

Emmaus Lutheran School



Parent-Student Handbook *2011-2012*



THE
LUTHERAN
CHURCH
Missouri Synod



Emmaus Lutheran School

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Pastor

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School Secretary

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Principal

Mr. Keith Martin

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Introduction

Emmaus Lutheran School was established and is maintained by Emmaus Lutheran Church to educate and train children for service to God and His people. Emmaus Lutheran Church and School are part of the Lutheran Church – Missouri Synod. As such, they adhere to the beliefs, doctrines, values, and practices found in Holy Scripture as explained by the Lutheran Confessions. For additional information, please contact the principal or visit our synod's website at www.lcms.org. These beliefs, doctrines, values, and practices shape the organization and operation of our school. While the school will respect those who do not share all of our beliefs, it is expected that all parents and students will respect the Lutheran nature of our school. Admission to and continued enrollment in Emmaus Lutheran School is contingent upon the family's support the school's mission, policies, and administrative decisions.

The purpose of this handbook is to give students and parents a resource to enable the school to fulfill its mission. While this handbook contains a significant number of school policies and procedures, it is by no means exhaustive. Additional policies and procedures are posted on the school's website at www.emmauslutheranfw.org.

Administrative Organization

Emmaus Lutheran School is the primary educational agency of our congregation. The administration of the school rests primarily with the voters' assembly, which executes its will through the church council and the school board. In its monthly meetings, the school board concerns itself with the welfare of the school. It discusses and formulates policies, assures itself that classroom instruction follows the course of study, and that necessary textbooks and equipment are provided. A called and qualified administrator is retained as the principal of the school. He/she is directly responsible to the school board for carrying out the policies of the school board. Synodically trained teachers are secured, as needed, to teach as the school board directs. The pastor serves in an advisory capacity to the entire program and is responsible for the spiritual welfare of the children of the school.

Purpose

1. Proclaim the Gospel of Jesus Christ to our students and model the Christian life for them.
2. Instill and develop age-appropriate life skills in our students.
3. Educate our students to their full academic potential.

Responsibilities

Students, parents, and teachers form a powerful partnership enabling students to reach their full potential where everyone meets their responsibilities.

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| Students will | <ol style="list-style-type: none">1. Attend to all lessons, activities, and instructions.2. Ask questions when lessons, activities, and instructions are not understood.3. Complete all assignments as directed.4. Respect all faculty, staff members, other adults, and fellow students.5. Follow all classroom and school rules and guidelines.6. Accept and fulfill age-appropriate responsibilities. |
| Parents will | <ol style="list-style-type: none">1. Encourage and equip students to meet their responsibilities.2. Respect all students, faculty, staff members, and other adults.3. Ask questions and bring concerns to the appropriate person.4. Support class and school activities as time, resources, and talents allow. |
| Teachers will | <ol style="list-style-type: none">1. Encourage and equip students to meet their responsibilities2. Attend to all teaching duties professionally in a loving and caring fashion.3. Respect all students, parents, and other adults |

Enrollment Policy

1. Emmaus Lutheran School, a non-profit, 501(c)(3) parochial school, admits students of any race, color, creed, religion, gender, national and ethnic origin, and does not discriminate in administration of its educational policies, admissions policies, financial aid, or other school-administered programs.
2. Families desiring to enroll their child in Emmaus Lutheran School must support the school's mission, policies, and administrative decisions. The admission of new students must not detract from the education of the entire student body. All students must participate in all generally required school and class activities.
3. Emmaus Lutheran School admits full-time students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.
4. The transfer student's records must be provided to Emmaus Lutheran School for enrollment and must indicate that the student has a reasonable expectation for success at Emmaus. Additional testing may be required.
5. Admission is dependent upon Emmaus Lutheran School having the appropriate academic program/educational plan that fits the student. Emmaus Lutheran School may or may not be equipped to service the educational needs of students with disabilities. Students with Individualized Education Plans require individualized review and approval for admission.
6. Emmaus reserves the right to admit students on probation or conditional status.

7. Students from alternative or non-accredited schools or who have been on probation and/or suspended from another school require individualized review and approval for admission.
8. Students must be in good standing with their previous school. Students expelled from another school will not be considered for admission in Emmaus Lutheran School.
9. Students may be admitted to Emmaus Lutheran School at any point during the academic year if approved.
10. Admission is contingent upon available classroom space. If classroom space is limited, preference in enrollment will be given in the following order: members of Emmaus Lutheran Church, members of Lutheran Church Missouri Synod congregations that have an association with Emmaus Lutheran Church, siblings of current students, unchurched children, members of Christian churches, all others.
11. The student and family must meet with the Enrollment Counselor and the Principal before admission.
12. In order to complete the enrollment process and to hold the child's place a non-refundable, \$100 application fee per child must be paid.

