and cause for the consequence.
- 2) The parent and ALSB chairperson are informed of the suspension and the circumstances that led to it.
- 3) Parents are to provide immediate transportation, if applicable.
- 4) All school work and tests must be made up by parents making arrangements directly with the teacher(s).
- 5) A conference may be scheduled with parent, child, and principal before the student is eligible to return to the classroom or school; the ALSB chairperson may also be involved in the case of serious offenses which could lead to expulsion or termination of enrollment.
- 6) Appeal of a suspension may be made by the parent in writing to the Principal and the ALSB. The decision of the ALSB is final in all matters of appeal.
- 7) Two suspensions may result in recommendation to the ALSB for termination of enrollment or expulsion.

Certain behaviors may necessitate immediate suspension or expulsion and involvement of the police or other civil authorities pursuant to the Missouri *Safe Schools Act* (2011) and the federal Gun Free Schools Act. Offenses would include possession or use of weapons, controlled substances, and assault or violence as defined by Missouri *Safe Schools Act* (2011).

General School Rules: General school rules include but not limited to:

- **Respect and courteous behavior is stressed at all times.** Disrespect and disobedience, or lack of consideration for others is not allowed.
- School policy does not allow aggressive behavior of any kind, especially biting, fighting, stealing, cheating, lying, profanity, vulgarity, possession or use of weapons or controlled substances.

- A student may not cause disruption of any school activity by use of violence, force, noise, coercion, threat, intimidation, passive resistance, extortion, or any other conduct.
- Bullying is not tolerated. Bullying means intimidation or harassment that causes a reasonable student to fear for his or her physical safety, well-being, or property. It may consist of physical actions, including gestures, or oral or written communication, and any threat of retaliation for reporting of such acts. This may happen in person or through technology. Corrective action for this or any infraction will follow the school's discipline code which also includes detention, suspension, or termination of enrollment.
- Sexual harassment is not tolerated by anyone, male or female, and may involve civil authorities. It is a form of discrimination which violates federal law Title VII of the Civil Rights Act of 1964. It includes verbal or physical harassment because of a person's sex, sexual advances, and offensive or gender-based comments that become frequent or severe which creates a hostile environment (U.S. EEOC. Sex Discrimination Harassment).
- A student may not encourage other students to cause disruption or to follow any misconduct.
- A student may not willfully cause or attempt to cause damage to church or school property or the property of others. All parties will be charged for damage or repair and replacement costs.
- All cell phones, radios, pagers, beepers, or other electronic devices will be collected each day in the classroom. Exceptions for special circumstances may be made with express permission of the Principal (see Electronic Devices and Technology Use Policy).
- All communication home should be by school phones or school emails during school activities.
- Children are not allowed to bring toys or similar articles unless permission is granted by the teacher. The school is not responsible for lost or damaged property.

- Movement in school and hallways should be orderly.
- Running, pushing, or boisterous behavior is not allowed in the halls, restrooms, classrooms, or lunchroom at any time.
- Soda, coffee and energy drinks should not be brought to school. Healthy snacks may be allowed as part of daily class schedules.
- Reverence and respect are to be observed as we worship.
- Students must use sidewalks.
- Students must follow all playground rules.

Student Dress Code

As a Christian school, proper Christ-like, modest attire should be worn. Students must be neat and clean in appearance at all times with hair and dress. Parents are responsible daily to see that the student follows the school dress code. Violations of the student dress code may require disciplinary action.

For both boys and girls, pants and shorts must be of regular-fitting size. All shirts must be of proper-fitting size with no inappropriate or offensive writing, symbols, or pictures. No waists or bare midriffs showing when sitting down or arms reaching up. Spaghetti straps are not allowed. Underwear should not be able to be seen at any time.

Other Items:

Jewelry must be safe, not excessive or distracting. Shoes must be kept laced at all times. Tennis shoes are required for play - no strapless sandals. No sunglasses are allowed.

Coats and jackets may be worn to school but may not be worn in class.

Other items not specifically listed may not be appropriate student dress at Atonement Lutheran School.

Decisions regarding the wearing or appropriateness of the clothing or items of dress shall be left up to the discretion of the Principal.