Communication Procedures

Effective communication is an absolute necessity for the school to fulfill its mission. The following procedure is based upon Matthew 18: 15-20 and has been established to properly address concerns in an effective and orderly fashion.

1. Clarification will be sought with the teacher or appropriate adult first.
2. If the situation cannot be resolved, a meeting may be requested with the principal and all involved parties.
3. If the situation still cannot be resolved, a meeting may be requested with members of the School Board through the principal.

The faculty and staff are always available to answer any questions and address any concerns.

The official communication tool of our school is our Newsletter published weekly on the last day of school each week. The Newsletter may be accessed through our school web site, www.emmauslutheranfw.org and will be e-mailed home. Hard copies of the Newsletter will be only sent home with students when requested by the parents. Students and parents are responsible for the information contained in the Newsletter.

Students are provided with an assignment book in which daily assignments are to be written and then taken home. While teachers will train and assist students with this task, ultimately students are responsible for the completion of this task. To assist parents, the teachers will e-mail assignments home daily so that parents may check their child's assignment book.

Financial Support

Emmaus Lutheran Church substantially subsidizes the cost of education for member and non-member students. Member families are expected to support the school through regular gifts of their time, talents, and treasure. Non-member families are expected to support the school through timely payment of all tuition and fees, time, support of fund-raising and development activities, and through gifts of their time and talents as opportunities present themselves.

School Hours

School doors open at 8:00 AM. Students are expected to be in the building no later than 8:10 AM and in their classroom ready for school at 8:15 AM, the official start of school. School ends at 3:10 PM and students are to be picked up by 3:25 PM. Students needing to arrive at school before 8:00 AM and after 3:25 PM will go to extended care. No child will be allowed to leave school unless arrangements have been made with the teacher and the student is signed out by the parent or a designated guardian.

Extended Care

Extended care is located in the school cafeteria. Student will be dropped off or picked up using the northeast doors. Extended care hours are from 6:45 AM until 8:00 AM and from 3:25 PM until 5:45 PM. During these hours all students will be in extended care unless they are under the supervision of faculty or staff. Students are expected to be orderly and follow the directions of the staff.

The charge for extended care is \$3.00 per hour, charged on a 1/4 hour basis beginning at 6:45 in the morning and 3:15 in the afternoon. Two students or more in the same family will receive a 10% reduction. The fee for late pickup (after 5:45 p.m.), will be charged at the rate of \$5 per quarter hour or fraction thereof. Parents who use Extended Care and file this as an expense on their federal taxes need to keep a running record of the monthly account.

Guests

Guests who come into the building during school hours must report directly to the office. The only exceptions are those who are picking up half-day preschool children at 11:30 a.m. Guests are required to sign in at the office. When guests leave, they are to sign out. This is a safety precaution for the protection of the children.

Volunteers

Emmaus Lutheran School welcomes and encourages people to support our school through volunteer work. A volunteer is defined as anyone who helps at school that is not a member of the staff. All volunteers must adhere to all school policies and procedures, and must submit to a Limited Criminal History check. Volunteers serving during the school day are responsible to the teacher or staff member they are helping. Volunteers must follow the same procedure as guests do in regard to signing in and out of school.

Attendance

Students are expected to be in school every day of classes unless prevented from doing so by illness or other unavoidable circumstances. Students are tardy if they are not in their classroom when the bell rings at 8:15 AM. Students who are tardy must obtain a pass from the office before they may go to class. Students who do not arrive or leave for the day before noon will be marked absent for one-half a day.

1. It is the parent's responsibility to call the school by 8:15 a.m. the day a child is absent. A written excuse stating the reason for the absence should be sent to the teacher each time the child is not able to attend school.
2. A parent who has a son/daughter with a chronic illness may have a medical doctor complete a form and file it with the school office each year. After review by the school health personnel and principal, the form may exempt the parent/student from securing a doctor's statement each time the student is absent for that school year.
3. If absent, students are responsible for obtaining the required assignments from their teacher and completing those assignments within the same number of days they were absent.

School Delays and Cancellations

Emmaus Lutheran School will close or delay only in cases of extreme weather. The safety of travel is always the decision of the parents. Parents should listen for the announcement for Emmaus Lutheran School.