Electronic Devices

All cell phones will be collected at 8:25.

Electronic devices include, but are not limited to laptop computers; electronic net-books, readers, or tablets; PDAs, cell phones, pagers, iPods, CD players, other music players, video recorders, walkie-talkies, and any other electronic device. Unless the electronic device is to be used as part of the approved curriculum or instructional activity as determined by the teacher, students are not allowed to have electronic devices on their person while on school campus or during any school-sponsored activity. Should it become necessary for students to have an electronic device at school for off-campus use in contacting parents before or after school, the device must be kept off while on campus and stored by the teacher upon arrival to school and returned to student at the end of the day. Students are subject to disciplinary consequences for violation of this policy that include: first offense, confiscating the device and returning to student at the end of the day, second offense, confiscating the device and parent must pick up device from the office; third offense, confiscating the device and detention; fourth offense, student must sign the device in to the school office upon arrival and sign it out after school. **The school is not responsible for damage or loss of personal property of the student.**

The use of technology resources at Atonement Lutheran School is a privilege and must be treated as such by all students. Technology resources include but are not limited to computers, printers, audio-visual equipment, software and the Internet. These resources are to be used for educational purposes only and in accordance with the school's Christian philosophy and purpose as stated in the Family Handbook. Every attempt has been made to reduce and minimize the risk of the possibility of students encountering objectionable materials. Parents and students must realize that it is impossible to totally guarantee that objectionable material will not be accessed. Should

a student access information that they feel objectionable, controversial or find uncomfortable they should report it immediately to a staff member. It is important that students understand and abide by the following guidelines:

- Use of a computer carries the implied consent for examination of all computer files by any member of Atonement staff at any time. Permission of the student is not required.
- Students should not copy Atonement software or use technology at Atonement to make or distribute copies of copyrighted software. Copyright laws pertaining to print or electronic media and resources obtained from the Internet must be followed. using technology at the school understand and abide by the following guidelines:
- Using technology and the Internet is not the same as using them at home. Free surfing of the Internet and sending or receiving personal e-mail at school is not allowed. Any personal use of technology requires the approval of a staff member.
- Modifying or destroying other students' work on disk or other electronic media is forbidden. Students must not attempt to gain access to passwords. Any attempt at unauthorized access to technology resources will result in disciplinary action.
- Students must not intentionally obtain or display obscene or objectionable material. Technology at Atonement is for educational purposes only. Any personal use of technology requires the approval of a staff member.
- Students should not bring food or drink (including candy) into any area where technology is used. Damaging or vandalizing any piece of technology equipment or software, changing software or making technology unpleasant or difficult for others to use will result in disciplinary action.

Any student who does not abide by the above guidelines may lose the privilege of using technology subject to disciplinary action.

Please see the **Acceptable Use Policy** on page 43.

Student Communications

Student use of the telephone on campus must be approved by the classroom teacher or staff person who is responsible for his or her supervision. Students are also subject to the school's discipline code, should student off-campus communications negatively interfere or disrupt the school and its programs, or cause harm or risk in any way to students and staff, including cyber-bullying. Students may also be subject to civil authorities relative to violation of state and federal laws.

Co-Curricular Sports Program

Atonement participates in inter-scholastic sports as part of the St. Louis Lutheran School Athletic Association. The sports program involves students primarily in grades 5-8. Third and Fourth Graders may also play when needed. Sports currently offered include: Girls Volleyball, Soccer, Girls Basketball, Boys Basketball and Track.

Participation is a privilege for students of Atonement who meet the academic and behavioral standards of this school. Practices and games are held after school hours and transportation is the responsibility of the parents.

Philosophy, Eligibility, and Attitude Development Goals

Philosophy. We believe that inter-scholastic sports are an integral part of our total school program which contributes to helping the student develop Christian attitudes. In accordance with our school's philosophy, we provide a sound athletic program that teaches the students the values of cooperation, spirit of competition, and using their God-given talents and abilities to the glory of God and not the individual. We work to develop girls and boys teams that will properly represent our Lord and school.

Eligibility. Participation in extra-curricular sports is a privilege, not a right. Only those students who demonstrate proper Christian conduct according to our school's philosophy and purpose are eligible to participate. All sports physicals and parent consent forms must be completed prior to the student's participation. Continued eligibility is determined relative to our Athletic Code and Rules. Students must be in

attendance at school at least one-half day on days of practices or games to be eligible. If absence is due to illness, the student is ineligible for practice or game that day of absence.

Attitude Development Goals. The Christian athlete works to develop a proper Christian attitude in all things:

- **Competitiveness:** Competition is necessary in realizing a person's full potential. It provides motivation for the individual to work to do their best at whatever they may want to accomplish without being satisfied with past accomplishments.
- **Hard Work:** Self-confidence is gained through hard work because athletes know they are prepared to face challenges.
- **Self-Discipline:** Sacrifice of time and energy will help to develop a strong mind and body by working your hardest at every practice and during every game.
- **Sportsmanship:** Display the best in attitude, desire, hard work, and self-control both on and off the athletic field.
- **Accepting Advice:** To be successful, the athlete must believe that their coach knows what is best for them and realize that the coach has the athlete's best interest in mind.
- **Team Unity:** Accept and develop the philosophy that to be a positive force in society the individual must learn to work with others as part of a team. Team success is never accomplished by individuals alone.
- **Pride in Self and School:** Pride in self and school will come as the result of confidence gained through being part of a team and doing your best to the glory of God and in support of others.

Academic and Behavior Code for Eligibility

Should a student be in violation of academic eligibility standards or behavioral and athletic rules, the student may be suspended from competition for a two-week period or two games. If the problem is not resolved, the student's suspension will be repeated. If there is still a problem, the student will be removed from that sport for that season. Continued participation in other sports will be approved following a review by the Athletic Director and/or Coach and Principal. Disciplinary action may carry over into another sport season. During a suspension, the athlete must still participate in all practices. The athlete must attend all games seated at the bench but may not be dressed in uniform.

Behavior:

- Students must recognize the importance of proper conduct at all times. Not only do they represent their Lord, but also Atonement Lutheran School. If a player's conduct is unbecoming a Christian on or off the playing field, that player may be suspended for a two-week period.
- Students caught drinking alcoholic beverages, smoking, or using drugs will be removed from sports for that season and possibly the remainder of the year (see also Discipline Code).
- Classroom and school behavior/attitude can have a bearing on an athlete's participation in a sport. Continued behavioral problems and/or detentions will be dealt with appropriate disciplinary measures. This may also include a two-week suspension from participation in sports.
- Students cheating in any school subject whether it be homework or a test may result in a two-week suspension.

Academics. Academic eligibility may be assessed at any time during the year and ineligibility may carry over into the next school year. The athlete should always endeavor to work to the best of his or her ability in all things, especially in the classroom.

- Students must maintain a minimum GPA of 70% and not receive an “F” or two “D’s” in any subject beginning with the first mid-quarter report of the school year. Ineligibility notification is given to athlete and parent. The suspension procedure will be followed as stated previously: a two-week suspension; a second two-week suspension if academic standards are still not met; removal from that sport at the end of the second two-week suspension if still not eligible. Students who have an IEP or learning disability will be reviewed on an individual basis considering student ability and effort. The Athletic Director in consultation with the teacher(s) will determine eligibility in those cases.
- Students are responsible to check academic progress with the teacher(s) other than the regular marking periods or at the two-week period review during a suspension.

General Rules and Philosophy on Playing Time

General Rules:

- Participants are required to be at all practices and games even during a suspension unless illness or some other reasonable excuse is given. Coaches should be notified prior to the practice or game if athlete will not be in attendance. Any absence not excused may affect that athlete’s playing time which is at the discretion of the coach.
- Practice and game schedules are published and given to the children for each season. Any schedule changes will be announced as soon as possible.

- Loss of/or damage to a uniform will result in a flat \$75 charge. Players are responsible for the care and cleaning of the uniform.
- Parents and students are encouraged to limit the amount of extra-curricular involvement within any one season. Participation in too many activities may interfere with academic progress or create too much anxiety within the student.
- Curfew: The parents involved are responsible for the student's reasonable bedtime. The following schedule should be followed for students to be at home:

(1) 10:00 p.m. on nights before a game or on school nights

(2) 11:00 p.m. on the weekend

If students are with parents, of course, the curfew would be at the discretion of the parents. We do encourage parents to support this rule when at all possible. If students need to be out later than these times, we ask that the student consult with the coach prior to the activity to avoid any problems.