Lunch Program

Hot lunches will be served beginning the first full day of school. All students will eat lunch in the cafeteria with their class. Carbonated beverages are not permitted in the lunch room. If a student is not going to eat any lunch, they must have a note from the parent or guardian. Candy is permitted in the lunch room only as a class treat. If your child has a food allergy we are required by the government to have notification from the doctor on prescription form on file before we can alter the lunch. Otherwise your child must be served the standard lunch each day. According to state health regulations, students are not permitted to trade or give away food from either a home lunch or a school lunch. Parents are not to carry in fast food for their children.

Payment is by the year, or if your child only eats hot lunch occasionally, you will need to buy a ten meal ticket. You will need to keep a record of when the ten meals are up. Credit will be extended for only a maximum of five days. After that the child must bring a bag lunch each day until payment has been made and a lunch card purchased.

Dropping Off and Picking-Up Students

Use the front entrance of the building for your child when you come to the school. Do not wait or park in the driveway for even brief periods. You must park the car in the parking lot even if a driver remains in the car. The main entrance will not be open until 8:00 AM. If you arrive earlier they should wait in the car not at the front door. If for some reason you are unable to pick up your child after school or the person picking up your child(ren) is not on your authorized list (to be completed at registration), please send a written note to the office stating a different arrangement for who is authorized to take him/her home. This also includes your child going home with a school friend.

To drop off children in the morning, you may stop at the walk at the front and drop off your children. This is for drop-off only. If you intend to come into the building, or wait for your child to come back and report something to you, you must park in the parking lot. Parents preschool children must park in the lot since they must sign those students in. For picking up students, all families will be given a car pool number (This number may be used for other purposes also). Students should memorize the number as they will be used for afternoon pickup. The lineup in the front drive will begin at 3:10 p.m.

Beginning at 3:10, drive around the front drive heading west with the number displayed in the passenger side window. (Suggestion: attach card with printed number to the visor). The first car will stop just at the tower and other cars will line up behind. The teacher on duty outside will contact the teacher on duty inside by radio and give them the number of the car; those children with that number will exit and proceed to the car. The car will then exit by the south lane of the parking lot. As other cars come by the teacher, he/she will radio the number to the teacher inside.

When the front drive is filled, cars should line up in the middle lane of the parking lot facing east. Do not line up in the entrance drive along the property. Should the middle drive fill up, line up in the south lane of the parking lot facing west.

If your child should be delayed in coming out, the teacher on duty may ask you to park the car and wait there until your child comes out.

If you or your designate should need to come into the school for any reason, please park the car and do not drive by the front drive with your number displayed. For the children's safety, children will not be dismissed to a parked car without the adult accompanying them into the parking lot.

If you have someone else picking up your children, they must also use the number and follow the pattern.

The pre-school car line is started at the back doors at 3:00 PM and will run in the same manner as the front car line. If you have older children, please go through the pre-school line first then go to the front car line to pick up older children.

If your child normally goes to Extended Care, they will be sent there immediately after school by 3:25 p.m. If you need to pick them up right away you should call the office so that they will not be sent to Extended Care.

Your family number will be given out at registration. If you need to write your number on another paper, please make sure the numbers are large and in bold print so that they can be seen from a distance.

Worship and Church Attendance

It is the desire of Emmaus Lutheran Church that all members attend worship and Sunday School at Emmaus on a regular basis so that they may be served by God's Word and Sacraments. It is especially vital that school families do so that the children may develop strong and proper worship habits. In order to encourage regular attendance, the following policy has been put in place;

1. Families will attend worship at Emmaus at least fifty percent of the Sundays during the year. Families are defined as at least one parent and all Emmaus School students in the family. Please be sure to include children when signing the attendance book each Sunday.
2. Attendance from January through June will be used to determine the tuition for the first semester of the next school year. Attendance from July through December will be used to determine tuition for the second semester of the school year.
3. Families with attendance of fifty percent or more will be assessed member tuition and families with attendance of less than fifty percent will be assessed non-member tuition.

It is our hope and desire that non-member school families who have a church home, will attend faithfully there. Non-member school families who do not have a church home are invited and encouraged to consider Emmaus Lutheran Church as their church home.

Chapel and Devotions

Daily worship is also a part of school life. Classes begin each day with devotions and end with prayer. Prayers are spoken at meal times and at other appropriate occasions. A weekly chapel service is held at 8:30 AM each Wednesday. This is another opportunity for our children to be fed through God's Word, and to give thanks for His continued blessings. Parents and friends are invited to attend these services. Offerings are a part of the chapel service. We have a committee of upper grade students that study various mission projects and institutions and determines where the monies collected during the year will be sent. As regular giving is an integral part of a Christian's life of thanksgiving, this offers excellent training for Christian stewardship.