- Students participating in a sport are required to stay on school grounds during practices or games and will be under the direct supervision of the coach. A student may leave only with the knowledge and permission of the coach and parent.
- All other matters will be dealt with in a fair and appropriate way by the Athletic Director and/or Principal. We understand that at times extenuating circumstances can play a part. Decisions will be made in the best interest of all parties.
- Athletes or parents have the right to request a review with the coach or Athletic Director on an exclusion of the player. If unresolved concerns still

exist, request in writing may be made to the Principal for review. The decision of the Principal is final in all matters of student eligibility.

Philosophy on Playing Time: Our goal is to try to get all players involved. While our team goal in competitive inter-scholastic sports is to win, we do not believe in winning at all costs. Coaches do their best to help provide opportunities for all players to fully develop according to our school's philosophy and purpose. Everyone on a team has a role to play in supporting the welfare of the team as opposed to an individual, self-serving attitude. The level of competition at the A level may limit playing time. If you feel that there is a problem or concern, you should first go to the coach as soon as possible.

Expectation of Parents

The parents of an athlete have an exceptionally important role in the success of the athlete. Each athlete needs the full encouragement and support of the parents. Some helpful guidelines are as follows:

- Parents should be at the games not only to share in the success of the athlete, but also to ease the disappointments. A child's attitude about winning or losing is often molded by the parent's attitude.
- Parents should always use positive reinforcement as well as constructive criticism with their child when discussing his or her performance. Avoid the temptation to coach during the game which is the coach's responsibility.
- Parents should avoid criticizing the coach, players, referees, and others especially in front of the athlete or others. Concerns or problems should be handled in an appropriate manner.
- Parents must ensure proper rest and nutritious meals. The student athlete cannot function as effectively when these needs are not met.

- Parents are expected to help with concessions during home games and tournaments.
- Parents will be responsible for transportation. If a driving schedule becomes necessary, one will be sent home with the student. The parent will then be responsible for driving on that day, rescheduling with another parent, or having another parent drive for you.

Atonement Parent-Teacher Organization (APTO)

Student success is directly affected by parent involvement. Parents automatically become members of our APTO and are expected to help during the year. A description of the various committees is provided to the parents with Registration information. Parents select and sign-up for various committees that help support the many school programs for our children at Registration. In addition to raising funds to purchase instructional resources and provide professional development for teachers, the APTO sponsors a variety of special fun days for students, book fair, picnic, VIP Day, parent-student events, and librarians for the media center. Parent support is invaluable to maintain a quality program of Christian education.

Atonement Lutheran School

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology is an important part of education in the 21st century. We have developed this guide to communicate the proper use of all technology related to school. Please keep a copy for your records and sign/return the other.

1. Students shall use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
2. Students shall respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or media staff for assistance if they have questions regarding these terms.
3. Students shall understand that, when they permission, they may use a personal device on the school network, that they may be required to provide information about their device to the technology coordinator to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies, and that this privilege may be limited or revoked.
4. Students shall understand the network is a valuable resource for teaching, learning and many other forms of productivity for students, staff and parents. Students shall understand that downloading large files or attachments may compromise network speed and they will avoid this type of activity without permission even if they are using a personal device. Students shall limit their use of downloading large files to classroom lessons and research. Students engaging in school work shall be given priority when accessing school technology.
5. Students shall understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student at Atonement Lutheran School. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
6. Students shall understand that school bullying applies to online behaviors as well as in-person behaviors.
7. Students shall understand and shall comply with all personal technology guidelines associated with their school.
8. Students shall understand that school provided access to the Internet has to be filtered. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
9. Students shall not impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work. Students shall not let another student use their accounts on any device.
10. Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
11. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices. The expense to repair/replace may be up to \$200.

12. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

By signing this acceptable use policy, you agree to comply with all guidelines.

Student Name

Student Signature (Grades 3-8)

Parent Name

Parent Signature