Discipline Policy

The teachers of Emmaus Lutheran School implement the discipline policy through the proper balance of Law and Gospel. The high standards of the law as identified by the Ten Commandments and explained by Martin Luther are enforced in love as shown by the Gospel. Students must learn that there are consequences for their choices, but that there is always forgiveness. Two coordinated discipline plans have been established for kindergarten through grade four and for grades five through eight. These plans have been distributed to school parents and are published on the school web site. When the classroom discipline plan proves to be ineffective, the following steps shall be used:

1. Christian counseling and guidance given to the student by the principal. Parents will be notified.
2. A meeting of the parents, teacher, and principal will be held.
3. The student shall be suspended for a number of days determined by the nature and severity of the infraction.
4. The matter will be referred to the School Board for consideration of further action including expulsion.

Infractions of a severe nature will be referred immediately to the principal and may require the immediate use of suspension. These infractions include but are not limited to malicious physical contact, bullying, swearing, blatant disrespect or disobedience, and the possession of any type of controlled or illegal substance or item.

Health

Indiana State law requires that your child have the following immunizations before he/she can attend school:

1. DPT - 5 2. Polio - 4 3. HIB - 3 4. MMR – 2 5. Chickenpox - 1

Health screenings are done by the school nurse throughout the school year. Referral letters are sent to parents only for those students who have a significant deviation from the norm. Referral letters should be returned to the school after the student has been examined by the physician. Vision screening is done for grades K, 1, 3, 5, and 8. The following guidelines are for the benefit of the entire Emmaus school family:

1. As a courtesy to others, when your child has a bad cold, elevated fever, or known communicable disease, PLEASE keep him/her home to avoid spreading the illness. Please inform the school office of the absence and nature of the illness.
2. Students who have been treated for communicable diseases should have the permission of the family physician to return to class.
3. Please call the school office if you suspect your child has head lice. The school has a no-nit policy concerning head lice. One day absence is allowed for handling this problem. Upon returning to school, the child must be brought to the office (not dropped off), to be checked to be sure there are no nits.
4. A student medication permit must be completed by the parent for all medication to be dispensed at school. Please carefully follow the directions as outlined under “Medication in School.”
5. Students must be fever and stomach flu free for at least twenty four hours before returning to school

Medication

If a student needs medication during the school day, a parent or a designate of the parent must come to school to dispense the medication. Parents must give written permission for the designate to sign the student out of school, administer the medication, and then sign the student back into school. If it is not possible for parents to follow this policy, they may contact the principal before the beginning of the school year to make special arrangements.

Uniform Dress Code

The following uniform dress code has been established and is enforced to promote a school climate and atmosphere conducive to the educational process. Anything that does not promote such a climate is unacceptable. In addition to the specific requirements of the uniform dress code, students are to exhibit cleanliness and neatness in all aspects of their appearance. Articles of clothing not specifically included in the guidelines below may not be worn. Parents are advised to consult the principal for clarification.

Head: Hair must be neatly kept and of a natural color. Hair/head accessories must be two inches or less in width. Students are allowed two piercings per ear with the length to be no longer than just below the earlobe. Make-up is allowed in the seventh and eighth grade only and must be of a natural and moderate color.

Bottoms: During school hours, students are to wear solid navy blue or tan uniform pants or shorts. Girls may wear knee length solid navy blue or tan uniform capris, skorts, skirts or jumpers. Plaid jumpers are allowed only if purchased through School Belles. Belts must be of a solid color.

Shirts: During school hours, students are to wear long or short shirt sleeve solid blue, white, or red collared uniform shirts without emblems. All students must have a Emmaus royal blue polo shirt purchased through School Belles or the uniform resale shop for field trips. Shirts are to be tucked in at all times. A uniform sweater may be worn.

Shoes: During school hours, students are to wear flat dress shoes, athletic shoes, or sandals with straps. Matching socks or tights must be of a solid color. Tights with feet must be full length.

Uniform Providers: All articles of clothing noted as “uniform” must be purchased from an uniform provider and will be acceptable. If such articles are not purchased from a uniform provider, they may not be acceptable.

A resale shop is stocked full of uniforms of different sizes. Parents are invited to look through these uniforms throughout the year as children grow. Those who wish to donate to the resale shop may do so. If a parent wants to be reimbursed for the uniform article of clothing, each item donated should be tagged with the parent name and the desired reimbursement price.

Because numerous sets of coats, caps, boots, and mittens look much alike, you can help the teachers and yourself by labeling each article with your child's name. If your child brings items to be used in school, be sure these are also properly marked.

Lockers

Lockers are provided for all students. If students have valuables these should be kept in the locker. The school faculty and staff have the right to inspect the lockers at any time. Only school provided locks are allowed on lockers.

Harassment

Emmaus Lutheran School will not tolerate any harassment of any person relating to the person's sex, race, color, religion, age, or handicap. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or handicap. Harassment of any nature is a serious offense and is strictly prohibited at Emmaus Lutheran school.

Money

Money that is to be paid to the school office or church should be given to the teacher or school office immediately in the morning. Otherwise money should not be brought to school. Money left in the desk or coat pocket in the locker may easily be or serve as a temptation to others. Money lost in school always causes serious difficulties and often unfounded accusations which no one wants for their child.

Nuisances

Students are not to bring toys, comic books, matches, water guns, knives, walkmans, portable CD's, radios, tape recorders, beepers, phones, sport cards, and other items that are not required by the school. The school will not be responsible for such items. If students bring such items to school, they will be confiscated. The pop machine is not to be used during or after school hours. Only after students have participated in an athletic practice and are leaving, will they be permitted to purchase pop.

Telephones

The school telephone should be used by students only in an emergency and for school related purposes. Permission to use the phone must be granted by the teacher. Incoming calls, unless urgent, should be made after the afternoon dismissal. After school plans with your child should be arranged with the child before he or she leaves for school in the morning.

Curriculum

Emmaus Lutheran School offers a complete course of study in preschool through eighth grade. The core curriculum is determined in conjunction with Indiana State Standards and curriculum studies by the Indiana District of the Lutheran Church, Missouri Synod and The Lutheran Schools Partnership. The core curriculum includes language arts, math, science, and social studies. The curriculum is enhanced and expanded through the following:

Accelerated Math	Accelerated Reading	Art	Band
Chapel	Choir	Health	Music in Education
Physical Education	Spanish	Strings	Religion
			Technology

Homework

Students are given homework so that they may practice, review, and expand upon what has been taught at school. Students are to know what their assignments are and bring home the necessary materials to complete those assignments. After school Homework Halls are available for students whose parents feel need assistance in completing their homework and in developing good study skills. Separate Homework Halls, staffed by members of our faculty, are available for lower and upper grade students from 3:30 to 4:30 PM Monday through Thursday. The daily charge for Homework Hall is \$5 and will be billed through the school office.

Catechetical Instruction

Seventh and eighth students receive catechetical instruction by the pastor based upon the Holy Bible, Luther's Small Catechism, and the Lutheran Service Book. All students enrolled in grades seven and eight are required to take the course of instruction.

Testing and Special Services

Testing for learning and other disabilities is available through the appropriate public school corporation. Testing is done only with the consent of the student's parent. If a parent feels that their child should be tested, they should contact the teacher and arrangements will be made. Special services may be provided at Emmaus or at a public school.

Library

Our automated school library, staffed by volunteers, has approximately 7200 volumes including a number of videos and read-along-cassettes. Students may check out a maximum of three items at a time. Library materials will be considered lost if overdue for more than one month. Replacement cost will be assessed for any lost materials.

Field Trips

Field trips allow for learning to reinforce and expand upon classroom instruction.

1. Regular school dress will be in effect, unless approved by the principal. Students will wear the blue monogrammed uniform shirt.
2. Students will stay with the adult supervisor at all times and follow the directions of the supervisor.
3. Students will adhere to the same standard of behavior as if they were in school.
4. Parents who accompany their child are classified as volunteers and as such need a Limited Criminal History check.
5. Field trip drivers must complete a Volunteer Driver Information form.

Car and Bus Rules-Field Trips

1. Children **must** always wear their seatbelts. If students are required by law to be in a car seat and do not have one, they cannot attend the field trip.
2. Children must stay in their seat while the bus is in motion. Remain seated until the bus stops to unload. Never move from place to place during the trip.
3. Pushing, yelling, hitting, throwing, pinching, pretending to hit, taking things from others, tripping, shoving, running in the aisle, or using improper language are forbidden.
4. Absolutely no eating or chewing gum on the bus.
5. Electronic devices, such as cell phones, I-Pods, CD players, electronic games, and the like, should be left at home.
6. Never stick your arms or head out of the bus windows. Don't throw things out or hang out the window. Never open the windows farther than the painted line.
7. Try and keep the inside of the bus as neat and clean as possible.
8. In order for the bus driver to hear sirens, train whistles and other warning sounds, always talk QUIETLY. Always obey the bus driver or adult in charge.

Standardized Testing

Students in third through eighth grade will be given ISTEP tests annually in the in the spring. Students in second through eighth grade will be given NWEA achievement tests in the fall and spring. Students may be given STAR Reading and Math test in conjunction with Accelerated Reading and Math.

Report Cards and Conferences

Report Cards are sent home four times each year within one week of the end of each academic quarter. Upper grade students receive weekly progress reports the first day of each week. While lower grade students do not receive such progress reports, parents are encouraged to contact their child's teachers any time they would like an update on their child's progress.

While Parent-Teacher Conferences are held at the end of the first quarter, all teachers are available to meet with parents upon request.

The grading scale in kindergarten through third grade is: 91-100 O+ 81-90 O 71-80 S+ 61-70 S

The grading scale in fourth through eighth grade is:

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

Retention/Promotion

The promotion or retention of a student in kindergarten through fourth grade will be determined by the principal in consultation with the current teacher, the next teacher, and the parents. Students in fifth through eighth grade will be retained in their current grade unless they have passing grades in English, literature, math, and at least two other core subjects.

Honor Roll

Honor Roll and Honorable Mention each quarter will be for students in grades 5 through 8.

1. Students will be placed on the Honor Roll who have all A's and no more than one B in the core subjects and no grade lower than Satisfactory in the non-core subjects.
2. Students will be placed on Honorable Mention if they have all A's and B's in the core subjects and no grade lower than Satisfactory in the non-core subjects.

Special Recognitions

Special recognition assemblies are held at the end of each quarter to recognize students for their achievements during that past quarter.

A recognition assembly is held at the end of the year to recognize year-long achievements.

Extra-Curricular Activities

The following extra-curricular activities are available:

Basketball	Cheerleading
Cross Country	Dance
Football	Girl Scouts
Gymnastics	Junior LEGO Builders
LEGO Robotics	Soccer
Track and Field	Volleyball

Interest and resources may allow for the addition of more activities. Students with an “F” in a core subject or an Unsatisfactory in a non-core subject is ineligible for participation in extra-curricular activities until the deficiencies have been rectified.

Care of Books and School Property

Students are responsible for any damage to any books or school property that they cause due to misuse.

Financial Responsibility

God asks us all to be good stewards of the gifts He gives us. That is what Emmaus Lutheran School is trying to do. We rely on your pledged, continuous, financial support to help us make timely payments and salary commitments.

Arrangements for the payment of tuition and fees must be made no later than August registration. Tuition and fees must be paid in full before the beginning of attendance or the FACTS tuition management program is to be used.

We recognize that God’s people might run into unfortunate and unforeseen circumstances from time to time. The mission of Emmaus Lutheran School is to share the good news of Jesus Christ with our community. It is our desire that no child will be denied admission to our school solely for financial reasons. If you have a financial hardship, a mutual agreement between your family and Emmaus Lutheran School might be arranged that may allow your child (ren) to attend our school.

If financial hardship prevents your family from being able to make FACTS payments on schedule, arrangements can be made through the School Board to delay or alter payments, if responsible action is taken early. The School Board meets monthly on the second Monday. PLEASE DO NOT WAIT TO REQUEST HELP! You must request help with enough time for the School Board to review your request and make appropriate recommendations. Please direct such requests to the principal. We must all make every effort to be the best stewards of God’s gifts that we possibly can. This is your financial commitment.

1. A First Notice letter will be mailed home as a reminder that your fees are fifteen days past due.
2. A Final Notice letter will be mailed home as a reminder that your fees are thirty days past due.
3. Anyone who allows registration, tuition, or education fees to become forty-five days late will forfeit the privilege of attendance at Emmaus Lutheran School until such time that said fees are brought current. Anyone who allows service fees such as band, strings, lunch, athletics, extended care, or any fess to become forty-five days late will forfeit the privilege of participating in that service until such time said fees are current.
4. All financial obligations must be met prior to a student receiving a fourth quarter report card or participating in the eighth grade graduation ceremony. Grade transcripts will not be transferred until all financial obligations are met.
5. Should financial obligations be unresolved when a student is no longer enrolled at Emmaus Lutheran School, a legal remedy will be pursued. Any costs incurred for such action will be charged to the child’s parents.